

**Basic Course Information**

Semester	<b>Fall 2015</b>	Instructor's Name	<b>Pompeyo R. Tabarez</b>
Course Title & #	<b>Public Safety Report Writing AJ 108</b>	Instructor's Email	<a href="mailto:pompeyo.tabarez@Imperial.edu">pompeyo.tabarez@Imperial.edu</a>
CRN #	<b>10693</b>	Webpage (optional)	<b>N/A</b>
Room	<b>3200/3203</b>	Office (PT Faculty:809)	<b>N/A</b>
Class Dates	<b>Aug. 17 to Dec. 11</b>	Office Hours (n/a for PT Faculty)	<b>N/A</b>
Class Days	<b>Tuesday &amp; Thursday</b>	Office Phone # (PT may use dept. number)	760-355-6280
Class Times	<b>2:00–3:25</b>	Who students should contact if emergency or other absence	Rhonda Ruiz
Units	<b>3</b>		

**Course Description**

This course is designed to improve and enhance written communication skills of current or future law enforcement officers. 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. Students will gain practical experience in note taking, interviewing, report writing, and presentation of testimony in courts. Emphasis will be placed on criminal justice terminology and the developing of the writing skills needed in preparing the reports to be submitted for case prosecution.

**Student Learning Outcomes**

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

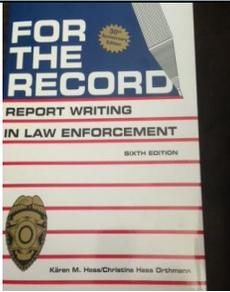
1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution. (ILO1, ILO2, ILO3)
2. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be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



For the Record/Report Writing for Law Enforcement 6th Edition  
Karen M.Hess/Christine Hess Orthmann  
ISBN: 0-940309-19-X

### Course Requirements and Instructional Methods

Instructional Methods will include:

Class Discussion, Group Activities, Lectures, Written Assignments, Student Presentations, and Simulation/Case Studies presented through selected Audio and/or Visual aids. Student learning progress will be measured through book quizzes, one midterm, one investigative/presentation report, homework, and a final examination.

Students are expected to read and follow the schedule in the course syllabus. Students are expected to read assigned text chapters, lecture notes, and to seek and read additional suggested resources as provided by the textbook and Instructor. In addition, students are expected to be alert and attentive with note taking in class and have a demonstrated desire to participate in any discussion.

All assignments are due on the date stated by the instructor. Late assignments will be subject to reduction of points. Make every effort to turn in your assignments on time or you may receive a zero for that assignment. Failure to take a test will result in a zero for that test unless prior approval is given by the instructor. Tests will be 30 minutes long unless otherwise stated by the instructor.

If you are late to class, you will not be given extra time to take the test. Bring a No. 2 pencil on test days. You must communicate to your instructor any problems that you are having with the course.

All special instructions for the investigative report and/or writing assignment(s) are to be followed precisely. The Instructor will announce all deadlines and instructions as well as provide reminders about the pace or flow of the course.

Students are expected to participate in all class Discussions, Group Activities, Lectures, and Simulation/Case Studies presented through selected Audio and/or Visual aids.

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**

POSSIBLE POINTS		FINAL GRADES
12 quizzes for a combined score of	712 points	A = 1,360-1,512 / 90-100 %
Three written reports, 50 points each	150 points	B = 1,209-1,359 / 80-89%
Midterm Exam	100 points	C = 1,058-1,208 / 70-79%
Investigative Report/Presentation	100 points	D = 907-1,057 / 60-69%
Class participation/homework/attendance	150 points	F = 0-906 / Less than 60%
<u>Final Exam</u>	<u>300 points</u>	
<b>Total</b>	<b>1,512 points</b>	

**Extra credit upon instructor approval**

**0 to 64 points**

**Attendance**

- A student who fails to attend the first meeting of a 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, **showing up on time and not leaving early**, 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. After the second unexcused absence, **students will lose 10 class participation points per every additional unexcused absent**. To avoid the 10 point deduction, all request for excused absences must be submitted in writing and with the appropriate documentation via e-mail at pompeyo.tabarez@imperial.edu, no later than one day before the scheduled class.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.
- **Two unexcused absences before the drop deadline will suffice to drop a student without further notice.**
- **Do not assume you will be dropped 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 pages 15 – 16 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; it is YOUR RESPONSIBLILIBY!**

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
- 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 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 – Discretionary Section and Language

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

### 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

**\*\*\*Tentative, subject to change without prior notice\*\*\***

Date or Week	Activity, Assignment, and/or Topic	Assignments
Week 1 August 18	Introduction & Syllabus Review Chapter 1: An introduction to reports and report writing	Read Chapter 1 Conduct field interview
Week 1 August 20	Chapter 1 Review:	Review Chapter 1 F.I. report due
Week 2 August 25	Chapter 2: Characteristics of a well-written report: Content Review Chapters 1	Read Chapter 2 Review F.I. report
Week 2 August 27	Chapter 2 Review: Characteristics of a well-written report: Content	Review Chapters 1 & 2 Revised F.I. report due
Week 3 September 1	Chapter 3: Characteristics of a well-written report: Form	Read Chapter 3
Week 6 September 3	Chapter 3 Review: Juvenile Due Process and Jurisdictional Waiver Procedure Review Chapters 4&5	Read Chapter 6
Week 7 September 8	Review Midterm(Chapters 1,2,3,4,5&6)	Quiz #2(Chapters 4,5&6)
Week 8 September 10	<b>Midterm Exam</b> Chapters (Chapters 1,2,3,4,5&6) Chapter 7: Pre-Court Procedures	Midterm Exam (Chapters 1,2,3,4,5&6) Read Chapter 7:
Week 9 September 15	Chapter 8: Juvenile Court Proceedings Review Chapters 7	Read Chapter 8

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Week 10 September 17	Chapter 9: Probation Services Review Chapters 7 & 8.	Read Chapter 9
Week 11 September 22	<b>Chapter 10: The Division of Juvenile Facilities</b>	Quiz #3(Chapters 7,8,&9) Read Chapter 10
Week 12 September 24	Chapter 11 The Dependent Child: Physical and Emotional Abuse Review Chapter 10	Read Chapter 11
Week 13 September 29	Chapter 12 : Crimes Against Property  Review Chapters 10&11	Read Chapter 12
Week 14 October	Investigative Report/Presentations	Quiz #4(Chapters 10,11&12)
Week 15 October November 26	Thanksgiving Holiday	Quiz #5(Chapters 11&12) Read Chapter 13
<b>Week 16</b> October December 3	Review Chapters 1-12 and prepare for the Final Exam	Final Exam Review
Week 17 October December 10	Final Exam	Final Exam
October		
October		
October		