

GROSSMONT COLLEGE

Official Course OutlineADMINISTRATION OF JUSTICE 230 – PUBLIC SAFETY COMMUNICATIONS

1. <u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 230	Public Safety Communications	3	3 hours lecture

2. Course Prerequisites

A "C" or "CR" grade or higher in Administration of Justice 110 or equivalent.

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:

- Analyze the potential uses of written communication in the public safety professions.
- Compose reports using appropriate grammar, syntax and vocabulary to produce clear, concise, accurate, objective and logical documents that are grammatically correct.
- Collect and arrange information from a variety of sources to produce written and verbal reports that accurately and completely define problems.
- Demonstrate the basic techniques of interviewing and testifying.
- Prepare accurate and factual reports containing the necessary reportable elements of incidents relying upon observations and listening skills.
- Articulate a code of ethics and demonstrate standards of ethical conduct.

5. Instructional Facilities

Since the course may be offered as both a standard classroom and a distance learning course, the student has a choice of the classroom or the computer. If the computer is selected, the student must have access to a computer capable of accessing the Internet, including e-mail, web sites and related material. The student need only be able to access the appropriate web site to manage the on-line instruction. A modem, server, or cable connection is needed to access the Internet. Students may use existing computers on campus or a personal computer for this course.

6. Special Materials Required of Student

Computers, modem/cable access to web sites for distance learning students.

7. Course Content

- a. Introduction.
- b. Writing resources.
- c. Basics techniques of factual writing.
- d. Basic planning processes.
- e. Information sources.
- f. Communication process.
- g. Words.
- h. The sentence.
- i. The paragraph.
- j. The report structure.
- k. Testimony.
- l. Future of criminal justice system.

8. Method of Instruction

- a. This course will be taught using a variety of learning/teaching styles. In addition to lecture, discussion, role-playing, group activities and stimulations can bring a greater level of involvement by the student in the learning process. The students will be writing a variety of reports and demonstrating their ability to produce a complete report. Guest speakers and videos can also be used to provide a "reality" to the content.
- b. For distance learning students, the majority of work will be conducted through a web site.

9. Methods of Evaluating Student Performance

Written examinations and quizzes, including a written final exam.

10. Outside Class Assignments

Written assignments.

11. Texts

- a. Required Text(s):
 - (1) Parr, Lance A. Report Writing Essentials. Incline Village, NV: Copperhouse Publishing, 2000.
 - (2) Rutledge, Devallis. Courtroom Survival: The Officer's Guide to Better Testimony. Incline Village, NV: Copperhouse Publishing, 1998.
 - (3) Rutledge, Devallis. The New Police Report Manual. 4th edition. Incline Village, NV: Copperhouse Publishing, 1996.
- b. Supplementary texts and workbooks:

None.

Date approved by the Governing Board: 4/01

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