GROSSMONT COLLEGE

 Official Course Outline

ADMINISTRATION OF JUSTICE 230 – PUBLIC SAFETY COMMUNICATIONS

 1. Course Number Course Title Semester Units Semester Hours

 AOJ 230 Public Safety 3 3 hours lecture: 48-54 hours

 Communications 96-108 outside-of-class hours

 144-162 total hours

2. Course Prerequisites

 None

 Corequisite

 None

 Recommended Preparation

 None

 3. Catalog Description

 This course deals with all aspects of public safety communications. It will cover the techniques of effectively communicating facts, information and ideas in a clear and logical manner for a variety of public safety 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.

 4. Course Objectives

 The student will:

 a. Analyze various forms of written communication in the public safety professions.

 b. Compose reports based on criminal investigation scenarios, using appropriate first person perspective, chronological events, proper grammar, syntax and vocabulary.

 c. Collect and arrange information from a variety of sources, conduct interviews, and take notes to produce written reports that accurately and completely define criminal investigation scenarios.

 d. Demonstrate the basic techniques of verbal communication skills, including interviewing and testifying.

 e. Prepare accurate and factual reports based on criminal investigation scenarios, containing the necessary reportable elements of incidents relying upon observations and listening skills.

 f. Articulate a code of ethics and demonstrate standards of ethical conduct in the areas of interviewing, report writing, and courtroom testimony.

 5. Instructional Facilities

 Standard classroom

 6. Special Materials Required of Student

 None

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 7. Course Content

 a. Public safety areas of communication.

 b. Criminal investigation report writing format.

 c. Criminal Investigation information and data collection.

 d. Interviewing and note taking.

 e. Observation documentation.

 f. Draft and final criminal investigation reports.

 g. Courtroom testimony.

 8. Method of Instruction

1. Lecture
2. Discussion
3. Role-playing
4. Group activities
5. Guest speakers and videos/DVDs

 9. Methods of Evaluating Student Performance

1. Quizzes that measure student’s ability to apply principles related to public safety communication.
2. Written reports of criminal investigation scenarios.
3. Written homework assignments and in-class exercises and individual and group presentations that critically analyze various forms of public safety communication.
4. Exams including a comprehensive written final exam, which measure students’ ability to apply public safety communication principles.

10. Outside Class Assignments

1. Students will be required to read text and supplementary materials.
2. Critical-thinking and problem-solving written assignments which apply the principles of public safety report writing.

11. Texts

 a. Required Text(s):

 (1) Parr, Lance A. *Report Writing Essentials*. Incline Village, NV: Copperhouse Publishing, 2000.

 (2) Miller, Larry and Whitehead, John*. Report Writing for Criminal Justice Professionals*. 6th ed. Boca Raton: CRC Press, 2017.

 b. Supplementary texts and workbooks:

 None.

Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

1. Organize and develop a cohesive written report, synthesizing several sources, defining problems and formulating conclusions.
2. Anticipate and understand the potential uses of written communication in all facets of the criminal justice system.
3. Recognize situations and solutions which embody valid moral and ethical principles accepted by the criminal justice system.
4. Demonstrate an understanding of the basic steps of interviewing.

Date approved by the Governing Board: December 13, 2019