

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**  
AJ 108 (CRN 20104)

**COURSE TITLE**  
Public Safety Report Writing

**INSTRUCTOR**  
Glenn N. Granish - Room 205  
Email: [ggranish@yahoo.com](mailto:ggranish@yahoo.com)

**TEXTBOOK**  
For the Record/Report Writing for Law Enforcement  
Karen M.Hess/Christine Hess Orthmann  
6<sup>th</sup> Edition  
ISBN: 0-940309-19-X

**TERM**  
Spring 2013

**UNITS**  
3

**CLASS TIMES**  
Tuesday & Thursday 08:35 – 10:00 am

#### **COURSE DESCRIPTION**

This is an introductory course dealing with all aspects of public safety communications. 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, memorandum, directives and administrative reports. Emphasis will be 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 court.

#### **COURSE OBJECTIVES (SLO's)**

Students will be able to:

1. Explain the basics to communication and writing skills, with an emphasis on criminal justice safety system requirements.
2. Identify the importance of honesty and truthfulness in gathering information and documenting that information for possible future prosecution.
3. Recognize the importance of gathering information through interview and note-taking for inclusion in criminal reports and use in a court of law.
4. 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 arrest.
5. Compose and complete an accurate and articulate crime report, arrest report, and follow-up report.
6. Demonstrate the ability to write a criminal investigative case file for possible prosecution.

**GRADING PROCEDURE:**

Total Points: 550

**Tests:** Six tests at 50 points each = 300 points

**Assignments** = (25 points each assignment) 250 points

**Self tests** = (all self tests **MUST** be turn in for total points) 120 points

**Group Project and Presentation** = 10 – 15 minute Presentation = 100 points

**Term Paper** = (Topic Approved by Instructor) = 100 Points

**2 Ride Alongs** = (50 Points each) 100 points

**Final Exam** = 100 Points

**There are a total of 1070 points available. Extra credit is available, try asking!**

**PLEASE NOTE:**

*Assignments and Self Tests are due on the date stated on the syllabus.*

*There will be no “Late Assignments.”*

*Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

**TESTS/EXAMS:**

There are a total of six (6) tests and one (1) comprehensive Final Examination in this course. Each of these tests will consist of a twenty-five (25) question test worth a total of fifty (50) points. Each test will have a time limit of 30 minutes, which means that class starts at 3:05 pm, class attendance is taken, then the test is handed out to the students. You will have 30 minutes, no longer. If you show up late to class, you will have what time is left to complete the test. There will be NO makeup test given. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form to class on exam days for the test. **I DO NOT supply a Scantron or a Pencil for any exam.**

**AS THERE IS NO RETAKES IN REAL LIFE - THERE WILL BE “NO MAKE UP EXAMS” GIVEN FOR THIS COURSE!**

You must communicate to your instructor any problems that you are having with the course or anything affecting you in the performance of the course. That means, if you **can not** attend class to take the exams, you will communicate that to the instructor and why with paperwork of why you could not be in class to take the exam. (Doctor’s appointment, Jury Duty, Emergency Room, or Funeral).

**ATTENDANCE:** One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. **You will be allowed two absences as many times as the class meets in a week, a total of four, before the drop deadline. If you miss six or more absences, it will affect your final grade in this course.** Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to pages 23 – 24 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; **YOU** are RESPONSIBLE!

As part of the attendance of this course, will be attending a tour of Centinela State Prison in the latter part of the semester. This tour will be part of the requirements for this course, attending this tour will be the same as if you were to attend class that day.

**ACADEMIC ETHICS:** Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment with the instructor's express consent, or turning in a writing assignment that uses another's words or ideas without crediting the source of the words or ideas.

**PLAGIRISM will not be tolerated!** If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

**CHEATING WILL NOT BE TOLERATED!** Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of **'F'**.

**PARTICIPATION:** Every student is expected to participate in class discussions each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. There will be group presentations every week after the first test.

Another facet of this course will be TWO "Ride Along" assignments with a Law Enforcement Agency Officer/Agent. You will be arranging this on your own, and will require a written essay of at least one page hand written or typed (single spaced, 12 font), when you complete the shift with the officer/agent. This written essay will be done on all the events/happenings during the Ride Along, one paragraph WILL NOT be enough to get credit, it's who you are with, the introduction, the station (what did you see), what happened during the ride along, and what happened at the end of shift, and your overall explanation of how you felt about the experience; was it good or bad.

**CLASSROOM PROJECTS:** Every student is expected to participate in the presentation of the Group Project. The outline for the group project will be presented to the instructor no later than four weeks from the beginning of the semester (2/12/2013, Chapter #4). Project Presentations will be on April 23 and April 25, 2013. The selection of the groups for the presentation will be delegated by the instructor. See handout for more information.

