

**SOUTH TEXAS BORDER REGIONAL POLICE ACADEMY AT  
LAREDO COMMUNITY COLLEGE  
COURSE SYLLABUS**

INSTRUCTOR:	<b>Donald R. Hale</b>
DEPARTMENT:	<b>Police Academy</b>
PHONE NUMBER/EXTENSION and EMAIL ADDRESS:	<b>956-794-4908 dhale@laredo.edu</b>
OFFICE LOCATION: OFFICE HOURS:	<b>Protective Services Center Room 134, LCC South By appointment only</b>
COURSE TITLE:	<b>Basic Peace Officer I</b>
COURSE NUMBER:	<b>CJLE1506S01</b>
COURSE LEVEL:	<b>Introductory</b>
CONTACT HOURS (RANGE FOR STATE INFORMATION):	<b>176</b>
LAB:	<b>None</b>
TEXTBOOKS:	<b>Texas Criminal and Traffic Law Manual, 2011-2012 Edition, Lexis Nexis ISBN # 9781422493922</b>
CORE or NON-CORE Course	<b>NON-CORE</b>
COURSE DESCRIPTION:	Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.
END-OF-COURSE OUTCOMES:	Demonstrate outcomes set forth for TCLEOSE Course #1000.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES	The student will: demonstrate lifestyle, nutrition, habits, and fitness required to maintain a high level of wellness; appreciate the history of policing; respect professionalism and the crucial role of ethics; state the civil and criminal laws related to unethical behavior.  acquire respect for and apply the United States Constitution and Bill of Rights; appreciate the specific roles and interrelationships within the criminal justice system; discuss the statutory authority for administration of criminal procedure in Texas law; list the basic rights enumerated in the Texas Code of Criminal Procedure, and specify the time limitations relating to felonies and

	<p>misdemeanors; identify general duties and responsibilities of the Code for officers, identify the courts and their criminal jurisdiction, discuss the procedures to be followed in the prevention and suppression offenses.</p> <p>identify the elements of offenses in the Texas Penal Code, discuss the liability for improper acts or omissions in the execution of civil process and /or other daily law enforcement duties; differentiate between the civil and criminal process; define the duties of peace officers in the civil process, the jurisdiction of the civil courts; common terms used in civil law; trace the requirements, procedure, and methods for a civil action and the procedure and method of enforcement of the eviction process.</p> <p>outline the purpose and scope of a peace bond, family violence protective orders, the Estray Law, animal cruelty, and mental health warrants; and give examples of problems, symptoms, and responses to substance abuse in law enforcement.</p>
SCANS COMPETENCIES	<b>Refer to attachment</b>
SCANS ASSESSMENT	Department scans skills for this course are: reading, writing, speaking and listening, thinking skills, personal qualities, workplace competencies, and basic use of computers. Students will demonstrate their mastery of these skills through the use of class discussions, written assignments, demonstrations, and test taking.
TEACHING STRATEGIES METHODS OF INSTRUCTION:	At the instructor's discretion, lecture, videos, class discussions, research papers, and class projects may be used to instruct the class.
OUTCOMES ASSESSMENT:	Exams, Daily quizzes will measure the student's achievement of the learning outcomes stated for the course
METHODS AND CRITERIA FOR EVALUATION:	Grade determination based on: Exams-----85% Quizzes-----15% 100%
GRADING SCALE:	A = 100-90% B = 89-80%

	<p>C = 79-70%  D = 69-60%  F= 59% or below  NC= No credit (for developmental courses)  P = Pass  NP = No Pass  AU = Audit</p> <p>Students must access the Semester Progress Report and Final grades through PasPort (<a href="http://passport.laredo.edu">http://passport.laredo.edu</a>).</p> <p>Instructors will notify students of the window of availability for grades.</p>
<b>CLASS RULES</b>	<p>Police Academy students will refer to the <b>Student Handbook</b> for rules and procedures.</p> <p><b>Handbook, Equipment list and Course Schedule are located at <a href="http://www.laredo.edu/policeacademy">www.laredo.edu/policeacademy</a></b>  <b>Go to Police Academy Cadets</b></p>
ATTENDANCE REGULATIONS:	<p><b>D. Bacterial Meningitis Vaccination Requirement effective Spring 2012.</b></p> <ul style="list-style-type: none"> <li>• Per Texas State Law (SB 1107), students who meet the criteria below, must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.</li> <li>• All new or transfer students under age 30.</li> <li>• All returning students under the age of 30, who have experienced a break in enrollment of at least one fall or spring term.</li> </ul> <p>Students enrolled in online courses that physically attend classes or come to campus within the semester.</p>
SPECIAL SERVICES CENTER	<p>A student with disabilities, including learning disabilities, who wishes to request special accommodations in this class should notify the Special Services Center. The request should be made early in the semester so that appropriate arrangements may be made. In accordance with Federal Law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, visit the Special Services Center</p>

