



INSTRUCTIONAL PACKAGE

CRJ 284
Police Science
IV

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: CRJ 284

COURSE TITLE: Police Science IV

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

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:

As required for admission to the PPAT.

REQUIRED MATERIALS:

South Carolina Criminal Justice Academy Manual

ADDITIONAL REQUIREMENTS:

CRJ 284 – Police Science IV does not have additional costs other than tuition and fees.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

All students are expected to conduct themselves in a **professional and courteous** manner and toward all class members, 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 emails 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, 2024-2025, pp. 36-40). Please see the Instructor's Addendum for further information.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week 1 FIREARMS FAMILIARIZATION

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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.
 - 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.
 - 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.
 - 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.

- **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).

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**

Week 2 FIREARMS FAMILIARIZATION

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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.
 - 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.
 - 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.
 - 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.

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).
- **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 #2**

Week 3 BASIC COLLISION INVESTIGATION

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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

- **Assessment: Quiz #3**

Week 4 UNIFORM TRAFFIC TICKETS AND BASIC COLLISION REPORTING

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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.
- **Assessment: Quiz #4**

Week 5 VEHICLE TACTICS

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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.
- **Assessment: Quiz #5**

Week 6 MIND ARMOR

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- **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

Week 7 HANDCUFFING AND SEARCHING

Material Covered: SCCJA Basic Law Enforcement Manual Block 4

- 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.
- **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

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.

| | |
|---------|------|
| 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:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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 of 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 in order 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.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

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.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to

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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their

application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title

IX accommodations may be limited.

To request pregnancy accommodations, please complete the [Pregnancy Intake Form](#).