

### Basic Course Information

Semester:	<b>Fall 2017</b>	Instructor Name:	<b>Jeff Mason</b>
Course Title & #:	<b>Law Enforcement Field Operations AJ 121</b>	Email:	<b>jeff.mason@imperial.edu</b>
CRN #:	<b>10696</b>	Webpage (optional):	<b>n/a</b>
Classroom:	<b>3200 / 3212</b>	Office #:	<b>n/a</b>
Class Dates:	<b>Aug 14 - Dec 8, 2017</b>	Office Hours:	<b>n/a</b>
Class Days:	<b>M/W</b>	Office Phone #:	
Class Times:	<b>0800-0925</b>	Emergency Contact:	<b>Rhonda Ruiz 760-355-6280</b>
Units:	<b>3</b>		

### Course Description

The development, function and techniques of patrol; observation skills; development, traffic 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. Familiarization with basic police equipment and handling of community crime incidents. (CSU)

### Course Prerequisite(s) and/or Corequisite(s)

**A. PREREQUISITES, if any: N/A**

**B. COREQUISITES, if any: N/A**

**C. RECOMMENDED PREPARATION, if any:**

AJ 100 and  
ENGL 009 or ENGL 099 and READ 019 (Formerly ENGL 019) or ENGL 089

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Describe the history of law enforcement patrol. (ILO4, ILO5)
2. Identify the various components of patrol and the function of each. (ILO1, ILO2, ILO4)
3. Identify commonly used equipment of law enforcement patrol units including: weapons, vehicles, technology, etc. (ILO1, ILO2, ILO3, ILO4, ILO5)

## **Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Identify the components of the Criminal Justice System, and compare/contrast the law enforcement professional and the ethical standards expected of a patrol officer.
2. Identify the purpose of patrol, and the application of varied patrol techniques; including community oriented policing and ethics.
3. Develop and understanding of policy observation, perception skills, techniques of behavior control, officer safety, and an effective understanding of legal constraints.
4. Demonstrate knowledge of police communication equipment, and basic operational considerations.
5. Identify, and be able to explain the aspects of individual and equipment preparation for the patrol duty tour.
6. Assess and develop appropriate responses to emergency, non-emergency, requests for service and specific calls.
7. Develop a working knowledge of traffic enforcement skills.
8. Demonstrate knowledge of arrest, and strategies in specific incidents (intoxication, traffic, spousal assaults, disturbance calls, mental illness, rape, child molest, etc.), and develop and understanding in the lawful use of force and legal concepts that result in written field policies.
9. Practice preliminary crime scene investigation skills, scene protection, and basic evidence collection skills; to include the use of field notes, sketches, and diagrams for formal police reports.
10. Satisfactorily demonstrate appropriate and legal application/use of field interviews and interrogations.
11. Demonstrate knowledge regarding types, tactics, and techniques of control of civil disturbances.
12. Identify various types of community and public relations programs, and better understand the effects of personal conduct and contacts within the community.
13. Demonstrate knowledge on the techniques of testifying, the legal use of notes, and effect of personal appearance and conduct at trial.

Analyze and critique current issues, problems, and future trends in police patrol.

## **Textbooks & Other Resources or Links**

Police Field Operations: Examining Contemporary Patrol Procedures by Alan G. Caddell  
ISBN:978-1-933778-26-6

## **Course Requirements and Instructional Methods**

Lecture and discussion, individual and small group exercises, and tests will make up the majority of classroom sessions. Students must have the textbook while in class.

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. Failure to take a test will result in a zero for that test unless prior approval is given by the instructor. Tests will be twenty (20) minutes

long. If you are late to class, you will not be given extra time to take the test. Bring a No. 2 Pencil on test days. You must communicate to your instructor any problems that you are having with the course.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

Grading System: Letter grades are based upon points earned, not percentages.

Test 1	=	40 points	(40 questions, 1 point each)	open book
Test 2	=	40 points	(40 questions, 1 point each)	open book
Final	=	60 points	(30 questions, 2 points each)	
Exercises	=	<u>60 points</u>	(6 exercises, 10 points each)	

200 points possible

A	200-178 points	B	177-160 points	C	159-144 points
D	143-124 points	F	123-000 points		

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

## Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

## Online Netiquette

N/A

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

## Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

## Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

## Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

## **Veteran's Center**

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

## **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

## **Student Equity Program**

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across

disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

08/14	M	Course Introduction and Expectations
08/16	W	Chapter 1 Introduction to Field Operations
08/21	M	Chapter 1
08/23	W	Chapter 2 Preparing for Patrol
08/28	M	Chapter 2
08/30	W	Chapter 3 Police Communications
09/04	M	Holiday No Class
09/06	W	Chapter 3 <b>*Field Interview Cards*</b>
09/11	M	Special Presentation of NYPD Field Operations on Sept. 11, 2001
09/13	W	Chapter 4 Responding to Calls for Service

09/18	M	Chapter 5	Observational Patrol
09/20	W	Chapter 5	<b>*Observational Exercises*</b>
09/25	M	Chapter 6	Traffic Enforcement
09/27	W	<u>Test # 1 Covering Chapters 1-6</u>	
10/02	M	Chapter 7	Use of Force and Force Options
10/04	W	Chapter 7	
10/09	M	<b>*Force Options Simulator*</b> Groups A and B	
10/11	W	<b>*Force Options Simulator*</b> Groups C and D	
10/16	M	Chapter 8	Crimes in Progress and Unusual Occurrences
10/18	W	Chapter 8	<b>*Green Sheet Exercises*</b>
10/23	M	Chapter 9	Interviewing and Interrogation
10/25	W	Chapter 10	Report Writing
10/30	M	Chapter 10	<b>* In Class Report*</b>
11/01	W	Chapter 11	Courtroom Testimony
11/06	M	Chapter 12	Community Policing
11/08	W	Chapter 12	<b>*Problem Solving Exercises*</b>
11/13	M	Chapter 13	Professionalism and Ethics
11/15	W	Chapter 14	Behind the Badge
11/20	M	Holiday No Class	
11/22	W	Holiday No Class	
11/27	M	<u>Test # 2 Covering Chapters 7-14</u>	
11/29	W	Review for Final Examination	
12/04	M	<u>Make-Up Tests 1 and 2</u>	
12/06	W	<u>Final Examination</u>	

**\*\*\*Tentative, subject to change without prior notice\*\*\***