

# CRIMINAL JUSTICE DEPARTMENT

## COURSE MASTER SYLLABUS

### CJCR 1400 LE – Basic Jail Course

#### **First Day Handout**

Criminal justice instructors will furnish students a “First Day Handout” which will contain the following information:

**Heading:** Instructor name, course name and number, section and synonym number.

**How to Reach the Instructor:** Instructor’s office hours, office location and number, phone number and E-mail address, availability of instructor for appointment’s and conferences.

**Course Outline/Calendar:** The instructor will give a course outline/and calendar so students will have an idea of what they will be doing when, particular test dates, and other due dates.

#### **Course Description**

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals medical services, visitation, inmates rights and privileges, detention areas, key knife and tool control, disturbances, riots, fire procedures, and release procedures.

#### **Required Texts/Materials**

Texas Commission on Law Enforcement Officers Standards and Education Commission’s instructor guides for course #1005.

#### **Scans Competencies**

Department scans skills for this course are: reading, writing, speaking and listening, thinking skills, personal qualities, workplace competencies, and basic use of computers. Students will demonstrate their mastery of these skills through the use of class discussions, written assignments, demonstrations, and test taking.

#### **Instructional Methodology**

At the instructor’s discretion, lecture, videos, class discussions, research papers, and class projects may be used to instruct the class.

#### **Course Rationale**

This course will cover information that will assist criminal justice students in continuation of higher education goals and their employment in the criminal justice system.

#### **COURSE OBJECTIVES/OUTCOMES**

The student will comply with licensure requirements of the state of Texas; demonstrate skills in the care, custody, and control of jail inmates; and demonstrate an understanding of legal issues, gender and cultural diversity, and stress management techniques in a local correctional environment.

## Course Policies

- **Class Rules:**

ACC college rules state that food and drink are not allowed in classroom. Children are also not allowed in the classroom.

- **Attendance Requirements:**

A student at Austin Community College is expected to attend classes in order to progress satisfactorily toward completion of course objectives. Because objectives can vary from department to department and from course to course, individual CRJ instructors shall inform the student in writing of their specific course objectives, attendance policies, instructor office hours, and course grading policies at the first class meeting with a "First Day Handout" (See attachment #1). A student who is not meeting course objectives may be withdrawn from the course at the discretion of the instructor. It is the student's responsibility to consult with instructors and seek support services when course objectives cannot be met. The student may appeal instructor withdrawals within 10 days.

- **Withdrawal Policy**

- You may withdraw from a class at any time before the withdrawal deadlines published in the academic calendar. Dropping out of class or notifying the instructor does not constitute authorized withdrawal. Students may withdraw from one or more courses prior to the withdrawal deadline by submitting a request form to Admissions and Records. Withdrawal courses appear on the student's record with a grade of W. Until a student is officially withdrawn, the student remains on the class roll and may receive a grade of F for the course. **NOTE: It should be understood that it is the student's responsibility and not the instructors' to drop a course. A student that discontinues coming to class and fails to drop a course is subject to receiving a final, permanent grade of "F".**
- Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veterans' benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor before making schedule changes
- **Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an [advisor or counselor](#) for assistance.**

- **Appealing an Instructor Initiated Withdrawal**

A student may appeal an instructor-initiated course withdrawal in writing immediately upon notification by the instructor or within five business days after postmark of the college notice of withdrawal. The written appeal shall be made initially to the course instructor, who will respond in writing within five business days. The student may appeal the instructor's decision within five business days to the appropriate department chair, then the dean, whose decision will be final. The student may attend class, submit assignments, and take tests for grading through the final disposition of the appeal unless there are established course or program guidelines that would prohibit the student from returning to class.

- **Rule of Three or Third Course Attempt:**

**Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an additional \$60 per credit hour unless exempted.**

The Texas Higher Education Coordinating Board has mandated that all publicly funded higher-education institutions will not receive funding for courses a student takes for the third time or more. Without the state funding for those affected classes, ACC will charge additional tuition to pay for the cost of the class. The new "Third Course Attempt" tuition costs will not apply to developmental courses, Continuing Education courses, special-studies courses in which the content changes each time, or other select courses. Appeals for waivers will be reviewed on a case-by-case basis by the relevant Dean of Student Services at each campus.

