

## **COURSE OUTLINE**

### **Law Enforcement Operations and Procedures**

#### **Course Description**

AJ 104. Law Enforcement Operations and Procedures. 3 hours credit. This course will enable the student to reflect upon a range on contemporary developments in policing, with an emphasis on patrolling. The student will examine the nature and role of police planning processes. The student will discuss key concepts and apply them to policing scenarios. In addition, the student will identify, discuss and assess critical dilemmas in police practices and processes. The student will evaluate future policing strategies including deployment of arrest procedures, crime scene techniques and other basic police tactics.

#### **Course Relevance**

While on patrol police officers today need to use a variety of skills related to observation, perception, and recollections of facts. In this course the student will develop insight into prioritization of calls for service, crimes in progress, officer survival techniques, and handling of unusual incidents.

#### **Required Materials**

Hess, K. M. and Wroblewski, H. M., *Police operations* (4th ed.). Belmont, CA: Thomson Wadsworth Publishing

#### **Learning Outcomes**

1. Explain patrol methodologies and identify various procedures in daily operations of patrol officers
2. Describe skills required to operate within the law
3. Discuss the unique considerations involved in dealing with special populations such as the mentally ill, the homeless, victims, street gangs, substance abuse issues, civil disturbances, and disaster scenes scenarios

#### **Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course**

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

1. Valuing Diversity
  - The student will expand his/her awareness of diversity throughout the class and provide feedback on what he/she has learned through a self-assessment inventory.
2. Critical Thinking
  - The student will develop critical thinking and analytical skills through written assignments and other activities conducted in class.

## **Secondary Skills (developed but not documented)**

- Team Work
- Effective Citizenship
- Ethical Conduct
- Problem Solving
- Historical Interpretation
- Reading
- Writing
- Listening
- Speaking
- Computer Literacy

## **Major Summative Assessments Task**

These learning outcomes and the primary learning PACT skill will be demonstrated by:

1. Using critical thinking skills to describe in writing the considerations and procedures appropriate for dealing with a series of differing policing scenarios
2. Completion of a self assessment diversity inventory (diversity rubric)

## **Course Content**

- I. Themes – Key recurring concepts that run throughout this course:
  - A. Diversity – the impact of race, ethnicity, class, religion on policing
  - B. Ethical behavior for law enforcement officers
  - C. Patrolling and citizen contact
- II. Issues- Key areas of conflict that must be understood in order to achieve the intended outcomes
  - A. Police officer discretion and ethical practices in the field
  - B. Personal and societal values as they pertain to law enforcement officers
  - C. Problem-solving techniques used in contemporary community policing
  - D. Community issues (e.g., crime and quality of life) and strategies used by police departments to address them
- III. Concepts – Key concepts that must be understood to address the issues:
  - A. Contemporary developments in policing
  - B. Nature and role of police planning process
  - C. Critical dilemma in policing practices and processes
  - D. The range and limits of applicability: gender, race/ethnicity, class, age in the contexts of the subject
  - E. Future concerns in policing
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Writing
  - B. Reading
  - C. Computer literacy
  - D. Analytical thinking
  - E. Ability to compare and contrast
  - F. Memorization of terms
  - G. Application of concepts

## Learning Units

- I. Police operations in context: the structure behind the scene
  - A. Define police operations and identify important police functions
  - B. Describe participatory leadership
  - C. Discuss the philosophy of community policing
  - D. Define and differentiate between a mission, goal, objective, policy, procedure, regulation and general order
  - E. Explain the use of discretion
  
- II. Communications: the foundation of police operations
  - A. List the positive outcomes that effective communications produces
  - B. Discuss the components of the communications process
  - C. List the common barriers to effective communication
  - D. Describe nonverbal communication
  - E. Discuss skills needed for active listening
  - F. Identify what special communication problems law enforcement officers may encounter
  
- III. Obtaining information in the field: interviewing and an interrogation
  - A. Define and differentiate between a field inquiry, and interview and an interrogation
  - B. Describe the cognitive interview technique
  - C. Explain what would make a confession inadmissible in court
  - D. Define totality of circumstances
  - E. Discuss restrictions in interrogation resulting from Escobedo vs. Illinois
  
- IV. Reports and records: essential aids to police operations
  - A. Describe the characteristics of effective field notes
  - B. Discuss the purposes written report serve
  - C. Explain what reader-friendly writing is
  - D. Identify the likely audiences of police reports
  - E. Describe the basic content of a police report
  - F. List the characteristics of effective police reports
  - G. Identify the basic writing principles, which should be followed in police reports
  
- V. Operational skills: performing within the law
  - A. Identify the constitutional amendments which restrict arrest and searches
  - B. Define probable cause
  - C. Explain what a stop and frisk involves
  - D. Describe when officer may arrest someone and what constitutes a legal arrest
  - E. Describe how to arrest someone and how much force can be used in making the arrest
  - F. Explain the Exclusionary Rule and its relevance to police operations
  - G. Discuss the scope of a legal search and identify when a search warrant is and is not needed

