



INSTRUCTIONAL PACKAGE

CRJ-282
Police Science II

Effective Term
2021 - 2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2021

COURSE PREFIX: CRJ-282

COURSE TITLE: Police Science II

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

The course is designed to help prepare future police officers, deputies, and troopers for the South Carolina Police Academy.

COURSE DESCRIPTION:

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

PREREQUISITES/CO-REQUISITES:

Police Science classes are based on the South Carolina Criminal Justice Academy's standards; therefore, each student must:

- Be at least 20 years of age
- Successfully pass a drug screening
- Successfully pass a Criminal Background Check

REQUIRED MATERIALS:

None

ADDITIONAL REQUIREMENTS:

None

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

All criminal justice courses whether traditional, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have reliable access to a computer with a

dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online **require** students to complete some, if not all, coursework – assignments, exams, and other activities - through an online environment in D2L. Traditional in the classroom and hybrid courses require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students **must** be aware of the calendar and mindful of updates and announcements; therefore, a student **must** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer or server connection, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that **must** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

Additionally, all Police Science classes are required to complete all exams through the State's ACADIS system; therefore, students **MUST** possess satisfactory computer skills.

CLASSROOM ETIQUETTE:

All students are expected to always conduct themselves in a professional and courteous manner, and toward all members of the class, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or e-mails as well as postings or other communications will **not** be tolerated. At the discretion of the professor of record, the inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2017-2018, pp. 31-37).

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web,

mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

<p>Week 1</p>	<p>RESPONDING, IDENTIFYING, AND DOCUMENTING CRIMINAL DOMESTIC VIOLENCE INCIDENTS</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 2</p> <ul style="list-style-type: none"> • Student Outcome: Explain the SC domestic violence laws as stated in Title 16, Chapter 25 of the SC Code of Laws. • Student Outcome: Identify proper procedures and responsibilities prior to arriving and upon arrival at domestic violence incident. • Student Outcome: Identify and discuss appropriate techniques for interviewing victims, suspects, children, and service providers. • Student Outcome: Identify measures and techniques to properly document a domestic violence incident. • Student Outcome: Discuss appropriate arrest decisions to be made on a domestic violence incident. • Student Outcome: Identify motivations, major forms, batterer characteristics, and intervention program and lethality factors related to domestic violence. • Student Outcome: List common characteristics, situational factors impacting a victim’s decision not to leave, and how to communicate with a victim involved in a domestic situation. • Student Outcome: Identify special victim populations and their specific concerns. • Student Outcome: Explain the “Protection from Domestic Abuse Act” and Orders of Protection. • Student Outcome: Discuss preparation for a domestic violence trial. • Assessment: Quiz #1
<p>Week 2</p>	<p>RESPONDING, IDENTIFYING, AND DOCUMENTING CRIMINAL DOMESTIC VIOLENCE INCIDENTS</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 2</p> <ul style="list-style-type: none"> • Student Outcome: Explain the SC domestic violence laws as stated in Title 16, Chapter 25 of the SC Code of Laws. • Student Outcome: Identify proper procedures and responsibilities prior to arriving and upon arrival at domestic violence incident. • Student Outcome: Identify and discuss appropriate techniques for interviewing

	<p>victims, suspects, children, and service providers.</p> <ul style="list-style-type: none"> • Student Outcome: Identify measures and techniques to properly document a domestic violence incident. • Student Outcome: Discuss appropriate arrest decisions to be made on a domestic violence incident. • Student Outcome: Identify motivations, major forms, batterer characteristics, and intervention program and lethality factors related to domestic violence. • Student Outcome: List common characteristics, situational factors impacting a victim’s decision not to leave, and how to communicate with a victim involved in a domestic situation. • Student Outcome: Identify special victim populations and their specific concerns. • Student Outcome: Explain the “Protection from Domestic Abuse Act” and Orders of Protection. • Student Outcome: Discuss preparation for a domestic violence trial. <ul style="list-style-type: none"> • Assessment: Quiz #2
Week 3	<p>JUVINILE DELINQUENCY AND PROCEDURES</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 2</p> <ul style="list-style-type: none"> • Student Outcome: Discuss case study. • Student Outcome: List the historical events and court cases that have impacted the juvenile justice system and their significance. • Student Outcome: Explain the definitions of child, court, department, and status offense as defined in Title 63 of the South Carolina Code of Laws. • Student Outcome: Identify the procedures to be used when taking a juvenile into custody. • Student Outcome: Identify under what circumstances a juvenile can be involved in a transfer of judicial jurisdiction and the procedures for that transfer. <ul style="list-style-type: none"> • Assessment: Quiz #3
Week 4	<p>UNDERSTANDING VICTIMOLOGY</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 2</p> <ul style="list-style-type: none"> • Student Outcome: Define the statutory definitions of victim, individual, and criminal offense pertaining to victim and witness services. • Student Outcome: Identify ways crime affects victims. • Student Outcome: Identify ways to interact with victims. • Student Outcome: Identify resources available to victims of crime. • Student Outcome: Identify human trafficking and its components. • Student Outcome: Identify the law for victims of crime. • Student Outcome: Recognize the proper and sensitive way to perform a death and/or emergency notifications.

