

# ADMINISTRATION OF JUSTICE

## Contact Information

### Division

Business and Technology

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## Overview

The Administration of Justice program offers students an Associate Degree for Transfer which prepares students for transfer into the California State University system. In addition, there are three associate degrees offered with specific areas of concentration. Each concentration has specific core courses that are required of all students. Courses are available in law enforcement, specializing in police activities that promote public safety and service to the community; courts, specializing in responsibilities to the public through the trial system of adjudication; and corrections, where sentenced individuals are subjected to society's effort to provide accountability and correct the deviant behavior.

The Administration of Justice program also offers a number of POST certified peace officer training courses, including PC 832 Arrest and Firearms, as well as Modules III and II of the POST Regular Basic Course (Law Enforcement Academy). Successful completion of the two modules allows students to be hired as Level III or Level II Reserve Peace Officers in California. The Department also offers some in-service POST training courses for continuing professional development.

TRANSFER MAJOR REQUIREMENTS in Administration of Justice are available in the Counseling Center. In all cases, students should consult with a counselor for specific transfer requirements. Four-year graduates in Administration of Justice are qualified for career pathways in law enforcement, the courts and corrections.

## Faculty

### Ralph McGill

Assistant Professor, Administration of Justice

B.A., New College of California

### Blair H. Spaulding

Professor/Coordinator, Administration of Justice

B.A., University of California, Santa Barbara

## Administration of Justice Advisory Committee

- Auburn Police Department, Auburn, CA
- California Department of Corrections & Rehabilitation (CDCR), Sacramento, CA (HQ)
- California Department of Fish & Wildlife, Sacramento, CA (HQ)
- California Department of Peace Officer Standards and Training (POST)
- California Highway Patrol (CHP), Sacramento, CA (HQ)
- Citrus Heights Police Department, Citrus Heights, CA
- Galt Police Department, Galt, CA
- Grass Valley Police Department, Grass Valley, CA
- Lincoln Police Department, Lincoln, CA
- Los Rios Community College Public Safety Programs, Sacramento, CA
- Nevada City Police Department, Nevada City, CA
- Nevada County Probation, Nevada City, CA
- Nevada County Sheriff's Office, Nevada County, CA
- Placer County District Attorney's Office, Placer County, CA
- Placer County Probation, Placer County, CA
- Rocklin Police Department, Rocklin, CA
- Roseville Police Department, Roseville, CA
- Sacramento County Regional Parks, Sacramento County, CA
- Sacramento County Sheriff, Sacramento County, CA
- Sacramento Police Department, Sacramento, CA
- Truckee Police Department, Truckee, CA
- Whitney High School, Rocklin, CA
- Yuba College Public Safety Programs, Marysville, CA

## Degrees/Certificates

### Associate Degree for Transfer

- Administration of Justice for Transfer (p. 1)

### Associate Degrees

- Administration of Justice—Corrections (p. 2)
- Administration of Justice—Courts (p. 2)
- Administration of Justice—Law Enforcement (p. 3)

### Certificate of Achievement

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## Administration of Justice for Transfer

### AS-T Degree

The Associate in Science in Administration of Justice for Transfer (AS-T) degree program allows students to recognize the importance of ethics and professionalism within the criminal justice field; analyze and apply legal principles to the daily operations of law enforcement, the courts and corrections; and analyze and critically evaluate information to solve problems within the criminal justice field.

The Associate in Science in Administration of Justice for Transfer degree (AS-T) prepares students to transfer into the CSU system to complete a bachelor's degree in Criminal Justice, Administration of Justice or a major deemed similar by a CSU campus. Students earning an associate degree for transfer and meeting the CSU minimum transfer admission requirements are guaranteed admission with junior standing to the CSU

system, but not to a particular campus or major. Upon transfer, students will be required to complete no more than 60 additional prescribed units to earn a bachelor's degree.

To earn the Associate in Science in Administration of Justice for Transfer degree, students must complete 60 CSU-transferable semester units with a minimum grade point average of 2.0, including both of the following:

- completion of all courses required for the major with grades of "C" or better; and
- completion of the California State University General Education Breadth (CSU GE) (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/california-state-university-general-education-breadth-requirements/>) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/intersegmental-general-education-transfer-curriculum-igetc/>) pattern. (Students transferring to a CSU campus using IGETC must complete Area 1C Oral Communication to be eligible for admission.)

The exact wording of the law pertaining to associate degrees for transfer may be found in Education Code Section 66746.

It is highly recommended that, prior to transferring, students complete courses that satisfy the CSU United States History, Constitution and American Ideals graduation requirement. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

**RESTRICTION:** International coursework from non-United States regionally accredited institutions cannot be applied to associate degrees for transfer.

