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**California State University
San Bernardino**

**DEVELOPMENT OF AN ASSOCIATE OF SCIENCES
DEGREE OPTION PROGRAM:
ADMINISTRATION OF JUSTICE WITH
OCCUPATIONAL CONCENTRATIONS**

A Project Submitted to
The Faculty of the School of Education
In Partial Fulfillment of the Requirements of the Degree of

Master of Arts

in


Education: Vocational Education Option

By

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San Bernardino, California
1992

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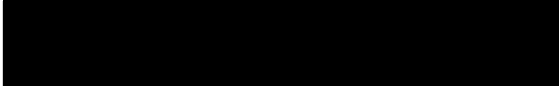

George O'Rafferty, Ed.D.

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**DEVELOPMENT OF AN ASSOCIATE OF SCIENCES
DEGREE OPTION PROGRAM:
ADMINISTRATION OF JUSTICE WITH
OCCUPATIONAL OPTIONS**

INTRODUCTION

The objective of this project was the development of a basic Associate in Sciences degree program in Administration of Justice at Riverside Community College. This project will propose four option areas that can be used towards the Associate Degree or Vocational Certificate options. Persons entering the criminal justice profession are discovering employment options in a variety of criminal justice related occupations. The criminal justice system includes, among other areas, law enforcement, corrections, courts, and probation. Society has placed upon learning institutions increased demands for specialized training in advanced techniques that are employment specific. Criminal Justice employers, currently agencies responsible for mandated in-service training of employees, are discovering the financial advantage of community college instruction through cooperative agreements.

THE PROBLEM

In the 1990's, one recurring theme that will impact the way Criminal Justice agencies "do business" will be the manner in which they respond to the accelerated rate of change in public perceptions. Nowhere will law enforcement agencies response to these changes be more crucial than in the area of Administration of Justice training. The Criminal Justice system is comprised of many mutually exclusive entities. Among these are law enforcement, corrections, courts, probation and various other agencies.

The training function is vital to the effectiveness of every Criminal Justice agency. The primary reason for this is that training is the vehicle used to impart knowledge and develop skills.

Persons seeking employment in these Criminal Justice fields require education that is specific to the employment option they have chosen as a career path. However, Administration of Justice programs are outdated, and frequently focus on traditional law enforcement curriculums.

Criminal Justice agencies are increasingly seeking employees that possess an educational base specific to the particular type of service the agency provides. Probation departments want employees with skills directed towards supervision and counseling.

Court services agencies seek employees with training in courtroom operation, handling prisoners, and public relations. Corrections facilities are constantly demanding skilled employees including sworn law enforcement officers and non-sworn civilians possessing training and education in the field of corrections operation and administration. Law enforcement agencies are increasingly requiring employees to have skills and education directed toward professional law enforcement services exclusive to the employer's mission.

Administration of Justice training program administrators must re-evaluate recruitment training programs and instructional techniques to ensure that they provide what students need to become effective employees in the Criminal Justice field.

All Criminal Justice employees receive instruction in techniques specific to the job requirements. The California Penal Code requires that corrections administrators prescribe rules and regulations for the safe operation of prisons¹. Institutional regulations require continuous training of correctional officers. Some of this training can be complex and specialized instruction mandatory. Training is very expensive for the Criminal Justice agency in terms of tuition (the cost of instruction, materials, travel, etc.), and in salaries of officers attending the training. Current training options available to locally employed Criminal Justice employees include expensive departmentally provided training and limited career specific courses available from Riverside Community College.

The college offers an Associate of Arts Degree that is not specific to any school of instruction. Classes currently offered in the Administration of Justice program are designed only to meet the needs of students with a career goal of becoming a law enforcement officer.

The purpose of this project was to analyze concepts and curriculum of Administration of Justice courses that currently meet job specific instruction at other community colleges in California. The project will conduct a training needs assessment of local criminal justice agencies that include law enforcement, corrections, probation, and courts.

The project creates a custom course of instruction designed to meet the employment needs of the Inland Empire. The completed project will be submitted to the curriculum committee at Riverside Community College for consideration of restructure of the current departmental offerings.

Statement of the Problem

A variety of Criminal Justice related occupations are available to persons entering the Criminal Justice field of occupations. Employers are demanding future employees to have education in areas specific to the employer's function. Riverside Community College does not provide degree or certificate programs designed to meet the requirements of Criminal Justice occupations.

Students need courses in Administration of Justice that are specific to the employment related area.

The course outlines presented in this project are designed to outline, define, and coordinate areas of instruction that will meet the employment needs specific to the field of Administration of Justice.

Students completing the proposed Administration of Justice Associate of Sciences degree, or Certificate program, will be considerably more employable than those under the current courses of instruction.

Purpose of the Project

Every student wanting to become employable in the field of Administration of Justice deserves training and education that is specific to that area within the Criminal Justice system that he/she wants to work.

The purpose of this project was to present a program of available courses that supply the needs of students and employers. These areas include law enforcement, corrections, courts, and probation.

The degree and certificate programs are not designed to eliminate or replace the existing courses that meet the proposed program requirements. This degree program is designed for those students who have not or will not receive specific Administration of Justice skills if programs changes are not accomplished.

Definitions

For the purposes of this study, the terms listed below are defined as follows:

Officer shall refer to any employed sworn or non sworn law enforcement officer.

Pre-service shall refer to students not currently employed in an Administration of Justice field but seeking education to enhance employability.

Employment specific shall refer to courses with curriculum designed to instruct the student in areas specific to the students employment needs.

Law Enforcement shall refer to traditional law enforcement careers of police, sheriff and highway patrol.

Corrections shall refer to employment in the correctional areas of jails and state prisons.

Courts shall refer to the employable areas in Administration of Justice within municipal, superior, family, divorce, and civil courtrooms.

Probation shall refer to the employable area of a probation department.

FTE shall refer to faculty teacher equivalent
(one full time instructor normal tract load)

Assumptions

It is assumed that the California State Commission on Peace Officer Standards and Training provides some state mandated training to those persons already employed in the Criminal Justice system.

Limitations

The degree and certificate programs are intended for all students. The program will operate within the Governing Board of Riverside Community College. Course prerequisites are determined by the departmental chairperson together with an advisory council.

Significance of the Project

A change in the structure of courses available to Administration of Justice students is necessary, if Riverside Community College is to meet the employable needs of the community.

Law enforcement, corrections, courts, and probation administrators have suggested a need for programs designed to enhance employability of pre-service employees. These same administrators indicate that training provided by the State of California is not sufficient to meet their individual needs.

Budget restrictions in each employable area have curtailed adequate training. Recently the Peace Officers Standards and Training Commission curtailed even mandated training.² Riverside County government has experienced increased litigation charging county employees for acts and omissions arising out of the course and scope of their employment.³ The cost of litigation is of course, excessive. Therefore having prospective employees highly educated with degrees and certificates specific to the Administration of Justice area of employment relieves somewhat the state and local governments' training obligation and liability.

Social changes in perception of law enforcement obligations have demanded that Administration of Justice professionals have available to them education that focuses on current community based needs. Citizens are demanding increased training concerning cultural awareness and sensitivity issues. Criminal Justice problems such as increases in gang violence, homicides, and domestic violence among many others, require an educational system that addresses these specific needs. All areas of the Criminal Justice sector are affected by societal changes and community needs. The law enforcement professional must have courses of instruction designed to sharpen basic community based policing skills. Corrections students must be instructed in organization, duties, human relations, and legal implications of employment in a correctional environment.

