INSTRUCTIONAL PACKAGE

CRJ-283
Police Science III

Effective Term
2021 - 2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2021

COURSE PREFIX: CRJ-283   COURSE TITLE: Police Science III

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: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. 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
- Within the previous year completed CRJ-281 and CRJ-282 with a 70% or better.

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 trough 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*:

Week 1	**PATROL OFFICER ACTIVE AGGRESSIVE SHOOTER RESPONSE**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3
	• **Student Outcome:** Identify the terms and definitions: active shooter, barricaded suspect, traditional deployment, rapid deployment, and timeline of violence and incident transition.
	• **Student Outcome:** Identify the difference between active shooter vs. hostage/barricaded suspect(s).
	• **Student Outcome:** Identify ways of preparing for an active shooter situation.
	• **Student Outcome:** Identify and demonstrate initial deployment procedures to include en-route tasks and procedures when arriving on scene.
	• **Student Outcome:** Identify and demonstrate one, two, three and four officer deployment, movement, and searching/clearing and discuss breaching techniques.
	• **Student Outcome:** Identify and demonstrate proper tactics and techniques when coming into contact with a suspect(s).
	• **Student Outcome:** Identify the survival mind-set.
	• **Student Outcome:** Identify improvised explosive device procedures.
	• **Student Outcome:** Demonstrate an understanding of these concepts through practical application exercises.
	• **Assessment:** Quiz #1
Week 2	**PREJUDICE, AND PERSONALITIES**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3
	• **Student Outcome:** List the characteristics of culture.
	• **Student Outcome:** Explain the differences between prejudice, intolerance, and stereotypes and recognize examples of each.
	• **Student Outcome:** Explain why it is important for a police officer to understand hate crimes, why people commit them, and how the officer should properly handle a call

	involving a hate crime.
	• **Student Outcome:** Describe the various personality types based on the True Colors test.
	• **Student Outcome:** Discuss the three generations and describe how an understanding of each can assist law enforcement officers in working together.
	• **Student Outcome:** Discuss various personality and prejudicial issues in a group setting.
	• **Assessment:** Quiz #2
Week 3	**REPORT WRITING AND INTERVIEWING**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3
	• **Student Outcome:** Describe the elements of a law enforcement report.
	• **Student Outcome:** Identify the components of a good report.
	• **Student Outcome:** List steps of successful report writing.
	• **Student Outcome:** Discuss the importance of field notes.
	• **Student Outcome:** Identify the elements of the report writing checklist.
	• **Student Outcome:** Identify the parts of the incident report.
	• **Student Outcome:** Demonstrate the ability to complete an incident report by participating in an in-class practical exercise.
	• **Student Outcome:** Define terms associated with law enforcement street encounters.
	• **Student Outcome:** Identify categories of persons interviewed by law enforcement.
	• **Student Outcome:** Recognize the significance of providing detailed physical descriptions and list identifying characteristics.
	• **Student Outcome:** Identify the three classifications of interviews.
	• **Student Outcome:** Identify physical and physiological reactions of the interviewee.
	• **Student Outcome:** Identify some methods of detecting untruthful behavior.
	• **Student Outcome:** Discuss specific considerations that affect the interview process.
	• **Student Outcome:** Identify additional resources that could provide information relevant to conduct an interview.
	• **Student Outcome:** Identify best practices while conducting the field interview.
	• **Student Outcome:** List methods of taking statements.
	• **Student Outcome:** Identify the recommended order of progression for an initial interview.
	• **Student Outcome:** Demonstrate through practical exercise correct methods and techniques of conducting a field interview and documenting information on a report (practical exercise done in conjunction with report writing).
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	• **Assessment:** Quiz #3
Week 4	**RESPONDING TO VULNERABLE ADULTS**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3

