

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

- I. COURSE TITLE: Administration of Justice
- II. CBEDS TITLE: Law Enforcement
- III. CBEDS NUMBER: 5847
- IV. JOB TITLES: Bailiff
Deputy Sheriff
Deputy Sheriff, Correctional Officer
Dispatcher
Police Officer-Accident Prevention Squad
Desk Officer
Secretary of Police

COURSE DESCRIPTION: This course covers the history and philosophy of justice as it evolved throughout the world. It provides an in-depth study of the American system and various sub-systems; roles and the role expectations of criminal justice agents in their inter-relationships in society; concepts of crime causations; punishments and rehabilitation, ethics, educations and training for professionals.

VI.	<u>HOURS:</u>	Classroom Theory/Applied	180
		General Workplace Skills	30
		Community Classroom	<u>10</u>
		Total	190

VII. PREREQUISITES: 16 years of age or junior standing in high school.

VIII. REVISION DATE: February 2006

IX. COURSE OUTLINE:

a. CONTENT AREA SKILLS:

- i. EXPECTED STUDENT OUTCOMES
- ii. HOURS OF INSTRUCTION

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOME	HOURS		
		CL	CC	CP
Instruction will include:	Students will be able to:			
I. Introduction/Orientation	<ul style="list-style-type: none"> 1. Attendance, expectation of performance, how to listen 2. Testing (objective and essay tests), grading policies 3. The criminal justice system in a democratic society 4. Ethics 	10		
II. Overview of the Justice System	<ul style="list-style-type: none"> 1. Explain the philosophy of the contemporary justice system, the adversarial approach 2. Describe the legal foundations of crime 3. Chronicle the evolvement of social control 	5		
III. The Evolution of the Present System	<ul style="list-style-type: none"> 1. Describe the foundation of law-ancient 2. Provide the background of the American system of justice, legal-social 3. Chronicle development and evolution of the subsystems 	10		
IV. The Explanation of Contemporary Crime	<ul style="list-style-type: none"> 1. Analyze concepts of crime causation 2. Describe criminal victimology and fear of crime 	10		
V. The Scope of the Crime Problem	<ul style="list-style-type: none"> 1. Research the source of crime data 2. Present the volume and crime rates of criminal activity 3. Describe crime classification system 	5		
VI. The Development and Structure of Law Enforcement Systems	<ul style="list-style-type: none"> 1. Discuss the evolution of U.S. law enforcement from the English model to contemporary public and private systems 	5		
VII. Organization and Operation of Law Enforcement Systems	<ul style="list-style-type: none"> 1. Discuss international and national systems 2. Discuss State structure and operation 3. Discuss Local structure and operation 	10		
VIII. Innovations and Role Expectations for Law Enforcement Personnel	<ul style="list-style-type: none"> 1. Define constitutional provisions-effects of legal interpretations 2. Explain emphasis upon order maintenance 3. Compare changes in patrol and investigative methodology 	10		
IX. Professionalization of Personnel	<ul style="list-style-type: none"> 1. Chronicle the struggle to professionalize – 1960 to present 2. Describe the social change and challenge 	5		

	3. Analyze the current state of the U.S. criminal system			
X. Law Enforcement Requirements and Benefits	1. Describe background and educational requirements 2. Describe hiring processes 3. Determine wages and benefits	10		
XI. Specialized Job Assignments	1. Compare job assignments of: <ul style="list-style-type: none"> • Hostage negotiator • SWAT • Narcotics and Vice • Robbery and Homicide • Gang task force 	10	10	
XII. Communication and Technology Systems	1. Compare law enforcement dispatching systems 2. Utilize law enforcement computer technology	5		
XIII. Review 1 st Semester and Final Exam part One		5		
XIV. Structure and Role of Courts	1. Define: <ul style="list-style-type: none"> • Federal Court • State Court • Local Court • Court officers – roles and expectations 	5		
XV. Prosecutor's Role in the Court System	1. Discuss: <ul style="list-style-type: none"> • U.S. Attorneys – expanded federal role • State and local prosecutors • Prosecution problems, plea bargaining, law enforcement liaison 	5		
XVI. Forensics	1. Explain the role of evidence in the judicial system 2. Determine evidence classifications 3. Repeat the rules of evidence 4. Compare evidence collection/evaluation techniques 5. Simulate evidence presentation in court	10		
XVII. Structure and Purpose of the Correctional System	1. Define the contemporary correctional philosophy 2. Compare problems of the different prison systems			
XVIII. Probation, Parole, and Community Corrections	1. Discuss the private sector impact on the system 2. Research Probation, new innovations 3. Research Parole, special problems	5		
XIX. The Juvenile Justice System	1. Discuss background and history 2. Discuss contemporary thought on juvenile justice 3. Present Cases and juvenile court processes	10		
XX. Narcotic Enforcement	1. Discuss the history of narcotic abuse 2. Discuss the social impact of narcotic abuse 3. Classify narcotics 4. Describe Narcotic Enforcement techniques	10		
XXI. Review 2 nd Semester and Final Exam Part Two		5		
XXII. Special Projects in Law Enforcement				

