



Division: BEHAVIORAL & SOCIAL SCIENCES DIVISION

Course name: ADMINISTRATION OF JUSTICE 014 - REPORT WRITING FOR PEACE OFFICERS

Section: 7577 / Semester: Fall 2015

Instructor Name: S. Vera

School Website: www.wlac.edu

**Class Hours: Tuesday / Thursday
9:15 a.m. – 10:40 a.m.**

Address: 9000 Overland Ave., Culver City, CA 90230

Location: LAPD ARTC

**Office Hours: Tuesday / Thursday
Immediately following class**

Instructor E-mail: veras@wlac.edu

Location: ARTC POPP Office

Welcome

This semester, you will work to develop your writing, reading, vocabulary and critical thinking skills. You will also learn and practice the fundamentals of grammar and mechanics. The goal is for you to be a better reader, thinker and more confident writer by the end of this course. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of studying the material, coming to class prepared and practicing skills learned. YOU CAN DO IT and I'm here to help. ☺

Course Description:

This course includes the study of and practice in preparing various types of reports required by the criminal justice system, review of basic writing, technical and legal terminology, and the requirements for preparation of legally admissible documents. **(Transfer: CSU /Units: 3)**

Include UC/CSU notation. The course description for individual courses can be found on the Electronic Curriculum Development (ECD) System found at <https://ecd.laccd.edu/>. Once you click on "find a course" you will be able to see the official Course Outline of Record. From there, you can copy a catalogue description of the course.

Required Texts

Report Writing Fundamentals for Police and Correctional Officers
James E Guffey.

Recommended Materials

Include suggested readings and use of the library resources.

Dictionary – *Webster's New World College Dictionary* or *American Heritage College Dictionary*
Thesaurus – *American Heritage College Thesaurus* or *Roget's*

Required Materials

- 1 three ring binder
- 8 ½ x 11 notebook paper (plenty)
- 2 Blue or Green Composition Books (WLAC bookstore)
- #2 pencils, blue or black pens, and highlighters
- Package of manila envelopes
- A stapler

Course Objectives:

Upon successful completion of this course, students will be able to . . .

1. Identify the six characteristics of report writing.
2. Improve English grammar skills in police reports and other law enforcement related forms.
3. Demonstrate the ability to participate and succeed in role-playing scenarios.
4. Demonstrate interview and note taking skills.
5. Write a chronological order and narrative style report.
6. Properly document your actions.
7. Record all relevant facts and strive for accuracy.
8. Cite the basic terminology of types of police report, penal and vehicle codes and commonly used police/law enforcement radio codes.
9. Demonstrate basic understanding of grammar skills as they apply to law enforcement reports.

Student Learning Outcomes (SLO)

"Students will be able to write reports used in the criminal justice system using the correct format and proper English.

Criterion Level: At least 70% of students will achieve 70% level on this course SLO.

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Course Requirements and assignment guidelines

Quizzes

Quizzes will be given regularly to ensure that you are keeping up with the readings and attending class. Missed quizzes cannot be made up, even if you arrive late to class.

Essays

Essays provide you the opportunity to practice and demonstrate skills learned in class. Previous drafts must be attached to final essays. **NOTE: All writing assignments, except those designated as in class writing assignments, must be typed.** Grading rubrics will be attached to final essays.

Other assignments, as listed below, will occur in class and serve to reinforce learning:

- In Class Writing Responses
- Exams: Midterm and Final

Late Assignments

Each student is allowed one late essay assignment. It must be turned in by the next class meeting to receive credit and the grade will be reduced by one letter grade. DO NOT e-mail me your essays and other typed assignments. They will not be accepted. Other late assignments will not be accepted.

Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Quizzes				
<i>Chapter / Lecture</i>	17	5	85	15%
Writing assignment				
<i>Out of Class</i>	17	5	85	15%
<i>In Class writing</i>	6	5	30	10%
Essays		-	-	-
<i>Biography</i>	1	25	25	5%
Report writing exercise				
<i>Burglary Report</i>	1	25	25	5%
<i>Robbery Report</i>	1	25	25	5%
<i>Battery Report</i>	1	25	25	5%
Mid-Term	1	100	100	20%
Final	1	100	100	20%
Grand Total	41	-	1000	100%
500 -450 = A	449 -399 = B	398 -348 = C	348 -288 = D	287 and below = F

Class Policies

Attendance

Because class discussions and group work are an integral part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you could be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. **Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of the class.

