

**IMPERIAL VALLEY COLLEGE
ADMINISTRATION OF JUSTICE
COURSE SYLLABUS**

COURSE NO.
AJ 108 (CRN 10339)

COURSE TITLE
Public Safety Report Writing

INSTRUCTOR
Jeff Mason
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TEXTBOOKS
For the Record, Karen Hess, Christian Orthmann 6th

Police Talk; Reynolds and Mariani; Prentice Hall; 2002

TERM
Fall 2012

CLASS TIMES
Wednesday 6:30 pm-9:40 pm

UNITS
3

INSTRUCTOR'S OFFICE HOURS:

Appointments may be scheduled with the instructor, use e-mail as primary contact.

COURSE DESCRIPTION:

This course deals 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 reports, crime violations, incident reports, letters, memorandums, 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 courts.

COURSE OBJECTIVES: Students will be able to:

1. Demonstrate knowledge of the criminal justice system and various uses of written reports required in law enforcement, courts, and corrections.
2. Practice the ABC's of writing: Accuracy, Brevity, and Completeness.
3. Organize sentences in a logical, sequential order, relatively free of errors.
4. 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.
5. Organize information into an effective reportable format and demonstrate knowledge and use of different forms, formats, and reporting styles.
6. Take field notes and compile data to be used in cohesive formal reports.
7. Understand and demonstrate the basic steps of an interview and interrogation, using verbal and non-verbal techniques and satisfactorily document the interview/interrogation.
8. Synthesize case studies, simulations, and role playing into accurate and complete reports.
9. Demonstrate knowledge and use of technology utilized in report writing.
10. Competently complete and proofread crime, probation, parole, violation, incident, and other reports for their use in court proceedings and/or hearings.
11. Practice testifying in mock courtroom and other legal proceedings as to information contained in previously written reports.

12. Identify, create, critique, and refute oral and written arguments.
13. Differentiate among types of report writing formats needed to develop a criminal case for preparation in court. Identify the importance and value of detail and effective report writing; important to field note taking techniques and interviewing versus interrogation skills in the Administration of Justice.
14. Define various legal terms used in police report writing. Apply the ABC's or writing accuracy, brevity, completeness by organizing sentences in a sequential order. Student should be proficient in English structure and numerous code adaptations in order to relate to proper police terminology when report writing and be able to relate criminal codes which need to distinguish the corpus delicti and fiction.
15. Identify the various California State Police communications systems and compare to those in law enforcement around the U.S. and world.

GRADING PROCEDURE:

Total Points: 400

In-class activities =100 points

Reports: 5 reports at 20 points each = 100

Student Presentations=100 points

Final=100 points

A = 400-350 B = 349-300 C = 299-250 D =249-200 F = 199-0

PLEASE NOTE: Assignments are due at the start of class. Late assignments will not be accepted, and the student will be given a zero for that assignment. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. You must communicate to your instructor any problems or difficulties that you are having with the course.

ATTENDANCE: One goal of this course is to instill a work ethic needed to be a successful employee. Like having a job, students are expected to attend class, show up on time, and not leave early. Students will be allowed three absences from class. On the third absence, the student will be dropped from the class. Being late or leaving early will count as half an absence. Missing more than half a class session will count as a full absence. Students will also be dropped from the class if they miss three class sessions in a row. There will be no exceptions to this policy.

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.

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.

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]

IMPORTANT DATES:

AJ 108 Public Safety Report Writing
(Wednesday 6:30 pm-9:40 pm)

Week 1

08/22 Introduction to course/Introduction to reports

Week 2

08/29 History of Police Departments in the U.S.

Week 3

09/05 Chapter 1 Introduction to report writing
Report Assignment Due (20 points)

Week 4

09/12 Chapter 2 Characteristics of a well written report content/Introduction to communication
Report Assignment Due (20 points)

Week 5

09/19 Chapter 3-Characteristics of a well written report form/Communicating authority

Week 6

09/26 Chapter 4-Steps in report writing/The Rescue Triangle

Week 7

10/03 Chapter 5-Principles of clear writing/Listening and interviewing skills
Report Assignment Due (20 points)

Week 8

10/10 **Student presentations**

Week 9

10/17 **Student presentations**

Week 10

10/24 Chapter 7-Problem Solving/Crime Victims
(Chapter 7 as to both books)
Report Assignment Due (20 points)

Week 11

10/31 Chapter 8 Abbreviations, Numbers and Capitalization/Problem Solving/Sentences that make sense

Week 12

11/07

Chapter 9 Sexual Harassment
Report Assignment Due (20 points)

Week 13

11/14

Chapter 10: Commas Monitoring Your Attitude/Review for final

Week 14

11/21

TBA – In Class Project

Week 15

11/28

Review for Final

Week 16

12/05

Final (100 points)