

Basic Course Information

Semester:	Spring 2020	Instructor Name:	George Chavarria
Course Title & #:	AJ-108 Law Enforcement Report Writing	Email:	George.chavarria@Imperial.edu
CRN #:	20688	Webpage (optional):	
Classroom:	3211	Office #:	
Class Dates:	02/18/20 – 06/09/20	Office Hours:	By Appointment
Class Days:	Tuesday	Office Phone #:	(760) 355-6280
Class Times:	1830-2140	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Units:	3.0		

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 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 or 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. Innovative Systems ISBN: 0-940309-19-X.

Course Requirements and Instructional Methods

Audio Visual
Discussion
Group Activity
Lecture
Simulation/Case Study
Distance Learning

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

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Assignment Descriptors	Points
1. Quizzes	120
2. Mid-term	100
3. Final	100
4. Research Paper	80
Total	400

Grade	Points Required
A	360-400 points
B	320-359 points
C	280-319 points
D	240-279 points
F	0-239 points

Extra Credit: Up to 40 points in extra credit can be earned for an oral presentation on research paper.

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

- 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 by the instructor.
- 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.

Online Netiquette

Not applicable to this course presentation.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- <https://www.imperial.edu/courses-and-programs/distance-education/for-students/canvas/>. The Canvas Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services**. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services**. There is more to our library than just books. You have access to tutors in the [Study Skills 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. Please contact them 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.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Week 1 February 18	Syllabus Review and Class Introduction
Week 2 February 25	Library Tour
Week 3 March 3	An Introduction to Reports and Report Writing/Quiz #1
Week 4 March 10	Characteristics of a Well Written Report-Content/Quiz #2
Week 5 March 17	Characteristics of a Well Written Report-Form/Quiz #3
Week 6 March 24	Steps in Report Writing/Quiz #4
Week 7 March 31	Field Trip to Calipatria State Prison
Week 8 April 7	Principles of Clear writing/Quiz #5

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Week 9 April 14	Spring Break
Week 10 April 21	Choosing the right Words/ Quiz #6
Week 11 April 28	Mid-term on Chapters 1-6
Week 12 May 5	Grammar/Quiz #7
Week 13 May 12	Sentences that make Sense/Quiz #8/Presentations
Week 14 May 19	Spelling and Apostrophes/Quiz #9
Week 15 May 26	Abbreviations, Numbers and Capitalization-Commas/ Quiz #10 and #11
Week 16 June 2	Other Punctuation Marks/Quiz #12
Week 17 June 7	Final

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