

**IMPERIAL VALLEY COLLEGE  
ADMINISTRATION OF JUSTICE 108  
PUBLIC SAFETY REPORT WRITING  
COURSE SYLLABUS**

**Course:** AJ 108 Public Safety Report Writing    **Instructor:** Michael W. Capeci

**Number:** 20414

**Email:** [michael.capeci@imperial.edu](mailto:michael.capeci@imperial.edu)

**Term:** Spring 2014

**Class Times & Units:** F 1135 – 1435 3 Units

**Textbooks\*:**

**Room:** 211

For The Record Report Writing In Law Enforcement Sixth Edition    Hess & Orthman

### **COURS 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 is placed 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:**

Students will be able to:

1. Demonstrate knowledge of the criminal justice system and various uses of written reports required by 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.

## GRADING PROCEDURE

Total Points: 600

FINAL/REPORT= 100 points

Mid Term= 100

Tests= 4 = 100 points

Homework: 12 assignments at 10 points each = 120 points

Workbook Exercises= 80 points

Attendance = 50 points

Class Participation= 50 points

**TOTAL POINTS POSSIBLE 700 POINTS**

A = 700-650

C = 549-500

F = 0-449

B = 649-550

D = 499-450

**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 a quiz or exam will result in a zero for that quiz or exam unless prior approval is given by the instructor. You must communicate with 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 six absences from class. On the seventh 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 may be dropped from the class if they miss three class sessions in a row. However, it is the students responsibility to withdraw or drop accordingly as is not the responsibility of the instructor.

**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.

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

**NOTICE:** Copying the text book is an infringement on the U.S. Copy write laws. It is illegal to copy a textbook and copied text books will not be accepted in this course.

**Especially in an Administration of Justice or Criminal Justice class.**

<b>January 24</b>	Class Introduction Chapter 1: An Introduction to Report Writing Homework: 1 page Autobiography
<b>January 31</b>	Due: 1 page Autobiography Chapter 2: Characteristics of a Well-Written Report: Content Worksheet: Parts of Speech
<b>February 7</b>	Chapter 3: Characteristics of a Well-Written Report: Form Homework: News Article
<b>February 14</b>	Holiday No Class
<b>February 21</b>	Due: News Article Test Chapters 1-3 Chapter 4: Steps in Report Writing
<b>February 28</b>	Chapter 5: Principles of Clear Writing Chapter 6: Choosing the Right Words In class scenario Homework: Write a 1 page report on the in class scenario
<b>March 7</b>	Due: Scenario Report Test Chapters 1-6 Video: "Getting Away With Murder" Part one of Mid-Term: Write a three page report on the documentary watched in class.
<b>March 14</b>	"Getting Away With Murder" Mid-Term Paper Due In class worksheet on Modifiers Homework: worksheet on Slang, overused words & choice words
<b>March 21</b>	Part 2 of Mid-term covering chapters 1-6 Workbook check Chapters 1-6
<b>March 28</b>	Chapter 7 Grammar Homework: Grammar Worksheet
<b>April 4</b>	Due Grammar Worksheet

	Chapter 8: Sentences That Make Sense
<b>April 11</b>	Chapter 9: Spelling and Apostrophes
<b>April 18</b>	Test Chapters 7-9 Chapter 10: Abbreviations, Numbers, and Capitalization
<b>April 25</b>	Chapter 10: Abbreviations, Numbers, and Capitalization Chapter 11: Commas Chapter 12: Other Punctuation Marks
<b>May 2</b>	Spring Recess No Class
<b>May 9</b>	Test Chapters 10-12 Final Review
<b>May 16</b>	Due: Workbook exercises 6-12 Final