

CJ 202 Milestone One: Field Notes Guidelines and Rubric

Overview: View the practice video provided for the milestones and complete this section. After viewing the practice video, create the field notes sheet using the critical elements below. In this scenario, you are the primary officer assigned to complete a report about this incident. Assemble a list of field notes based on your observations and on information that you consider to be necessary for the formulation of your report. Remember you will not be able to ask any questions, but keep in mind the information that you want to make note of.

Specifically, the following critical elements must be addressed:

I. Field Notes Sheet

This component is where you record your initial observations of the scene. For example, this might be visual evidence, statements, sketches, or any other facts or information that may be relevant to the subsequent investigation. For purposes of this assignment, remember your field notes must capture the observations and actions of the actor in the video fully and accurately in order to inform a cohesive, concise, comprehensive, and accurate Incident Report. What information is this report based upon? Based on the scenario, what information strikes you as having evidentiary value?

- a. **Cohesiveness of Field Notes:** Your field notes should contain information on the observations and actions that are essential in informing a cohesive report. For example, if you observe the suspect wearing a red jacket with a specific insignia, your field notes should capture this data so that you may draw upon it in producing your Incident Report. If your field notes do not contain this information, you would be disadvantaged in producing a cohesive Incident Report that has evidentiary value in the criminal investigation itself or potential trial proceedings.
- b. **Accuracy of Field Notes:** Your field notes must correctly describe observations and actions that are essential in producing an accurate report. For example, if the suspect is wearing a red jacket with a specific insignia in the video, but your field notes list that it is a blue jacket, then the accuracy of your observations and the data that informs your Incident report can be called into question in the criminal investigation or potential trial proceedings.

Requirements of Submission: This milestone requires 12-point Times New Roman font, one-inch margins.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Cohesiveness of Field Notes	Describes observations and actions that are essential in informing a cohesive report	Identifies observations and actions but there are gaps in informing a cohesive report	Does not describe observations and actions that are essential in informing a cohesive report	40
Accuracy of Field Notes	Correctly describes observations and actions that are essential in producing an accurate report	Describes observations and actions but there are gaps in aligning to what actually occurred in the video	Does not describe observations and actions	40

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Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	20
Earned Total				100%