



Law Enforcement/Dispatch

Course Syllabus

Class time: 07:00 a.m. – 9:30 a.m., M – TH

Instructor: Jennifer Choate.

Office: 928.634.7131

Email: jchoate@vacte.com

vactelawenforcement@gmail.com

Welcome to the 2022-2023 School Year!

Students and parents: Please read the following Law Enforcement/Dispatch syllabus with your child and return the last page to me with signatures and the contact information page on **Monday, AUGUST 17, 2022**. I look forward to working with your child and strongly encourage your involvement in their education. You can contact me anytime via email jchoate@vacte.com , or office phone at 634-7131.

Course Description

Law Enforcement/Dispatch is a Central Campus Program that allows students to explore law enforcement professions as a career option. This course provides an overview of the many facets of law enforcement. A major portion of this course is the work experience component where students will observe law enforcement professionals. This course is aligned with district and state standards and supports the school wide effort in increasing student achievement. The course follows the standards as outlined in the Law Enforcement Professions Career and Technical Education Program. This is a yearlong, high school 3 credit course. Students will receive instruction in class as well as online assignments.

Our Law Enforcement program is a dual enrollment program. Each student will be required to create a Yavapai College Student Account. Upon successful completion of each course the student will receive 3 college credit hours per course.

Course Objectives/Arizona State Standards for Education Professions

STANDARD 1.0 ANALYZE THE EVOLUTION OF THE CRIMINAL JUSTICE SYSTEM
STANDARD 2.0 ANALYZE LEGAL ASPECTS OF LAW ENFORCEMENT
STANDARD 3.0 EXAMINE THE FUNCTIONS AND RULES FOR CRIMINAL COURT PROCEDURES
STANDARD 4.0 EXAMINE COMMUNITY OUTREACH AND PUBLIC SERVICES (COPS)
STANDARD 5.0 DEMONSTRATE FIRST-AID PROCEDURES
STANDARD 6.0 ANALYZE ARIZONA REVISED STATUTES
STANDARD 7.0 ANALYZE INVESTIGATIVE PROCEDURES
STANDARD 8.0 EXAMINE POLICE PROFICIENCY SKILLS
STANDARD 9.0 EXAMINE FEDERAL LAW ENFORCEMENT SERVICES AND THEIR SPECIALIZED UNITS
STANDARD 10.0 EXAMINE STATE AND LOCAL LAW ENFORCEMENT UNITS
STANDARD 11.0 EXAMINE CORRECTIONS SYSTEMS
STANDARD 12.0 EXAMINE PRIVATE SECURITY
STANDARD 13.0 PRACTICE EFFECTIVE COMMUNICATION SKILLS FOR LAW AND PUBLIC SAFETY
STANDARD 14.0 EXAMINE ISSUES RELATED TO PERSONAL AND MENTAL WELLNESS IN LAW AND PUBLIC SAFETY
STANDARD 15.0 DESCRIBE BENEFITS OF TECHNOLOGICAL CHANGES IN LAW AND PUBLIC SAFETY AND CORRECTIONS
STANDARD 16.0 EXAMINE THE PROCESS OF FORENSIC SCIENCE IN CRIME SCENE INVESTIGATION



<u>Law Enforcement Justice Studies</u>				
<u>Program</u>	<u>Courses</u>	<u>Term</u>	<u>HS Credits</u>	<u>YC Credits</u>
Year 1/2	AJS 230 – The Police Function	Sem 1 & 3 Fall	1.5	3
	AJS 200 – Current Issues in Criminal Justice	Sem 2 & 4 Spring	1.5	3
	AJS 270 – Community Relations	Sem 2 & 4 Spring		3
	<u>Credits Earned if year 1 & 2 are completed successfully</u>		3	9
Year 2/1	AJS 260 - Procedural Criminal Law	Sem 3 & 1 Fall	1.5	3
	AJS 290 – Constitutional Law: Civil Liberties and Civil Rights	Sem 3 & 1 Fall		3
	AJS 170 – Forensic Science	Sem 4 & 2 Spring	1.5	3
	<u>Credits Earned if year 2 & 1 are completed successfully</u>		3	9
	<u>Total credits earned if both years are completed successfully</u>		6	18
Progress toward an Associate of Applied Science in Administration of Justice Degree at Yavapai College				



Grading

Classwork/Bell work/Online Homework = 25%

Professionalism/Punctual/Dress = 25%

Quiz/Tests/Projects/Field Experience Performance Assessments = 50%

Approximately one hour of online homework will be assigned per week.

