COURSE TITLE: Crime Scene Safety  
COURSE NUMBER: CJB 2703

COURSE DESCRIPTION (with prerequisites):
This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 3 Semester Credit Hours.

NAME(S) OF INSTRUCTORS:
Program Availability

EFFECTIVE ACADEMIC YEAR:
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
Hazardous Materials
Warren E. Isman/Gene P. Carlson
Macmillan
ISBN: 0-02-475020-4

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. 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 college’s learning management system is Canvas. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. 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.
TUTORING RESOURCES:
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

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 in order 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:
CJB 2703 is not a General Education Course, but is a core Criminal Justice course in the area of Criminal Justice Technology.

Upon completion of this course, student will have knowledge and understanding of course objectives.

1. Demonstrate knowledge of the potential health and safety hazards one could encounter at a crime scene.
2. Develop skills and techniques to minimize risk to self and others.
3. Demonstrate knowledge of state and federal regulations regarding hazardous materials related to crime scenes.
4. Demonstrate knowledge of emergency procedures involving personal risk in a crime scene situation.

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJB 2703</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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<tr>
<td>1. Demonstrate knowledge of the potential health and safety hazards one could encounter at a</td>
<td>NS-1</td>
<td>T, SD</td>
<td>Written Reports, Copy of Exams,</td>
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crime scene.

2. Develop skills and techniques to minimize risk to self and others.

3. Demonstrate knowledge of state and federal regulations regarding hazardous materials related to the crime scenes.

| NS-1 | UT |
| NS-1 | UT, SD |

**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  
Prac. = 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  
Curricul. = Curriculum Frameworks  
JP = Judged  
Performance/Exhibition

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

A. Lectures  
B. Discussions  
C. Handouts  
D. Audio Visual  
E. Examinations

ASSIGNMENT AND/OR COURSE OUTLINE

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