



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	AJ
Course Number:	106
Descriptive Title:	Criminal Justice Career Preparation
Division:	Health Sciences and Athletics
Department:	Administration of Justice
Course Disciplines:	Administration of Justice
Catalog Description:	This course prepares students interested in a career in the Criminal Justice system to successfully navigate the highly competitive hiring process. Topics covered include how to successfully complete the initial application, written examination, oral interview, polygraph examination, physical agility test, background investigation and the written/oral psychological examinations.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	Eligibility for English 1A
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	02/16/2010
Transfer UC:	No
Effective Date:	
General Education:	ECC
Term:	
Other:	
CSU GE:	
Term:	

Other:	
IGETC:	
Term:	
Other:	
Student Learning Outcomes:	<p>SLO #1 Agency Job Postings</p> <p>Following instruction and practice in a classroom setting, successful students in this course will be able to:</p> <p>Identify at least 3 criminal justice agency job postings through various media</p> <p>Explain the various steps in the selection process for a criminal justice job</p> <p>Prepare a resume and personal history statement that is complete and accurate</p> <p>SLO #2 Oral Interview</p> <p>Following instruction and practice in a classroom setting, successful students in this course will be able to communicate in a clear and organized manner during a mock oral interview for a criminal justice position and answer hypothetical problems using logic and correct legal standards.</p> <p>SLO #3 Background Investigation</p> <p>Following instruction and practice in a classroom setting, successful students in this course will be able to identify 3 factors that could disqualify an applicant during a background investigation.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Evaluate criminal justice career options considering which career is suitable to the interests and capabilities of the student. 2. Locate and examine criminal justice career employment resources including websites, job fairs and recruitment seminars. 3. Complete an application for employment to an employer in the field of criminal justice. 4. Prepare a comprehensive resume appropriate for a position in the criminal justice field. 5. Identify various types of criminal justice employment written examination formats. 6. Identify factors that could disqualify an applicant during a pre-employment background investigation. Describe the process for appeal of disqualification from a civil service examination. 7. Prepare an appeal of disqualification resulting from the civil service examination process. 8. Demonstrate employment skills and knowledge by completing a mock written employment examination. 9. Demonstrate clear and organized communication skills by completing a mock qualification appraisal panel interview.
Major Topics:	I. CRIMINAL JUSTICE CAREERS (6 hours, lecture)

A. Public Sector Law Enforcement

1. Special police: university and college; community college; school districts; transit police and special districts.

2. State law enforcement: Highway Patrol; Department of Justice; Park Service, Alcohol and Beverage Control, Park Service, Fish and Wildlife.

3. Federal Law Enforcement: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Homeland Security and various investigative agencies supporting cabinet level federal departments

B. Public Sector Non-Sworn

1. Public Safety Dispatcher

2. Community Services Officer

3. Animal Control

4. Crime Analyst

C. Private Sector Employment

1. Loss Prevention Officer

2. Private Investigator

3. Classified defense security

4. Industrial security

5. Contract security

6. Security management

II. APPLICATION FORMS AND APPLICATIONS (4 hours, lecture)

A. Application process

B. Proper application completion

C. On-line submission of applications

III. THE WRITTEN EXAMINATION PROCESS (5 hours, lecture)

A. Various examination methods used in pre-employment testing

1. Preparation and practice

2. Situation analysis

3. Writing short answer essays

4. Practice examination

B. The California Commission on Peace Officer Standards and Training (POST) Entry-Level Law Enforcement Test Battery (PELLETB) exam

1. Spelling

2. Vocabulary

3. Clarity

4. Reading comprehension

5. Close examination

6. Statistical reporting of results by t-score

IV. PSYCHOLOGICAL EXAMINATIONS (4 hours, lecture)

A. Written examination

1. Explanation of purpose

2. Minnesota Multiphasic Personality Inventory (MMPI)

B. Oral examination

1. Explanation of purpose

2. Types of examinations

V. PHYSICAL FITNESS FOR CRIMINAL JUSTICE (10 hours, lecture)

A. Physical requirements for job performance

1. Fitness programs

2. Nutrition programs

3. Stress hazards and stress reduction through fitness

4. Physical agility tests as pre-entry test

5. Agility test components

B. Test practice

1. Agility test exam

2. POST Work Sample Test Battery

VI. MEDICAL EXAMINATION (3 hours, lecture)

A. Disqualifying factors

B. Proper form completion

VII. POLYGRAPH EXAMINATION (4 hours, lecture)

A. Pre-poly forms and interview

B. Polygraph examination

C. Use and legal parameters

D. Taking the polygraph: procedures and demonstration

VIII. ORAL INTERVIEW (7 hours, lecture)

A. Preparing for the oral interview

B. Strategies for successful interviews

C. Mock interviews

IX. PRE-EMPLOYMENT BACKGROUND INVESTIGATION (6 hours, lecture)

A. Disqualifying factors: criminal history, drug use, employment history, credit history, personal character, sexual misconduct and reference checks

B. Background investigation databases and cross-reference techniques

C. Social media checks

D. Records of prior applications maintained by POST

X. POLICE ACADEMY TRAINING OVERVIEW (5 hours, lecture)

A. The Police Academy

1. Agency hire vs. self-sponsorships

2. Structure and curriculum

3. Attrition

4. Keys for success

B. California Commission on POST Field Training and Evaluation Program (FTEP)

1. Program requirement

2. Forms and process

3. Field training program problems: analysis and practice

Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation:	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Participate in a mock police qualifications appraisal oral interview. Prepare for the interview by completing an employment application package that includes: <ol style="list-style-type: none"> 1. Personal history statement (28 pages) 2. Autobiography (2 pages) 3. Job application (4 pages) 4. Personal information (3 pages) Submit employment application package to the instructor.
Critical Thinking Assignment 1:	In a classroom setting, explain to the instructor the polygraph examination procedure. List questions asked of the applicant and describe the types of responses which typically lead to "deception indicated" finding by the examiner.
Critical Thinking Assignment 2:	In a classroom setting, explain to the instructor the background investigation and identify its various components describing indicators that can cause a rejection of employment for the candidate.
Other Evaluation Methods:	Class Performance, Completion, Essay Exams, Fieldwork, Homework Problems, Multiple Choice, Other Exams, Performance Exams, Quizzes, True/False, Written Homework
Instructional Methods:	Demonstration, Discussion, Group Activities, Lecture, Multimedia presentations, Other (specify), Role play/simulation
If other:	
Work Outside of Class:	Required reading, Skill practice, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Textbooks:	Catherine Marcum, Frank Schmallegger, <u>A GUIDE TO STUDY SKILLS AND CAREERS IN CRIMINAL JUSTICE AND PUBLIC SECURITY</u> , 1st edition, Sage Publications, 2017. J. Scott Harr, Kären M. Hess, <u>CAREERS IN CRIMINAL JUSTICE AND RELATED FIELDS</u> , 6th edition, Wadsworth Publishers, 2009. (Discipline Standard)
Alternative Textbooks:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	

Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	Eligibility for English 1A
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	This course involves reading textbooks and analyzing job descriptions. A student's success in this course will be enhanced if they have these skills. Summarize, analyze and evaluate college-level texts.
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Raymond Lewis
Date:	09/01/2009
Original Board Approval Date:	02/16/2010
Last Reviewed and/or Revised by:	Don Mason

Date:	09/19/2018
Last Board Approval Date:	12/19/2022