

ARIZONA WESTERN COLLEGE  
SYLLABUS

LET 260 LETA Academy 2

12 Credits, 443 hours lec/lab

**PREREQUISITE:** Student must be appointed to the Law Enforcement Training Academy either through the Open Enrollment Program or by an Arizona Law Enforcement Agency.

COURSE DESCRIPTION

An orientation and introduction to law enforcement as well as an overview of law and legal matters, patrol procedures, and traffic control.

1. COURSE GOAL

Understand the components of the criminal justice system of the United States and its “sovereign” states and patrol procedures.

2. OUTCOMES

Upon completion of this course, students will be able to:

- 2.1 provide an overview of the components of the criminal justice system, their functions, responsibilities and interrelationships.
- 2.2 explain that there are three (3) “sovereigns” in the United States which include: the federal government, state government and tribal governments and each with its own criminal justice system.
- 2.3 explain the functions, authority and jurisdiction of the various federal and state courts and an outline of the criminal justice process from arrest to final disposition.
- 2.4 describe the types, purposes and techniques of police patrol. Emphasis is placed on vehicle patrol, citizen protection, crime prevention and identification, apprehension of suspects and officer safety and related tactical procedures. Answering complaints, emergency and non-emergency situations, routing patrol and observation, inspection and control of hazards and coordination of helicopter activities are covered. Methods for developing observation skills are described.
- 2.5 explain the considerations and factors related to understanding domestic violence and procedures for responding effectively and managing crisis situations. This will include applicable law, specific authority granted to law enforcement agencies, services for victims and the purpose and processes of court orders.
- 2.6 describe the observable symptoms in common types of mental illness and associated criminal behavior. Proper techniques for handling and transporting the mentally disturbed and the legal procedures for both emergency and routine cases are addressed.
- 2.7 discuss the procedures and techniques for handling crimes in progress. Emphasis is given to the use of safety precautions for both the officer and the innocent bystander. Specific techniques for selecting response routes, cover and concealment, search procedures and other areas are covered.
- 2.8 describe the fundamental techniques for controlling hostile and non-hostile crowds. The proper methods and safeguards for employing chemical agents and decontamination methods are emphasized.
- 2.9 describe the officer’s responsibilities and duties during a bomb threat or disaster. Procedures for identifying potential explosive devices, instituting safety precautions and securing the area are discussed. Problems facing an officer that commonly arise in the event of local and area-wide disasters are addressed.
- 2.10 explain the indicators of alcohol intoxication as well as alcohol intoxication-like symptoms that may mask certain medical conditions.

- 2.11 perform the proper techniques for the use of the police radio with emphasis given to the types of information that should be broadcast from a crime scene. A description of how to obtain and use investigative information from police records systems is explained. Modern technology in police data processing and information available through the use of local, state and national records systems are included. The use of the Arizona Criminal Identification Section and the National Crime Information Center are emphasized.
- 2.12 discuss the officer's role at a hazardous materials incident; techniques to identify different hazardous materials and to assist with resources at an incident are described.
- 2.13 provide an outline for patrol officers in responding to bias-motivated criminal offenses including techniques for identifying, investigating and reporting bias-motivated crimes.
- 2.14 explain the officer's responsibilities at the scene of various types of fires including the proper extinguishing techniques and the hazards involved. Officer and civilian safety is emphasized.
- 2.15 describe the techniques and procedures for handling civil disputes is presented. Differences between civil and domestic disputes are stressed, applicable laws are described and the specific authority granted to law enforcement agencies is emphasized.
- 2.16 describe the techniques for properly and safely conducting all phases of a high risk vehicle stop
- 2.17 provide an outline of the United States Constitution with emphasis on the rights of the individual.
- 2.18 explain what is probable cause and conditions under which an officer may make a legal search and seizure, including searches of persons, premises and vehicles.
- 2.19 explain the procedure for obtaining and serving a search warrant and emphasis on the recording of probable cause in written reports and affidavits for search warrants.
- 2.20 delineate the rule of evidence that are applicable to law enforcement including the tests of admissibility of evidence as applied by the Courts.
- 2.21 define direct and circumstantial evidence, hearsay, confessions, dying declarations, documentary evidence, competency of witnesses and privileged and non-privileged communications.
- 2.22 delineate the conditions under which an officer or citizen may make an arrest.
- 2.23 distinguish between misdemeanor and felony arrests.
- 2.24 discuss the use of the citation form for misdemeanor cases.
- 2.25 explain the duties and responsibilities of an officer prior to, and during the arrest including arrests with and without a warrant, discretionary enforcement of the law and use of force to affect an arrest.
- 2.26 identify person(s) immune from arrest, legal and illegal aliens and the officer's responsibilities associated with those individuals.
- 2.27 identify health and safety risks associated with public contact.
- 2.28 provide an overview of Arizona laws which pertains to the service and execution of summonses and subpoenas.
- 2.29 explain the common terminology related to civil cases and the general rules pertaining to repossessions.
- 2.30 demonstrate the proper techniques for providing effective police testimony as a witness in court. The student will address the issues of preparation, appearance, manner, attitude, and use of reference materials.
- 2.31 explain the concept of vicarious liability with emphasis on federal civil rights violations including 18 U.S.C. 242 and 243 as well as 42 U.S.C. 1983.
- 2.32 explain the methods for providing emergency medical care to the victims of accidents or illness and related safeguards.
- 2.33 describe the legal and civil issues of treatment of first aid.
- 2.34 describe the basic functions and major organs of the human body.
- 2.35 explain and demonstrate the proper procedures for handling breathing impairments, cardiac conditions, uncontrolled bleeding, injuries, wounds, shock, childbirth, and other afflictions.
- 2.36 demonstrate injury management, resuscitation, movement of the injured, and extrication of victims from confined or hazardous locations.
- 2.37 describe basic defensive driving techniques and hazardous road conditions.
- 2.38 describe the dynamics of a moving vehicle and the driving task.
- 2.39 demonstrate the techniques for high-speed vehicle control, reduction of risk and methods to successfully stop fleeing vehicles.

