

AJ 52 Course Outline as of Spring 2002**CATALOG INFORMATION**

Dept and Nbr: AJ 52

Title: PUBLIC SAFETY COMM

Full Title: Public Safety Communications

Last Reviewed: 4/9/2012

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	17.5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

This is an introductory course dealing with all aspects of public safety communication. It will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e. crime/violation/incident reports, letters, memoranda, directives, and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying.

Prerequisites/Corequisites:

Completion of AJ 50 with a C or better.

Recommended Preparation:**Limits on Enrollment:****Schedule of Classes Information:**

Description: Introductory course dealing with all aspects of public safety communication.

Emphasis is on written communications, criminal justice terminology, note-taking, interviewing and testifying. (Grade Only)

Prerequisites/Corequisites: Completion of AJ 50 with a C or better.

Recommended:
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1981	Inactive: Fall 2012
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

I. INSTRUCTIONAL GOALS

The students will:

- A. Identify the potential uses of written communication in the public safety professions.
- B. Demonstrate the ability to write reports that conform to accepted professional standards (e.g. recording of all relevant information, use of first person, use of active voice, etc.); be able to extract and organize information from a variety of sources into written and verbal reports describing/defining problems.
- C. demonstrate the ability to take field notes that include the information needed to complete a crime or incident report (e.g. description of suspects, names of victims and witnesses, etc.)
- D. demonstrate the ability to reduce observations and other information to clear, concise, logically organized reports that are readable and relatively free of mechanical errors
- E. Complete required instruction in Investigative Report Writing as required by Training Specifications for the Basic Law Enforcement Course as mandated by the Calif. Commission on Peace Officer Standards & Training (Minimum 40 hrs.)
- F. Demonstrate the basic techniques of interviewing and testifying
- G. Write accurate and factual reports, containing the reportable elements of incidents, based upon the student's observation and listening skills.

Topics and Scope:

I. What is a report?

- A. How crime, incident and arrest reports are used by the criminal justice system
 - 1. Definition of a report
 - 2. The importance of a good report.
 - 3. Responsibility for taking reports

II. Notetaking

- A. Characteristics of field notes
 - 1. Record brief notes while fresh in mind
 - 2. Notes will include all pertinent data.
- B. Use of notes.

III. Writing crime reports

- A. Characteristics of an acceptable law enforcement report
 - 1. Reports must be or contain:
 - a. Factual
 - b. Objective
 - c. Existence of facts
 - d. Opinions
 - e. Accurate
 - f. Complete
 - g. Clear and concise
- B. Organization and structure of report narratives
 - 1. Gather information during preliminary investigation
 - 2. Analyze the facts and information
 - a. Criminal incidents
- C. Anticipating defenses which are likely to be asserted by a suspect
 - 1. Probable cause
 - 2. Miranda
 - 3. Reliability of victim, witnesses.
- D. General content requirements of crime, incident, and arrest reports
 - 1. Who, what, where, why, when, how.
- E. Understanding the difference between facts and inferences
 - 1. Who, what, where, why, when, how.
- F. Elements of clear writing to include:
 - 1. Logical relationships between narrative elements
 - 2. Chronological sequencing of events
 - 3. Natural vocabulary
 - 4. Active voice
 - 5. First person
- G. Basic writing mechanics to include:
 - 1. Writing Resources
 - a. Tools
 - 1. Electronic references
 - 2. Spell checkers
 - 3. Internet
 - 4. Books
 - 2. Basic Techniques of factual writing
 - 3. Basic Planning process
 - 4. Information Sources
 - 5. Communication Process
 - 6. Words

7. The Sentence
 8. The Paragraph
 9. The Structure
 10. Testimony
 11. Future of Criminal Justice System
- IV. Minimal Standards in 5.5.2. (Exercise - Arrest Reports)
- A. Given a depiction of an arrest situation which is based upon a POST-developed video re-enactment or scenario, or an equivalent academy-developed video, simulation, or scenario, the student will generate an acceptable report in class. The report must reflect an arrest situation which minimally incorporates: (9-1-93)
1. Elements of a crime
 2. Probable cause to stop
 3. Probable cause to search/seize
 4. Recovery of evidence
 5. Probable cause to arrest
 6. Admonishment of the suspect, if appropriate
- V. Minimal Standards in 5.5.3 (Exercise-Investigative Reports)
- A. Given a depiction of a criminal investigation which is based upon a POST-developed video re-enactment or scenario, or an equivalent academy-developed video, simulation, or scenario, the student will generate an acceptable report in class. The report must reflect a criminal investigation which minimally incorporates: (9-1-93)
1. Elements of a crime
 2. Statements of victim(s) and/or witness(es)
 3. Pertinent crime scene details
 4. Physical evidence
- IV. Learning Activity 13.18.1-Practice Reports
- A. Students will be required to generate five practice reports based on either POST-developed video re-enactments of crimes, investigations or law enforcement-related incidents, or based upon equivalent simulations, scenarios or videotape depictions developed by the academy.
- B. The events selected should require reports reflecting a progressive level of difficulty (e.g., from a simple unwitnessed crime to more complex events involving the articulation of probable cause to stop, probable cause to arrest, statements of witnesses, etc.)
- C. Formal feedback to the student regarding the quality of the report
 - The purpose of requiring feedback is to provide ongoing evaluation and documentation of student strengths and weaknesses so that the student is able to progressively improve.

Assignment:

1. Quizzes on classroom lecture material.
2. Written reports.
3. College-level critical thinking assignments.
4. Notebook required of required exercises..

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Reading reports, Report writing

Writing
20 - 70%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, Filling out actual reports.

Exams
20 - 50%

Other: Includes any assessment tools that do not logically fit into the above categories.

Oral Presentations, class participation

Other Category
10 - 30%

Representative Textbooks and Materials:

POST Workbook "Learning Domain 18, most current version.