



AJ 108: Public Safety Report Writing

Basic Course Information

Semester:	Fall 2021	Instructor Name:	George Chavarria
Course Title & #:	AJ 108: Public Safety Report Writing	Email:	george.chavarria@imperial.edu
CRN #:	10358	Office #:	760-355-6280
Classroom:	Online	Office Hours:	By Appointment
Class Dates:	08/16/21 – 12/11/21	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Days/Times:	Online	Units:	3.0

Course Description

This course is an introductory course, dealing with all aspects of public safety communication. It covers 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. There is an 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. (CSU)

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

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

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

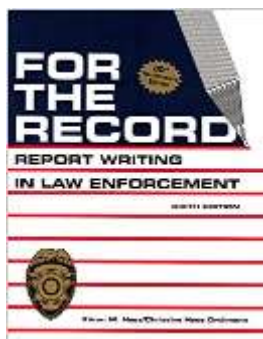
1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution. (ILO1, ILO2, ILO3)
2. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be 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 public safety.
2. Practice the ABC's of writing: Accuracy, Brevity, 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. Students 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.

Textbooks & Other Resources or Links



For the Record Workbook

Edition: 6th
ISBN: 9780940309197
Author: Hess
Publisher: Innovative Systems
Formats: Paperback
Copyright Year: 2008

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

Assignment Descriptors	Points
Quizzes	120
Mid-term	100
Final	100
Research Paper	80
Total	400

Grade	Points Required
A	360-400 points
B	320-359 points
C	280-319 points
D	240-279 points
F	0-239 points

Extra Credit: Up to 30 points in extra credit can be earned for an online assignment which will be announced at a later time.

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 absence exceeds 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.

Online Netiquette

"Netiquette" refers to the rules of behaving well online. It can be more difficult to discern meaning in written text than in spoken conversation, so pay particular attention to your words.

Keep your language clear and concise; ensure posts are on-topic; use correct spelling, grammar, and capitalization (all caps = yelling); and contribute productively to conversations.

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.



- **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.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Week 1 – 08/16/21	Syllabus Review and Class Video Introduction
Week 2 – 08/23/21	An Introduction to Reports and Report Writing/ Quiz #1
Week 3 – 08/30/21	Characteristics of a Well Written Report-Content/ Quiz #2
Week 4 – 09/07/21	Characteristics of a Well Written Report-Form/ Quiz #3
Week 5 – 09/13/21	Steps in Report Writing/ Quiz #4
Week 6 – 09/20/21	Principles of Clear writing/ Quiz #5
Week 7 – 09/27/21	Online Video Report Writing assignment – LAPD Critical Incident Mock Police Report. Will post assignment in Canvas.
Week 8 – 10/04/21	Choosing the right Words/ Quiz #6
Week 9 – 10/11/21	Mid-term on Chapters 1-6

Week 10 – 10/18/21	Grammar/ Quiz #7
Week 11 – 10/25/21	Sentences that make Sense/ Quiz #8
Week 12 – 11/01/21	Research Paper DUE - Papers will be due by Sunday, November 7th, at Midnight.
Week 13 – 11/08/21	Spelling and Apostrophes/ Quiz #9
Week 14 – 11/15/21	Abbreviations, Numbers and Capitalization-Commas/ Quizzes #10 and #11
Week 15 – 11/22/21	Thanksgiving Break
Week 16 – 11/29/21	Other Punctuation Marks/ Quiz #12
Week 17 – 12/06/21	Final Exam DUE by Wednesday December 8 th

*****Subject to change without prior notice*****

Have a great Winter Recess and Stay Safe!!