Walking In and Out of Class

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

Preparedness

You are expected to arrive on time. You will come to each class session prepared. You will have your books, binder, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distract you, but they are a distraction for me and

your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Contacting Me

E-mail is the best and quickest way to contact me. Thanks to modern technology, my e-mail is linked to my phone. Therefore, excuses such as, "I tried to contact you but (fill in the blank)" will not work.

If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from instructor via email and/or during office hours.

Refer to the course website/blog for more information on UMOJA policies.

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

For more information refer to attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

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9:15 a.m. – 10:40 a.m.

NOTE: This syllabus and class schedule is subject to change if circumstances warrant it (e.g. student performance, etc.). **Expect revisions and divergences.**

Session Period

Aug 31 - Dec 20

Last Day To (For Traditional Classes Only):

Drop a Class with a refund/no fee owed.....Sept 11, 2015

Drop a Class without a "W"Sept 11, 2015

Drop a Class with a "W"Nov 20, 2015

File Pass / No Pass.....Sept 11, 2015

GRADUATION PETITION ACCEPTED.....April 16- Nov 13

CAMPUS CLOSED

Labor Day: Sept 7

Veterans Day: Nov 11

Thanksgiving: Nov 26-29

WEEK	DATE	COURSE TOPICS	ASSIGNMENT (DUE NEXT CLASS MEETING)
1	Tuesday, September 01, 2015	<ul style="list-style-type: none">• Welcome & introduction• Review syllabus and course policies• Autobiography – to be announced.	<ul style="list-style-type: none">• Purchase books and materials• A one page biography providing information will be completed by each student• Read Chapter 7 Verb forms and tenses
	Thursday, September 03, 2015	<ul style="list-style-type: none">• Chapter 7 Verb forms and tenses	<ul style="list-style-type: none">• Prepare 5 questions from material covered in class• Chapter 8 Agreement of Subject and Verb• Review elements of a Crime• Review Definition of a Crime?
2	Tuesday, September 08, 2015	<ul style="list-style-type: none">• Chapter 8 Agreement of Subject and Verb• Review of Criminal Statues (Ca.)• Review elements of a Crime• Review definition of a Crime?	<ul style="list-style-type: none">• Prepare 5 questions from material covered in class• Chapter 9 Capitalization
	Thursday, September 10, 2015	<ul style="list-style-type: none">• Chapter 9 Capitalization	<ul style="list-style-type: none">• Prepare 5 questions from material covered in class• Chapter 10 Punctuation• Review 4th, 5th, and 6th Amendments to Constitution.
3	Tuesday, September 15, 2015	<ul style="list-style-type: none">• Chapter 10 Punctuation• Review 4th, 5th, and 6th Amendments to Constitution.	<ul style="list-style-type: none">• Prepare 10 questions from material covered in class• Chapter 11 Internal Punctuation and Chapter 12
	Thursday, September 17, 2015	<ul style="list-style-type: none">• Chapter 11 Internal Punctuation and Chapter 12	<ul style="list-style-type: none">• Prepare 5 questions from material covered in class• Chapter 13 Pronouns• Review Rules of Evidence, Search and Seizure.

4	Tuesday, September 22, 2015	<ul style="list-style-type: none"> • Chapter 13 Pronouns 	<ul style="list-style-type: none"> • Prepare 5 questions from material covered in class • Chapter 14 Topic Sentences and Investigative Report • Discuss Rules of Evidence, Search and Seizure.
	Thursday, September 24, 2015	<ul style="list-style-type: none"> • Chapter 14 Topic Sentences and Investigative Report 	<ul style="list-style-type: none"> • Prepare 5 questions from material covered in class • Chapter 15 Pronouns • Discuss the purpose of the Officer's Notebook and field note taking at a crime scene
5	Tuesday, September 29, 2015	<ul style="list-style-type: none"> • Chapter 15 Pronouns • Discuss the purpose of the Officer's Notebook and field note taking at a crime scene 	<ul style="list-style-type: none"> • Prepare 5 questions from material covered in class • Field Notes and Three step note taking process during a Field Interview • Discuss the purpose of field investigations, victim, witness and suspect statements • Proofreading and Recommended grammar for investigative reports.
	Thursday, October 01, 2015	<ul style="list-style-type: none"> • Field Notes and Three step note taking process during a Field Interview • Discuss the purpose of field investigations, victim, witness and suspect statements • Proofreading and Recommended grammar for investigative reports. 	<ul style="list-style-type: none"> • Midterm review
6	Tuesday, October 06, 2015	<ul style="list-style-type: none"> • Midterm review 	<ul style="list-style-type: none"> • Midterm
	Thursday, October 08, 2015	<ul style="list-style-type: none"> • Midterm Exam 	<ul style="list-style-type: none"> • Chapter 1 Definition of a Report
7	Tuesday, October 13, 2015	<ul style="list-style-type: none"> • Chapter 1 Definition of a Report 	<ul style="list-style-type: none"> • Prepare 5 questions from material covered in class • Introduction to the Investigative Report (IR). • Meaning of Source of Activity, elements of Investigation for the IR. • Mandatory and Secondary Headings for the IR and Arrest Report. • Writing in the Active Voice, LAPD Report Writing Manual.
	Thursday, October 15, 2015	<ul style="list-style-type: none"> • Introduction to the Investigative Report (IR). • Meaning of Source of Activity, elements of Investigation for the IR. • Mandatory and Secondary Headings for the IR and Arrest Report. • Writing in the Active Voice, LAPD Report Writing Manual. • In class write headings quiz. 	<ul style="list-style-type: none"> • Prepare 5 questions from material covered in class • Chapter 2 Writing in Active Voice • Meaning of Source of Activity, • Review of Criminal Statues (Ca.) 459 PC, 242 PC, 211. •

