

AJ 108: Public Safety Report Writing

Basic Course Information

Semester:	Winter 2023	Instructor Name:	Esther A. Sanchez-Banda
Course Title & #:	AJ 108 Public Safety Report Writing	Email:	esther.sanchez@imperial.edu
CRN #:	15102	Office Hours:	By Appointment
Classroom:	3211	Office Phone #:	760-355-6280
Class Dates:	01/03/23-02/03/23	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Class Days:	MTWRF	Units:	3.0
Class Times:	18:30-20:40		

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 clearly and logically for a variety of public safety systems reports, criminal violations, incident reports, letters, memorandums, directives, and administrative reports. Emphasis on criminal justice terminology, English use, and information organization. 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:

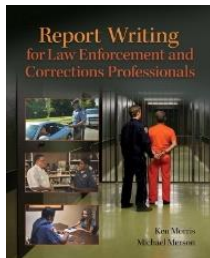
1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution. (ILO1, ILO2, ILO3)
2. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be 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 reports required in law enforcement.
2. Practice the ABCs 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. The 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, simulations, 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 the mock courtroom and other legal proceedings as to the information contained in previously written testimony.

Textbooks & Other Resources or Links



Report Writing for Law Enforcement and Corrections Professionals

ISBN: 9780133350456

Author: Michael Merson Ken Morris:

Innovative Systems Formats: Paperback

Copyright Year: 2017

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	100
Final	200
Research Paper	100
Total	400

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

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

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 one another's work integrity and recognize the importance 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, 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

	WINTER SESSION 2023	
Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 01/03/23- 01/08/23	Syllabus & Introduction Quiz Chapters 1-4	Pages 01-48
Week 2 01/09/23- 01/15/23	Chapters 5-7 Quiz	Pages 49-111
Week 3 01/16/23- 01/22/23	Chapters 8-11 Quiz	Pages 112-152
Week 4 01/23/23- 01/29/23	Chapters 12-13 Quiz Research Paper	Pages 153-179
Week 5 01/30/23- 02/03/23	Chapters 14-16 Final Exam	Pages 180-211

Subject to change without prior notice