The court services student must attain the skills of interpersonal relations with the public, inmates, and other court employees. Students interested in a career in probation employment must attain instruction that exceeds state mandated performance objectives. These skills should include legal implications, liability matters, and counseling skills.

Organization of the Project

The content of this project has been derived from a variety of community college Administration of Justice programs throughout the State of California.

The community colleges selected for review each currently has excellent Administration of Justice programs that have been proven to serve the law enforcement needs of their geographical areas. The project is a comprehensive program that researched what Administration of Justice programs have worked in other communities.

It is not a diluted version of what the other colleges are offering, but an all new degree program extracted from other programs and modified to meet the needs in the employable areas of Southern California.

The project consists of the development of a two year curriculum in Administration of Justice with concentrations in the areas of law enforcement, corrections, courts, and probation.

THE LITERATURE REVIEW

It was not too long ago that a police officer was given a gun, a badge, a pair handcuffs, and placed on the street to enforce the law. In 1931, the President created the Wickersham Commission to review and assess the hiring and training standards of police officers. The commission recommended that attention be given towards hiring practices.

Only within comparatively recent years has this country become subject to any great extent to an awakened police consciousness. Proper qualification, careful selection, scientific training, together, seem total strangers in the majority of our departments...⁴

By the 1950's, there was still a substantial lack of job related hiring standards. In California, local officials, police administrators, law enforcement personnel, and state officials began to question what could be done to improve law enforcement in California. The result was the establishment of the Commission on Peace Officer Standards and Training (POST) in 1959. The enabling legislation establishing POST best expressed the legislature's ideas as to what the purpose and extent of state involvement was to be. As the opening paragraph states:

In enacting this legislation, the legislature finds that vocational training and the enforcement of state laws are matters of statewide interest and concern.⁵

As with many other issues of law enforcement, college education for police can be traced to Sir Robert Peel, the first commissioner of the Metropolitan Police Department of London. Peel proposed that police officers should be recruited from the lower class and from noncommissioned army officers. He argued that, since the police function is so crucial to society, there should not be any suggestion of the upper classes lording over the lower classes. Since the lower class was universally lacking in college education in London in 1849, the world's first municipal police department excluded college educated personnel by definition.

Neither among researchers nor among police chiefs is there agreement as to the effect of education on performance. A minority of chiefs feel that college educated personnel are superior to non-college personnel overall. But a higher percentage of chiefs either judge that there is no substantial difference between the two groups or do not know whether there is a difference.

College personnel do best on dimensions associated with academic ability and with the peace-keeping function. They are least differentiated from non-college personnel in dimensions that distinguish acceptable from unacceptable performance.⁶

The correlation between education and performance has not been conclusively demonstrated and may imply that a relationship does not exist.

Despite the absence of conclusive evidence of the effect of education on performance, it is reasonable for departments to pursue the policy of encouraging higher education among their personnel.

The percentage of high school graduates who wish to continue their education is increasing with the availability of community colleges. The decision to attend college becomes one that is more often based on ability and motivation. Also, the more college educated line personnel there are in a department, the larger the pool of college educated personnel from which to choose investigators, supervisors, and managers.

The levels of educational attainment of law enforcement personnel vary considerably by region of the country. The two Western regions have considerably higher levels of education than do the regions in the rest of the country. Some evidence suggests that state policies are influential in affecting the education levels of incumbents. States with relatively high percentages of students enrolled in public schools have high percentages of law enforcement officers with college training.

In large cities and departments, academy training is usually an in-house program. In smaller jurisdictions, much reliance must be placed on community academies serving a number of departments. Such programs are usually carried on under the auspices of a community college.

Colleges are subject to high turnover of personnel, and coordinators come and go frequently. Lesson plans and courses offered should be updated whenever new or drastically changed procedures or decisions make such change necessary.

Today, with the multitude of laws and court decisions that must be interpreted and applied in the daily work of the policeman, as well as the state of social turmoil that exists in our society, in order to survive and provide any kind of effective protection to the citizen, an officer must be thoroughly trained in a wide variety of subjects.⁷

Police culture does not highly value book learning or academic ability as a skill for police officers. In the United States, there is evidence that educated officers get lower performance ratings because they are educated. Evidence on the impact of performance is conflicting and ambiguous. Certainly many cadets are upset when they find that joining the police at 16 requires two years of classroom instruction in subjects they thought they had left behind at school.

It is not unusual to encounter reservations about academic ability, and examinations were often cited as the only part of the training the recruit worried about.⁸

Law enforcement agencies are increasingly concerned about their ability to deliver the variety of training demanded of them. There is increasing national concern about better job qualifications for public employees.

Increases in litigation against public employees frequently center around training.⁹ An accelerated training and education program has been recommended by the President's Crime Commission Reports. Law enforcement agencies are struggling to meet a minimum of standard of training, and some 250 community and junior colleges are engaged in law enforcement and police science or police administration education. Because of limited tax dollars available for law enforcement training and education, the community is constantly studied as a resource for training criminal justice personnel.

The law enforcement system employing one-half million persons plus those employed in corrections, probation, parole, and the court system, admits that adequate training programs using existing personnel and facilities, would take years to develop. Moreover, there is considerable doubt as to whether this could be achieved with existing agency facilities.¹⁰

As we move into the 1990s, it is important to consider the impact community college systems may have upon law enforcement training and education. The direct influences will depend upon how colleges relate to community needs in the following areas. These include the local option of basic ideas for enforcement training including stimulating the cooperative processes between law enforcement agencies and the colleges, and the capabilities of the community colleges to deliver quality programs.

A strong argument for keeping law enforcement education in community colleges is that its control will be local. A community college district will serve several law enforcement jurisdictions and still retain the flexibility to service local training needs. In many smaller communities, citizens desire to retain their police departments. The community colleges can serve to provide law enforcement training to the smaller communities at relatively low cost.

Many educational programs developed in the past two decades have adapted to the changing needs of law enforcement. Community colleges have been flexible in their approach to social issues confronting society. Law enforcement agencies and colleges work together to provide linkages between training and education and criminal justice personnel with broader professional preparation are produced. The effectiveness of community colleges in the training effort is dependent upon relating the training to total systems concept, ie: the cost of training and staffing.¹¹

During 1973, the National Advisory Commission on Criminal Justice Standards and Goals, recommended the following educational standards for the selection of police personnel. Every police agency should require immediately, as a condition of employment, the completion of at least one year of education (30 semester units) at an accredited college or university. Otherwise qualified police applicants who do not satisfy this condition, but who have earned a high school diploma or its equivalent, should be employed under a contract requiring

completion of the educational requirements within three years of initial employment. Every police agency should, no later than 1975, require as a condition of initial employment the completion of at least two years of education (60 semester units) at an accredited college or university.

Every police agency should, no later than 1978, require as a condition of initial employment the completion of at least three years of education (90 semester units) at an accredited college or university. Every police agency should, no later than 1982, require as a condition of initial employment the completion of at least four years of education (120 semester units or a baccalaureate degree) at an accredited college or university.¹²

Twenty years later, we still find that regardless of POST standards, California law enforcement agencies rarely require educational units as a condition of employment.

