REPORT WRITING FOR PEACE OFFICERS
Commander Jackson (LAPD-RET)

WEEKLY CLASS SCHEDULE

**Required Text:** REPORT WRITING FUNDAMENTALS FOR POLICE AND CORRECTIONAL OFFICERS,
Author: James E. Guffey

Additional learning material will be included in the learning process. This additional material will be provided by the instructor. Information will consist of Peace Officers Standards and Training learning domains pertaining to report writing and investigations.

**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. *(Note: Same as English 130.)*

**Student Learning Outcomes:**
Improve basic writing skills; develop an understanding of technical and legal terminology. The student will develop an understanding of the various types of reports required by the criminal justice system. The student will identify the requirements governing the preparation of legally admissible documents. The student will be able to complete a report that is concise, neat and accurate.

**Important Dates for Fall 2013**
- 08/26/13  Log-in, complete Introductions in Discussion and in Tasks, Tests & Surveys
- 09/02/13  Holiday, labor Day
- 09/06/13  Last day to drop without a “W” appearing on your college record
- 09/06/13  Last date to drop with a refund and no fee owed.
- 10/15/13  This is the date of the Midterm exam, chapters 1-6
- 11/11/13  Holiday, Veterans Day
- 11/15/13  This is the last day to drop the class with a “W” appearing on your college record
- 11/28-Dec 1 Holiday, Thanksgiving
- 12/06/13  Last day of classes
- 12/12-14/13 Final Exam is open. The final exam

**How to contact the instructor:**
Commander Kyle Jackson (LAPD RET)
E-mail:

**Office hours:** Immediately after class on Mondays
**Weekly Schedule:**
Class meets on Tuesdays and Thursdays, 0915-10:40 ARTC

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**Week 1:** Introductions, review of projects scheduled for the semester. Class conduct and expectations.
**Assignment:** A one page biography providing information about you.
**Due Date:** Thursday, September 3, 2013

Assignment: Read Chapter 7 Verb forms and tenses

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**Week 1:**
**Lecture:** Chapter 7 Verb forms and tenses

**Assignment:** Chapter 8 Agreement of Subject and Verb

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**Week 2:**  **Submit biography**
Lecture: Chapter 8 Agreement of Subject and Verb

Assignment: Continue Chapter 8

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**Week 2:**
Lecture: Chapter 8 Agreement of Subject and Verb

Assignment: Chapter 9 Capitalization

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**Week 3:**
Lecture: Chapter 9 Capitalization. Writing and M/O

Assignment: Chapter 10 Punctuation

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**Week 3:**
Lecture: Chapter 10 Punctuation

Assignment: Chapter 10 Punctuation
<table>
<thead>
<tr>
<th>Week 4:</th>
<th>Tuesday, September 19, 2013</th>
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<tbody>
<tr>
<td>Lecture: Chapter 10 Punctuation</td>
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<tr>
<td>Assignment: Chapter 11 Internal Punctuation and Chapter 12 Adjectives and Adverbs</td>
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<tr>
<th>Week 4:</th>
<th>Thursday, September 21, 2013</th>
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<tbody>
<tr>
<td>Lecture: Chapter 11 Internal Punctuation and Chapter 12 Adjectives and Adverbs</td>
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<td>Assignment: Chapter 13 Pronouns</td>
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<th>Week 5:</th>
<th>Tuesday, September 24, 2013</th>
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<tbody>
<tr>
<td>Lecture: Chapter 13 Pronouns</td>
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<tr>
<td>Assignment: Review Chapter 14 Topic Sentences</td>
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<tr>
<th>Week 5:</th>
<th>Thursday, September 26, 2013</th>
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<tbody>
<tr>
<td>Lecture: Chapter 14 Topic Sentences and Investigative Report</td>
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<tr>
<td>Reading: Chapter 15 Pronouns</td>
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<tr>
<th>Week 6:</th>
<th>Tuesday, October 1, 2013</th>
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<tr>
<td>Lecture: Chapter 15 Pronouns</td>
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<tr>
<td>Assignment: Field Notes and Three step note taking process during a Field Interview</td>
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<tr>
<th>Week 6:</th>
<th>Thursday, October 3, 2013</th>
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<tr>
<td>Lecture: Field Notes and Three step note taking process during a field interview.</td>
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<td><strong>Assignment:</strong> Proofreading and Recommended grammar for Investigative reports</td>
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<tr>
<th>Week 7:</th>
<th>Tuesday, October 8, 2013</th>
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<tr>
<td>Lecture: Proofreading and Recommended grammar for Investigative reports</td>
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Assignment: Prepare for midterm review

