



AJ 108: Public Safety Report Writing

Basic Course Information

Semester:	Spring 2025	Instructor Name:	Joe Arambula
Course Title & #:	AJ 108 Public Safety Report Writing	Email:	Joe.arambula@imperial.edu
CRN #:	20367	Webpage (optional):	N/A
Classroom:	3211	Office #:	N/A
Class Dates:	February 10 through June 06	Office Hours:	In person Mondays and Wednesdays 9:30 AM-10:15 AM/ Online-Tuesdays 4:30 PM-6:00 PM
Class Days:	Tuesdays	Office Phone #:	N/A
Class Times:	6:30 PM-9:40 PM	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Units:	3.0	Class Format/Modality:	Lecture/Face to Face

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. (CSU)

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

None

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 factual and accurate gathering of information and document that information for possible future prosecution.
2. Write a report of a crime scene scenario including facts, elements, statements, and evidence to meet probable cause and use for court filing of charges.
3. Describe facts, information, statements, and elements of a crime into an understandable format that meets the legal requirements of lawful Misdemeanor and Felony arrests.

Course Objectives

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

1. Recognize the English Language and police jargon as it applies to law enforcement reports.
2. Understand the process of note taking and transferring the information into a professional case report.
3. Identify the various parts of a narrative case report.
4. Understand the importance of proper English grammar in preparing criminal justice documents.
5. Understand the first responder's role in processing a crime scene.
6. Understand the various types of reports utilized by criminal justice agencies.
7. Understand traffic summons, tickets, and crash reports.
8. Understand the different statements made by the reporting party, victim, witness, and the suspect.
9. Identify Misdemeanor and Felony crimes involving people and property.
10. Understand legal issues and documentation of use of force incidents by law enforcement professionals.
11. Identify the contents of Probable Cause Affidavits, Arrest Warrants, and Search Warrants.
12. Recognize the different forms and reports that need to be completed by a law enforcement professional during an investigation.
13. Understand correctional forms and reports including a Pre-Sentence Investigation Report.
14. Understand the unique style, flow, and content of a law enforcement report.

Textbooks & Other Resources or Links

Report Writing for Law Enforcement and Corrections Professionals (1st ed.) 2017

Ken Morris-Michael R. Merson, Pearson, ISBN: 97801333504556 ISBN: 9780134417127 (Loose Leaf)

Course Requirements and Instructional Methods

1. Demonstration
2. Discussion
3. Group Activity
4. Lecture
5. Simulation/Case Study
6. Audio Visual
7. Computer Assisted Instruction
8. Assessments

Course Grading Based on Course Objectives

Grading Procedure: **Total Points 400**

Updated 01/2025



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Quizzes: 3 @ 50 points each for a total of 150 points

In- Class assignments: 8 for 100 total points

Final Exam: 150 points

A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work 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. 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.



Other Course Information

Class schedule may change due to unforeseen circumstances.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

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

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 February 11	Syllabus & Introduction Chapter 1	Lecture/Discussion
Week 2 February 18	Chapter 2	Lecture/Discussion
Week 3 February 25	Chapter 3	Lecture/Discussion
Week 4 March 4	Chapter 4	Lecture/Discussion In class assignment
Week 5 March 11	Chapter 5	Lecture/Discussion/ Quiz# 1
Week 6 March 18	Chapter 6	Lecture/Discussion In class assignment
Week 7 March 25	Chapter 7	Lecture/Discussion In class assignment
Week 8 April 1	Chapter 8	Lecture/Discussion In class assignment
Week 9 April 8	Chapter 9	Lecture/Discussion In class assignment
Week 10 April 15	Chapter 10	Lecture/Discussion/ Quiz # 2
April 22	Spring Recess (Campus closed)	Recess
Week 11 April 29	Chapter 11	Lecture/Discussion In class assignment
Week 12 May 6	Chapter 12	Lecture/Discussion In class assignment
Week 13 May 13	Chapter 13 Chapter 14	Lecture/Discussion In class assignment
Week 14 May 20	Chapter 15 Chapter 16	Lecture/Discussion/ Quiz # 3



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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 15 May 27	Final Exam	Final Exam
Week 16 June 3	Final	Final

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