A great deal of police education is provided by the most accessible institutions of them all, the public community colleges. Public two year colleges now enroll more students than any other type institution accounting for more than 46% of all higher education enrollments. They have filled an earlier generation's dream of "breaking the access barriers", placing higher education within commuting distance of virtually all Americans. They have also provided almost half of the college programs for police and quite probably, a majority portion of the students. The quality of police education thus depends heavily on how well the community colleges are educating the police.¹³

METHODOLOGY

The population to be served by this project are students in Administration of Justice. Programs in the California community colleges serve both pre-service and in-service students in the criminal justice field.

The content of this project of study has been extracted from existing courses of study at Fresno City College, Sierra Community College, and Riverside Community College. All courses selected for the design in this project have been validated by the Governors of the Community Colleges in the State of California. The courses have been offered in Administration of Justice programs through-out the state and at law enforcement training centers. The selected courses are designed for entry and advanced students of criminal justice.

The project consists of selected courses to meet the project objectives of four areas of occupational concentration for an Associate of Sciences degree in Administration of Justice. It includes courses designed to educate the student in the most current curriculum in each of the four areas. It allows students entering the criminal justice field to have options of more than the singular field of traditional law enforcement employment.

In conducting the study which lead to the development of this project, Administration of Justice instructors were consulted. Additionally, students within Administration of Justice programs were contacted.

Both students and instructors agreed overwhelmingly that offering students entering the criminal justice field courses designed for specific employable fields other than traditional law enforcement would enhance employability.

In the current college offerings, a primary issue discussed is that there is no Associate of Science degree program in Administration of Justice. Equally as fundamental an issue is that there are not enough courses for those desiring to enter the employable fields of probation, courts, or corrections. There is not enough training available even for the agencies which have the funds and manpower to support the current program.

Interviews were conducted with Riverside Community College instructors and supervising employees to establish what steps would be required to implement the newly designed core courses. It is important that the introduction of new course offerings do not jeopardize courses that remain and will be used in the new core concentrations. The option of selecting courses that lead the student towards different career paths was agreed upon by all parties as a primary reason for support of the project.

Interviews with criminal justice advisory council members also reflect positive support for a change in degree requirements. Additionally, courses designed to be even more specific towards any one of the occupational concentrations may eventually be added or modified to meet the ever changing societal demands of the criminal justice employee.

However, none of these modifications can be performed, if the original concept of multiple course concentrations is not implemented.

The courses extracted for this project have been approved by the Governors of the Community Colleges. Many of the courses have been approved by the California State Commission on Peace Officer Standards and Training. During the compilation of the courses for this project, research conducted included a thorough breakdown of the course content to insure the curriculum met the objectives of the occupational area. The courses include all aspects of job skills for the specific occupational area which they will be offered.

EXISTING PROGRAMS

Riverside Community College's Administration of Justice program currently consists of 32 Class offerings. Five classes comprise the core curriculum. These classes include Introduction to the Administration of Justice, Principles & Procedures of the Justice System, Concepts of Criminal Law and Legal Aspects of Criminal Evidence and Community Relations. Additionally, twelve units of electives and completion of general college graduation requirements are required to obtain the Associate in Science Degree. Beyond the core requirements, additional classes offered for elective purposes include a variety of criminal justice related instruction. The college operates the Peace Officers Basic Training School comprising of 482 hours lecture and 218 hours laboratory. The 14 remaining electives are applicable to the student desiring traditional law enforcement employment. Two classes are designed to cover some aspect of court functions. Eleven courses have curriculum applicable towards probationary employment and five have instruction in areas of corrections. No certificate programs exist in the current Administration of Justice program.

Throughout the State of California many community colleges have existing degree programs in Administration of Justice. Research indicates that most of these community colleges follow traditional Administration of Justice degree programs towards the employable field of traditional law enforcement.

A review of 13 community colleges with Administration of Justice programs reveals that most have specific areas of concentrated instruction. Certain specific instructional areas received the greatest amount of instructional hours. These areas are Correctional Science; Probation and Parole; Traditional law enforcement; and Private, Industrial, and Retail security. Course offerings in these designated areas differ from college to college. Within the employable area of law enforcement, instruction not offered locally includes courses in areas of crowd control; vice, narcotic, intelligence and internal affairs; police identification procedures; survival shooting; impact weapons update; arson investigations and identification; collection and preservation of evidence and sexual assault investigations. The Correctional Science area included courses covering jail management; correctional officer state mandated training; correctional institutions; correctional law; correctional interviewing; public relations and corrections; and control and supervision of inmates among others. Courses specific to those seeking employment as probation officers included counseling with groups; introduction to probation and parole; juvenile delinquency; and interviewing & counseling. Offerings in the employable area of Court operations included introduction to judicial processes; substantive law; and criminal procedures. A relatively new course offering that was unique to only one community college was a course titled Computer Use in Criminal Justice.

**Riverside Community College requirements for a Associate in
Science Degree of Administration of Justice.**

1. Introduction to the Administration of Justice 3 units
Prerequisite: None.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. (Total of 54 hours lecture)

2. Principles and Procedures of the Justice System 3 units
Prerequisite: None.

The role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. An historical exposure to each of the sub-systems' procedures from initial entry to final disposition and the relationship each segment maintains with its system members. (Total of 54 hours lecture)

3. Concepts of Criminal Law 3 units
Prerequisite: None.

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. (Total of 54 hours lecture)

4. Legal Aspects of Evidence 3 units
Prerequisite: None.

Origin, development, philosophy and constitutional basis of evidence; constitutional basis of evidence affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (Total of 54 hours lecture)

5. Community Relations 3 units
Prerequisite: None

An in-depth exploration of the roles of administration of justice practitioners and agencies. The interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. (Total of 54 hours lecture)

6. Patrol Procedures 3 units
Prerequisite: None

Responsibilities, techniques and methods of police patrol. (Total of 54 hours lecture)

8. Juvenile Law and Procedures 3 units
Prerequisite: None

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. (Total of 54 hours lecture)

9. Law in American Society 3 units
Prerequisite: None

A general survey of practical law intended as an introduction to the legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for pre-law students and for others interested in the practical application of the law. (Total of 54 hours lecture)

13 Criminal Investigation
Prerequisite: None

Fundamentals of investigation; crime scene search and recording collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation. (Total of 54 hours lecture)

15 Narcotics 3 units
Prerequisite: Completion of Administration of Justice 1 recommended.

A basic understanding of narcotic and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenic, enforcement procedure and legal aspects. (Total of 54 hours lecture)

16 Interviewing and Counseling 3 units
Prerequisite: None

Introduction to approaches of behavior modification through interviewing and counseling. An overview of the techniques available to entry level practitioners in corrections in counseling and interviewing. Creates an awareness of advanced methods utilized by professional counselors. Traces the development of positive relationships between the client and corrections personnel. (Total of 54 hours lecture)

18 Institutional and Field Services 3 units
Prerequisite: None

Philosophy and history of correctional services. A survey of the correctional sub-systems of institutions by type and function, probation concepts, and parole operations. A discussion of correctional employee responsibilities as applied to offended behavior modification via supervisory control techniques. Rehabilitation goals as they affect individual and inmate cultural groups in both confirmed and field settings. (Total of 54 hours lecture)

- 60 Peace Officers' Basic Training 12 units
Prerequisite: Completion of the POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of a valid California drivers license. Successful completion of a medical examination.

Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. (Total of 482 hours lecture and 218 hours laboratory)

- 61 Police Supervision 3 units
Prerequisite: Completion of Administration of Justice 60 (POST Certificate) or equivalent.

A basic course covering in general terms the total responsibilities of a police supervisor such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, making duty assignments, and the supervisor's relationship to police management. (Total of 80 hours lecture)

- 62 Gang Intelligence Networking and Institutional Safety 0.5 units
Prerequisite: None

Designed to help institutional and field service probation personnel to minimize gang related violence by accurate identification and effective monitoring of gang activities. Instruction will include the origin and identification of street and prison gangs, how gangs and gang members are named, establishment of boundaries, dress, search and seizure issues relating to probation and custodial personnel. Black, white, Hispanic and Asian gangs will be discussed this class will develop a branch of a gang intelligence network between probation, juvenile institutional and law enforcement personnel in Riverside County. (Total of 16 hours lecture)

- 65 Jail Operation 2 units
Prerequisite: Completion of Administration of Justice 60 or equivalent
- Fundamentals of jail operation and procedure including admission procedures, jail security and supervision of prisoners, nutrition of inmates, visits, mail and packages, sanitation, housekeeping and safety; special problems of unusual prisoners; riots and escapes; and medical services; the philosophy of penology, and current program; laws pertaining to custody; principals of jail planning and program planning. (Total of 40 hours lecture)
- 67 PC 832 Arrest and Firearms 2 units
Prerequisite: None
- Arrest and firearms for peace officers who do not possess a basic certificate awarded by the Commission on Peace Officers and standards and training. Includes basic laws of arrest and firearms, the use of firearms, methods of arrest and discretionary decision making. Meets the current standards of the Boards of Corrections and Peace Officers Standards and Training required by the Penal Code section 832. (Total of 56 hours lecture)
- 68 Arrest, Search, and Seizure 0.5 units
Prerequisite: None
- Powers of arrest, search and seizure for peace officers with limited peace officer status. Details with discretionary decision making and techniques of arrest. Meets the curriculum standards of the Board of Corrections and Peace Officer Standards and Training as required by Penal Code Section 832. (Total of 24 hours lecture)
- 69 Field Evidence Technician 3 units
Prerequisite: Completion of AJ 60 or equivalent.
- Techniques of evidence collection and preservation; includes crime scene recording; finger print evidence; volatile evidence; micro-evidence; fragile evidence; impression evidence; firearms evidence; crime scene search. Designed for law enforcement personnel assigned for evidence gathering functions. (Total of 38 hours lecture and 42 hours laboratory)

- 70 Domestic Violence/Child Abuse 0.5 units
Prerequisite: None

This course is designed to provide training as required by section 13519, California Penal Code, in domestic violence for law enforcement personnel. The course will also focus on child abuse, legal update, and recent case decisions. (Total of 24 hours lecture)

- 71 Traffic Accident Investigation 1 unit
Skid Mark Analysis
Prerequisite: None

A course devoted to the basics of skid mark investigations and analysis. Content will include identification of the various types of skid marks; skid mark measurements; terms and definitions relating to skid mark investigations; courtroom preparation and admissibility of evidence; determination of coefficient of friction; and speed from skid marks using various formulas. (Total of 40 hours lecture)

- 74 Field Training Officer 2 units
Prerequisite: Completion of AJ 60 or its equivalent.

Orientation to the training officers role, decision making, and legal requirements; instructional strategy, training goals, performance objectives, and preparation for one-to-one presentations; performance evaluation, methods of gathering and recording data, subjective and objective appraisal methods; information regarding the Basic Course at Riverside Community College and use of a field training manual. (Total of 40 hours lecture)

- 75 Traffic Accident Investigations 2 units
Prerequisite: Completion of AJ 60 or equivalent.

Techniques of traffic accident investigation; update on the Collision Investigation Manual; accident report writing; court presentation and speed determination from skid marks. Fulfills the state requirements as outlined by CVC 40600. (Total of 40 hours lecture)

- 76 Physical Evidence for Field Officers 2 units
Prerequisite: AJ 60 or equivalent.

This course is specifically designed to provide the field patrol officer with updated techniques of physical evidence, collection and preservation from crime scenes most frequently encountered. This course will also cover and update and review of photography, crime scene sketching, finger print processing and legal update concerning evidence gathering. (Total of 40 hours lecture)

- 78 Level II Reserve Officer Training, Module B 2 units
Prerequisite: None

This course is designed to meet the state mandated training requirements to be qualified as a police reserve officer. Basic instruction is the purpose and role of the backup officer, weaponless defense, traffic control, crime scene procedures, use of shotgun, booking procedures and community relations is presented. Successful completion of this course and a PC 832 class qualifies a person to perform the duties of a Level II Reserve Police Officer. (Total of 40 hours lecture)

- 81 Small Group Counseling 1 unit
Prerequisite: None

Lecture and demonstration; behavior and group theory; practical application and analysis of group process. (Total of 24 hours lecture)

- 84 School Crime and Violence 1 unit
Prerequisite: None

This course explores the extent and dynamics of crime and violence in California public schools; reviews laws related to safe school management as well as the role of law enforcement and social service agencies in creating "islands of safety"; reviews the role of environment, communication and the teamwork in reducing crime and violence. Reviews effective programs currently in use in California schools. Students gain practice in assessing the degree and dynamics of the problem at their school and in developing an appropriate action plan. (Total of 16 hours lecture)

- 94 Family Counseling 0.5 units
Prerequisite: None
- Emphasis on practical knowledge of family dynamics and interaction. Approaches which deliver effective treatment in the shortest possible period of time. Goals of brief family therapy, client selection criteria, application of focused treatment techniques, termination strategies. (Total of 16 hours lecture)
- 95 Advanced Family Counseling 1 unit
Prerequisite: AJ 94 or equivalent.
- Practical methods of dealing with intrafamily conflict; role playing and small group discussion; practice of counseling techniques; family and delinquent behavior will be examined. (Total of 24 hours lecture)
- 96 Advanced Small Group Counseling 1 unit
Prerequisite: AJ 81 or equivalent.
- Instruction in reality therapy, psychodrama, behavior modification/assertion training, transactional analysis; practical application and analysis of theories in group counseling medium. (Total of 24 hours lecture)
- 97 Drugs of Abuse: Their Effect, Terminology & Identification 1 unit
Prerequisite: None
- Drug terminology; effects on human body; natural, semisynthetic and synthetic narcotics; narcotic antagonists, barbiturates; tranquilizers; stimulates, cannabis; hallucinogens; phencyclidine; effects of use and withdrawal; identifying and locating ejection sites; testing methods; paraphernalia; measurements and costs; treatment methods. (Total of 16 hours lecture)

Sierra College
Requirements for an Administration of Justice
Associate of Arts or Associate of Science Degree

Adm. Jus 28 Independent Study

Units: 1-3

Designed for students interested in furthering their knowledge, at an independent study level, in an area where no specific curriculum offering is currently available. Independent study problems might include, but are not limited to, research papers, special construction projects, research projects. May be taken for a maximum of 12 units.

