

**IMPERIAL VALLEY COLLEGE**  
**ADMINISTRATION OF JUSTICE**  
**COURSE SYLLABUS**

**COURSE NO.**  
AJ 162 (CRN) 10125

**COURSE TITLE**  
Regular Basic Course Modular Format Level II

**COORDINATOR**  
Edward Wells  
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**TEXTBOOK**  
California Commission on Peace Officer Standards and Training Basic Course Workbook Series Course Materials  
(to be provided)

**TERM**  
Fall 2014

**CLASS TIMES**  
T/W/TH/F 8:00am – 11:20 am  
Saturday 8:00am – 5:00 pm

**UNITS**  
13.5

**COORDINATOR'S OFFICE HOURS**  
Tuesday/Wednesday/Thursday 11:00 – 12:00 pm & 6:00 – 6:30 pm

**COURSE DESCRIPTION:**

Designed to satisfy Reserve Officer Level III training standards set forth by the California Commission on Peace Officers Standards and Training (P.O.S.T.). This includes professionalism, law, communication, vehicle operations, prisoner and evidence transportation, report writing, parking enforcement, First Aid/CPR, force and weaponry, traffic control, physical fitness and defensive tactics. Supply fee may be charged. This course is designed to prepare students to be hired by a law enforcement agency as a Reserve Officer Level III officer or deputy.

**PREREQUISITES (as required by P.O.S.T.):**

- 1) No felony or domestic violence convictions
- 2) Valid California driver's license
- 3) Ability to successfully participate in physical requirements of course
- 4) U.S. citizen or have filed for U.S. citizenship.
- 5) Co-requisite: Department of Justice fingerprint clearance.
- 6) DOJ Clearance must be turned in prior to training. Failure to do so will result in being dropped from class.

**COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":**

Students will:

1. Student will satisfactorily perform weaponless defense exercises; demonstrate knowledge of search, restraint, and transportation techniques; and demonstrate knowledge of the legal use of force.
2. Student will demonstrate knowledge and safe use of a handgun and satisfactorily pass the POST-mandated practical exam. Student will satisfactorily demonstrate knowledge and use of chemical agents.
3. Student will discuss leadership and professionalism, distinguish between ethical and unethical conduct, identify factors affecting attitudes and influences in the community, and be aware of issues and concerns regarding discrimination and sexual harassment.
4. Student will satisfactorily demonstrate knowledge of the power and authority of peace officers to make an arrest, the concepts of search and seizure law, and custody procedures.
5. Student will recognize the components of the criminal justice system and be familiar with the elements of property crimes, crimes against persons, and crimes against the justice system.
6. Student will be introduced to and demonstrate awareness of the components of a well-written investigative report.

7. Student will be introduced to and satisfactorily demonstrate knowledge of preliminary investigations, chain of custody, and the collection, marking, and preservation of evidence. Student will be introduced to and satisfactorily demonstrate an awareness of the basic concepts of officer safety and tactics involved in handling crimes in progress.
8. Student will demonstrate the skills required to perform traffic control and parking enforcement functions. Students will become familiar with law enforcement information system inquiries.
9. Student will pass the POST-constructed learning domain tests.

#### **GRADING PROCEDURE:**

*In order to pass the course, students must pass P.O.S.T. written exams for five specific learning domains. P.O.S.T. requires certain minimum passing scores, which vary by learning domain (at least 70%). Students will be given two chances to pass each P.O.S.T. written exam. If a student does not pass an exam on the second attempt, that student will be dropped from the course.*

The letter grade will be based on a total of 900 points, as follows:

**P.O.S.T. Written TMAS Tests:** 8 at 50 points each = 400

**P.O.S.T. Written TMAS Final Test:** 1 at 100 points = 100

**Quizzes:** 8 at 25 points each = 200

**Simulation Final** = 200

A = 780-900    B = 660-779    C = 540-659    D = 420-539    F = 0-419

**PLEASE NOTE:** Students are expected to do the week's reading prior to class. Failure to take a quiz or exam will result in a zero for that quiz or exam unless prior approval is given by the instructor. Bring a No. 2 pencil to class on exam days.

You must communicate to your instructor or the P.O.S.T. Coordinator any problems that you are having with the course.

**ATTENDANCE:** P.O.S.T. regulations require that you attend 95% of the course hours. Therefore, you will be allowed to have **7 "three-hour"** absences (twenty-one hours total) from class. If you miss any more than **twenty-one** hours, you will be dropped from the class. Attendance will be taken at the start of class and after breaks. If you come in late, it is your responsibility to let the instructor know that you came in, or you may be marked absent for all or part of the class. You must attend every single hour of the following portions of this course: Arrest and Control/Baton Training (16 hours); Vehicle Pullovers practical exercises (9 hours); Firearms (56 hours). **Uniforms are also an important element in training and discipline. Uniforms will be worn for every class and at all training. Grooming Standards will also be adhered to, while in Uniform. Exceptions are only granted by the Instructor or P.O.S.T. Coordinator.**

**ACADEMIC ETHICS:** CHEATING WILL NOT BE TOLERATED. Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of **F**.

**CLASSROOM BEHAVIOR:** Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, **cell phone** use, and loud yawning during class are examples of disruptive behavior because such conduct is disrespectful and distracting to the instructor and to other students. Policies are on file in P.O.S.T. Office.

**NOTICE:** Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) Office as soon as possible. [Room 2117, Health Sciences Building; Phone: (760) 355-6312]

**ETHICS CODE:** Every student that is part of this class is required to adhere to an Ethics Code. The core of this ethics code is Honesty. Honesty to the principles contained within the Law Enforcement Code of

Ethics. Honesty in oneself, that you will be true in every action and deed. And Honesty in your words and actions, never telling a lie and never withholding the truth. **Failure to follow the Ethics Code is grounds for disciplinary action and may result in DISMISSAL/TERMINATION from the Regular Basic Course**

### **Law Enforcement Code of Ethics**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Adopted. 1956. The Peace Officers' Association  
of the State of California