

**IMPERIAL VALLEY COLLEGE**  
**ADMINISTRATION OF JUSTICE 100**  
**INTRODUCTION TO THE ADMINISTRATION OF JUSTICE**  
**COURSE SYLLABUS**

**Course:** AJ 100 Public Safety Report Writing    **Instructor:** Michael W. Capeci

**Number:** 10314

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**Term:** Fall 2012

**Class Times & Units:** MW 1:30 – 2:55 3 Units

**Textbooks:** Criminal Justice Today 10<sup>th</sup> Edition  
Schmallegger

**Room:** 403

**COURSE DESCRIPTION:**

The course covers the historical background, social values, moral standards, and political realities that give direction to our criminal justice system. Also covered are the duties and responsibilities of the law enforcement agencies, courts, and correctional departments in relation to law violators from the time of accusation until completion of the sentence.

**COURSE OBJECTIVES:**

The student will be able to:

1. Synthesize the historical development of the Criminal Justice System.
2. Demonstrate knowledge of the United States Constitution and legal issues through assigned writings and case studies.
3. Restate and explain basic legal definitions and concepts.
4. Demonstrate a basic knowledge and application of specific criminal violations
5. Identify and distinguish the requirements of lawful arrest and applicable procedures for both misdemeanor and felony crimes.
6. Create table of court procedure understanding the different phases of the court system when a crime is being charged.
7. Explain the historical development of law and establishment of the American Criminal Justice System and demonstrate an understanding of the Constitutional rights and due process afforded by the U.S. Constitution.
8. Identify and explain the role of a judge, attorneys, and other participants in the trial setting to include the importance court procedure and integrity.
9. Example: Identify, create, critique, and refute oral and written arguments.
10. Identify the objectives of the justice system, and the role expectations of criminal justice personnel.
11. Demonstrate awareness of the objectives of the justice system, the crime problem and role expectations of criminal justice personnel.
12. Define laws of arrest and arrestable offenses involving misdemeanor and felony crimes.

13. Identify the roles, history and organization of police in the U.S. and worldwide. Explain the cause of crime and victimization theories and patterns. Compare and contrast various systems for measuring and reporting crime in the U.S. and abroad.

**GRADING:**

Total Points: 400

Tests: 50 points per test (4 tests) = 200

Final Exam = 100 points

Class Participation and homework =100

A = 350-400

C = 251-299

F = 0-200

B = 300-349

D = 201-250

**PLEASE NOTE:**

*Assignments are due at the start of class. Late assignments will not be accepted, and the student will be given a zero for that assignment. 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. You must communicate with your instructor any problems or difficulties that you are having with the course.*

**ATTENDANCE:**

One goal of this course is to instill a work ethic needed to be a successful employee. Like having a job, students are expected to attend class, show up on time, and not leave early. Students will be allowed six absences from class. On the seventh absence, the student will be dropped from the class. Being late or leaving early will count as half an absence. Missing more than half a class session will count as a full absence. Students may be dropped from the class if they miss three class sessions in a row. However, it is the student's responsibility to withdraw or drop accordingly as is not the responsibility of the instructor.

**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 without 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.

**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.

**NOTICE:** Copying the text book is an infringement on the U.S. Copywrite laws. It is illegal to copy a textbook and copied text books will not be accepted in this course. **Especially in an Administration of Justice or Criminal Justice class.**

Monday 8/20	Course introduction and overview
Wednesday 8/22	Review Chapter 1 What is Criminal Justice
Monday 8/27	Continuation of Chapter 1 Review Homework: Do chapter 1 review questions
Wednesday 8/29	Due: Chapter 1 review questions Review Chapter 2 Crime Picture
Monday 9/3	Holiday- Labor Day (No Class)
Wednesday 9/5	Continuation of Chapter 2 Review
Monday 9/10	Review Chapter 3 The Search for Causes
Wednesday 9/12	Continuation of Chapter 3 Review Homework: Do chapter review questions for chapters 2 & 3
Monday 9/17	Due: Chapter review question 2 & 3 Test Chapters 1-3
Wednesday 9/19	Review Chapter 4 Criminal Law
Monday 9/24	Continuation of Chapter 4 Review
Wednesday 9/26	Review Chapters 5 & 6 Policing History & Structure/ Purpose & Organization
Monday 10/1	Continuation of Chapters 5 & 6 Homework: Review questions chapters 4-6
Wednesday 10/3	Test Chapters 4-6
Monday 10/8	Review Chapters 7 & 8 Legal Aspects and Issues and Challenges
Wednesday 10/10	Continuation of chapters 7 & 8 review
Monday 10/15	Review Chapter 9 Structure and Participants
Wednesday 10/17	Continuation of chapter 9 review
Monday 10/22	Review Chapter 10 Pretrial Activities and The Criminal Trial
Wednesday 10/24	Continuation of chapter 10 review
Monday 10/29	Test Chapters 8-10
Wednesday 10/31	Review Chapters 11 and 12 Sentencing/ Probation, Parole, & Community Relations
Monday 11/5	Continuation of chapters 11 and 12 review
Wednesday 11/7	Review of Chapters 13 & 14 Prisons and Jail/ Jail Time
Monday 11/12	Review Chapter 15 Juvenile Justice
Wednesday 11/14	Test Chapters 11-15
Monday 11/19	Review Chapter 16 Drugs and Crimes
Wednesday 11/21	Review Chapter 17 Terrorism and Multinational Criminal Justice
Monday 11/26	Review Chapter 18 The Future of Criminal Justice
Wednesday 11/28	Continuation of chapter 18 review Review for final
Monday 12/3	Final