Adm. Jus 50 Introduction to Administration of Justice

Units: 3

Requisite: Requisite: None

The history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various subsystems.; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causation, punishments, and rehabilitation; ethics, education, and training for professionalism in the social system.

Adm. Jus 51 Traffic Control

Units: 3

Requisite: None

Introduction to traffic control methods currently in use. Emphasis on the vehicle code, accident investigation, and the application of education, engineering, and enforcement techniques to traffic problems.

Adm. Jus 52 Criminal Procedures

Units 3

Requisite: None

Legal processes from pre-arrest, arrest through trial, sentencing, and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study case law methodology and case research as the decisions impact upon the procedures of the justice system.

Adm. Jus 53 Police Field Operations

Units: 3

Requisite: None

The history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic, and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches, and arrest; the handling of traffic related problems civil and domestic disturbances and other community crime incidents.

Adm. Jus 54 Introduction to Investigation

Units: 3

Requisite: None

Fundamentals of investigations; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation.

Adm. Jus 55 Criminal Law

Units: 3

Requisite: None

Historical development, philosophy of law, and constitutional provisions; definitions, classifications of crimes and their applications to the system of Administration of Justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology.

Adm. Jus 56 Introduction to Evidence

Units: 3

Requisite: None

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizures; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level.

Adm. Jus 57 Juvenile Law and Procedure

Units: 3

Requisite: None

Techniques of handling juvenile offenders and victims; prevention and repression of delinquency; diagnosis and referral; organization of community resources. Juvenile law and juvenile court procedures.

Adm. Jus 58 Community and Human Relations

Units: 3

Requisite: None

The relationship of criminal justice agents and the community; casual and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

Adm. Jus 61 Firearms Familiarization

Units: 1

Requisite: None

An introductory course covering the legal and moral aspects of firearms use for civilians, police, and military. Includes firearm safety requirements and legal restrictions. Qualifying at the firing range with a side arm and firing shotguns.

Adm. Jus 62 Introduction to Corrections

Units: 3

Requisite: None

A survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

Adm. Jus 63 Correctional Casework

Units: 3

Requisite: None

Organization and managing cases in the correctional field in order that all requirements are met in an effective manner; the casework method as a means of rehabilitating the incarcerated client will be discussed.

Adm. Jus 64 Crime and Delinquency

Units: 3

Requisite: None

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole, and institutions; changes in crime control and treatment processes, the role of society.

Adm. Jus 65 Introduction to Private Security

Unit: 3

Requisite: None

Fundamentals of private security, laws governing certification and authority of private police, and assessing cost effectiveness in security of home, industry, and government contract services. Basic procedures and techniques of physical security for documents, property, and facilities including the principles of theft control and preliminary investigations.

Adm. Jus 66 Institutional Corrections

Units: 3

Requisite: None

Historical overview of correctional development in institutions and the community; methods of prisoner classification; functional treatments; basics of inmate research; institutional programming and functions; post-institutional treatment; and a look at corrections as a career.

Adm. Jus 67 Managing the Adult offender

Units: 3

Requisite: None

A general corrections course emphasizing the role played between the adult offender and the correctional worker. Stresses inmate subculture/gang activity, the ability to cope in a hostile prison environment. Evaluation of modern correctional techniques utilized by today's correctional employee.

Adm. Jus 68 Introduction to Judicial Processes

Units: 3

Requisite: None

An overview of the court systems; examination of the functions of the court including roles and duties of court-support personnel. The course is designed for persons seeking careers in the court system with emphasis upon the judicial assistant and the judicial trainee.

Adm. Jus 70 Substantive Law

Units: 3

Requisite: None

An in-depth study of penal and other codes which have an application to law enforcement. Includes misdemeanor and felony violations of the criminal statutes involving crimes against persons and property, public peace, dangerous weapons, narcotics, and vice violations.

Adm. Jus 71 Vice, Narcotics, and Organized Crime

Units 3

Requisite: None

The interrelations of organized crime to the community; the impact of covert criminal activities upon the social structure; symptoms of organized crime activity, i.e. narcotics and white collar crime; political influence in the legal system; management of crime control units.

Adm. Jus 72 Illegal Drugs - Identification and Investigation

Units: 3

Requisite: None

Study of current drugs of abuse including identification, street terms, prices, methods of use, history, and recognizing persons under the influence. Current law and law enforcement trends including informants, search and seizure, courtroom testimony, and preparation of warrants.

Adm. Jus 73 Writing for Criminal Justice

Units: 3

Requisite: None

Techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of english, and organization of information. Practical experience in presentation of testimony in court.

Adm. Jus 74 Computer Use in Criminal Justice

Units: 3

Requisite: Completion of Adm. Jus 50 or equivalent. An introduction to system strategies and computer techniques used in law enforcement agencies. To include computer procedures, terminology, and program applications that produce that produce crime support data. Data base applications found in law enforcement records, identification, CAD systems, statistics, and investigations.

Adm. Jus 95 Work Experience in Administration of Justice

Units: 1-8

Designated for students who are performing work in an area related directly to their college major in this discipline. Provides on-the-job technical training under the direction of the supervisor, using equipment and personnel not normally available through the college.

Adm. Jus 300 Selected Topics in Administration of Justice

Units: 1/2-4

Courses of study will cover topics relevant to the discipline. Topics will vary. Course content and unit credit to be determined by the division. May be offered as a seminar, lecture/laboratory classes.

Adm. Jus 400 Selected Topics in Administration of Justice

Units: 1/2-4

Courses of study will cover topics relevant to the discipline. Topics will vary. Course content and unit credit to be determined by the division. May be offered as a seminar, lecture/laboratory classes.

Adm. Jus 600A P.C. 832: Arrest and Firearms

Units: 2

Requisite: None

A 40 hour course satisfying the requirements of California Penal Code section 832, which requires that individuals who have peace officer powers shall receive a course of training as prescribed by the Commission on Peace Officers Standards and Training (POST). Professional ethics, components of the justice system, discretionary decision making, basic concepts of criminal law, laws of arrest, laws of evidence, search and seizure, and basic investigation techniques. Firearms includes safety, shooting principals, moral and legal aspects, and attainment of a qualifying score at the range with a revolver.

Adm. Jus 600B Communication and Arrest Methods

Units: 1/2 (non-degree credit)

Requisite: None

A 16 hour course fulfilling the State Commission on Peace Officers Standards and Training (POST) requirements for individuals needing to complete the minimum standards for level III Reserve Officers. Course covers community relations concepts, report writing, and interviewing techniques, weaponless defense methods, persons search techniques, and restraint devices.

Adm. Jus 601 Role of the Back-up Police Officer

Units: 4

Requisite: Completion of Adm. Jus 600A and 600B

A 141 hour consolidated program covering law, communications, driver training, use of force firearms, patrol procedures, traffic control, custody, defensive tactics, first aid.

