

**Basic Course Information**

Semester	<b>Spring 2014</b>	Instructor Name	<b>Jeff Mason</b>
Course Title & #	<b>Public Safety Report Writing AJ 108</b>	Email	<b>jeff.mason@imperial.edu</b>
CRN #	<b>20413</b>	Webpage	<b>N/A</b>
Room	<b>201</b>	Office	<b>Room 809</b>
Class Dates	<b>21 Jan. 2014 – 16 May 2014</b>	Office Hours	<b>N/A for part-time faculty</b>
Class Days	<b>Monday &amp; Wednesday</b>	Office Phone #	<b>760-355-6280</b>
Class Times	<b>08:35 – 10:00 AM</b>	Office contact if student will be out or emergency	<b>Rhonda Ruiz</b>
Units	<b>3</b>		

**Course Description**

This course is an introductory course, dealing with all aspects of public safety communication. 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, memorandums, directives, and administrative reports. Emphasis 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 courts. (Formerly AJ/CSI 120) (CSU)

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution. (ILO1, ILO2, ILO3)
2. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be able to be used in a court of law. (ILO1, ILO2, ILO3, ILO4)
3. 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 arrests. (ILO1, ILO2, ILO3, ILO4, ILO5)

**Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the Criminal Justice System and various uses of written report required in law enforcement.
2. Practice the ABC's or writing: Accuracy, Brevity, Completeness. Organize sentences in a logical sequential order, relatively free of errors.
3. Practice and apply basic rules of English to effectively communicate information as required within the Criminal Justice System to include: who, what, where, when, why and how
4. Organize information into an effective reportable format. Student will demonstrate knowledge and use of different forms, formats, and reporting styles.
5. Take field notes and compile data to be used in cohesive formal reports.
6. Understand and demonstrate the basic steps of an interview and interrogation, using verbal and non-verbal

techniques and satisfactorily document the interview/interrogation.

7. Interpret and synthesize case studies, simulation, and role plays, into accurate and complete reports.

8. Demonstrate knowledge and use of technology (computers, laptops, recordings, etc.) utilized in report writing.

9. Competently complete and proofread crime, probation, parole, violation, incident, and other reports for their use in court proceedings and/or hearings.

10. Practice testifying in mock courtroom and other legal proceedings as to information contained in previously written testimony.

### Textbooks & Other Resources or Links

Hess & Orthmann (2008). *For the Record: Report Writing in Law Enforcement* (6th/e). Innovative Systems. ISBN: 0-940309-19-X

### Course Requirements and Instructional Methods

Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.

There are a total of four tests, one midterm test and one comprehensive final examination in this course. Each test will have a time limit of 30 minutes, 50 minutes for the midterm and 90 minutes for the final. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form 882-E to class on exam days for the test.

The student will complete written exercises in the textbook, which will be reviewed by the instructor. Additionally there will be 8 homework or in class worksheets. Finally the student will write six law enforcement reports. Information for completing these reports will be delivered through a variety of methods.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

Workbook; 12 chapters @ 10 points per chapter =	120 points
Homework & In Class Assignments; 8 @ 10 points each =	80 points
Reports; 6 @ 20 points each =	120 points
Tests; 4 @ 25 points each =	100 points
Mid Term Video Reports; 2 @ 25 points each =	50 points
Mid Term Test; 1 @ 50 points =	50 points
<u>Final Examination; 1 @ 100 points =</u>	<u>100 points</u>
Total possible points =	620 points

### Letter Grades:

A=620-570    B=569-494    C=493-419    D=418-343    F=342-0

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

**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.

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated

acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service.

### **Additional Help**

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

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. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### **Anticipated Class Schedule / Calendar**

Imperial Valley College Course Syllabus – Public Safety Report Writing AJ 108

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Wed.	01/22	Course Introduction / Expectations / Blackboard
Mon.	01/27	Chapter 1 <u>Homework</u> – 3 Paragraphs (due 01/29)
Wed.	01/29	Chapter 1     The 5 W's and the H
Mon.	02/03	Chapter 2     In class Elements of Crimes Exercises / Resources
Wed.	02/05	Chapter 2 <u>Homework</u> – Newspaper Article (due 02/10)
Mon.	02/10	Chapter 3 <u>In Class Assignment 1</u> - Part of Speech
Wed.	02/12	Chapter 4     Test # 1 on Chapters 1-3 & Workbook Check
Mon.	02/17	<i>MLK Holiday No Class</i>
Wed.	02/19	Chapter 4     Report Forms / Practice: Injury Report
Mon.	02/24	Chapter 5 <u>In Class Assignment 2</u> – First Person
Wed.	02/26	Chapter 5 <b>Burglary Report</b> / Video On Line (due 03/03)
Mon.	03/03	Chapter 6     In class note taking exercises
Wed.	03/05	Chapter 6 <u>In Class Assignment 3</u> – Facts, Opinions & Wordiness
Mon.	03/10	Chapter 7     Test # 2 on Chapters 4-6 & Workbook Check
Wed.	03/12	Chapter 7     Mid Term Video Reports (due 03/17)
Mon.	03/17	Chapter 8     Mid Term Test on Chapters 1-6
Wed.	03/19	Chapter 8 <u>In Class Assignment 4</u> – Sentences
Mon.	03/24	Chapter 9     Found Property Report / verbal written in class
Wed.	03/26	Chapter 9 <b>Domestic Violence Report</b> (due 03/31)
Mon.	03/31	Chapter 10    Test # 3 on Chapters 7-9 & Workbook Check
Wed.	04/02	Chapter 10 <u>In Class Assignment 5</u> – Spelling & Capitalization
Mon.	04/07	Chapter 11 <b>Injury Report</b> / Power Point (due 03/17)
Wed.	04/09	Chapter 11 <b>Human Trafficking Report</b> / POST DVD (due 04/14)
Mon.	04/14	Chapter 12
Wed.	04/16	Chapter 12 <u>In Class Assignment 6</u> – Punctuation
Mon.	04/21	<i>Spring Break No Class</i>
Wed.	04/23	<i>Spring Break No Class</i>

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Mon.	04/28	Test # 4 on Chapters 10-12 & Workbook Check
Wed.	04/30	<b>Burglary Report</b> / Power Point (due 05/05)
Mon.	05/05	<b>Sexual Assault Report</b> / POST DVD (due 05/07)
Wed.	05/07	Make Up Tests 1-4 (no Mid Term make up)
Mon.	05/12	Review for Final Examination
Wed.	05/14	Final Examination on Chapters 1-12