90-100%=A	Exceeds skills requirement
80-89.99%=B	Meets and often exceeds skill requirements
70-79.99%=C	Meets minimum skill requirements
60-69.99%=D	Below minimum skill requirements
59 and below=F	Failed to meet minimum skill requirements

Work Experience

Students will need to have parent/guardian completed documents on file for work experience. Students are responsible for getting to and from observation activities. During the hours of work experience, students are required to uphold dress code and agency conduct policies, and wear school-issued identification. If work experience is not completed, it will negatively affect a student's grade. Confidentiality IS A MUST. Students are not allowed to discuss any confidential information with anyone.

Absences and Makeup Policy

After an absence, a student has one school day for each day missed to make up all assignments (homework/test/quiz/project). However, this class has many activities and cooperative activities that are difficult to recreate for absent students. Therefore, written assignments may be given at teacher's discretion for these types of activities. *The student is responsible for getting all make-up work and notes from another student after an absence.

Cell Phones/Electronic Devices

Cell phones and other electronic devices are to be left in your vehicle during class unless asked to bring to class for educational purposes.

Supplies Needed for this course

1. Pen, pencil, and a highlighter.
2. Sticky Notes
3. Notebook.
4. Composition Notebook for Journaling
5. Notebook for Notes/Assignments
6. 3 ring Binder containing 5 tabs
7. Mask

Supplies Provided for this course

1. 2 Shirts required for Class, Field Experience or anytime representing VACTE. Additional shirts available for sale at a low cost to students.
2. Fingerprint Card (for Field Experience)
3. CPR & First Aid training

Dress Code

Students are required to wear their class issued shirt with pants (other than jeans), skirt, shorts or capri's daily. Unless teacher states otherwise. Students can wear their shirt to school daily. Tattoo's must be covered. Students are not allowed to wear jeans unless announced by teacher.



Professionalism

Unique to a Career and Technical Education class is has high expectations for professionalism. Students are required to dress for success in the classroom as well as during their work experience. Students are expected to dress and behave in a professional manner, be punctual and meet all commitments and treat it as if it is their law enforcement career. ANY issues with their placement or dealings with their placement will go through me. Please do not encourage student or parent to handle if any issues arise.

Classroom Rules and Consequences

1. Be in your assigned seat and begin your bell work at or before 1:30pm (Punctual is 25% of grade)
2. Be respectful to everyone and everything!
 - Show respect for the teacher, yourself, and others always.
 - Respect all property (school property, personal property, and the property of others).
 - Respect the thoughts and ideas of your classmates. NEVER criticize the ideas, answers, or thoughts of another student.
3. Be prepared for class everyday with the materials outlined on this syllabus.
4. Mature behavior must be displayed in and around the classroom and during field experience.

Student Support Services and Resources

Disability Support Services: VACTE and Yavapai College is committed to providing educational support services to students with documented disabilities. Academic support services or accommodations for mobility-impaired students must be arranged through Student Support Services (Verde Campus: 928-634-6563).

Library: Library services are available at the YC Verde campus, Sedona, Cottonwood and Camp Verde libraries. All of libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries. Instructors may place required course materials



**Law Enforcement/Dispatch
Syllabus Acknowledgement & Information Sheet**

Teacher's Name: Ms. Jennifer Choate
Course Title: Law Enforcement/Dispatch

I have read and understand all the guidelines set forth in the syllabus for this class.

Student Printed Name: _____ School Attends _____

Student Signature _____ Date: _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date: _____

Please write neatly and clearly.