

**COURSE SYLLABUS**

**CJLE 1512 (5:3:8)**

**BASIC PEACE OFFICER II**

**Law Enforcement Technology**

**Department of Professional Services & Energy**

**Technical Education Division**

**SOUTH PLAINS COLLEGE**

**Levelland Campus**

**Evening Academy 2017/18**

**Campus:** Levelland, Texas

## **COURSE SYLLABUS**

**COURSE TITLE:** **CJLE 1512, BASIC PEACE OFFICER II**  
(CIP Code 43.0107)

**INSTRUCTORS:** **Kenny Burns and SPC Law Enforcement Technology Staff**

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**VISION:** **SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE**

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**I. GENERAL COURSE INFORMATION:**

- A. **Course Description:** This course involves basic preparation for a new peace officer. This course may be offered only by institutions Licensed as a Police Academy by the Texas Commission on Law Enforcement (TCOLE). All students must complete academy application processes. Admission to South Plains College does not guarantee admission to the police academy. SPC's Academy License Number is: 511249.
- B. **TCOLE RULES 215.15 AND 217.1:** Each student must meet all requirements stated in TCOLE Rules 215.15 (Enrollment Standards and Training Credit) and 217.1 (Minimum Standards for Initial Licensure) to be admitted to the academy and seek licensure to become a Texas Peace Officer. For a complete set of current rules see also <http://www.tcole.texas.gov> which is the TCOLE Web Site. (Note: Completion of the academy does not make the graduate a "Texas Peace Officer." Graduates must be commissioned by a law enforcement agency and meet all other employment criteria as required by the employing agency.) Applicants to the academy are screened and must meet TCOLE standards prior to admission. Failure to meet these standards will result in the student being immediately dropped from the class and program of study. During "Orientation" at the beginning of this course, students will receive an Academy Rules and Regulations, as well as

information relative to academy procedures that serve as basic requirements for the course of study and criteria necessary for a student to remain in good standing in the academy. A student must acknowledge receipt of this information and abide by the academy rules as directed by the Academy coordinator. Violation of any rule may subject the student to dismissal from the police academy.

- C. Course Learning Outcomes: Topics in this list of learning outcomes may be reassigned to different sections of the academy outline as necessitated for organization of the academy; in this event, outcomes of the assigned topics will be allocated to and from this list to the scheduled courses. The academy will ensure that all topics are covered within the four assigned courses. Topics covered in the assigned courses will afford students opportunity to acquire knowledge, skills, and understanding of the following:

Asset Forfeiture – Unit 31

- Discuss the significance of the Texas Peace Officers’ Memorial and the National Law Enforcement Memorial
- Identify the requirements for officers as to asset forfeiture training as established by the legislature in Chapter 1701 Occupations Code.
- Identify the philosophy behind forfeiture and the extent to which it is appropriate.
- Identify definitions of contraband and proceeds.
- Identify defenses to forfeiture.
- Identify issues regarding pre-seizure planning.
- Identify search and methods of seizure
- Identify post seizure procedures.
- Identify forfeiture proceedings under 59.04
- Identify other considerations in forfeiture cases

Intoxicated Driver and Standardized Field Sobriety Testing—Unit 10

- Explain the laws related to driving while intoxicated and related offenses.
- Discuss the development of “reasonable suspicion” for the intoxicated driver stop/temporary detention.
- Describe standardized field sobriety testing methods and determine when chemical tests can be requested.
- Recognize and prepare necessary forms concerning the intoxicated driver.
- Identify the laws regarding allowing dangerous drivers to borrow motor vehicle and forfeiture.
- Describe the frequency of DWI violations and crashes.
- Define general deterrence and the relationship between detection and general deterrence.

- Describe a brief history of alcohol and common alcohol types.
- Discuss elements of DWI offenses.
- Discuss the provisions of the implied consent law.
- Discuss the relevance of chemical tests evidence.
- Discuss precedents established through case law.
- Describe and discuss the phases of detection and uses of a standard note taking guide.
- Discuss guidelines for effective testimony.
- Identify and describe typical clues of detection, personal contact, pre-arrest screening, and the arrest decision process.
- Discuss the concepts and principles of the Standardized field Sobriety Tests.
- Demonstrate the appropriate administrative procedures for the standardized field sobriety testing battery.
- Discuss and describe the importance of correct processing and report writing procedures in DWI arrests.
- Discuss the need for competent courtroom testimony and use of reports in court.

#### Firearms—Unit 19

- Identify guidelines with regards to firearms and the issues of warning shots, shooting at or from a motor vehicle, shots to destroy animals, back-up weapons and off duty weapons.
- Provide a working knowledge of the weapons to be used on the range from a classroom perspective.
- Describe weapons used by their departments and/or academy.
- Identify procedures used in routine maintenance and cleaning of weapons.
- Identify range safety techniques and range usage.
- Identify state qualification requirements.
- *Note:* During a controlled situation in the classroom, students will demonstrate proficiencies in the above techniques under the guidance of a trained instructor.

