

# IMPERIAL VALLEY COLLEGE

## Administration of Justice

### COURSE SYLLABUS

**COURSE NO.**

AJ 121 (CRN 20370)

**COURSE TITLE**

Law Enforcement Field Operations

**INSTRUCTOR**

Michael Crankshaw  
*(Ret.) Police Chief*

**TEXTBOOK**

Police Field Operations – Theory Meets Practice  
3<sup>rd</sup> Edition, by Michael L. Birzer & Cliff Roberson

**TERM**

Spring 2023

**UNITS**

3

**CLASS TIMES**

Tues / Thurs. 0800-0925am

**COURSE DESCRIPTION**

This course provides an in-depth study of the development, function and techniques of the standard police patrol division, 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 primary goal of this course is to develop a general understanding of police responses and basic operation functions. The student will also be given a familiarization with basic police equipment and the handling of community crime incidents.

**COURSE OBJECTIVES**

Students will be able to:

1. Explain the historical development of United States law enforcement and the concept of patrol and beat responsibility, the American Criminal Justice System, while demonstrating a basic understanding of Constitutional rights and due process.

2. Describe the function of patrol and the various techniques used to accomplish that task. Understand the importance of developing good observational skills and demonstrate the proper utilization of what they observe and the importance of developing intelligence on an area or group/individual and how this intelligence is used.
3. Recognize the importance of traffic control and enforcement, along with the techniques used to accomplish this task and the elements of a preliminary investigation and the duties required of law enforcement personnel a crime and/or critical incident scene. Understand the importance of and how to handle a complaint, as well as requests for service.
4. Understand the importance of good public and community relations. Explain what basic crime prevention is and how it relates to reducing criminal activity and the importance of and elements of a field interview and be able to demonstrate the basic techniques used.
5. Identify and distinguish the requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrests and the elements of search and seizure and the laws and/or policies that govern it.
6. Understand the elements of an incident, crime and arrest report and how proper note taking is essential to the accuracy of the information presented in them and basic law enforcement equipment and its use in modern law enforcement.

**GRADING PROCEDURE:**

Total Points: 500 *per semester*

Homework Assignment (1) (50 points)	= 50 Points
Classwork Assignments (15) (10 points) each	= 150 Points
Quizzes: (3) 25 Q = (50 points) each	= 150 Points
Final Exam: 75 Q = (150 points)	= <u>150 Points</u>
Total	= 500 Points

A = 500-450      B= 449-400      C = 399-350      D=349-300      F= 299-0

***PLEASE NOTE:*** Assignment due dates will be provided at the time the assignments are given. Late assignments are subject to reduction of points, so make every effort to have your written assignments turned in on time.

### **Homework Assignment: (1)**

There will be a total of one (1) homework assignment due during this semester. The first is an Essay paper and will be worth 50 points. The topic and due date for the paper will be given out in week 4. The assignment paper must be a minimum of two (2) full pages, maximum of three (3) pages. The papers must be in MLA writing format. Papers will be graded on spelling, grammar and direct connection with the assigned topic.

**No Papers** will not be accepted during the week of the final exam.

### **Classwork assignments:**

As indicated above our classroom assignments will make up a portion of your final grade (150 points). The points you will received for each assignment will be based on the quality of the classwork you complete in the class. (Completion of in class handouts, chapter worksheets, reading assignments & video work.)

Every student is expected to participate in class discussions each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. News media post - on how local crime impacts our community, state and federal levels will be discussed.

### **Quizzes: (3)**

There will be a total of three (3) quizzes given. Each quiz will have 25 questions and be worth a total of 50 points. The quizzes will focus on material covered (classroom lecture, handouts, homework assignments.) Whenever possible, time will be set aside for a quiz review the week prior to each quiz. After the quizzes are graded they will be returned to you, to be used as study guides for your final exams.

All quizzes will consist of true / false, multiple choice and narrative blank type questions. Failure to take a quiz will result in a zero for that quiz, unless prior approval is given by the instructor.

### **Final Exam:**

The Final exam will be given on the last week of the semester. The Final exam will consist of true / false, multiple choice and narrative blank type questions.

Failure to take the final exam will result in a zero and will be reflected in your overall grade, unless prior approval is given by the instructor.

### **Extra Credit:**

Students will have three (3) separate options to earn extra-credit points. Only one (1) selected option per semester will be allowed. (See below)

- Students can schedule a minimum of four (4) hour observation period “Ride along” with the Police agency of their choice. A one (1) page summary paper is due, outlining the various calls / events witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.
- Students can schedule a minimum of three (3) hour observation period with the Imperial County Court of their choice (Criminal or Traffic). A one (1) page summary paper is due, outlining the various procedures / cases witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.
- Students can select to watch the approved case study (movie) “12 Angry Men” – either the 1957 original movie or the 1997 remake. A one (1) page summary paper is due, outlining the connectivity to the course. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.

### **ATTENDANCE:**

One of the institutional learning outcomes for this course is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not causing a distraction. You must communicate to your instructor any problems that you are having with the course.

### **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 completed for you.

**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 given a failing grade.

**CELL PHONE POLICY:**

All cell phones shall be turned to silent / off prior to class starting. If you need to use your cell phone during class period, please quietly step out of class.

**CLASSROOM BEHAVIOR:**

This is college level learning - Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, texting, and cell phones ringing during class are examples of disruptive behavior. Such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times. **TAKE ADVANTAGE OF THE IN-CLASS LEARNING ENVIRONMENT!**

**Course Schedule (Subject to Change):**

<u>Week</u>	<u>Topics</u>
1	Course Introduction / Discussion & Syllabus Review
2	Chapter 1: The Police Career
3	Chapter 2: Police Patrol: The Backbone of Policing
4	Chapter 3: Police Field Procedures / <a href="#">Homework Assignment #1</a>
5	Chapter 4: Police Ops in a Community Policing Environment / <b>QUIZ #1</b>
6	Chapter 5: The Crime Scene and Preliminary Investigation
7	Chapter 6: Interviewing and Interrogation
8	Chapter 7: Handling Calls for Service
9	<b>SPRINGBREAK</b>
10	Chapter 8: Police Traffic Functions / <b>QUIZ #2</b>
11	Chapter 9: Ethics and Police Misconduct
12	Chapter 10: Police Reports and other Documents
13	Chapter 11: Gang and Drugs / <a href="#">Homework Assignment #1 Due</a>

- 14 Chapter 12: Police Ops in Culturally Diverse Communities / QUIZ #3
- 15 Chapter 13: Crime Mapping and Analysis  
Chapter 14: Handling Terrorism and Natural Disasters
- 16 Chapter 15: Legal Constraints on Police Ops
- 17 Course Review / Final Exam