Fresno City College
Associate of Arts Degree in Administration of Justice

- 1 **Introduction to the Administration of Justice**
Prerequisite: None
Units: 3
The history and philosophy of the criminal justice system, role expectations and their interrelationships; theories of crime, punishments, and rehabilitation, and ethic, education, and training for professionalism.
- 2 **Concepts of Criminal Law**
Prerequisite: None
Units: 3
History and philosophy, origin and development, sources, classification, elements, defenses, definitions and corpus delicti of the major crimes.
- 3 **Legal Aspects of Evidence**
Prerequisite: None
Units: 3
History, philosophy, kinds, degrees, and rules of evidence and it's admissability; judicial decisions.
- 4 **Principles and Procedures of the Justice System**
Prerequisite: None
Units: 3
The roles and responsibilities of the criminal justice system.
- 5 **Community Relations**
Prerequisite: None
Units: 3
The professional image of the Administration of Justice Systems as per their positive relationships with the public.
- 6 **California Criminal Law**
Prerequisite: None
Units: 3
Elements of penal code criminal law violations within the state; case law; practical aspects of law.

- 7 **Concepts of Enforcement Services**
Prerequisite: None
Units: 3
Exploration of theories, philosophies, and concepts related to the role expectations of the law enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the administration of justice system. Physical as well as psychological officer survival will be stressed.
- 8 **Criminal Investigations**
Prerequisite: None
Units: 3
Criminal investigation as practiced in the Administration of Justice system. Preliminary and follow-up investigations; case documentation and preparation for court presentation.
- 9 **Introduction to Criminalistics**
Prerequisite: None
Units: 3
Identification of and preservation of physical evidence encountered at the crime scene. The forensic aspects of physical evidence pertinent to drunk driving cases, controlled substances, firearms, blood groupings, fingerprints, and trace evidence.
- 10 **Vice, Narcotics, Intelligence and Internal Affairs**
Prerequisite: None
Units: 3
Specialized investigations in prostitution, gambling, narcotics, organized crime, intelligence operations, and internal affairs.
- 11 **Juvenile Delinquency**
Prerequisite: None
Units: 3
Theory pertaining to cause and treatment of juvenile delinquency; rights of juveniles; juvenile law and procedure; case studies.
- 12 **Criminal Justice Communications**
Prerequisite: None
Units: 3
Fundamentals of gathering and organizing data. Effective preparations of reports required by law within the criminal justice system and testifying in court.

- 13 **Constitutional Law**
Prerequisite: Eligibility for English A, 53 or 54
Units: 3
United States Supreme Court landmark decisions in regard to constitutional issues relating to due process, right to counsel, search and seizure, self-incrimination, pretrial issues, fair trial, cruel and unusual punishment, double jeopardy; First Amendment rights, and equal protection; and critical thinking process of analysis, criticism, advocacy of ideas and reasoning.
- 14 **Fundamentals of Supervision and Administration**
Prerequisite: None
Units: 3
Administration, organization, and management responsibilities and interrelationships of administration and line and staff services; analysis of functional divisions within the agencies regarding needs of the community.
- 19 **Vocational Work Experience**
Prerequisite: Must be enrolled in minimum of 7 units, including occupational work experience class, have a job directly related to the work experience class and either be majoring in the field or be enrolled in a course directly related to the job.
- 20 **Institutional and Field Services**
Prerequisite: None
Units: 3
Correctional systems including probation and parole, and their roles within the Administration of Justice.
- 22 **Interviewing and Counseling**
Prerequisite: None
Units: 3
Behavior modification through interviewing and counseling, including rapport with correctional personnel and case work.
- 26 **Principles of Loss Prevention**
Prerequisite: None
Units: 3
Crime and loss prevention techniques applied to retail and industrial businesses; control of internal and external thefts; hazards of sabotage and espionage.

- 60 Police Cadet Administration
Prerequisite: None
Units: 3
Project assignments on the freshman level. Students are members of the Fresno City College police cadets and perform duties of maintenance and operation of the police department headquarters.
- 61 Fresno City College Police Cadet
Prerequisite: Administration of Justice 1, 60
Units: 3
Project and field assignment for students who are organized into a police agency situation. Basic police equipment and uniforms will be utilized as practical training medium.
- 70 Basic Police Academy
Prerequisite: English placement eligibility, POST authorized Reading and Writing test, English 1A, take and pass physical agility test, and oral interview, take physical exam including a resting EKG with an explanation of the EKG printout and obtain a DMV printout, Department of Justice Certification.
- 71 Peace Officer Orientation
Prerequisite: Admission to academy program
Units: 3
A basic course in arrest and firearms to fulfill section 832 P.C. requirements.
- 72 Advanced Officer Academy
Prerequisite: Admission to academy requirements
Units: To be arranged
Training in leadership, personnel motivation, law promotional preparation; information pertaining to duties of a law enforcement officer.
- 73 Supervisory Police Academy
Prerequisite: Admission to academy requirements
Units: To be arranged
Management, leadership, personnel motivation, and instructional procedures.
- 74 Basic Correctional Academy
Prerequisite: See admission to academy program
Units: To be arranged
Satisfies the requirements of Basis Correctional Academy training.

- 75 **Advanced Correctional Officer Academy**
Prerequisite: See admission to academy program
Units: To be arranged
Training in leadership, personnel motivation, law, professional preparation, and information pertaining to duties of a correctional officer.
- 76 **Baton and Defense Tactics Seminar**
Prerequisite: None
Units: 1/2
Use of baton and techniques for various holds are demonstrated and practiced.
- 77 **Tear Gas Seminar**
Prerequisite: None
Units: 1/2
Chemical agents, dissemination and systems, tactical use, types of projectiles, protective masks, first aid and decontamination.
- 78 **Intoxilyzer Seminar**
Prerequisite: None
Units: 1/2
Operation of intoxilyzer to measure alcoholic content of blood.
- 80 **Security Guard Baton Training**
Prerequisite: None
Units: 1/2
Use of the police baton, legal and ethical aspects, first aid techniques.
- 81 **Traffic Accident Investigation**
Prerequisite: Administration of Justice 70 or sworn full-time police officer, or all levels of police reserve.
Units: 5
Training in proper traffic accident investigation procedures and proper recording format as prescribed by The Collision Investigation Manual for statewide use.
- 82 **Homicide Investigation**
Prerequisite: Administration of Justice 70 or sworn full-time police officer
Units: 3
An overview of established current methods utilized in homicide investigation.

- 83 **Officer Safety**
Prerequisite: Administration of Justice 60 or full-time police officer or all levels of police reserve
Units: 2.5
Training covers arrest and control, use of weapons, and officer safety procedures.
- 84 **Heroin Influence**
Prerequisite: Administration of Justice 60 or sworn full time police officer or all levels of police reserve
Units: 2.5
Completion of the course will make the student recognize, photograph, and document 11550 suspect, prepare the officer for court.
- 85 **Community Service Officer**
Prerequisite: Administration of Justice 71, employed as full-time community service officer, or all levels of police reserves
Units: 15
Provide training for civilian non-sworn personnel responsible for the investigation and reporting on non-hazardous offenses.
- 86 **Basic Reserve Police Academy**
Prerequisite: AJ 71
Satisfies the requirements for POST reserve officer training.
- 87 **Basic Reserve Police Academy**
Prerequisite: AJ 79
Satisfies the requirements for POST reserve officer training.

THE PROJECT

Riverside Community College

**Associate of Sciences
Degree option Program:**

**Administration of Justice with
Occupational Concentrations**

Project Objectives

At the conclusion of this project, students enrolled in the Administration of Justice program at Riverside Community College will have available to them an Associate of Science Degree in one of the following career option concentrations:

1. **Law Enforcement Concentration**

A two-year curriculum in Law Enforcement that qualifies students for entry positions as peace officers.

