

ADMJ C052 : Communication, Observation, and Documentation

General Information

Author:	<ul style="list-style-type: none">• Tech Support• Bowen, Jarrod• Fulks, Peter
Course Code (CB01) :	ADMJ C052
Course Title (CB02) :	Communication, Observation, and Documentation
Department:	Public Service
Proposal Start:	Spring 2018
TOP Code (CB03) :	(2105.00) Administration of Justice
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000582340
Curriculum Committee Approval Date:	01/20/2017
Board of Trustees Approval Date:	03/09/2017
External Review Approval Date:	06/29/2017
Course Description:	This course covers the required learning domains as prescribed by the Bureau of Security and Investigative Services in section 7583.6(b) of the Business and Professions Code in reference to communication, observation, and documentation.
Submission Type:	A Gap Analysis revealed that the 19 and Younger group demonstrated low success rates in the Public Services program. California state law requires that an individual reach their 21st birthday before they complete the Regular Basic Law Enforcement Academy and become POST (Peace Officers Standards and Training) certified. This state requirement has discouraged the 19 and Younger age group from the Public Services program. The Public Services Program, in conjunction with the Advisory Board, has identified the need to develop additional career focused short term state certifications, such as the Guard Card certification through the Bureau of Security and Investigative Services (BSIS), to provide alternative employment options for the Age 19 and Younger group. The field of Private Security only requires that the individual be 18 years of age upon completion; therefore, if a BSIS certification was approved the 19 and Younger age group would have an infield employment path to pursue prior to their 21st birthday. No value
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none">• Administration of Justice (Police science, corrections, law enforcement)
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Support Course Status (CB26)

No value

Course Special Class Status (CB13)

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

Type: Legally Mandated Training Limit:
Unlimited

Grade Options

- Letter Grade Methods

Course Prior To College Level (CB21)

No value

Allow Students To Audit Course

Associated Programs

Course is part of a program (CB24)

Associated Program

No value

Award Type

No value

Active

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 0

Total Course Out-of-Class Hours 0

Total Student Learning Hours 0

Faculty Load 0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Funding Agency Category (CB23)

No value

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Units and Hours: Non Standard

Summary

Minimum Credit Units (CB07)	0.5
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	9
Total Course Out-of-Class Hours	18
Total Student Learning Hours	27
Faculty Load	0

Detail

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	9	2
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	9
Laboratory	0
Activity	0
Total	9
Course Out-of-Class Hours	
Lecture	18
Laboratory	0
Activity	0
Total	18

Time Commitment Notes for Students

No Value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours: Non Standard - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

ADMJ C050 - Powers to Arrest & Weapons of Mass Destruction

Entrance Skills

Entrance Skills

Description

No value

No value

Limitations on Enrollment

Limitations on Enrollment

Description

Limitation on Enrollment

e.g. Performance tryout or audition)
Student must have reached their 18th birthday prior to completion of the course.
Required by Statute

Specifications

Methods of Instruction

Methods of Instruction

Demonstration

Rationale

No value

Methods of Instruction

Discussion

Rationale

No value

Methods of Instruction

In-class writing

Rationale

No value

Methods of Instruction

Lecture

Rationale

No value

Methods of Instruction	Problem Solving			
Rationale	No value			
Assignments				
The student will observe an assigned video and then complete a legal style memorandum incident report based on the observable facts of the video. Memo should follow the Commission on Peace Officers Standards and Training (POST) format and be free of grammatical and spelling errors. Superior memos will be sufficiently developed with few or no spelling and grammatical errors.				
Methods of Evaluation	Rationale			
Other	Students' memos will be graded by using the legal style memorandum rubric.			
Equipment				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value
Other Instructional Materials				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives	
Course Objectives	
No value	
CSLOs	
Employ proper report writing techniques when completing observation reports.	Expected SLO Performance: 70.0
Demonstrate proper radio protocols in communications.	Expected SLO Performance: 70.0
Differentiate between the proper patrol techniques for foot patrol and cruiser patrol.	Expected SLO Performance: 70.0

Deduce possible criminal or deviant behaviors from a given set of observable behaviors.

Expected SLO Performance: 70.0

Outline

Course Outline

I. Report Writing

A.

Memorandum Reports

B.

Proper use of Descriptors

C.

Avoiding Agency Specific Jargon

II. English as a Second Language

III. Observation and Patrol Techniques

A.

Foot Patrol

B.

Cruiser Patrol

C.

Patrol Types

i.

Directed Patrol

ii.

Saturation Patrol

iii.

Hotspots

IV. Asking Appropriate Questions

A.

Avoiding Leading Question

B.

Interview versus Interrogation

V. Observing Suspects / Suspicious Activity

A.

Indicators of Possible Deviant and Criminal Behavior

B.

Reasonable Suspicion

C.

Probable Cause

VI. Communication

24.

A.

Internal

i.

Protocols Pursuant to Contract (Who to Contact & When)

ii.

Radio / Monitors

iii.

Other Technology

B.

External

i.

Emergency / First Responders

ii.

Medical Personnel

iii.

Police / Sheriff / Other Enforcement

iv.

City Services / Government Services