

**CJ 202 Milestone Three: Who, What, When, Where, Why, and How Guidelines and Rubric**

**Overview:** View the practice video provided for the milestones and complete this section. After viewing the practice video, complete the Who, What, When, Where, Why and How section of the Incident Report.

**Specifically, the following critical elements must be addressed:**

Your narrative should include concise details that are consistent with the field notes and observations. This narrative is essential to remediate risk and liabilities in organizational and prosecutorial settings. It is important that your report tells the entire story of your involvement and the information you have gathered. Administrators, prosecutors, will scrutinize the incident report and defense attorneys who are trying to elicit a “not guilty” verdict from a jury. The more questions that can be raised about the accuracy and credibility of your report, the more likely that a guilty person can go free.

- a. Includes the **essential details for this report:** “who,” “what,” “when,” “where,” “why,” and “how”
- b. Think about what have you missed. What other details must be included to **remediate risk and liability** in an organizational or prosecutorial setting. For example, is there information present (or missing) that could raise doubt? Is anything missing in the chain of events in your narrative?

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

<b>Critical Elements</b>	<b>Proficient (100%)</b>	<b>Needs Improvement (75%)</b>	<b>Not Evident (0%)</b>	<b>Value</b>
<b>Essential Details for the Report</b>	Includes the “who,” “what,” “when,” “where,” “why,” and “how”	Lacks specificity in including the “who,” “what,” “when,” “where,” “why,” and “how”	Does not include the “who,” “what,” “when,” “where,” “why,” and “how”	40
<b>Risk and Liability</b>	Information includes details that remediate risk and liability in an organizational or prosecutorial setting	Information includes details but there are gaps in necessary information that would remediate risk and liability in an organizational or prosecutorial setting	Information does not include details that remediate risk and liability in an organizational or prosecutorial setting	40

Southern New Hampshire University

<b>Articulation of Response</b>	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
<b>Earned Total</b>				100%