- **Incompletes:**

Instructors may award a grade of “Incomplete” when students fail to complete all course requirements. When doing so, instructors will complete an “Incomplete Form” and forward to the department’s Department Chair. If the student then completes the work in the required time frame, the instructor will be responsible for contacting the Department Chair with the new grade information. **NOTE: Students, who fail to successfully complete the required course work within the time frame allowed, will automatically have the “Incomplete” changed to a final grade of “F.”**

- **Scholastic Dishonesty:**

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects either individual or group; classroom presentations, and homework” (Refer to Student Handbook for details). **NOTE: STUDENTS MAY BE DISMISSED FROM THE COURSE AT THE DISCRETION OF THE INSTRUCTOR FOR SCHOLASTIC DISHONESTY.**

- **Academic Freedom:**

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence it is essential that faculty members at Austin Community College be free to pursue scholarly inquiry without unreasonable restriction, and to voice and publish their conclusions without fear of institutional censorship or discipline. They must be free from the possibility that others of differing vision, either inside or outside the college community, may threaten their professional careers. The concept of academic freedom in Austin Community College is accompanied by an equally demanding concept of responsibility, shared by the Board of Trustee, administration, and faculty members.

The essential responsibilities of the Board of Trustees and administrators regarding academic freedom are set forth in the Criteria for Accreditation, adopted by the Southern Association of Colleges and Schools, as updated and revised.

In the classroom or in college-produced telecommunications, faculty members should strive to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others. In addition, instructors should be judicious in the use of material and should introduce only material that has a clear relationship to the subject field.

- **Student Discipline:**

Austin Community College students are recognized as responsible persons who neither lose the rights nor escape responsibilities of citizenship. Enrollment in the College indicates acceptance of the rules set forth in Administrative Rule 4.02.010 concerning disciplinary action. Due process through an investigation and appeal process is assured to any student involved in disciplinary action.

- **Student’s Freedom of Expression:**

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

- **OSD Statement:**

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this before the start of the semester. (Refer to Student Handbook for details).

### **Testing Center Rules**

It is the student's responsibility to obtain, read and be thoroughly familiar with ACC Testing Center Rules prior to taking exams at the center. Violation of these rules is very serious and may result in disciplinary action.

### **Student Handbook**

A current copy of the ACC Student Handbook can be located on the ACC Internet Page under Student Services. Students are encouraged to review this handbook to familiarize themselves with college rules and policies that may affect them.

### **College Catalog**

Students may purchase a current ACC College Catalog at one of the college bookstores. Criminal justice degree and certificate plans outlined in the catalog are especially helpful for students in developing future educational plans.

### **CRJ Department Web Page**

Students are encouraged to review the department's web page at <http://www.austincc.edu/crj/> where valuable information concerning the criminal justice program may be found. Several other useful URL sites are also listed.

### **Counseling**

Many educational and employment concerns of students may be answered by their course instructor. If additional counseling is needed, students are encouraged to contact the CRJ Department Chair for assistance. (Note: The CRJ Department Chair is located at the Cypress Creek Campus, room # 2204.5, Phone # 223-2082, E-Mail: [gwheil@austincc.edu](mailto:gwheil@austincc.edu))

## **TEXAS COMMISSION ON LAW ENFORCEMENT OFFICERS STANDARDS AND EDUCATION**

Enrollment Standards and Training Credit for the Texas Basic Peace Officer Sequence Program

**All ACC Texas Peace Officer Certificate students and those who will enter commissioned police employment must meet the following requirements in conjunction with being responsible for all TCLEOSE requirements:**

1. Not be currently charged with any criminal offense for which conviction would bar licensing.
2. Has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order.
3. Has never been convicted of an offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years.
4. Has never been convicted of any family violence offense.
5. Is not prohibited by state or federal law from operating a motor vehicle.
6. Is not prohibited by state or federal law from possessing firearms or ammunition.
7. Is a United States citizen.
8. All requirements as listed in the Texas Commission on Law Enforcement Officer Standards of Education (TCLEOSE) rules. Students are responsible for knowing the TCLEOSE rules prior to entering the program and must provide accurate information regarding their status in relation to the TCLEOSE rules. Failure to understand and apply the rules is reason for dismissal from the ACC/CRJ program. You may view the complete rules here: [http://www.tcleose.state.tx.us/Commission\\_Rules/Comm%20Rules.htm](http://www.tcleose.state.tx.us/Commission_Rules/Comm%20Rules.htm)