**Week 7:**
Midterm Review

**Week 8:**
Midterm Complete the 50 question midterm exam covering information given thru weeks 1 thru 6.
Field Notes PowerPoint

Assignment: Chapter 1 Definition of a Report

**Week 8:**
Lecture: Chapter 1 Definition of a Report

Assignment: Chapter 2 Writing in Active Voice Slides 1-23

**Week 9:**
Lecture: Chapter 2 Writing in Active Voice slides 1-23.

Assignment: Chapter 2 Writing in Active Voice slides 24-46.

**Week 9:**
Lecture: Chapter 2 Writing in Active Voice slides 24-46

Assignment: Chapter 3 Report Writing Mechanics, style and Editing

**Week 10:**
Lecture: Chapter 3 Report Writing Mechanics, style and Editing

Assignment: Chapter 4 Writing Sample Police Reports and Characteristics of an effective investigative report.

**Week 10:**
Lecture Chapter 4 Writing Sample Police Reports and Characteristics of an effective investigative report.

Assignment: Chapter 6, Testifying in court and Source of Activity
<table>
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<tr>
<th>Week 11:</th>
<th>Lecture: Chapter 6, Testifying in court and Source of Activity. Assignment: Fundamental Content Elements and Fundamental Elements of an Investigative Reports.</th>
<th>Tuesday, November 5, 2013</th>
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<tr>
<td>Week 12:</td>
<td>Lecture: Introduction to investigative report writing and Investigative report writing mechanics Assignment: Investigative report and Proofreading</td>
<td>Tuesday, November 12, 2013</td>
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<td>Week 13:</td>
<td>Lecture: Recommended grammar for investigative for investigative reports, Synopsis for investigative report and Questions answered by an effective investigative report. Assignment:</td>
<td>Tuesday, November 19, 2013</td>
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Week 14:
Lecture: Robbery Report
Assignment: Write Robbery Report

Week 14: THANKSGIVING, NO CLASS MEETING

Week 15:
Lecture: Battery report
Assignment: Write battery report

Week 15: Lecture: Last Class, final exam review

Week 16: Final Exam
THURSDAY, December 12, 2013
9:00 TO 11:

How your final grade is determined:

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<tbody>
<tr>
<td>Exam 1</td>
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<td>Exam 2</td>
<td>100</td>
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<tr>
<td>Biography</td>
<td>50</td>
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<tr>
<td>Burglary report writing exercise</td>
<td>50</td>
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<tr>
<td>Robbery Report, writing exercise</td>
<td>50</td>
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<tr>
<td>Battery report, writing exercise</td>
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Total 400 points

400 to 361 .................................A
360 to 321 .................................B
320 to 281 .................................C
280 to 241 .................................D
240 and below .............................F
CLASS POLICIES

The Learning Process:
I will identify learning domains. I will present identified domains for study. I will give application of identified domain. Test will cover the identified domain. I encourage questions during discussions, please participate. I will be available for questions before, during and after class for any student that feels further clarification is needed. I check my e-mail every day. I encourage all of you to e-mail me with any specific questions concerning course content, assignments, or any class difficulties you may have. If you ask a question that I think the entire class will benefit from the answer, then I will discuss the answer at the next class session.