	• **Student Outcome:** Identify the purpose of the Omnibus Adult Protection Act and where it is located in the South Carolina Code of Laws. • **Student Outcome:** Identify the definitions listed in the Omnibus Adult Protection Act specific to Abuse, Caregiver, Exploitation, Facility, Investigative Entity, Neglect, Physical Abuse, Psychological Abuse, and Vulnerable Adult. • **Student Outcome:** Explain four dynamics of vulnerable adult victimization. • **Student Outcome:** Identify investigative and reporting requirements for law enforcement officers when responding to vulnerable adults and the associated penalties for abuse, neglect, and exploitation. • **Student Outcome:** Explain how to properly apply emergency protective custody to vulnerable adults. • **Assessment:** Quiz #4
Week 5	**OFFICER SURVIVAL AND DRUG ENFORCEMENT** **Material Covered:** SCCJA Basic Law Enforcement Manual Block 3 • **Student Outcome:** Identify common statistically supported situations involving legal issues, police lawsuits, assaults, and killings. • **Student Outcome:** Identify specialized police equipment that can be used to mitigate officer injury (soft body armor, back-up guns, flashlight, etc.). • **Student Outcome:** Identify the impact distance between the officers and their assailants has on officers killed in the line of duty. • **Student Outcome:** Identify reasons and causes of officer deaths nationwide. • **Student Outcome:** Identify responsibilities of the contact officer and cover officer. • **Student Outcome:** Identify types of officer ambushes and various countermeasures (tactics and options if assaulted). • **Student Outcome:** Identify deadly mistakes and tactical errors that decrease officer survivability. • **Student Outcome:** Identify proper countermeasures when attacked by an assailant with an edged weapon. • **Student Outcome:** Identify how to respond to crimes while on-duty in plainclothes or off-duty. • **Student Outcome:** Identify proper considerations and tactics for engaging in an incident off-duty. • **Student Outcome:** Identify the Golden Rule when confronted by uniformed officers when in plainclothes or armed off-duty. • **Student Outcome:** Students will participate in scenario based, critical thinking exercises to stimulate thinking and demonstrate proper decision-making skills in officer survival exercises. • **Student Outcome:** Identify South Carolina controlled substance statutes located in SC Code of Laws Title 44 Chapter 53 that relate to drug enforcement and explain the use of SC Code of Laws in obtaining arrest warrants. • **Student Outcome:** Identify common pharmaceutical and street-level drugs in terms of

	packaging, weights, paraphernalia, dangers, unusual odors, and explain the use of drug field kits.
	• **Student Outcome:** Identify basic tactics and techniques that relate to drug enforcement, including arrest, chain of custody, preserving evidence and personal property, aiding other law enforcement agencies, investigating issues involving drugs, and referring to SC Code of Laws for obtaining arrest warrants.
	• **Student Outcome:** Demonstrate how to investigate criminal activity, gather facts and information, make an arrest, collect evidence, and document drug-related activity.
	• **Assessment:** Quiz #5
Week 6	**PROCESSING CRIME SCENES AND COLLECTING PHYSICAL EVIDENCE**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3
	• **Student Outcome:** Understand the techniques applicable to APC regarding potential crime scenes.
	• **Student Outcome:** Recognize the types of crime scene locations commonly encountered.
	• **Student Outcome:** Identify and explain legal issues that govern crime scene searches.
	• **Student Outcome:** Identify the duties of the first responder.
	• **Student Outcome:** Define crime scene.
	• **Student Outcome:** Discuss the definition of evidence and the types of evidence often encountered.
	• **Student Outcome:** Discuss the value of physical evidence and preservation techniques.
	• **Student Outcome:** Discuss photographic documentation, search patterns, and crime scene sketches.
	• **Student Outcome:** Discuss basic evidence processing techniques for common first responder incidents.
	• **Student Outcome:** Identify the processes for packaging and collecting evidence.
	• **Student Outcome:** Explain the chain of custody, evidence integrity, and its importance.
	• **Assessment:** Quiz #6
Week 7	**HAZARDOUS MATERIAL AWARNESS**
	Material Covered: SCCJA Basic Law Enforcement Manual Block 3
	• **Student Outcome:** Identify the components of fire.
	• **Student Outcome:** Discuss the selection of the proper fire extinguisher.
	• **Student Outcome:** Explain the PASS method of fire extinguisher use.
	• **Student Outcome:** Identify hazardous materials and the risk they pose.
	• **Student Outcome:** Recognize and explain the need to survey incidents from a safe location.
	• **Student Outcome:** Explain and cite the role of the first responder.

	• **Student Outcome:** Analyze incidents and identify the potential hazards by using the placard and label system. • **Student Outcome:** Analyze incidents and identify the potential hazards by using the DOT Emergency Response Guidebook. • **Student Outcome:** Identify transportation shipping papers and the possible locations if the vehicle operator is incapacitated. • **Student Outcome:** Identify material safety data sheets (MSDS) and where they are used. • **Student Outcome:** Identify proper procedure to use when using Personal Protective Equipment (PPE). • **Assessment:** Exam 1

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 **<u>free</u>** 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. 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 <u>free</u> 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.

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