

IMPERIAL VALLEY COLLEGE

ADMINISTRATION OF JUSTICE

COURSE SYLLABUS

COURSE NO.

AJ 108 (CRN 10597)

COURSE TITLE

Public Safety Report Writing

INSTRUCTOR

Jesus Serrano Room 203
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TEXTBOOK

For the Record Report Writing in Law Enforcement 6th
Ed.:Karen M. Hess/ Christine Hess Orthmann,
Systems- Publishers, Inc.

Recommended: California Penal Code 2012

TERM

Fall 2012

CLASS TIMES

Friday 0815 am – 1125 am

UNITS

3

COURSE DESCRIPTION

This is an introductory course dealing with all aspects of public safety communications. It will cover the techniques to effectively communicate facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, crime violations, incident reports, letters, memorandum, directives and administrative reports. Emphasis will be on criminal justice terminology use of English and organization of information. Students will gain practical experience in note taking, interviewing, report writing, and presentation of testimony in court.

COURSE OBJECTIVES

Students will be able to:

1. Explain the basics to communication and writing skills, with an emphasis on criminal justice safety system requirements.
2. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution.
3. Recognize the importance of gathering information through interview and note-taking for inclusion in criminal reports and use in a court of law.
4. Identify and distinguish facts, information and statements into a logical and understandable format that fulfills the legal requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrest.
5. Compose and complete an accurate and articulate crime report, arrest report, and follow-up report.
6. Demonstrate the ability to write a criminal investigative case file for possible prosecution.

GRADING PROCEDURE:

Total Points: 1000

Homework Assignments: 11 Assignments 50 points each =	550 Points
Final Exam =	200 points
4 Law Enforcement Ride Alongs: 50 point each =	200 points
Participation =	50
Total =	1000 Points

A = 1000-900 B=899-800 C = 799-700 D=699-600 F= 599-0

Final Exam

Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam. Bring a No. 2 pencil and Scantron form to class on exam days.

You must communicate to your instructor any problems that you are having with the course.

ATTENDANCE:

One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be drop for non-attendance. Missing more than half a class session will count as a full absence. (*It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.*) Refer to page 11 of your Fall Class Schedule 2011 catalogue for "DROPPING CLASSES" you are RESPONSIBLE!

ACADEMIC ETHICS:

Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment without the instructor's express consent, or turning in a writing assignment that uses another's words or ideas without crediting the source of the words or ideas.

PLAGIRISM will not be tolerated! If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

CHEATING WILL NOT BE TOLERATED! Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of **"F"**.

PARTICIPATION:

Every student is expected to participate in class discussion each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. Newspaper article discussions on how local crime impacts our community, state and federal levels.

CLASSROOM BEHAVIOR:

Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and cell phones ringing during class are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times. **TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

NOTICE: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) Office as soon as possible. [Room 2117, Health Sciences Building; Phone: (760) 355-6312]

Start of Spring Session

08/25/2012	Introduction to the course and syllabus Homework #1 Due Biography Complete Four Ride-a-longs with local Law Enforcement Agencies and Complete four reports on the officer activity Due the last day of the Class.
08/31/2012	Review Chapter 1 Due: Homework #1 Due Biography Due Complete Chapter 2 Exercise
09/07/2012	Review Chapter 2 Complete Chapter 3 Exercise Homework #2 (Elements of Crimes)
09/14/2012	Review Chapter 3 Complete Chapter 3 Exercise Due: Homework #2 (Elements of Crimes) Homework #3 (Complete Self Test on Chapter 1-3) Complete Chapter 4 Exercise
09/21/2012	Review Chapter 4 Homework #4 (Correct Sample Police Reports) Due Homework #3 (Self Test on Chapter 1-3) Complete Chapter 5 Exercise Complete Chapter 6 Exercise
09/28/2012	Review Chapter 5 Homework #5 (complete 488 PC report)

	DUE: Homework #4 (Correct Sample Police Reports)
10/05/2012	Review Chapter 5 Complete Chapter 6 Exercise
10/12/2012	Review Chapter 6 Homework #6 (Self Test On Chapter 4-6) Complete Chapter 7 Exercise
10/19/2012	Review Chapter 7 Homework #7 (Complete Field note Assignment) Complete Chapter 8 Exercise Due Homework #6 (Self Test on Chapter 4-6)
10/26/2012	Review Chapter 8 DUE Homework # 7 (Field Note Assignments) Homework #8 (Complete 459 PC Report) Complete Chapter 9 Exercise
11/02/2012	Review Chapter 9 Homework# 9 (Complete Report 10851 VC Report) Homework #10 (self test on Chapter 7-9) Complete Chapter 10 Exercise
11/09/2012	Review Chapter 10 Complete Chapter 11 Exercise DUE Homework# 10 (Self Test on Chapter 7-9) DUE Homework# 5 (488 PC Report) DUE Homework# 8 (459 PC Report) DUE Homework# 9 (10851 VC Report)
11/16/2012	Review Chapter 11 Complete Chapter 12 Exercise
11/23/2012	Thanksgiving Holiday
11/30/2012	Review Chapter 12 Homework #11 (Complete Self Test 10-12) Review for Final exam
12/07/2012	Final Exam Due Four Reports about the four Law Enforcement Ride Along Due Homework #11 (Self Test on Chapter 10-12)