2. **Courts Concentration**

The two-year curriculum in Courts Concentration qualifies students for positions in pre-law. The concentration also prepares students for employment in civilian or sworn court services positions.

3. **Corrections Concentration**

The two-year curriculum in Corrections Concentration qualifies students for positions in correctional employment.

4. **Probation Concentration**

The two-year curriculum in probation concentration qualifies students for positions in probation and parole.

Course Concentration Content

The Administration of Justice program has been planned to offer four areas of concentration. There are five core courses each student must take. Two additional courses must be selected from any of the four concentrations available.

A.A. and A.S. degrees can be earned in Administration of Justice.

The A.A./A.S. requires completion of the five courses. In addition, the degree requires 6 units within the areas of specialization listed. Courses used to satisfy Riverside Community Colleges general education requirements may not be used to meet the 21 unit major requirement. Each of the four areas of concentration also require certain requisite classes from the selected available additional units.

ADMINISTRATION OF JUSTICE-
A.A. or A.S. Degree

LAW ENFORCEMENT CONCENTRATION

Required Courses	Units
Adm.Jus. 1 Introduction to Administration of Justice	3
Adm.Jus. 2 Introduction to Investigation	3
Adm.Jus. 3 Concepts of Criminal Law	3
Adm.Jus. 4 Legal Aspects of Evidence	3
Adm.Jus. 5 Community and Human Relations	3
Plus 6 Additional Units from:	
Adm.Jus. 6 Criminal Procedures	3
Adm.Jus. 7 Juvenile Law and Procedures	3
Adm.Jus. 10 Criminal Justice Communications	3
Adm.Jus. 12 Writing for Criminal Justice	3
Adm.Jus. 13 Computer Use in Criminal Justice	3
Adm.Jus. 15 Crime and Delinquency	3
Adm.Jus. 16 Patrol Procedures	3
Adm.Jus. 17 Traffic Control	3
Adm.Jus. 18 Criminal Investigations	3
Adm.Jus. 19 Narcotics	3
Adm.Jus. 22 Gang Intelligence Networking	3

ADMINISTRATION OF JUSTICE-
A.A. or A.S. Degree

COURTS CONCENTRATION

Required Courses Units

Adm.Jus. 1	Introduction to Administration of Justice	3
Adm.Jus. 2	Introduction to Investigation	3
Adm.Jus. 3	Concepts of Criminal Law	3
Adm.Jus. 4	Legal Aspects of Evidence	3
Adm.Jus. 5	Community and Human Relations	3

Plus 6 Additional Units from:

Adm.Jus. 6	Criminal Procedures	3
Adm.Jus. 7	Juvenile Law and Procedures	3
Adm.Jus. 9	Interviewing and Counseling	3
Adm.Jus. 10	Criminal Justice Communications	3
Adm.Jus. 11	Introduction to Judicial Processes	3
Adm.Jus. 12	Writing for Criminal Justice	3
Adm.Jus. 13	Computer Use in Criminal Justice	3
Adm.Jus. 14	Substantive Law	3
Adm.Jus. 15	Crime and Delinquency	3
Adm.Jus. 22	Gang Intelligence Networking	3

ADMINISTRATION OF JUSTICE-
A.A. or A.S. Degree

CORRECTIONS CONCENTRATION

Required Courses	Units
Adm.Jus. 1 Introduction to Administration of Justice	3
Adm.Jus. 2 Introduction to Investigation	3
Adm.Jus. 3 Concepts of Criminal Law	3
Adm.Jus. 4 Legal Aspects of Evidence	3
Adm.Jus. 5 Community and Human Relations	3
Plus 6 Additional Units from:	
Adm.Jus. 6 Criminal Procedures	3
Adm.Jus. 7 Juvenile Law and Procedures	3
Adm.Jus. 9 Interviewing and Counseling	3
Adm.Jus. 10 Criminal Justice Communications	3
Adm.Jus. 12 Writing for Criminal Justice	3
Adm.Jus. 13 Computer Use in Criminal Justice	3
Adm.Jus. 18 Criminal Investigations	3
Adm.Jus. 27 Introduction to Corrections	3
Adm.Jus. 22 Gang Intelligence Networking	3
Adm.Jus. 25 Jail Operations	3
Adm.Jus. 26 Defensive Tactics	3
Adm.Jus. 28 Crime and Delinquency	3

**ADMINISTRATION OF JUSTICE-
A.A. or A.S. Degree**

PROBATION CONCENTRATION

Required Courses	Units
Adm.Jus. 1 Introduction to administration of Justice	3
Adm.Jus. 2 Introduction to Investigation	3
Adm.Jus. 3 Concepts of Criminal Law	3
Adm.Jus. 4 Legal Aspects of Evidence	3
Adm.Jus. 5 Community and Human Relations	3
Plus 6 Additional Units from:	
Adm.Jus. 6 Criminal Procedures	3
Adm.Jus. 7 Juvenile Law and Procedures	3
Adm.Jus. 8 Managing the Adult Offender	3
Adm.Jus. 9 Interviewing and Counseling	3
Adm.Jus. 12 Writing for Criminal Justice	3
Adm.Jus. 13 Computer Use in Criminal Justice	3
Adm.Jus. 18 Criminal Investigations	3
Adm.Jus. 20 Small Group Counseling	3
Adm.Jus. 21 School Crime and Violence	3
Adm.Jus. 22 Gang Intelligence Networking	3
Adm.Jus. 23 Juvenile Counselor	1
Adm.Jus. 24 Basic Probation Officer Course	4

Course Description-Core Classes

Adm.Jus. 1. Introduction to the Administration of Justice

The history and philosophy of Administration of Justice in America; recapitulation of the system; identifying the various sub-systems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system.

Adm.Jus. 2. Introduction to Investigation

Fundamentals of investigations; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation.

Adm.Jus. 3. Concepts of Criminal Law

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

Adm.Jus. 4. Legal Aspects of Evidence

History, philosophy, kinds, degrees, and rules of evidence and it's admissability; judicial decisions.

Adm.Jus. 5. Community and Human Relations

The relationship of criminal justice agents and the community; casual and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

Additional Units for Areas of Specialization

Adm.Jus. 6. Criminal Procedures

Legal processes from pre-arrest, arrest through trial, sentencing, and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study case law methodology and case research as the decisions impact upon the procedures of the justice system.

Adm.Jus. 7. Juvenile Law and Procedures

The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

Adm.Jus. 8. Managing the Adult Offender

A general corrections course emphasizing the role played between the adult offender and the correctional worker. Stresses inmate subculture/gang activity, the ability to cope in a hostile prison environment. Evaluation of modern correctional techniques utilized by today's correctional employee.

Adm.Jus. 9. Interviewing and Counseling

Behavior modification through interviewing and counseling, including rapport with correctional personnel and case work.

Adm.Jus. 10. Criminal Justice Communications

Fundamentals of gathering and organizing data. Effective preparations of reports required by law within the criminal justice system and testifying in court.

Adm.Jus. 11. Introduction to Judicial Processes

An overview of the court systems; examination of the functions of the court including roles and duties of court-support personnel. The course is designed for persons seeking careers in the court system with emphasis upon the judicial assistant and the judicial trainee.