8	Tuesday, October 20, 2015	<ul style="list-style-type: none"> Chapter 2 Writing in Active Voice In class writing "Source of Activity" Review of Criminal Statutes (Ca.) 459 PC, 242 PC, 211. 	<ul style="list-style-type: none"> Prepare 5 questions from material covered in class Chapter 3 Report Writing Mechanics, style and Editing
	Thursday, October 22, 2015	<ul style="list-style-type: none"> Chapter 3 Report Writing Mechanics, style and Editing 	<ul style="list-style-type: none"> Prepare 5 questions from material covered in class Writing exercise compass directions. Writing exercise feet and inches.
9	Tuesday, October 27, 2015	<ul style="list-style-type: none"> Writing exercise compass directions. Writing exercise feet and inches. 	<ul style="list-style-type: none"> Chapter 6, Testifying in court
	Thursday, October 29, 2015	<ul style="list-style-type: none"> Chapter 6, Testifying in court and Source of Activity 	<ul style="list-style-type: none"> Prepare 5 questions from material covered in class M/O narrative
10	Tuesday, November 03, 2015	<ul style="list-style-type: none"> M/O narrative Write in class an MO for burglary 	<ul style="list-style-type: none"> Five "W" Who, What, When, Where, Why, in a report. Report headings
	Thursday, November 05, 2015	<ul style="list-style-type: none"> Five "W" Who, What, When, Where, Why, in a report. Write Report headings 	<ul style="list-style-type: none"> Discuss Rules of Evidence, Search and Seizure
11	Tuesday, November 10, 2015	<ul style="list-style-type: none"> Discuss Rules of Evidence, Search and Seizure 	<ul style="list-style-type: none"> Discuss Rules of Evidence, Search and Seizure
	Thursday, November 12, 2015	<ul style="list-style-type: none"> Discuss Rules of Evidence, Search and Seizure 	<ul style="list-style-type: none"> 10 questions from rules of evidence, search and seizure Field Notes and Three step note taking process during a Field Interview Discuss the purpose of field investigations, victim, witness and suspect statements Proofreading and Recommended grammar for investigative reports. In class writing Three step note taking process

12	Tuesday, November 17, 2015	<ul style="list-style-type: none"> Field Notes and Three step note taking process during a Field Interview Discuss the purpose of field investigations, victim, witness and suspect statements Proofreading and Recommended grammar for investigative reports. In class writing Three step note taking process 	<ul style="list-style-type: none"> Prepare 5 questions from material covered in class
	Thursday, November 19, 2015	<ul style="list-style-type: none"> In class writing exercise Burglary report 	
13	Tuesday, November 24, 2015	<ul style="list-style-type: none"> In Class writing exercise Battery Report 	
	Thursday, November 26, 2015	<ul style="list-style-type: none"> Campus Closed Thanksgiving 	
14	Tuesday, December 01, 2015	<ul style="list-style-type: none"> In class writing exercise Robbery Report 	Source of Activity review
	Thursday, December 03, 2015	<ul style="list-style-type: none"> Source of Activity review 	M/O review
15	Tuesday, December 08, 2015	M/O review	Final Exam Review
	Thursday, December 10, 2015	Final Exam Review	
16	Tuesday, December 15, 2015	<p><i>Final Exam: Wednesday, December 15th</i> <i>NOTE: The date and time for the Final Exam could change.</i> <i>You will be notified well in advance if this is the case.</i></p>	

Student Acknowledgment

(Please return this sheet to the instructor)

"I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, ect.

Special needs or circumstances:
