

Basic Course Information

Semester:	Fall 2016	Instructor Name:	Edward E. Wells
Course Title & #:	AJ-108 Law Enforcement Report Writing	Email:	Edward.Wells@Imperial.edu
CRN #:	10692	Webpage (optional):	
Classroom:	3212	Office #:	3208
Class Dates:	06/20/16 – 07/28/16	Office Hours:	By Appointment
Class Days:	Tuesday & Thursday	Office Phone #:	(760) 355-6279
Class Times:	09:40 – 11:05	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, and 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 of 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.
- Reynolds & Mariani 2002. *Police Talk* Prentice Hall ISBN: 0-13-089588-1.

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

Total Points:	500 Points
Foundational Reports=	100 Points
Basic Level Reports (20 points each) =	100 Points
Moderate Level Reports (50 points each) =	100 Points
Advanced Level Report (100 points each)	100 Points
Class attendance/participation in discussions, or activities =	100 Points
*Bonus (Approved by Instructor) =	50 Points
A = 450-500 B = 400-449 C = 350-399 D = 300-349 F = 0-299	

****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 take an exam will result in a zero for that exam unless prior approval is given by the instructor. Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam. Bring a No. 2 Pencil and ScanTron form to class on exam days.

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

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.

- [Blackboard Support Site](#). The Blackboard 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

Day	Class Topic/Assignment
1	Introduction to the Legal requirements in report writing. Assignment: Biography
2	Writing Drills and Note Taking
3	Writing Drills and Note Taking
4	Writing Drills and Note Taking
5	Communication & Writing Skills. Assignment: Interviewing people
6	Communication & Writing Skills. Assignment: Interviewing people
7	Time Line Lecture. Assignment:
8	Time Line Lecture. Assignment:
9	Field Interview: Victims/Witnesses/Suspects. Assignment: Interviewing people
10	Field Interview: Victims/Witnesses/Suspects. Assignment: Interviewing people
11	Origin Lecture. Assignment:
12	Statements Lecture. Assignment:
13	Narrative Lecture. Assignment:
14	Evidence Lecture. Assignment:
15	Format Lecture. Assignment:
16	Format Lecture. Assignment:
17	Basic Level Report: Theft
18	Basic Level Report: Fight
19	Basic Level Report: Theft
20	Basic Level Report: Burglary
21	Basic Level Report: Death
22	Basic Level Report: Robbery
23	Moderate Level Report: Homicide
24	Moderate Level Report: Homicide (part 2)
25	Moderate Level Report: Fraud

26	Moderate Level Report: Fraud (part 2)
27	Advanced Level Report: Robbery/Homicide (Part 1)
28	Advanced Level Report: Robbery/Homicide (part 2)
29	Advanced Level Report: Robbery/Homicide (part 3)
30	Advanced Level Report: Robbery/Homicide (part 4)
31	Advanced Level Report: Robbery/Homicide (part 5)
32	All Reports Due.

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