	<ul style="list-style-type: none"> • Student Outcome: Examine a video response to crime victims and discuss the appropriate response to the situation. • Assessment: Quiz #4
Week 5	<p>SOUTH CAROLINA HARASSMENT AND STALKING</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 2</p> <ul style="list-style-type: none"> • Student Outcome: Identify the significance of family, pattern, and electronic contact as stated in Title 16 of the South Carolina Code of Laws. • Student Outcome: Explain the South Carolina Code of Laws as they relate to Harassment 1st Degree, Harassment 2nd Degree and Stalking. • Student Outcome: Identify the responding unit’s responsibilities to the victim of Harassment 1st and 2nd Degree and Stalking. • Student Outcome: Explain a restraining order. • Student Outcome: Explain a permanent restraining order. • Assessment: Quiz #5
Week 6	<p>CHARACTERISTICS OF CRIMINAL GANGS</p> <ul style="list-style-type: none"> • Material Covered: SCCJA Basic Law Enforcement Manual Block 2 • Student Outcome: Define criminal gang. • Student Outcome: Characterize the criminal gang historical background. • Student Outcome: Identify reasons for the spread of criminal gangs. • Student Outcome: Discuss criminal gang typology and structure. • Student Outcome: Identify rites of passage into criminal gangs. • Student Outcome: Identify various criminal gang identifiers. • Student Outcome: Identify different ways gangs communicate. • Student Outcome: Identify law enforcement response to criminal gangs. • Student Outcome: Identify tactics and techniques used by gang members and law enforcement. • Student Outcome: Analyze gang ciphers and codes. • Assessment: Quiz #6
Week 7	<p>CHARACTERISTICS OF CRIMINAL GANGS</p> <ul style="list-style-type: none"> • Material Covered: SCCJA Basic Law Enforcement Manual Block 2 • Student Outcome: Define criminal gang. • Student Outcome: Characterize the criminal gang historical background. • Student Outcome: Identify reasons for the spread of criminal gangs.

	<ul style="list-style-type: none"> • Student Outcome: Discuss criminal gang typology and structure. • Student Outcome: Identify rites of passage into criminal gangs. • Student Outcome: Identify various criminal gang identifiers. • Student Outcome: Identify different ways gangs communicate. • Student Outcome: Identify law enforcement response to criminal gangs. • Student Outcome: Identify tactics and techniques used by gang members and law enforcement. • Student Outcome: Analyze gang ciphers and codes. • Assessment: Exam 1
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****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below. **The 4 Exams in this course are offered by the SCCJA through ACADIS (online platform) and MUST NOT be started or even opened until the class instructor directs you to do so.** Each exam is timed and cannot be restarted, if a student inadvertently opens the exam without permission, they may fail the exam and thus be removed from the program. Moreover, all students are required to pass the exam with a 70% or better to successfully pass this class.

EVALUATION*

Quizzes	30%
Exams	70%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

90-100.....	A
80- 89.....	B
70- 79.....	C
60- 69.....	D
Below 60.....	F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and

financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of the last date attended. Students may be required to repay the source of financial assistance for non-attendance, excessive absences, or withdrawals. Attendance records begin the first day of class for ALL students, regardless of registration date. Each student is responsible for awareness of the attendance requirements for each class" (p. 48).

The attendance policy and requirements are published in the instructor's addendum to course Instructional Package (IP) as well as in the course in D2L.

Again, should any student **not** follow the announced attendance guidelines, which complies with the College Attendance Policy, he/she will be withdrawn from the course. A grade of "W" or "WF" will be assigned in accordance with course withdrawal procedures of Horry Georgetown Technical College" (HGTC, 2018-2019, p. 48). Again, students withdrawn due to excessive absences will **not** be readmitted to the course regardless of reason or excuse.

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are **not** an excuse for **not** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions is **not** available, immediately notify the Help Desk via the Live Help at <http://www.hgtc.edu/>, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are posted on WaveNet. Also, notify your course professor; so, he/she is aware of the technical problems or issues with the technology. Nevertheless, please be aware that technology issues or problems are **not** an acceptable excuse for **not** participating as **required** for attendance, **not** completing an exam during the required time (testing window), or failing to respond to a discussion assignment before the required due date.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, based on race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu