



INSTRUCTIONAL PACKAGE

CRJ-284
Police Science IV

Effective Term
2021 - 2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2021

COURSE PREFIX: CRJ-284

COURSE TITLE: Police Science IV

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: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

PREREQUISITES/CO-REQUISITES:

- 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 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](#)

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week 1	FIREARMS FAMILIARIZATION Material Covered: SCCJA Basic Law Enforcement Manual Block 4 <ul style="list-style-type: none">• Student Outcome: Demonstrate a working knowledge and ability to follow range safety rules of conduct and firearms safety.• Student Outcome: Identify when a law enforcement officer is justified to use deadly force.• Student Outcome: Identify the three elements that must be present for deadly force to be employed.<ul style="list-style-type: none">a. Abilityb. Opportunityc. Jeopardy• Student Outcome: Demonstrate a working knowledge of assigned departmental weapon and nomenclature and how to correctly function and employ shooting fundamentals during designed exercised.<ul style="list-style-type: none">a. Sight alignmentb. Sight picturec. Trigger controld. Breath controle. Grip• Student Outcome: Demonstrate the ability to properly load and unload the assigned duty weapon.• Student Outcome: Demonstrate the ability to perform a combat and tactical reload.• Student Outcome: Identify and clear the four major types of malfunctions with issued semiautomatic pistol.<ul style="list-style-type: none">a. Failure to feedb. Failure to firec. Failure to ejectd. Failure to extract• Student Outcome: Demonstrate proper weapon maintenance to include disassemble and reassemble of weapon.• Student Outcome: Demonstrate proper shooting technique from the bladed ready position.• Student Outcome: Demonstrate the ability to draw weapon from holster and engage target from the bladed stance.• Student Outcome: Demonstrate natural point stance using both hands and one hand shooting (strong and weak).
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	<ul style="list-style-type: none"> • Student Outcome: Demonstrate proper shooting posture from behind barricade unsupported in the standing and kneeling position. • Student Outcome: Demonstrate a working knowledge of the difference between cover and concealment. • Student Outcome: Demonstrate how to use a flashlight to identify potential target during low light situations and engage target with and without a light source. • Student Outcome: Demonstrate proper supported shooting posture from behind a barricade using standing, kneeling, and prone positions. • Student Outcome: Qualify with the department issued weapon with a minimum score of 188 out of possible 250 (75%). • Assessment: Quiz #1
<p>Week 2</p>	<p>FIREARMS FAMILIARIZATION</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Demonstrate a working knowledge and ability to follow range safety rules of conduct and firearms safety. • Student Outcome: Identify when a law enforcement officer is justified to use deadly force. • Student Outcome: Identify the three elements that must be present for deadly force to be employed. <ul style="list-style-type: none"> a. Ability b. Opportunity c. Jeopardy • Student Outcome: Demonstrate a working knowledge of assigned departmental weapon and nomenclature and how to correctly function and employ shooting fundamentals during designed exercised. <ul style="list-style-type: none"> a. Sight alignment b. Sight picture c. Trigger control d. Breath control e. Grip • Student Outcome: Demonstrate the ability to properly load and unload the assigned duty weapon. • Student Outcome: Demonstrate the ability to perform a combat and tactical reload. • Student Outcome: Identify and clear the four major types of malfunctions with issued semiautomatic pistol. <ul style="list-style-type: none"> a. Failure to feed b. Failure to fire c. Failure to eject d. Failure to extract • Student Outcome: Demonstrate proper weapon maintenance to include disassemble and reassemble of weapon.

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<p>Week 3</p>	<p>BASIC COLLISION INVESTIGATION</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Explain the difference between an accident and a collision. • Student Outcome: Discuss the duties and responsibilities of an investigator on the scene of a collision. • Student Outcome: Explain the manner in which an officer should respond to the report of a traffic collision. • Student Outcome: List the responsibilities that are required of an officer on the scene of a traffic collision. • Student Outcome: Identify the elements of the on-scene investigation. • Student Outcome: Identify the additional considerations required when handling a hit and run traffic collision. • Student Outcome: Cite the major causes of traffic collisions. • Student Outcome: Define terms from TR-310 manual that are essential to a collision investigation • Student Outcome: Explain the traffic laws related to collision investigations. • Student Outcome: Explain the series of events involved in investigating a traffic collision both pre-scene and on-scene. • Student Outcome: Identify the types of evidence that can be collected from a vehicle involved in a collision and the ways to preserve this evidence. • Student Outcome: Discuss the physical evidence from the traffic way and explain the uses of this type of evidence. • Student Outcome: Review and discuss the South Carolina Uniform Traffic Ticket

	<ul style="list-style-type: none"> • Assessment: Quiz #3
Week 4	<p>UNIFORM TRAFFIC TICKETS AND BASIC COLLISION REPORTING</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Review and discuss the South Carolina Uniform Traffic Ticket • Student Outcome: Identify the top causes of collisions in South Carolina. • Student Outcome: Identify the statutes that set forth the obligations and requirements for accident reporting in South Carolina. • Student Outcome: Identify the proper procedure for completion of a state collision report form, to include the commercial vehicle supplemental report, using the SCATTS eReporting system. <ul style="list-style-type: none"> • Assessment: Quiz #4
Week 5	<p>VEHICLE TACTICS</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Define a traffic stop. • Student Outcome: Discuss when an officer can justify ordering the driver and/or passengers from a vehicle that has been stopped. • Student Outcome: Discuss vehicle preparation. • Student Outcome: Explain the proper procedures for initiating a vehicle stop. • Student Outcome: Differentiate the different patrol vehicle positions when conducting a vehicle stop. • Student Outcome: Critique different officer approach methods when conducting a vehicle stop. • Student Outcome: Identify the proper interview methods when conducting a vehicle stop. • Student Outcome: Assess possible dangers officers face while conducting a stop. • Student Outcome: Discuss the proper tactics and procedures to use when conducting an unknown risk vehicle stop. • Student Outcome: Discuss the proper tactics and procedures to use when conducting a suspicious vehicle stop. • Student Outcome: Demonstrate the proper tactics and procedures to use when conducting a high-risk vehicle stop. • Student Outcome: Identify the proper procedure related to securing a vehicle from the roadway. • Student Outcome: Demonstrate the various vehicle stop tactics and procedures. <ul style="list-style-type: none"> • Assessment: Quiz #5
Week 6	MIND ARMOR

	<p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Identify the physiology of stress, to include the body’s physiological reactions under stressful conditions and the conditions an officer experiences as his/her heart rate increases. • Student Outcome: Identify the three stages of Selye’s General Adaptation Syndrome. • Student Outcome: Identify the primary sources of law enforcement stress. • Student Outcome: Identify the reasons law enforcement officers are more susceptible to stress than other professions. • Student Outcome: Identify the effects of stress on the police officer, the police officer’s family, and the agency. • Student Outcome: Identify the issues associated with officer suicide, to include reasons an officer might commit the act, the signs and symptoms of it, and special circumstances specific to law enforcement. • Student Outcome: Identify critical incident stress, its characteristics, and some areas that might affect an officer’s response to it. • Student Outcome: Identify the circumstances, attributes, and transition issues facing an officer returning from combat into the profession of law enforcement. • Student Outcome: Identify ways an officer can become more resilient to stressful events both at home and work. • Student Outcome: Identify ways to create a winning mindset and positive outcome. • Student Outcome: Discuss various stress-related topics in a group setting. • Assessment: Quiz #6
<p>Week 7</p>	<p>HANDCUFFING AND SEARCHING</p> <p>Material Covered: SCCJA Basic Law Enforcement Manual Block 4</p> <ul style="list-style-type: none"> • Student Outcome: Demonstrate proper warm-up procedures when preparing to train in tactical handcuffing. • Student Outcome: Explain the nomenclature of a set of handcuffs as well as principles of applying them on an individual. • Student Outcome: Identify the three types of suspects an officer will handcuff. • Student Outcome: Identify the principles and tactical considerations of handcuffing. • Student Outcome: Demonstrate how to properly grip a set of handcuffs for application. • Student Outcome: Demonstrate how to handcuff a suspect in a standing position. • Student Outcome: Describe how to address resistance during handcuffing. • Student Outcome: Demonstrate how to handcuff a suspect in the kneeling position. • Student Outcome: Demonstrate the application of handcuffs on a high-risk suspect using the prone position and with multiple officers. • Student Outcome: Demonstrate how to handcuff various suspects after drills that will increase the heartrate.

	<ul style="list-style-type: none"> • Student Outcome: Demonstrate escorting a handcuffed suspect. • Student Outcome: Demonstrate a Field Search incident to arrest. • Student Outcome: Demonstrate the application of a pat-down of a suspect during a Terry type stop incident. • 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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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.

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