#### Mechanics of Arrest—Unit 18

- Identify the three basic concepts of weaponless strategies.
- Identify methods of weaponless defense.
- Identify basic concepts of weapons retention.
- Identify the differences between deadly and non-deadly use of force.
- Identify factors influencing an officer's discretionary authority in arrest and non-arrest situations.
- Evaluate the advantages of the various methods of approaching, confronting and interviewing the suspect.
- Explain methods of applying handcuffs and other restraining devices.
- Explain methods of the physical search of suspects.

- Explain methods of escorting and transporting suspects.
- *Note:* During a controlled situation in the classroom, students will demonstrate proficiencies in the above techniques under the guidance of a trained instructor.

#### Written & Verbal Communication—Unit 15

- Define and identify use of field notes.
- Select and organize types of information that should be entered into the officer's notebooks.
- Compile questions that should be answered in field notes to complete the report.
- Identify and describe the two systems of field note taking and the mechanics of keeping field notes.
- List the advantages of proper field notes.
- List the rules for complete note taking.
- Identify the rules for complete note taking.
- Identify the basic models and principles of communication.
- List four elements the officer must recognize and control in an encounter.
- Demonstrate effective positive controlling behavior appropriate to the situation.
- Define *passive*, *assertive*, and *aggressive behavior* and *communication*.
- Identify and write complete sentences.
- Identify and discuss sentence clarity problems and correct them.
- Demonstrate observation and descriptive skills.
- Identify the significant uses of the police report.
- Identify the essential characteristics of the police report.
- Identify four common types of police reports.
- Distinguish between chronological and categorical order in report writing.
- Identify the basic elements necessary in police reports.
- Discuss the importance of separating fact from opinion in police reports.
- Identify the statutory authority relating to confidentiality of sexual assault victims.

#### Communication and Problem Solving —Unit 23

- Identify the importance of problem-solving ability.
- Identify methods of good problem solvers.
- Identify four typical reasons for errors in reasoning.
- Discuss examples of problem solving in policing.
- Identify and apply problem-solving approaches in policing.

## Professional Police Driving—Unit 22

- Explain the officer's legal obligations and liabilities when operating a vehicle.
- Define "authorized emergency vehicle," and identify situations in which the operator of an authorized emergency vehicle is exempt from certain provisions of the Texas Transportation Code.
- Identify the exemption requirements regarding use of emergency lights and siren.
- Explain why an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other operator.
- Identify conditions under which an officer or law enforcement agency may be held liable for deaths, injury, or property damage that occur while in an emergency vehicle being operated under emergency conditions.
- Identify the issues that are usually addressed by a law enforcement agency's pursuit policy.
- Identify the effectiveness and limitations of emergency equipment and vehicle equipment.
- Identify the three basic objectives of a pre-shift vehicle safety inspection.
- Identify the techniques of proper vehicle operation.
- Discuss the importance of the defensive driving components necessary to safely operate a law enforcement vehicle.
- Identify components of "defensive driving."
- Identify factors that may contribute to traffic collisions.
- Explain why "fatigue" is a physiological condition that poses a threat to safe driving.
- Discuss the advantages of using safety belts when driving a vehicle.
- Identify the traffic conditions that affect safe vehicle operations.
- Describe the effects of speed on a turning vehicle.
- Identify, in proper sequence, the components that make up total stopping distance.

*Note:* The state of Texas requires that students develop proficiency and demonstrate ability to control a vehicle under acceleration, maneuvering, and braking conditions. In-the-car demonstrations conducted in the academy include:

- Proper road position, weight transfer control, throttles control, braking, and steering control.
- Ability to rapidly displace the vehicle, left or right, or stop on command on a marked course.
- Proper techniques for efficient braking when coming to a complete stop, before turning, and in an emergency.
- Ability to regain control of a vehicle that is in a front skid.

- Ability to safely control a vehicle while operating under emergency conditions, applying proper driving techniques and avoiding potentially hazardous situations such as road obstacles, cross traffic, road dips, and other obstacles.

#### Victims of Crime—Unit 25

- Identify and discuss types of victim responses to crimes.
- Identify and discuss the elements of a crisis reaction.
- Identify the elements of an appropriate death notification.

#### The Texas Alcoholic Beverage Code—Unit 12

- Demonstrate knowledge of the organization of the Texas Alcoholic Beverage code by locating specific definitions and laws.
  - Define selected terms and the responsibilities of peace officers to enforce the code.
  - Discuss circumstances permitting a warrantless arrest, search, and seizure.
  - Identify selected penalties and violations in the code.
  - Identify legal hours for sale, consumption, and service of alcoholic beverages.
  - Identify selected types of licenses and permits and the procedures for inspecting the premises.
  - Identify and apply information needed for administrative action.
- Discuss the possibility of criminal activity on licenses premises.