**CLASSROOM BEHAVIOR:** Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and **CELL PHONES RINGING DURING CLASS** are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times.

**Your cell phones:**

- Cell phones ringing during class is RUDE, to me as the instructor and the other students in the class.
- Phones WILL BE turned off or placed on vibrate.
- IF your phone rings during class, you'll be asked to immediately give the class a two (2) minute presentation to the entire class, of the instructor's choice.

**TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

**NOTICE:** Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) Office as soon as possible. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

**AJ 108, Public Safety Report Writing**  
(Tuesday & Thursday 08:35 – 10:00 am)

**Class Schedule:**

Tue	01/15/13	Introduction/Syllabus Homework: Your Biography Complete 2 Ride-A-Longs for semester Term Paper for class Group Project for class Weekly assignments for class
Thurs	01/17/13	Getting down to basics
Tue	01/22/13	Getting down to basics/ Chapter 1 Assignment #1 will be available on Black Board, under Assignments
Thurs	01/24/13	Chapter 1/Chapter 2: Assignment #1 due at the beginning of class Self Test for Chapter #1, due at beginning of class
Tue	01/29/13	Chapter 2: Assignment #2 will be available on Black Board, under Assignments
<b>Thurs</b>	<b>01/31/13</b>	<b><u>Test #1</u></b> Assignment #2 due at the beginning of class Self Test for Chapter #2, due at beginning of class
Tue	02/05/13	Chapter 3: Assignment #3 will be available on Black Board, under Assignments
Thurs	02/07/13	Chapter 3/Chapter 4: Assignment #3 due at the beginning of class Self Test for Chapter #3, due at beginning of class
Tue	02/12/13	Chapter 4 Assignments #4 will be available on Black Board, under Assignments <b>ALL GROUPS - TURN IN OUTLINES FOR CLASSROOM PROJECTS</b> <b>ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS</b>
<b>Thurs</b>	<b>02/14/13</b>	<b><u>Test #2 [Guest Speaker]</u></b> Assignment #4 due at the beginning of class Self Test for Chapter #4, due at beginning of class
Tue	02/19/13	Chapter 5: Assignments #5 will be available on Black Board, under Assignments
Thurs	02/21/13	Chapter 5/Chapter 6 Assignment #5 due at the beginning of class Self Test for Chapter #5, due at beginning of class
Tue	02/26/13	Chapter 6: Assignments #6 will be available on Black Board, under Assignments
<b>Thurs</b>	<b>02/28/13</b>	<b><u>Test #3 [Guest Speaker]</u></b> Assignment #4 due at the beginning of class Self Test for Chapter #6, due at beginning of class

Tue	03/05/13	Chapter 7: Assignments #7 will be available on Black Board, under Assignments
Thurs	03/07/13	Chapter 7/Chapter 8 Assignment #7 due at the beginning of class Self Test for Chapter #7, due at beginning of class
Tue	03/12/13	Chapter 8: Assignments #8 will be available on Black Board, under Assignments
<b>Thurs</b>	<b>03/14/13</b>	<b><u>Test #4 [Guest Speaker]</u></b> Assignment #8 due at the beginning of class Self Test for Chapter #8, due at beginning of class
Tue	03/19/13	Chapter 9: Assignments #9 will be available on Black Board, under Assignments
Thurs	03/21/13	Chapter 9/Chapter 10: Assignment #9 due at the beginning of class Self Test for Chapter #9, due at beginning of class
Tue	03/26/13	Chapter 10 : Assignments #10 will be available on Black Board, under Assignments
<b>Thurs</b>	<b>03/28/13</b>	<b>[Guest Speaker]</b> Assignment #10 due at the beginning of class Self Test for Chapter #10, due at beginning of class
Tue	04/02/13	SPRING BREAK
Thurs	04/04/13	SPRING BREAK
<i>SAT</i>	<i>11/10/2012</i>	<i><u>LAST DAY TO DROP CLASS</u></i>
Tue	04/09/13	<b><u>Test #5</u></b>
Thurs	04/11/13	<b><u>Test #6</u></b>
<b>Tue</b>	<b>04/16/13</b>	Groups meet to finalize presentations [ <b>Guest Speaker</b> ]
Thurs	04/18/13	<b>Group Project Presentation</b>
<b>Tue</b>	<b>04/23/13</b>	<b>Group Project Presentation</b>
<b>Thurs</b>	<b>04/25/13</b>	<b>NO CLASS/AJ 110 - Prison Tour at Centinela State Prison</b>
Tue	04/30/13	<b>Prison Tour at Centinela State Prison</b>
<b>Thurs</b>	<b>05/02/13</b>	<b><u>Final Review for Final/All paperwork due [NO Exceptions]</u></b>
<b>Tues</b>	<b>05/07/13</b>	<b><u>Final Exam</u></b>