Adm.Jus. 12. Writing for Criminal Justice

Techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of english, and organization of information. Practical experience in presentation of testimony in court.

Adm.Jus. 13. Computer Use in Criminal Justice

An introduction to system strategies and computer techniques used in law enforcement agencies. To include computer procedures, terminology, and program applications that produce that produce crime support data. Data base applications found in law enforcement records, identification, CAD systems, statistics, and investigations.

Adm.Jus. 14. Substantive Law

An in-depth study of penal and other codes which have an application to law enforcement. Includes misdemeanor and felony violations of the criminal statutes involving crimes against persons and property, public peace, dangerous weapons, narcotics, and vice violations.

Adm.Jus. 15. Crime and Delinquency

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole, and institutions; changes in crime control and treatment processes, the role of society.

Adm.Jus. 16. Patrol Procedures

Responsibilities, techniques and methods of police patrol.

Adm.Jus. 17. Traffic Control

Introduction to traffic control methods currently in use. Emphasis on the vehicle code, accident investigation, and the application of education, engineering, and enforcement techniques to traffic problems.

Adm.Jus. 18. Criminal Investigations

Criminal investigation as practiced in the Administration of Justice system. Preliminary and follow-up investigations; case documentation and preparation for court presentation.

Adm.Jus. 19. Narcotics

A basic understanding of narcotic and dangerous drugs, the causes of addiction or habituation, identification of narcotics, hallucinogenic, enforcement procedure and legal aspects.

Adm.Jus. 20. Small Group Counseling

Lecture and demonstration; behavior and group theory; practical application and analysis of group process.

Adm.Jus. 21. School Crime and Violence

This course explores the extent and dynamics of crime and violence in California public schools; reviews laws related to safe school management as well as the role of law enforcement and social service agencies in creating "islands of safety"; reviews the role of environment, communication and the teamwork in reducing crime and violence. Reviews effective programs currently in use in California schools. Students gain practice in assessing the degree and dynamics of the problem at their school and in developing an appropriate action plan.

Adm.Jus. 22. Gang Intelligence Networking

Designed to help institutional and field service probation personnel to minimize gang related violence by accurate identification and effective monitoring of gang activities. Instruction will include the origin and identification of street and prison gangs, how gangs and gang members are named, establishment of boundaries, dress, search and seizure issues relating to probation and custodial personnel. Black, white, hispanic and asian gangs will be discussed this class will develop a branch of a gang intelligence network between probation, juvenile institutional and law enforcement personnel in Riverside County.

Adm.Jus. 23. Juvenile Counselor Basic Training

Responsibilities of the juvenile institutions counselor; handling emergencies; classification; dealing with assaultive clients; ethnic/cultural factors; indicators of medical/physical problems, drug abuse, suicidal tendencies, gang affiliation; understanding the juvenile justice system and process; physical conditioning, daily tasks. This course is required of all juvenile institutional counselors within their first year of employment to meet the requirements of the Standards and Training for Local Corrections and Probation Officer Program.

Adm.Jus. 24. Basic Probation Officer Course

This course is designed to provide an orientation to the role, responsibilities, and resources of the probation officer; to teach basic skills required in performance of the job; and to provide an orientation to the criminal justice system. This is an introductory course for the entry level probation officers which meets the requirements of the Standards and Training for Local Corrections and Probation Officer Program.

Adm.Jus. 25. Jail Operation

Fundamentals of jail operation and procedure including admission procedures, jail security and supervision of prisoners, nutrition of inmates, visits, mail and packages, sanitation, housekeeping and safety; special problems of unusual prisoners; riots and escapes; and medical services; the philosophy of penology, and current program; laws pertaining to custody; principals of jail planning and program planning.

Adm.Jus. 26. Baton and Defense Tactics Seminar

Use of baton and techniques for various holds are demonstrated and practiced.

Adm.Jus. 27. Introduction to Corrections

A survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

Adm.Jus. 28. Crime and Delinquency

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency; the criminal justice process; the function of law enforcement, the courts, probation, parole, and institutions; changes in crime control and treatment processes, the role of society.

THE BUDGET FOR PROJECT IMPLEMENTATION

Because most training for criminal justice students is provided by community colleges, they have the potential for generating sizeable ADA reimbursements. This has the advantage of allowing the Administration of Justice program to become self-supporting without increased costs to students or any participating criminal justice agency. The proposed course concentrations will result in inflated enrollments at Riverside Community College, with a concomitant need for increased support from state and local taxes. The complexities of the educational funding process make it difficult to compute the cost to taxpayers of supporting the proposed changes. However, an estimate placed the State's share of ADA reimbursement for 12 yearly sessions of one, ninety-hour course at nearly \$125,000. The Riverside Community College District can collect funds up to a fixed limit from district tax revenues. The Education Code (Section 11483) indicates that all of the local portion of ADA reimbursements will come from within the college district, even if a majority of students come from outside the district.

The costs indicated for project courses are 1991 estimates based on information gathered relative to the cost of three presentations of the courses in the 1990-1991 educational year.

The costs indicated are for the courses required for the proposed academic paths. The proposed courses are based upon equivalent unit and lecture time.

The costs indicated are based on current instructional costs, and instructional fees at Riverside Community College.

**Administration of Justice
Occupational Concentration Project Costs**

Based on 28 courses @ 3 units per class, 3 hours lecture per week on the nine month educational track.

1. Administrative requirements	Costs
I. Department administrator Time: 100% \$70,000 per year	\$70,000
II. Administrative secretary Time: 100% \$15.00 per hr 40 hrs x 52 weeks	\$28,800
III. Information services Time: 5% of the gross ADA	\$175,000
IV. Secretarial Time: 100% \$12.00 per hr 40 hrs x 52 weeks	\$24,960

2. Instructional needs	Cost
I. Assistant professor (3 Full Time) Time: 100% @ \$60,000 per year	3.0 FTE
II. Assistant professor (27 part Time) Time: 20% (FTE)	5.2 FTE
III. Secretarial (2 full time) Time: 100% \$12.00 per hr 40 hrs x 52 weeks	\$17,280
IV. Misc. instructional supplies (per student)	\$8.00
 \$60,000 x 8.2 FTE =	 \$492,000

The programs extracted for this project are designed for positive attendance. Currently, costs allocated per student (ADA) are approximately \$800. Revenue generated per ADA is nearly \$1000 per student.

SUMMARY AND CONCLUSION

The Riverside Community College has a in-depth and extensive program of Administration of Justice courses. The course offerings have been designed to meet the needs of individuals desiring a career in traditional law enforcement. The College offers classes in probation and counseling, jail operation, and community relations. These courses meet the immediate need for training in specific areas.

This project has been designed to augment the current program by offering occupational concentrations in degree specific programs within four employable areas of criminal justice. The creation of degree/certificate criteria in the optional areas, meets the student and employer demands of the 1990's.

This project will establish the mechanism designed to implement this degree option program with specific concentrations of study. These study concentrations will meet the employable demands of Administration of Justice students in the Inland Empire by providing employment specific vocational education. These courses of study will introduce to current and pre-service criminal justice employees, training not currently available at Riverside Community College. The occupational concentrations are offered at a price which is affordable for all students.

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