Grading Policies:
I grade all assignments on a weekly basis and give feedback or send the results back in a week. You must complete your assignments and take the quiz/exam on the date given. I do not accept late papers except on an individual case basis, when requested to do so, depending on the circumstances for the request. If you do not take the quiz/exam, you will receive zero (0) points and that may reduce your final grade in class.

Each assignment, quiz, or exam will have a point count so you will know how it adds to your final grade. Check the Grade Book for your point total.

Note: Missed quizzes, exams or assignments will result in 0 points.

Professional Conduct in Our Classroom Community: One of the unifying objectives in this course is to familiarize you and give you practice in becoming a member of a professional community in law enforcement or a related field. I also have the responsibility to insure that our classroom community is conducted in a manner conducive for a learning environment for all students. As such, all students will please follow these policies of our classroom community, as well as for all emails, discussion groups, postings and chat rooms:

• No profanity or foul language of any kind at any time.
• Please address everyone politely by their name.
• Under no circumstances may you ask for a classmate’s personal contact information or in any way ask for a personal meeting or date.
• Unless I specifically ask you to do so as a proper part of an assignment, do not include in your email signatures or other material in your messages any kind of personal photo, sales solicitation, information about a business, or a political or religious message of any kind.
• Do not include a blind or other kind of hyperlink to such information.
• Please use common sense and common courtesy as if you are already a professional in the business community.
• Please check with me first if you have any questions about what is appropriate.
• I will not tolerate any disruptive behavior or any academic dishonesty. These standards apply to all students.
**Attendance:**
Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. For students, attending class regularly means to participate in the class discussions as directed, and to take the quiz/exams. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. For students, this means if you do not complete your assignments or fail to attend weekly as directed in the syllabus you are subject to exclusion from the class.

**Dropping a Class:**
Student wanting to drop a class should drop online at [www.wlac.edu](http://www.wlac.edu), click “For Students,” then “Student Information System.” Students who register and then never attend or stop attending a class are responsible for withdrawing from the class to prevent being issued a failing “F” grade in the class. If your name appears on the final grade roster, then you will be assigned a grade of A,B,C,D, or F. Withdrawal from class can affect your financial aid.

**Special Instructional Accommodation:**
**Disability Support Services (DSS) Accommodation Statement**
“Students with disabilities who need any assistance or accommodations should contact the instructor.” Students should also contact the Disabled Student Programs & Services (DSPS) center located in SSB 320 or call 310-287-4420.”

dsp@wlac.edu

**Academic Integrity:**
Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, “F” or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as “Turn It In” to detect academic dishonesty.

**Forms of Behavior which Violate Academic Integrity:**

- **Cheating.** Using any material, device or strategies which provide an undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communications systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

- **Collaboration.** Working together on projects, paper, exams or other forms of assessment which are to be completed individually. This includes giving or sharing your paper with others.

- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.
**Doing Your Own Work:**
As the instructor I am here to assist you. I expect each of you to do your own work and not copy or do group exams. There are two main areas for you to be concerned with. First, do your own work. Take the exam using your book, your own notes, and your own materials. Do not take the exam with a buddy who shares answers. Second, when writing a paper, whether it be an essay or term paper, do your own work. Do not have someone else give you answers or write the paper for you. This includes loaning your paper to other students to have a look. If that student copies from your paper, both students are guilty of plagiarism and will receive no credit for the work.


**Standards of Student Conduct:**
Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student’s behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

1) **Warning** - A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
2) **Removal by Instructor** - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at [www.wlac.edu](http://www.wlac.edu); click “Counseling, Assessment and Orientation,” then scroll down to “Orientation” for complete details regarding the above policies.

**Help:**
Please contact me. I check my class e-mail every forty-eight hours or sooner. I encourage all of you to e-mail me with any specific questions regarding course content, assignments, or any problem that trips you up. I am HAPPY to get your questions, concerns, and worries by e-mail. Do not be shy. I may share any Q&A in the Discussion section when appropriate and the whole class can learn from the information.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.