

AJ 108: Public Safety Report Writing

Basic Course Information

Semester:	Fall 2025	Instructor Name:	Michael Crankshaw
Course Title & #:	AJ 108: Public Safety Report Writing	Email:	michael.crankshaw@imperial.edu
CRN #:	10355	Office #:	760-355-6280
Classroom:	3211	Office Hours:	Monday 1:40 – 2:40 PM Rm 3211
Class Dates:	08/11/2025 – 12/06/2025	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Days:	M,W	Units:	3.0
Time:	2:40 PM – 4:05 PM	Class Format:	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:

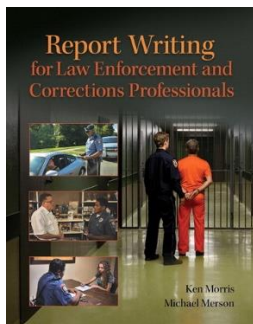
1. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution.
2. Write a report documenting the pertinent facts obtained from witnesses at a crime scene, or scenario of a crime scene, that would be able to be used in a court of law.
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.

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, 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.
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



Report Writing for Law Enforcement and Corrections Professionals

Edition: 1st

ISBN: 9780133350456 (Paperback)

ISBN: 9780134417127 (Loose-Leaf, 3-hole punched pages)

Author: Morris and Merson

Publisher: Pearson

Formats: Paperback

Copyright Year: 2017

Course Requirements and Instructional Methods

Instructional Methods: Audio Visual, Computer Assisted Instruction, Demonstration, Discussion, Group Activity, Individual Assistance, Lecture, Simulation/Case Study, Distance Learning.

Out of Class Assignments: Conduct Interviews of Victims, Witnesses, and/or Suspects, as necessary. Obtain necessary information to complete assigned tasks. Complete daily assignments in order to be ready for new assignments or discussions in class.

Reading and Writing: Complete reports assigned during class. Structure assigned reports in the format designated for that type of report, i.e. Crime Information Broadcast, Suspect Description, Crime Report, Arrest Report, Field Interview, Victim/Witness Statement, Suspect Statement, etc.

Course Grading Based on Course Objectives

Assignment Descriptors	Points
Quizzes	150
Class assignments	100
Final	150
Total	400

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

Extra Credit:

Students will have three (3) separate options to earn extra-credit points. Only one (1) selected option per semester will be allowed. (See below)

- Students can schedule a minimum of four (4) hour observation period “Ride along” with the Police agency of their choice. A one (1) page summary paper is due, outlining the various calls / events witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.
- Students can schedule a minimum of three (3) hour observation period with the Imperial County Court of their choice (Criminal or Traffic). A one (1) page summary paper is due, outlining the various procedures / cases witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.
- Students can select to watch the approved case study (movie) “A Time to Kill” – 1996 movie starring Matthew McCaughey & Samuel Jackson. A one (1) page summary paper is due, outlining the connectivity to the course. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.

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.

Course Policies

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. One of the institutional learning outcomes for this course is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not causing a distraction. You must communicate to your instructor any problems that you are having with the course.
- A student whose continuous, unexcused absence exceeds 25% or more of this semester course, without an accepted justification - outlined in the IVC guidelines may dropped by the Instructor. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Other Student Information

Office Hours (Monday)

Monday 1:40 – 2:40 PM Location: Room 3211 (Building 3200)

Note: Office hours are afforded to the student(s); any questions and additional assistance will be reserved for this time.

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 –	Syllabus Review and Class Introduction and Handouts
Week 2 –	Ch1: Reports, the English Language, and Police Jargon
Week 3-	Ch2: The Art of Note-Taking
Week 4 –	Holiday + Ch3: Parts of the Narrative Case Report / Classwork – Report Structure (15 pts)
Week 5 –	Ch5: First Officer on Scene / Quiz #1 (Chapters 1-5) (50 pts)
Week 6 -	Ch6: Types of Reports/ / Missing Person Report (15 pts)
Week 7 -	Ch7: Traffic Summons /Tickets and Crash Reports / Classwork - Mock Citations (15 pts)
Week 8 -	Ch8: Types of Statements / Classwork - Statement Prep (V) (W) (Su) (15 pts)
Week 9 -	Ch9: Misdemeanor Crimes (People / Prop.) Classwork – Residential Burglary report (15 pts)
Week 10 -	Ch10: Felony Crimes Involving Property / Quiz #2 (Chapters 6 – 10) (50 pts)
Week 11 -	Ch11: Felony Crimes Involving Persons



Week 12 -	Ch12: Documentation of the Use of Force / Classwork – DV. Call w/ Resisting arrest Report (15 pts)
Week 13 -	Ch13: Probable Cause Affidavits, Arrest Warrants, and Search Warrants
Week 14 -	Ch14: Miscellaneous Forms / Classwork – Support forms (10 pts)
Week 15 -	Ch15: Correctional Forms and Reports/ Quiz #3 (Chapters 11 – 15) (50 pts)
Week 16 -	Ch16: Putting It All Together Missing classwork assignments / Review for Final Exam
Week 17 -	Final Exam on Chapters 1-15 (150 pts)

*****Class Schedule Subject to change without prior notice*****