COURSE TITLE: Communications  COURSE NUMBER: CJK 0017V

COURSE DESCRIPTION (with prerequisites):
A Basic Law Enforcement Academy course that deals with report writing, interviewing, taking statements, telecommunications, officer safety and survival, crisis intervention, community orientated policing, and the secure approach to Law Enforcement. 76 clock hours.

Florida Basic Abilities Test (FBAT)  
Fingerprints  
Criminal History, and Background Check.  
Drug Screen Test

NAME(S) OF INSTRUCTORS:  
Program Availability

EFFECTIVE ACADEMIC YEAR:  
2012-13

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:  
CJK 0017V, Communications, is an approved course by FDLE for the purpose of Law Enforcement Certification.

GRADING POLICY:  
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

A – 90 – 100  
B – 80 – 89  
C – 70 – 79  
D – 60 – 69  
F – 59 or less

The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:  
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day
Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website. The ACE Lab, located in Building L, is available for tutoring and is equipped with computer workstations. Lab hours are posted each semester at the room entrance. The college’s learning management system is Desire 2 Learn (d2l). Classes become available on d2l on the first day of the semester. It is the student’s responsibility to log onto the d2l system the first day of class to establish the first day of
attendance and to check announcements. For further information, contact your instructor or the Director of Online Learning.

**ELECTRONIC DEVICE USAGE:**
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

**DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**
CJK 0017V, Communications, is an approved course by FDLE for the purpose of Law Enforcement Certification.

**LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS**

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0017V</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</th>
<th>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</th>
<th>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</th>
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</thead>
<tbody>
<tr>
<td>1. Define note taking.</td>
<td></td>
<td>This course is not a General Education core course. It is a workforce certificate program for Law Enforcement.</td>
<td>L, SD, S CK, T</td>
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<td>2. Identify the issues to keep in mind when using notes in court.</td>
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<td>3. Identify the basic facts to include in notes.</td>
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<td>4. Identify the importance of recording the correct spelling and accurate numbers in notes.</td>
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<td>5. Identify common abbreviations to use in note taking.</td>
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<td>6. Identify how to organize notes.</td>
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<td>7. Identify the principles of reporting procedures.</td>
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<td>8. Identify the elements of reporting procedures.</td>
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<td>9. Identify the purposes of reports</td>
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<td>10. Identify court decisions that must</td>
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<td></td>
<td>be considered in interviewing.</td>
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<td>12.</td>
<td>Identify if Miranda warnings are required.</td>
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<td>13.</td>
<td>Identify how to give written rights for signature.</td>
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<td>14.</td>
<td>Identify when to have rights form signed.</td>
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<td>15.</td>
<td>Identify when statements should be oral or written.</td>
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<td>16.</td>
<td>Identify when oath is necessary.</td>
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<td>17.</td>
<td>Obtain person’s signature on written statement.</td>
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<td>18.</td>
<td>Identify Florida law authorizing officer to notarize statement.</td>
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<td>19.</td>
<td>Identify what to do if a person is unwilling to sign statement.</td>
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<td>20.</td>
<td>Identify when statements should be obtained.</td>
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<td>21.</td>
<td>Identify the basic kinds of information needed in a statement.</td>
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<td>22.</td>
<td>Identify the basic procedures to follow when taking statements.</td>
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<td>23.</td>
<td>Identify the acronyms FCIC, NCIC, and MCIC</td>
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<td>24.</td>
<td>Identify the relationship between FCIC, NCIC, and MCIC.</td>
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<td>25.</td>
<td>Identify when data should be entered into the FCIC system by your agency.</td>
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<td>26.</td>
<td>Identify factors that will ensure officers’ efficient and effective use of the FCIC system.</td>
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<td>27.</td>
<td>Identify what are safety hazards to the officer.</td>
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<td>28.</td>
<td>Identify known fatal errors that have killed experienced law enforcement officers.</td>
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<td>29.</td>
<td>Identify the officer safety equipment that an officer should obtain to remain safe.</td>
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<td>30.</td>
<td>Identify the need to communicate location to dispatcher.</td>
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<td>31.</td>
<td>Identify the need to notify dispatch of situation observed.</td>
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32. Identify how to maintain control of the scene.

33. Identify Herman Goldstein’s definition of Community Oriented Policing.

34. Define community partnership as used in Community Oriented Policing.

35. Define problem solving as used in Community Oriented Policing.

36. Identify the benefits of community partnerships and problem solving.

37. Define SECURE.

38. Identify when to use the SECURE problem solving model.

39. Identify how to implement the problem-solving process.

40. Identify the duty to act requirements that apply to public safety employees.

41. Identify the role of the first responder at the awareness level.

**Assessment Codes**

- T = Tests
- Pre/Post = Pre- and Post-Tests
- OT = Objective Tests
- UT = Unit Tests
- Q = Quizzes
- F = Final Examination
- CF = Cumulative Final
- EX = Departmental Exam
- SE = Nat’l or State Standardized Exam
- RPT = Report/Presentation
- SP = Skills Performance
- SD = Skills Demonstration
- W = Writing Assignments
- E = Essays
- DE = Documented Essays
- RP = Research papers
- J = Jury
- R = Recital
- Proj. = Projects
- Exp. = Experiments
- Cap. Proj. = Capstone Project
- Cap. Course = Capstone Course
- Pract. = Practicum
- Intern. = Internship
- H = Homework
- PS = Problem Solving
- DB = Discussion Board
- BO = Behavioral Observation
- Clin. = Clinicals
- CS = Case Study
- CP = Case Plan
- Port. = Portfolio
- Obs. = Teacher Observation
- Sk. Check = Skills Check-off
- Curriculum Frameworks
- JP = Judged Performance/Exhibition

**MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**

A. Lecture
B. Role Play
C. Videos
D. Tests

**ASSIGNMENT AND/OR COURSE OUTLINE**

See your Instructor First Day Handout for individual instructor assignment schedule.