

## West Los Angeles College

### Administration of Justice 006, Patrol Procedures

Instructor: Captain R. Engen (ret.)  
Class Hours: Monday and Wednesday 9:35-11:00am  
Office Hours: Mondays, 8:30-9:30am  
Location: GC 380, General Classroom Building, Faculty Offices  
Lecture: 3 hours per week  
Disclaimer: Syllabus/schedule subject to change  
Fall semester: Begins Sept 2, 2014 – Ends dec 17, 2014

**REQUIRED TEXT: Policing Today**

Author: Schmalleger, Frank  
ISBN #: 13 978 0 20 551551 6

Check the bookstore for used copies and rental opportunities.

#### **COURSE DESCRIPTION**

This course has been designed for the student seeking a career as a police officer or private security officer. The class learns the basic principles of police patrol. The police department is the frontline agency in the criminal justice system and patrol operations is the backbone of the police department. Specific topics will include police organization and administration, types of patrol, the purpose of patrol, patrol methods, vehicle stops, responding to a crime scene and observation techniques.

#### **STUDENT LEARNING OUTCOMES**

1. Students will be able to explain basic patrol techniques and why patrol is the backbone of any police or sheriff's department.
2. Students will be able to identify current issues that affect patrol in today's society.

#### **COURSE OBJECTIVES** Upon successful completion of this course the student will be able to:

1. Discuss how patrol is the backbone of any police agency and what type of work it generates.
2. Describe how ethics and professionalism in police work has come to be one of the most important aspects of law enforcement.
3. Examine the history of patrol methods in the United States and what countries influenced some of those methods.
4. Discuss the purposes of patrol and what responsibilities patrol officers have.
5. Compare and contrast different types of patrol practiced by law enforcement agencies.
6. Describe the preparations officers engage in prior to going out on patrol.
7. Discuss the different types of radio procedures and communication in police agencies.
8. Examine the types of observations officers make in the field and what draws their attention to suspicious persons and vehicles.
9. Describe how and why officers take notes in the field, and the need for good notes and sketching of crime scenes.
10. Discuss the history and techniques police use to identify suspects and property.
11. Examine the techniques of field interrogation and review case law decisions such as Miranda v Arizona regarding 5<sup>th</sup> Amendment issues.
12. Discuss case law decisions governing search and seizure by police.

13. Describe the techniques for stopping vehicles and procedures for vehicle pursuits, low and high risk vehicle stops.
14. Examine the types of protective equipment used by officers. Review actual case studies of officer involved shooting and lessons learned.
15. Discuss the considerations officers must take in responding to different calls for service.
16. Describe the tactics officers use when dealing with high risk suspects or contacts with the public.
17. Discuss how officers prepare themselves to testify in court and during trials.

### **CLASSROOM POLICIES**

1. Attending all scheduled class meetings and staying through the entire class period is mandatory.
2. If you have a planned or unplanned absence notify me immediately via email: [joaneth1@aol.com](mailto:joaneth1@aol.com)
3. Cheating on an exam WILL result in failure of the exam.
4. Be on time and ready to learn.
5. Unexcused absences will result in a lowered grade.
6. Keep up your reading!

### **ACADEMIC DISHONESTY POLICY**

The syllabus should reference the LACCD student code of conduct as it relates to student dishonesty (Board Rule 9803.28) as follows: "Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. Violations of Academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated the students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade."

### **DISABLED STUDENTS PROGRAM & SERVICES**

Students should also contact the Disabled Student programs & Services (DSPS) Center located in the Student Services Building (SSB 320) or call 310/287-4450. If you require specific services you must make an appointment and receive a DSPS form. You must then bring me the receipt form listing what requirements are needed.

### **ATTENDANCE POLICY**

Students are expected to attend every class meeting, to arrive on time, and to stay throughout the class period. Students may be dropped from class for excessive tardiness, failure to attend class the first day or first week of the class, or if the total number of absences exceed twice the number of hours the class meets per week, missed/make up examinations and assignments and late assignments/extensions.