- 2.40 explain the mechanical and human limitations as well as liability factors related to police pursuits.
- 2.41 participate in a structured physical exercise program.
- 2.42 understand the value of physical fitness in law enforcement and the basic elements of strength training, aerobic conditioning, flexibility, nutrition and back injury prevention.
- 2.43 discuss the hazards of tobacco and alcohol use.
- 2.44 complete the physical fitness test (fitness battery and Police Officer Physical Aptitude Test (POPAT)).
- 2.45 describe the effects of alcohol and drugs on drivers and the techniques for obtaining evidence for successful prosecution.
- 2.46 describe the scientific tests, standardized field sobriety tests and the importance of accurate reporting.
- 2.47 explain and demonstrate the proper attitude for dealing effectively with traffic violators.
- 2.48 describe the legal basis of the Uniform Traffic Citation and the differences between a misdemeanor, petty offense, and civil traffic offense.
- 2.49 demonstrate the specific techniques for stopping and approaching suspects in a vehicle, as well as, the mechanics of completing the citation form.
- 2.50 demonstrate the proper procedures for traffic collision investigation; including the techniques for interviewing drivers and witnesses.
- 2.51 explain the relationship of vehicle damage, road conditions, traffic signs and signals to traffic collision investigation.
- 2.52 describe the procedures for hit-and-run investigation and the mechanics of completing the traffic collision report.
- 2.53 identify and demonstrate the techniques for directing and controlling vehicular and pedestrian movement by means of hand signals
- 2.54 list the elements of traffic laws found in Title 28 of the Arizona Revised Statutes.
- 2.55 discuss the benefits and methods of developing a positive police-community relations with emphasis on recognizing cultural differences within the community.
- 2.56 explain the role of the individual officer in the development of positive police-community relations.
- 2.57 describe the fears, emotional distress, physical suffering and financial loss suffered by victims and witnesses of crimes.
- 2.58 describe the legal and moral obligations of law enforcement officers relative to victims and how officers can reduce the adverse impact of becoming a victim.
- 2.59 identify agencies that are available to assist or aid victims and witnesses of criminal acts.
- 2.60 discuss language and non-language factors which contribute to effective and ineffective inter-personal communication.
- 2.61 describe understanding of the dynamics of officer-citizen interaction.
- 2.62 explain the role of the patrol officer in crime prevention and the services available from various crime prevention programs.
- 2.63 explain the concepts of police and the community as it relates to community based policing and problem solving.
- 2.64 describe the evolution of policing from traditional methodology to community policing.
- 2.65 explain the importance of developing community partnerships in community policing.
- 2.66 describe the principles common to all types of investigation with emphasis on the importance of the preliminary stage of an investigation.
- 2.67 demonstrate the ability to perform basic crime scene investigation duties under simulated field conditions.
- 2.68 explain the proper techniques for identifying and handling different types of evidence.
- 2.69 describe the functions of a crime laboratory and the importance of scientific evidence in the prosecution of the criminal case.
- 2.70 describe the proper techniques for interviewing and interrogation.
- 2.71 demonstrate the methods for identifying and recognizing major fingerprint patters.
- 2.72 demonstrate the techniques for developing and preserving latent and rolled impression fingerprints.

- 2.73 explain the techniques for investigating sex crimes, including the interviewing of victims and the securing of evidence.
  - 2.74 describe the techniques and procedure for investigating cases involving death (homicide, suicide, natural, accidental and Sudden Infant Death Syndrome).
  - 2.75 describe the nature and background of the control of organized crime at the federal, state, and local levels of government.
  - 2.76 discuss gang activity in Arizona.
  - 2.77 explain the procedures, techniques and hazards associated with the investigation of narcotics and dangerous drugs
  - 2.78 describe the distinguishing physical affects, methods of packaging and using commonly abused drugs.
  - 2.79 Understand and identify the functions and responsibilities of the three (3) components of the Criminal Justice System
    - 2.79.1 Law Enforcement
    - 2.79.2 Judicial
    - 2.79.3 Corrections
  - 2.80 Apply professionalism and ethics
  - 2.81 Apply interpersonal communication
  - 2.82 Apply and demonstrate telephone technology and procedures
  - 2.83 Understand concepts of missing persons, domestic violence, community policing, and cultural diversity.
  - 2.84 Understand concepts of hate crimes, gang awareness, child abuse, elder abuse, and dependent adult abuse
  - 2.85 Apply law enforcement telecommunication and radio procedures
  - 2.86 Understand referral services
  - 2.87 Apply critical incident management
  - 2.88 Apply wellness management
3. METHOD OF INSTRUCTION
- 3.1 Lecture
  - 3.2 Multi-media presentations
  - 3.3 Group discussion
4. LEARNING ACTIVITIES
- 4.1 Group discussion
  - 4.2 Participation
5. EVALUATION
- 5.1 Course tests – Student must pass regular courses tests with a score of 80 % or better.
  - 5.2 AZPOST test – Student must pass test at the conclusion of the course, and the AZPOST Certification Test at the end of the Academy with a score of 70 % or better.
  - 5.3 Participation – Students are required to participate in class discussion.
6. STUDENT RESPONSIBILITIES
- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
  - 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
  - 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS).

ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course