IX. COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

i) EXPECTED STUDENT OUTCOMES

ii) HOURS OF INSTRUCTION

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	30
<p>1. Personal Skills</p> <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> ➢ Work ➢ Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confidence, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	<p>1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability.</p> <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> ➢ Positive attitude ➢ Self-confidence ➢ Honesty ➢ Perseverance ➢ Self-discipline ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines ▪ Explain the importance of lifelong learning 	Integrated in content area skills
<p>2. Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiations ▪ Team Work ▪ Etiquette across gender and cultural groups 	<p>2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	Integrated in content area skills

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Students will be able to:	
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills ▪ Numerical estimation, measurement, and calculation ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skill in the workplace.</p> <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> ➢ Whole number math ➢ Decimals & fractions ➢ Counting & monetary functions ➢ Use of tables & graphs ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	<p>Integrated in content area skills</p>
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communication ▪ Verbal and Nonverbal communication ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Writing and editing skills ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of and a requisite for international communications (languages, customs, and time zones) ▪ Demonstrate the following writing and editing skills: <ul style="list-style-type: none"> ➢ Use correct grammar, punctuation, capitalization, vocabulary and spelling ➢ Write, proofread and edit ➢ Select and use appropriate forms of communication ▪ Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory, and office handbooks 	<p>Integrated in content areas skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Students will be able to:	
5. Occupational Safety <ul style="list-style-type: none"> ▪ Good safety practice 	5. Understand occupational safety issues, including avoidance of physical hazards <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> ➢ Avoidance and reporting of physical hazards in the work environment ➢ Safe operation of equipment ➢ Proper handling of hazardous materials 	Integrated in content area skills
6. Employment Literacy <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio ▪ Develop interviewing techniques 	6. Understand career paths and strategies for obtaining employment <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interest to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> ➢ Letter of Introduction ➢ Cover letter ➢ Resume ➢ Thank you letter ➢ Job application ➢ Licenses, Certificates and Awards ➢ Transcripts ➢ Letters on Recommendation ➢ Work Samples 	Integrated in content area skills
7. Technology Literacy <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Use Industry specific software ▪ Demonstrate Keyboarding ▪ Accessing information ▪ Lifelong enhancement of technology skills 	7. Understand and adapt to changing technology. <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and use industry specific software ▪ Demonstrate proficiency in alphanumeric keyboarding ▪ Input and retrieve information ▪ Understand the importance of lifelong learning in adapting to changing technology 	Integrated in content area skills

X. ADDITIONAL RECOMMENDED/OPTIONAL ITEMS:

- a. ARTICULATION:
- b. VOCATIONAL CREDIT: Variable 10 high school credits per 180 hour semester
- c. ACADEMIC CREDITS: None
- d. INSTRUCTIONAL STRATEGIES:
 - 1. Performance-based assessment
 - 2. Pencil and paper tests
 - 3. Portfolio assessment
 - 4. Class projects
- e. INSTRUCTIONAL MATERIALS:
 - 1. Facilities
 - 2. Support Services
 - 3. Light & sound equipment
 - 4. John Douglas's Guide to The Police Office Exams
Second Edition, Kaplan/Kaptest.com by Simon & Schuster

XI IDENTIFICATION DATA:

Board Approval Date:	_____
Prepared By:	Elmer Canady
Date:	February, 2006
New Course ___X___	Revision _____