

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**  
AJ 108 (CRN 30055)

**COURSE TITLE**  
Public Safety Report Writing

**INSTRUCTOR**

Jamie Clayton

Phone: (760) 339-6369

Office Hours: By Appointment

jlclayton29@yahoo.com

**TEXTBOOKS**

For the Record, Report Writing in Law Enforcement,  
6<sup>th</sup> Ed.; Karen M. Hess/Christine Hess Orthmann,  
Innovative Systems – Publishers, Inc.

Recommended: California Penal Code 2013  
Ab Ed., Law Tech Pub.

**TERM**  
Spring 2014

**UNITS**  
3

**CLASS TIMES**  
T/R 1500-1630 hrs

### COURSE DESCRIPTION

This is an introductory course dealing with all aspects of public safety communications. 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, memorandum, 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 court.

### COURSE OBJECTIVES

Students will be able to:

1. Explain the basics to Communication and Writing Skills, with an emphasis on criminal justice and public safety requirements.
2. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution.
3. Recognize the importance of gathering information through Interviewing and Note-taking for inclusion in criminal reports and use in a court of law.
4. 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.
5. Compose and complete an accurate and articulate crime report, arrest report, and follow-up report.
6. Demonstrate the ability to write a criminal investigative case file for possible prosecution.

## GRADING PROCEDURE:

Total Points: **600**

**Written Assignments:** daily writing assignments = 400 Points

**Final Written Assignment:** 1 Follow-Up Investigation Report = 50 Points

**Class attendance and participation in discussion, group participation or activities** = 100 Pts

**Daily Quiz:** each day will consist of a quiz = 50 Pts

A = 500-600    B = 400-499    C = 300-399    D = 200-299    F = 0-199

**PLEASE NOTE:** 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.

Failure to complete a written assignment will result in a zero for that assignment unless prior approval is given by the instructor. Assignments will be given during each class for you to complete in allotted time. Assignments turned in late will receive a lower point value than assignments turned in on time. If you are late to class, you will not be given extra time to complete an assignment.

You must communicate to your instructor any problems that you are having with the course.

**ATTENDANCE:** One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. 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 page 12 & 13 of your Summer Class Schedule 2012 catalogue for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; you are RESPONSIBLE!

**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.

**PLAGIRISM will not be tolerated!** If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

**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”**.

**PARTICIPATION:** Every student is expected to participate in class discussion each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. Newspaper article discussions on how local crime impacts our community, state and federal levels.

**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. **TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

**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. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

**AJ 108 Public Safety Communications**  
(T/R 1500 hrs. to 1630 hrs)

**Class Schedule:**

Week 1	01/21/14	Introduction and Expectations. Communication & Writing Skills Lecture Communication & Writing Skills Lecture. Biography Assignment
Week 2 – Week 15		Quiz/Lecture/Assignment
Week 16	05/13/14	<b>Final</b>

\*\* 04/08/14 **Last day to turn in late assignments**