

**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 II</b>
COURSE NUMBER:	<b>CJLE1512S01</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:	This course is basic preparation for a new peace officer and covers field note taking, report writing, “use of force” law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy.
END-OF-COURSE OUTCOMES:	Demonstrate outcomes set forth for TCLEOSE Course #1000.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES	The student will: take proper field notes; improve written communication skills related to report writing; state types and essential characteristics of police reports; discuss legal authorities pertaining to the rights of peace officers and citizens regarding the use of force; and specify concepts regarding use of force.  interpret the factors basic to unreasonable force and possible consequences; use appropriate strategies of defense; demonstrate the arrest process; restate the evolution of police service models; explain the organization’s role in society and police organizational issues; identify methods of patrol, preparation for and

	<p>hazards of patrol; demonstrate different techniques of patrol; assess risks in vehicle stops and other responses to calls for service; appreciate the unique opportunities of effective public service; identify the value of the crime prevention function and perform crime prevention activities; review psychological, social, and economic impact of crime on the victims and officer responsibility relating to victims' rights.</p> <p>identify the characteristics of family violence, relevant legal issues, and procedures for responding to family violence; respect people with mental illness and mental retardation; demonstrate effective crowd management skills and the first-responder role at a hazardous material event; identify the goals and objectives of criminal investigation, crimes against property, crimes against persons, and the characteristics of these crimes, basic preliminary investigatory procedures, forensic procedures and terminology, and laboratory procedures in the criminal investigative process.</p> <p>respect tasks required to conduct a criminal investigation; report on elements for protecting and searching the crime scene; differentiate between interviewing complainants, witnesses, victims and suspects; state officer responsibility in the booking process; demonstrate techniques for effective courtroom testimony; and explain the case management process.</p>
<b>SCANS COMPETENCIES</b>	<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.
<b>TEACHING STRATEGIES METHODS OF INSTRUCTION:</b>	At the instructor's discretion, lecture, videos, class discussions, research papers, and class projects may be used to instruct the class.
<b>OUTCOMES ASSESSMENT:</b>	Exams, Daily quizzes will measure the student's achievement of the learning outcomes stated for the course
<b>METHODS AND CRITERIA FOR</b>	Grade determination based on:

EVALUATION:	Exams-----85% Quizzes-----15% 100%
GRADING SCALE:	<p>A = 100-90%  B = 89-80%  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>
CLASS RULES	<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>

<p>SPECIAL SERVICES CENTER</p>	<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 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>
<p>EMERGENCY PROCEDURES</p>	<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</p>

	<p>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 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:	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.

**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.