### III. GENERAL COURSE INFORMATION/REQUIREMENTS:

- A. Course Competencies: Upon successful completion of this course, each student will have demonstrated through comprehensive examinations, with a score of 80% or better, a competent understanding of specific elements listed in objective required in this course. Any motor skill competency will meet minimum course evaluations and receive a Pass/Fail grade.
- B. Academic Integrity: It is the goal of the SPC Law Enforcement faculty to foster a spirit of complete honesty and a high standard of integrity in education and training endeavors. It is a serious offense for any student to present as his or her own work that he or she has not honestly performed; such action renders the offender liable to serious consequences that may include suspension from the academy. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism. (See “Academic Integrity” as well as “Student Conduct” sections in the college catalog.) If any student has a question as to whether he or she may work with other students on any assignments, **SEEK GUIDANCE FROM THE INSTRUCTOR** to ascertain whether or not the student is in compliance with course guidelines.

- C. Verification of Workplace Competencies. Successful completion of this course meets one of the TCOLE mandated requirements that permit a student to take the state License Examination to be a Texas Peace Officer. A student who successfully passes the state's examination does not become a peace officer until he or she is employed by an official law enforcement/criminal justice organization empowered to commission a peace officer in the state of Texas. Successful passing score on the state licensure examination is one of many employment criteria that permit a person to seek employment with law enforcement agencies.
- D. The SPC Police Academy Handbook: Each Academy student is provided an Academy Handbook that contains Rules and Regulations. The Handbook is considered a part of the Syllabus as if written in this document.
- E. Attendance Policy: The South Plains College attendance policy is stated in the General Catalog. In addition, the SPC Police Academy Handbook includes additional requirements that meet TCOLE policies and the "Handbook" is to be followed in details outlined therein. Punctual and regular attendance in class is required of all law enforcement students. Each student is responsible for all class work covered while she or he was not in class. At the discretion of the instructor, a student may complete make-up work assignments for unavoidable absences. An instructor uses discretion to administer an "X" or "F" grade when a student has excessive absences. In the event a student is not able to complete course work, she or he is expected to take initiative to initiate a student withdrawal notice that results in grade of "W" when completed before the last college "drop date." All students must complete or remain in compliance with TCOLE and academy requirements. (Note: See "Academy Rules and Regulations, Standard for Student Dismissal From Class/Program." Police Academy attendance standards are in full force and effect as if written in this Syllabus.)
- F. Assignment Policy: All required work must be turned in "on-time" in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is DUE ON THE CLASS PERIOD ASSIGNED BY THE INSTRUCTOR. Late work generally is not acceptable; however, special consideration is subject to instructor discretion for exceptional circumstances. The instructor has sole discretion whether the exception is cleared and whether or not the make-up work is acceptable.
- G. Accommodations: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age (SPC Equal Opportunity Policy—General Catalog). Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities who wish to request accommodations



in such case should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services coordinator on the Levelland Campus at (806) 894-9611, ext. 2529.

- H. Diversity Statement: Instructors in the program will establish and support an environment that values and nurtures individual and group differences and encourage engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. Promoting diversity and intellectual exchange will not only mirror society as it is, but also model society as it should and can be so that each person may live in harmony with others.

#### IV. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

- A. Grading Policy/Procedures/or Other Methods of Evaluation: An accumulative point system will be utilized to determine the final grade that the student will receive for the class. Each student must make a grade of “C” or better in order to continue to the next class in the sequence. Skill classes that require “demonstration of procedures” (driving, handgun qualification, defensive tactics, etc.) will be graded as “Pass/Fail” only and will not receive a point evaluation score. However, each student **MUST** receive a “Pass” grade in each tactic/procedure in order to pass the entire course; failure to pass a skill assessment will result in a grade of “F” for the entire course regardless of any other course grades or point accumulation. As long as the student in skill classes receive a “PASS” score for each required competency, the following scale will be used to calculate the final grade based on the accumulation of all other points earned through testing scores:

- 90% or better of all possible points = A
- 80%-89% of all possible points = B

(Note: Any student that receives a grade below “B” will not be permitted to proceed to the next session of the police academy and will be dropped from the academy. See also “Academy Rules and Regulations, Grade Policy” which are in full force and effect as if written in this Syllabus.)

- B. Textbook and Other Materials:

- TEXAS CRIMINAL AND TRAFFIC LAW MANUAL, , Most Recent Edition (Bi-Annually revised to reflect most recent law), Lexis Nexis/Gould Publications.
- Accident Investigator’s Template, Northwestern University, Traffic Institute
- Athletic Gym trousers and top; athletic shoes
- Towel and toiletries following workout

C. Course Outline:

<u>TOPIC</u>	<u>TCLEOSE UNIT #</u>	<u>HOURS</u>
ASSET FORFIETURE	31	4
WRITTEN AND VERBAL COMMUNICATIONS	15	16
COMMUNICATION AND PROBLEM SOLVING	23	16
VICTIMS OF CRIME	25	10
TEXAS ALCOHOL BEVERAGE CODE	12	4
INTOXICATED DRIVER AND SFST	10	24
MECHANICS OF ARREST	18	40
FIREARMS	19	48
PROFESSIONAL POLICE DRIVING	22	32
Total Hours:		194