- H. Describe the proper method of searching a person and a building
- VI. Civil liability: avoiding lawsuits in a litigious society
- A. Describe what Section 1983 is and how it affects police officers
  - B. Define vicarious liability
  - C. Identify what the most common civil lawsuits brought against the police involve
  - D. Discuss the most common defenses of police officers in civil actions
  - E. Identify the six layers of protection against civil liability and how to minimize the impact of lawsuits
- VII. Ethical considerations: A commitment to do the “right” thing
- A. Define ethics
  - B. Describe what a code of ethics is
  - C. Explain the characterization of the police subculture
  - D. Identify gratuities and how they relate to the discussion of ethics in law enforcement
  - E. Discuss the basic ethics tests used to assess behavior
  - F. Identify who is most responsible for the ethics of a law enforcement agency
- VIII. Physical and mental fitness and officer safety: keeping fit for duty
- A. Identify what physical fitness is
  - B. List the key indications of physical fitness
  - C. Describe what police-specific physical skills are important
  - D. Identify the job-related factors, which detract from police officers’ physical fitness
  - E. Discuss the effects of stress and major categories of stressors for police officers
  - F. Define burnout
  - G. Identify the three components of the border patrol survival triangle and five C’s of basic survival tactics
- IX. Patrol and calls for service: the heart of police operations
- A. Describe what functions patrol typically performs
  - B. Explain the concepts of directed patrol and problem-oriented policing
  - C. Identify the functions of differential police response strategies
  - D. Discuss what kinds of patrol are used and the advantages and disadvantages of each
  - E. Identify types of patrol that have the most mobility, flexibility and are cost effective
- X. Traffic: policing in a country on the move
- A. Identify six functional areas police traffic services include
  - B. Explain the basic purposes of traffic enforcement
  - C. Discuss issues relating to DUI and pursuit policy
  - D. Describe the responsibilities of officers responding to an accident scene
  - E. Identify ancillary services that may be provided by the traffic division

- XI. Emergency situation: when disaster strikes
  - A. Identify emergencies a police department should plan for in advance
  - B. Describe what should be included in a pre-disaster plan
  - C. Discuss the concept of post-traumatic stress disorder and why it is important to police officers responding to emergency care
  - D. Explain what emergency conditions require special consideration
  - E. Identify what hazardous materials enforcement and response program should include.
  
- XII. Crime and violence: responding to the call
  - A. Identify the responsibilities of officers responding to a criminal action call
  - B. Describe what the preliminary investigation of a crime consist of
  - C. Identify what A.F.I.S. and how it helps solve crimes
  - D. Discuss the concept of chain of custody
  - E. Explain how police departments should be prepared to deal with demonstrations, violence, terrorism, and hostage situation
  
- XIII. Domestic violence: tragedy behind closed doors
  - A. Identify who is at risk of being a victim of domestic violence
  - B. Discuss issues related to child abuse, elder abuse, and battering
  - C. Explain what law enforcement responsibility is when domestic violence occurs
  - D. Identify the dangers associated with police response to a domestic violence call
  
- XIV. Investigation
  - A. Identify the primary goals of a criminal investigation
  - B. Describe the major crimes against person and special considerations related to their investigation
  - C. Describe the major crimes against property and special considerations related to their investigation
  - D. Explain when surveillance, raids and undercover assignments might be necessary
  - E. Identify what entrapment is and how it can be avoided
  
- XV. Dealing with children and juveniles: our nations future
  - A. Identify the age of criminal responsibility for juveniles
  - B. Distinguish between the juvenile justice system and the adult justice system
  - C. Explain what was established in the Gault decision
  - D. Distinguish between children in need of care, status offenders and juvenile offenders
  - E. Identify alternatives available to the police when dealing with juveniles
  
- XVI. Gangs and drugs: two national threats
  - A. Describe what illegal activities gang members often engage in
  - B. Explain how gangs might be identified
  - C. Discuss how the police handle gang problems

- D. Identify the critical elements in an illegal drug buy
- E. Discuss the difficulties in investigating and prosecuting drug traffickers
- F. Identify different approaches to the drug problem

XVII. Working with others: cooperative efforts

- A. Determine the effectiveness of foot patrol
- B. Describe what civilianization refers to
- C. Identify what agencies police departments interact with
- D. Discuss police interaction with the media
- E. Explain how citizens become involved in crime prevention

**Learning Activities**

Lecture, instructor-led class discussions, group study, field trips, library research, various audio/visual aids, case studies, guest speakers and student presentations. The student will be required to examine professional journals in this course.

**Grade determination**

The student will be graded on completion of assessment tasks, research papers, tests daily work, class participation, out-of-class assignment and other methods of evaluation at the discretion of the instructor.