	<p>at:</p> <ul style="list-style-type: none"> <li>• Fort Macintosh Campus – P-41 call 721-5137.</li> <li>• South Campus – Billy Hall Building A Room 121 or call 721-5137(Wednesday only)</li> </ul> <p>The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.</p> <p>A pregnant student is required to meet all course/program outcomes, including attendance.</p> <p>There may be contaminants present in clinical area(s) that could adversely affect a fetus. It is advisable for the student to contact her obstetrician, once pregnancy has been confirmed, to ensure that there are no medical concerns/limitations to continuing their courses.</p>
EMERGENCY PROCEDURES	<p><b><u>LCC Alert System:</u></b> Safety and security for LCC is paramount. When an emergency arises, LCC will provide students with information as rapidly and as efficiently as possible. Students must register for the LCC Alert system at <a href="http://www.laredo.edu/lccalert">www.laredo.edu/lccalert</a></p> <p><b><u>Fire:</u></b> Upon activation of the alarm, you will quietly and calmly exit the building from the nearest exit. Once everyone has gathered, at a predetermined or arranged site, a roll call shall be taken to ensure everyone is out of the building. If the building is on fire, no one should be near it to allow firefighting equipment and emergency vehicles to access the building. Additionally, building that may have chemicals, paints, or aerosol cans may have explosions that could be dangerous to anyone near the building.</p> <p>No one should re-enter the building until an “All Clear” has been given. The “All Clear” shall be determined by a senior campus official in cooperation with the incident commander from the responding agency.</p> <p>PLEASE NOTE: The Science buildings do contain several types of biological and chemical agents. Some of these agents are stored in large quantities, while some are considered dangerous to human health through contact to skin or if fumes are inhaled. The buildings should be placed to warn responding emergency personnel if they</p>

	<p>should put on SCBA or wear “HAZ-MAT” mat suits in lieu of or over turnout gear.</p> <p><b><u>Injury, Person Down, Illness, Stalking or Theft:</u></b>  Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and/or the campus nurse (Main 721-5189; South 794-4189) to alert emergency personnel. Give the location of the person and briefly describe the person’s condition. If the person is not breathing or does not have a pulse, call 9-911 to alert the City of Laredo emergency services.</p> <p>For serious injury, illness, heart attack etc., call 111 from any Campus phone or 911 from your personal cell phone. A back up call should be made to the Campus Police and the Campus Nurse. They may be able to arrive on the scene quicker than the EMT’s and City police. When placing an emergency call, be sure to give instructions to the nearest entrance to the building, thus saving time for emergency personnel.</p> <p><b><u>Assault:</u></b> Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and 9-911 to alert the City of Laredo emergency services. For any possible threats to life or property from criminal acts call Campus Police. Please remember that after hours they operate on a limited staff basis.</p>
DISCLAIMER:	<p>Every attempt has been made to make the contents of this syllabus informative and accurate. Content of the syllabus is subject to revision and change in the event of extenuating circumstances. Changes will be distributed to you in writing.</p>

The updated official version of the LCC Catalog will be the on-line catalog and can be found at [www.laredo.edu](http://www.laredo.edu).

LAREDO COMMUNITY COLLEGE

COURSE SYLLABUS

STUDENT ACKNOWLEDGEMENT

**I have read and understand the information and requirements of the syllabus for**

\_\_\_\_\_  
**Course & Number**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Palomino ID**

\_\_\_\_\_  
**Date**

**Admission into and/or graduation from the program does not guarantee employment, any particular salary level, and/or passage on any licensure examinations.**

Student Signature \_\_\_\_\_

Faculty Name \_\_\_\_\_

## **SCANS COMPETENCIES**

## **ENCLOSURE**

*The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified foundation skills and workplace competencies for students. Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. Basic Skills includes Reading, Writing, Arithmetic and Mathematical Operations, Listening, and Speaking effectively. Thinking Skills include a worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. Personal Qualities include a worker must display responsibility, self esteem, sociability, self management, integrity, and honest. Work Place Competencies include resources, interpersonal skills, information, systems, and technology.*

### **Resources.**

- C1. **Allocates Time:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- C2. **Allocates Money:** Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
- C3. **Allocates Material and Facility Resources:** Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
- C4. **Allocates Human Resources:** Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

### **Interpersonal**

- C5. **Participates as a member of a team:** Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
- C6. **Teach Others New Skills:** Helps others to learn.
- C7. **Serves Clients/Customers:** Works and communicates with clients and customers to satisfy their expectations.
- C8. **Exercises Leadership:** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups: including responsibly challenging existing procedures, policies, or authority.
- C9. **Negotiates to Arrive at a Decision:** Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
- C10. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

### **Information**

- C11. **Acquires and Evaluates Information:** Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.
- C12. **Organizes and Maintains Information:** Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
- C13. **Interprets and Communicates Information:** Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.
- C14. **Uses Computers to Process Information:** Employs computers to acquire, organize, analyze, and communicate information.

### **Systems**

- C15. **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- C16. **Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.
- C17. **Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

### **Technology**

- C18. **Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- C19. **Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- C20. **Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.