

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**  
AJ 110 (CRN 30004)

**COURSE TITLE**  
Police Community Relations

**INSTRUCTOR**  
Glenn N. Granish - Room 208

Email: ggranish@yahoo.com

**TEXTBOOK**  
Police Community Relations  
and the Administration of Justice, 8<sup>th</sup> Ed.;  
Ronald D. Hunter & Thomas Barker; 2011

**TERM**  
Summer 2013

**UNITS**  
3

**CLASS TIMES**  
Monday.- Friday 7:30 – 9:40 AM

#### **COURSE DESCRIPTION**

An in-depth study of the development, function and techniques of patrol, including: observation skills, development of intelligence, traffic control and preliminary investigative duties, handling complaints and requests for service, public and community relations and basic crime prevention. The mechanics of: field interviews, search and arrests, note taking and police report essentials. The student will also be given a familiarization with basic police equipment and the handling of community crime incidents.

#### **COURSE OBJECTIVES (SLO's)**

Students will be able to:

1. Explain the American Criminal Justice System; and demonstrate an understanding of Constitutional rights and due process.
3. Explain the Role and Function of Law Enforcement in American Society.
4. Understand the concepts of the Community Oriented Policing philosophy.
5. Recognize the importance of developing intelligence through contacts and resources within the community.
6. Recognize the importance of traffic control and enforcement for good community relations.
7. Recognize the restrictions on public access to investigations and criminal history information on potential suspects.
8. Understand the importance of and how to handle a complaint, as well as requests for service.
9. Understand the importance of good public and community relations.
10. Explain what basic crime prevention is and how it relates to reducing criminal activity.
11. Explain the S.A.R.A. Model and demonstrate its use on a community issue or problem.

## GRADING PROCEDURE:

Total Points: 550

**Tests:** five tests at 50 points each = 250 points

**Group Project and Presentation:** 10 – 15 minute Presentation = 50 points

**Term Paper:** (Topic Approved by Instructor) = 50 Points

**Final Exam** = 100 Points

**Class attendance and participation in discussion, group participation or activities**  
possible 50 Points

**A = 500-450    B = 449-400    C = 399-350    D = 349-300    F = 289 - 0**

## PLEASE NOTE:

*Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

## TESTS/EXAMS:

There are a total of five (5) tests in this course and a comprehensive Final Examination worth 100 points. Each of these tests will consist of a twenty-five (25) question test worth a total of fifty (50) points. Each test will have a time limit of 30 minutes, which means that class starts at 730 am, class attendance is taken, then the test is handed out to the students. You will have 30 minutes, no longer. If you show up late to class, you will have what time is left to complete the test. There will be NO makeup test given. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form to class on exam days for the test.

**AGAIN, Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam.**

You must communicate to your instructor any problems that you are having with the course.

**ATTENDANCE:** One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to pages 23 – 24 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; **YOU** are RESPONSIBLE!

**ACADEMIC ETHICS:** Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment with the instructor’s express consent, or turning in a writing assignment that uses another’s words or ideas without crediting the source of the words or ideas.

**PLAGIRISM will not be tolerated!** If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

**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”**.

**PARTICIPATION:** Every student is expected to participate in class discussion each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. Newspaper article discussions on how local crime impacts our community, state and federal levels.

**CLASSROOM PROJECTS:** Every student is expected to participate in the presentation of the group project. The outline of the group project will be presented to the instructor no later than three weeks from the beginning of the semester (5/29/2013, Test #2).

**Project Presentations will be on June, 17 and June 18, 2013.** The selection of the groups for the presentation will be delegated by the instructor. See handout for more information.

**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, loud yawning, and **CELL PHONES RINGING DURING CLASS** are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times.

**Your cell phones:**

- Cell phones ringing during class are RUDE, to me as the instructor and the other students in the class.
- Phones WILL BE turned off or placed on vibrate.
- IF your phone rings during class, you'll be asked to stand up in front of class and give a presentation to the entire class for TWO MINUTES!! The instructor will be addressing you with questions.

**TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

**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. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

**AJ 110 Police Community Relations**  
(Monday - Friday 7:30 – 9:40 AM)

**Class Schedule**

Mon	05/20/13	Introduction/Syllabus
Tues	05/21/13	Chapter 1: The Administration of Justice and the Police
<b>Wed</b>	<b>05/22/13</b>	<b><u>Test #1</u></b> [Guest Speaker]
Thurs	05/23/13	Chapter 2: Police Role Concept in a Changing Society
Fri	05/24/13	Chapter 3: Police-Community Relations: An Overview/ GROUPS MEET
<b>Mon</b>	<b>05/27/13</b>	Memorial Day – no class
Tues	05/28/13	Chapter 4: Public Relations and Community Relations: A Contrast
<b>Wed</b>	<b>05/29/13</b>	<b><u>Test #2</u></b> ALL GROUPS - TURN IN OUTLINES FOR CLASSROOM PROJECTS ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS ALL GROUPS – meet during class to discuss class presentations
Thurs	05/30/13	Chapter 5: The Public and the Police: A Consortium of Communities
Fri	05/31/13	Chapter 6: Relations within the Police Organization
Mon	06/03/13	Chapter 7: Coping with the Human Experience of Being a Cop

<b>Tues</b>	<b>06/04/13</b>	<b><u>Test #3</u> [Guest Speaker]</b>
Wed	06/05/13	Chapter 8: The Communication Process
Thurs	06/06/13	Chapter 9: Police Discretion and Community Relations
Fri	06/07/13	Chapter 10: Community-Oriented Policing (C.O.P.P.S.)
<b>Mon</b>	<b>06/10/13</b>	<b><u>Test #4</u> [Guest Speaker]</b>
Tues	06/11/13	Chapter 11: Police-Community Relations and the Media
Wed	06/12/13	Chapter 12: Special Populations and the Police <i><u>LAST DAY TO DROP CLASS WITH A "W"</u></i>
<b>Thurs</b>	<b>06/13/13</b>	<b><u>Test #5</u> [Guest Speaker]</b>
Fri	06/14/13	Prison Tour @ Centinela State Prison
Mon	06/17/13	<b>Project Presentation</b>
Tues	06/18/13	<b>Project Presentation</b>
		<i><u>DUE AT THE BEGINNING OF CLASS</u></i>
<b>Wed</b>	<b>06/19/13</b>	<b>Term Papers</b> <b>Ride-Along Papers/Forms</b> <b>Final Review</b>
<b>Thurs</b>	<b>06/20/13</b>	<b><u>Final Exam</u></b>