1. Students should contact the instructor when they are absent for emergency reasons at [joaneth1@aol.com](mailto:joaneth1@aol.com).
2. Come to class on time since tardiness disrupts the class tempo and is unfair to fellow students.
3. Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive a "F" in the class and be responsible for the enrollment fee.

## **GRADING AND TEST POLICIES**

There will be four quizzes given in this class. Each quiz is worth 10 points. There will be a midterm and a final exam given. Both exams are worth 30 points. The total of quizzes and exams is 100 points.

90-100 = A    80-89 = B    70-79 = C    60-69 = C    59 and below = F

The MIDTERM is on \_\_\_\_\_.

The FINAL is on Wednesday, December 17, 2014.

**ALL EXAMS ARE SUBJECT TO CHANGE.**

**Holidays (WLAC is closed; no classroom lecture):**

Sept 1, 2014            Labor Day  
Nov 11, 2014           Veterans Day  
Nov 27-28, 2014       Thanksgiving holiday

## **IMPORTANT INFORMATION FOR STUDENTS**

***If you stop attending classes, quit school, or are dismissed from WLAC, be aware of your enrollment status.***

**Sept 12, 2014:**            Last day to add a semester-length course;  
                                 Last day to drop classes with refund/no fee owed;  
                                 Last day to drop without a "W" (on web or in person);  
                                 Last day to file for Pass/No Pass.

**Nov 21, 2014:**            Last day to drop a class with a "W" (web or in person)

## **NEW REPEAT POLICY (Effective Summer 2012)**

Rules have changed for repeating courses. You may only attempt a course 3 times (up to 3 "W"s or 3 "F"s or any combination of Ws, Ds, and Fs. "W"s will count towards any attempt at any one course. After 3 attempts the State of California will not pay the college for a student to take the course. If the student drops by the drop-without-a-W-date, it is NOT counted against the 3 attempt to pass a class, If you think it is likely that you will not pass a class be sure to drop the class before the "W" penalty date.

## **SCHEDULE OF CLASS DATES, READINGS AND QUIZZES (Starts August 25)**

Week 1	Class introductions	Key Word Vocabulary	Chapter 1
Week 2	Policing	Key Word Vocabulary	Chapter 2
Week 3	Criminal Justice System;	Key Word Vocabulary	Chapter 3
Week 4	Law Enforcement Agencies;	Key Word Vocabulary	Chapter 4
	<b>Wednesday QUIZ, 20 questions, Ch 1-3</b>		

Week 5	Becoming a Cop	Key Word Vocabulary	Chapter 5
Week 6	Police Subcultures	Key Word Vocabulary	Chapter 6
<b>Week 7</b>	Career Concerns	Key Word Vocabulary	Chapter 7
	<b>Wednesday: MIDTERM Examination, 50 questions, Ch 1-6</b>		
Week 8	Patrol & Peacekeeping;	Key Word Vocabulary	Chapter 8
Week 9	Special Problems	Key Word Vocabulary	Chapter 9
Week 10	Community Policing	Key Word Vocabulary	Chapter 10
Week 11	Policing and Law	Key Word Vocabulary	Chapter 11
	<b>Wednesday QUIZ, 30 questions, Ch 7-10</b>		
Week 12	Civil Liability	Key Word Vocabulary	Chapter 12
Week 13	Police Discretion & Behavior;	Key Word Vocabulary	Chapter 13
Week 14	Deviance & Ethics	Key Word Vocabulary	Chapter 14
Week 15	Use of Force	Key Word Vocabulary	Chapter 15
	<b>Review for Final Examination</b>		
<b>Week 16</b>	<b>FINAL EXAMINATION Room CE 430</b>		
	<b>Wedn. Dec. 17, 2014, 10:15am-- 12:15pm</b>		

### **FINAL EXAMINATION POLICY**

- Final exams are required of all classes and are required to be given within the designated final examination period.
- A two-hour period is scheduled for each examination,
- Final Examinations must be held on the DAY AND TIME SCHEDULED and in regularly assigned classroom.
- No course or student is exempt from final examinations. The final examination will be held on the last on-campus meeting day of the class.

### **DISCLAIMER**

Academic course work by week is subject to change without notice.