

AJ 108: Public Safety Report Writing



Basic Course Information

Semester:	FALL 2025	Instructor Name:	Esther A. Sanchez-Banda
Course Title & #:	PUBLIC SAFETY REPORT WRITING- AJ108	Email:	esther.sanchez@imperial.edu
CRN #:	11378	Webpage (optional):	www.imperial.edu
Class Dates:	August 11- October 04	Office #:	760-355-6280
Units:	3.0	Emergency Contact:	Rhonda Ruiz
Department:	Public Safety Dept.	Class Format/Modality:	ONLINE

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 notetaking, interviewing, report writing, and presentation of testimony in courts. (CSU)

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.

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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.

Course Requirements and Instructional Methods

We will be using Canvas in conjunction with this course. Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

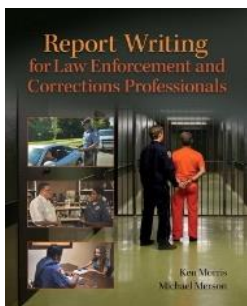
Logging into Canvas

1. Go to <http://imperial.edu>.
2. On the IVC Website, go to "Student View." On the drop-down, click on "Canvas." Follow the login instructions to log in.
3. Once logged in, click on the course box labeled "Fall25 – AJ 108 – Report Writing."
4. Read the course syllabus.
5. Read the document under Week 1, "Week 1 Overview and Objectives."
6. This outline is exactly what you have to do and by when you have to do it for Week 1.
7. Become familiar with the course and submit your Introduction assignment.

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (i.e. Week 1).

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. (No out of class assignments for this online course- Fall25)

Textbooks & Other Resources or Links



Report Writing for Law Enforcement and Corrections Professionals

ISBN: 9780133350456

Author: Michael Merson Ken Morris:

Innovative Systems Formats: Paperback

This is your main textbook for the course. The questions contained in the exams will come from this book so read and study it carefully. This textbook takes an in-depth look at the various reports written within law enforcement.

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Course Grading Based on Course Objectives

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Descriptors	Quantity	Points	Total Points
Assignments	2	25pts	50
Discussions	6	25pts	150
Quiz	4	50pts	200
Final Exam	1	100pts	100
TOTAL POINTS			500

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

PLEASE NOTE:

Assignments and discussions are due on the date stated on the syllabus. Late assignments or discussions are subject to a reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment. Discussions and assignments are subject to change accordingly.

CLASS ONLINE PARTICIPATION: DISCUSSION/CHAPTER REVIEWS

You will be viewing videos, reading articles, reading laws that have recently come into existence, or reviewing recent criminal cases for report writing. After you complete the assignment, you will express yourself in the discussion forum in an initial post and then you will give input on one (1) other student's interpretation that is posted online.

There are TWO PARTS to the discussion forums, the first part is where you will input your INITIAL response for the week, and this will be due each Thursday, no later than 11:59 pm. Your initial response will be a minimum of 100 – 200 words in length. The second part is YOUR RESPONSE to another student's initial posting and that will need to be completed by Sunday, no later than 11:59 pm. Your response to another student's initial posting will be 100-150 words in length.

Please read the rubric, to see what requirements needed to complete the assignment.

You must communicate to your instructor any problems that you are having with the course or anything affecting the performance of the course.

ASSIGNMENTS/QUIZZES/EXAMINATIONS:

There will be assignments due for selected chapter(s) presented for the week. The assignment will need to be completed and submitted via canvas by Sunday @ 11:59 pm of the week that the chapter(s) are being presented.

There are four **(4) quizzes** in this course and a comprehensive Final Examination. Each of the quizzes will consist of twenty-five (25) questions worth one (1) point each for a total of twenty-five (25) points; the final will consist of fifty (50) questions and two (2) points each for a total of one hundred (100) points. Each test quiz/final exam must be completed on the exact day/date of which it is assigned and scheduled. Each quiz/final will have a time limit, which means that when you log into the exam, you **MUST** finish the entire test in one sitting. Canvas will have a running timer for you while taking the test.

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There will be NO makeup quiz/tests and or final exam given. Failure to take an exam will result in a zero for that exam unless the instructor gives prior approval.

THERE WILL BE “NO MAKE-UP EXAMS” GIVEN FOR THIS COURSE!

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.

Attendance

- The instructor (as of the first official meeting of that class) will drop a student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class. Should readmission be desired, the student’s status would 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.

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

1. Student submission of an academic assignment
2. Student submission of an exam
3. Student participation in an instructor-led Zoom conference
4. Documented student interaction with class postings, such as an interactive tutorial or computer assisted instruction via modules
5. A posting by the student showing the student's participation in an assignment created by the instructor
6. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

An email from the student or other documentation showing that the student has initiated contact with the instructor to ask a question about an academic subject studied in the course.

Online Classroom Netiquette

What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Netiquette is a set of rules for behaving properly online.

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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 (!!!!)].

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 and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6310 in Room 2109 for more information.

Mental Health Counseling Services. Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Accessibility Statement DSPS

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.

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.

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Additional Services for Students

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 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.
- **Library Services.** Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- **Career Services Center.** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- **Child Development Center.** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Veterans Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also, under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing 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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

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Student Equity Program

The Student Equity & Achievement 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 to the surrounding student populations, who historically are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401. What if I cannot afford food, books, or need other help? We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

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.