

Basic Course Information

Semester	Spring 2015	Instructor Name	Michael W. Capeci
Course Title & #	AJ108: Public Safety Report Writing	Email	michael.capeci@imperial.edu
CRN #	20695	Webpage	N/A
Room	3203	Office	Room 809
Class Dates	Feb. 17, 2015 - Jun. 12, 2015	Office Hours	By Appointment Only
Class Days	Mondays and Wednesdays	Office Phone #	Ext.6280
Class Times	3:05 PM - 4:30 PM	Office contact if student will be out or emergency	Email instructor <u>prior</u> to class
Units	3		

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 or writing: Accuracy, Brevity, Completeness. Organize sentences in a logical sequential order, relatively free or errors.
3. Practice and apply basic rules or 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/e). Innovative Systems. ISBN: 0-940309-19-X. Textbook is mandatory.

Course Requirements and Instructional Methods

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.

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

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 600 POINTS

A = 540-600

B = 480-539

C = 420-479

D = 360-419

F = 0-359

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

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.

- 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.
- 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 or 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

- Blackboard support center: [Click Here](#).
- 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. The DSP&S office is located in Building 2100, telephone 760-355-6313 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. We now also have a fulltime mental health counselor. For information [click here](#). 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 [here](#).

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials [here](#).

Imperial Valley College Course Syllabus – Public Safety Report Writing AJ 108

Anticipated Class Schedule / Calendar

Date & Week	Activity, Assignment, and/or Topic
Wednesday 2/18	Introduction to Report Writing Homework: 1 page autobiography
Monday 2/23	Autobiography Due Review Chapter 1 An introduction to Report Writing
Wednesday 2/25	Finish Reviewing Chapter 1 & In class assignment begin Chapter 1 workbook exercises Homework: Worksheet 1 Parts of Speech
Monday 3/2	Due: Parts of Speech worksheet Review Chapter 2 Characteristics of a Well-Written Report: Content Homework: News article report
Wednesday 3/4	Due: News article report Continuation of Chapter 2 review & In class review Chapter 2 workbook exercises
Monday 3/9	Review Chapter 3 Characteristics of a Well-Written Report: Form
Wednesday 3/11	Continuation of Chapter 3 review In class review Chapter 3 workbook exercises & In class scenario Homework: Write a one page report on the scenario presented in class
Monday 3/16	Test Chapters 1-3
Wednesday 3/18	Review Chapter 4 Steps in Report Writing
Monday 3/23	Holiday- President's Day (No Classes)
Wednesday 3/25	Continuation of Chapter 4 Review In class report samples poorly versus well written reports Homework: Report corrections
Monday 3/30	Review Chapter 5 Principles of Clear Writing
Wednesday 4/1	Continuation of Chapter 5 Homework: Worksheet on Modifiers
Mon.-Fri. 4/6-4/11	Spring Break
Monday 4/13	Chapter 6 Choosing the Right Words Homework: Worksheet on Slang, Overused Words & Choice Words
Wednesday 4/15	Test Chapters 4-6
Monday 4/20	Part one Midterm: <i>Getting Away with Murder</i> Midterm assignment: Write a three page paper on the in class documentary.
Wednesday 4/22	Due: Part one Midterm Paper Workbooks with chapters 1-6 exercises completed Part two Midterm covering chapters 1-6
Monday 4/27	Review Chapter 7 Grammar
Wednesday 4/29	Chapter 7 workbook exercise review Homework: Grammar worksheet
Monday 5/4	Adam-12 presentation In class written report on presentation
Wednesday 5/6	Review Chapter 8 Sentences that Make Sense
Monday 5/11	Review Chapter 9 Spelling and Apostrophes In class spelling worksheet
Wednesday 5/13	Test Chapters 7-9
Monday 5/18	In class speaker: Well Written Reports versus Poorly Written Reports Review Chapter 10 Abbreviations, Numbers and Capitalization
Wednesday 5/20	Review workbook chapter 10 exercises Review Chapter 11 Commas
Monday 5/25	Holiday – No Class
Wednesday 5/27	Review Chapter 12 Other Punctuation Marks Homework: Correct Punctuation Worksheet
Monday 6/1	Test Chapters 10-12
Wednesday 6/3	Due: Workbooks exercises 6-12 & Correct Punctuation Worksheet All final assignments
Monday 6/8	Final Review
Wednesday 6/10	FINAL Chapters 1-12