

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Ascencion Felix
Course Title & #:	Public Safety Report Writing AJ-108	Email:	Ascencion.felix@imperial.edu afelix@cuhsd.net
CRN #:	20688	Webpage (optional):	
Classroom:	3211	Office #:	Part-time: Room 809
Class Dates:	02/12/18 to 06/08/18	Office Hours:	Appointment only
Class Days:	Tuesday	Office Phone #:	(760) 355-6280
Class Times:	6:30 to 9:40 PM	Emergency Contact:	Department Secretary Rhonda Ruiz
Units:	3.5		

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. The emphasis will be on criminal justice terminology, use of the English language, and proper organization of information. Students will gain practical experience in note taking, interviewing, report writing, and presentation of testimony in courts.

Course Prerequisite(s) and/or Corequisite(s)

Prerequisite: ENGL 009 or ENGL 010 with a grade of "C" or better.

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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. Recognize the importance of gathering information through Interviewing and Note-taking for inclusion in criminal reports and use 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)

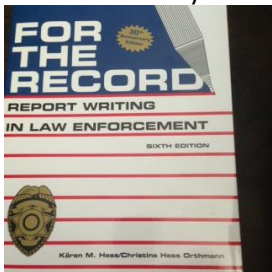
Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate knowledge of the Criminal Justice System and various uses of written reports required in law enforcement.
2. Practice the ABC's or 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

For the Record/Report Writing for Law Enforcement 6th Edition
Karen M.Hess/Christine Hess Orthmann



Course Requirements and Instructional Methods

Instructional Methods will include:

Class Discussion, Group Activities, Lectures, Written Assignments, Student Presentations, and Simulation/Case Studies presented through selected Audio and/or Visual aids. Student learning progress will be measured through book quizzes, presentation report, homework, and a final examination.

Students are expected to read and follow the schedule in the course syllabus. Students are expected to read assigned text chapters, lecture notes, and to seek and read additional suggested resources as provided by the textbook and Instructor. In addition, students are expected to be alert and attentive with note taking in class and have a demonstrated desire to participate in any discussion.

All assignments are due on the date stated by the instructor. Late assignments will be subject to reduction of points. Make every effort to turn in your assignments on time or you may receive a zero for that assignment. Failure to take a test will result in a zero for that test unless prior approval is given by the instructor. Tests will be 30 minutes long unless otherwise stated by the instructor. If you are late to class, you will not be given extra time to take the test. Bring a No. 2 pencil on test days.

You must communicate to your instructor any problems that you are having with the course. All special instructions for the investigative report and/or writing assignment(s) are to be followed precisely. The Instructor will announce all deadlines and instructions as well as provide reminders about the pace or flow of the course. Students are expected to participate in all class Discussions, Group Activities, Lectures, and Simulation/Case Studies presented through selected Audio and/or Visual aids.

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

Homework Assignments: 11 Assignments 50 points each =	550 Points
Final Exam =	200 points
2 Law Enforcement Ride Alongs: 100 point each =	200 points
Participation =	50
Total =	1000 Points

A = 1000-900 B=899-800 C = 799-700 D=699-600 F= 599-0

Possible extra credit upon approval of Instructor

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.
- Regular attendance is crucial for student success.

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

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

DAY/DATE	TIME	CH	TOPIC
02/13/2018	6:30-9:40 PM		Introduction to the course and syllabus Homework #1 Due Biography Complete Two Ride-a-longs with local Law Enforcement Agencies and Complete two reports on the officer activity Due on 05/22/2018. Complete Chapter 1 Exercises
02/20/2018	6:30-9:40 PM	1	Review Chapter 1 Due: Homework #1 Biography Due Complete Chapter 2 Exercises
02/27/2018	6:30-9:40 PM	2	Review Chapter 2 Complete Chapter 3 Exercise Homework #2 (Elements of Crimes)
03/06/2018	6:30-9:40 PM	3	Review Chapter 3 Due: Homework #2 (Elements of Crimes) Homework #3 (Complete Self Test on Chapter 1-3) Complete Chapter 4 Exercise
03/13/2018	6:30-9:40 PM	4	Review Chapter 4 Homework #4 (Correct Sample Police Reports) Due Homework #3 (Self Test on Chapter 1-3) Complete Chapter 5 Exercise

03/20/2018	6:30-9:40 PM	5	Review Chapter 5 Homework #5 (complete 488 PC report) DUE: Homework #4 (Correct Sample Police Reports) Complete Chapter 6 Exercise
03/27/2018	6:30-9:40 PM	6	Review Chapter 6 Homework #6 (Self Test On Chapter 4-6) Complete Chapter 7 Exercise
4/03/2018	6:30-9:40 PM		NO CLASS
04/10/2018	6:30-9:40 PM	7	Review Chapter 7 Homework #7 (Complete Field note Assignment) Complete Chapter 8 Exercise Due Homework #6 (Self Test on Chapter 4-6)
04/17/2018	6:30-9:40 PM	8	Review Chapter 8 DUE Homework # 7 (Field Note Assignments) Homework #8 (Complete 459 PC Report) Complete Chapter 9 Exercise
04/24/2018	6:30- 9:40 PM	9	Review Chapter 9 Homework# 9 (Complete Report 10851 VC Report) Homework #10 (self test on Chapter 7-9) Complete Chapter 10 Exercise
05/01/2018	6:30-9:40 PM	10	Review Chapter 10 Complete Chapter 11 Exercise DUE Homework# 10 (Self Test on Chapter 7-9) DUE Homework# 5 (488 PC Report) DUE Homework# 8 (459 PC Report) DUE Homework# 9 (10851 VC Report)
05/08/2018	6:30- 9:40 PM	11	Review Chapter 11 Homework #11 (Complete Self Test 10-12) Complete Chapter 12 Exercise
05/15/2018	6:30-9:40 PM	12	Review Chapter 12 Due Homework #11 (Self Test on Chapter 10-12)
05/22/2018	6:30-9:40 PM		Due two Reports about the two Law Enforcement Ride Along
05/29/2018	6:30-9:40 PM		Review for Final exam
06/05/2018	6:30-9:40 PM		Final Exam

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