#### Required Courses

Code	Title	Units
ADMJ 0050	Introduction to Administration of Justice	3
ADMJ 0055	Concepts of Criminal Law	3
<b>Select 6 units from the following:</b>		<b>6</b>
ADMJ 0052	Criminal Court Process	
ADMJ 0054	Introduction to Investigation	
ADMJ 0056	Introduction to Evidence	
ADMJ 0057	Juvenile Law and Procedure	
ADMJ 0058	Community and the Justice System	
ADMJ 0062	Introduction to Corrections	
<b>Select 6-7 units from the following or any unused courses from the preceding area:</b>		<b>6-7</b>
PSYC 0100	General Principles of Psychology	
SOC 0001	Introduction to Sociology	
SOC 0015	Introduction to Statistics in Sociology	
or MATH 0013	Elementary Statistics	
or PSYC 0142	Introduction to Psychological Statistics	
<b>Total Units</b>		<b>18-19</b>

## Administration of Justice—Corrections

### AA or AS Degree

The Corrections curriculum prepares students for careers in corrections, probation and parole. Students must fulfill the following major requirements with grades of "C" or better, complete a minimum of 60

degree-applicable semester units (12 of which must be completed at Sierra College) with a grade point average of at least 2.0 and complete one of the following three general education patterns:

- Sierra College Associate Degree Requirements (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/associate-degree-requirements/>);
- California State University General Education Breadth pattern (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/california-state-university-general-education-breadth-requirements/>);
- or Intersegmental General Education Transfer Curriculum (IGETC) (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/intersegmental-general-education-transfer-curriculum-igetc/>).

#### Required Courses

Code	Title	Units
ADMJ 0050	Introduction to Administration of Justice	3
ADMJ 0055	Concepts of Criminal Law	3
ADMJ 0062	Introduction to Corrections	3
ADMJ 0067	Managing the Adult Offender	3
ADMJ 0076	Street and Prison Gangs	3
ADMJ 0151	Administration of Justice Pathways	2
<b>Select 6 units from the following:</b>		<b>6</b>
ADMJ 0052	Criminal Court Process	
ADMJ 0056	Introduction to Evidence	
ADMJ 0057	Juvenile Law and Procedure	
ADMJ 0060	Defensive Tactics for Law Enforcement	
ADMJ 0061A	Firearms Familiarization	
ADMJ 0061B	Advanced Firearms	
ADMJ 0069	Institutional Corrections and Casework	
ADMJ 0070	Substantive Law - Crimes and Punishments	
ADMJ 0072	Illegal Drugs - Recognition and Influence	
ADMJ 0073	Report Writing for Criminal Justice	
ADMJ 0074	Computer Use in Criminal Justice	
ADMJ 0075	Values and Ethics in Criminal Justice	
ADMJ 0077	Terrorist Tactics and the Role of the First Responder	
ADMJ 0080	Introduction to Crime Scene Investigation	
ADMJ 0110	PC 832 - Arrest	
ADMJ 0112	PC 832 - Firearms	
ADMJ 0200	Impact of Abuse and Violence	
SPAN 0019	Spanish for Public Safety	
<b>Total Units</b>		<b>23</b>

## Administration of Justice—Courts

### AA or AS Degree

The Courts curriculum prepares students for positions in the judicial system. Students must fulfill the following major requirements with grades of "C" or better, complete a minimum of 60 degree-applicable semester units (12 of which must be completed at Sierra College) with a grade point

average of at least 2.0 and complete one of the following three general education patterns:

- Sierra College Associate Degree Requirements (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/associate-degree-requirements/>);
- California State University General Education Breadth pattern (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/california-state-university-general-education-breadth-requirements/>);
- or Intersegmental General Education Transfer Curriculum (IGETC) (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/intersegmental-general-education-transfer-curriculum-igetc/>).

#### Required Courses

Code	Title	Units
ADMJ 0050	Introduction to Administration of Justice	3
ADMJ 0052	Criminal Court Process	3
ADMJ 0055	Concepts of Criminal Law	3
ADMJ 0056	Introduction to Evidence	3
ADMJ 0057	Juvenile Law and Procedure	3
ADMJ 0151	Administration of Justice Pathways	2
<b>Select 6 units from the following:</b>		<b>6</b>
ADMJ 0062	Introduction to Corrections	
ADMJ 0067	Managing the Adult Offender	
ADMJ 0070	Substantive Law - Crimes and Punishments	
ADMJ 0073	Report Writing for Criminal Justice	
ADMJ 0074	Computer Use in Criminal Justice	
ADMJ 0075	Values and Ethics in Criminal Justice	
ADMJ 0076	Street and Prison Gangs	
ADMJ 0077	Terrorist Tactics and the Role of the First Responder	
ADMJ 0080	Introduction to Crime Scene Investigation	
ADMJ 0200	Impact of Abuse and Violence	
SPAN 0019	Spanish for Public Safety	
<b>Total Units</b>		<b>23</b>

## Administration of Justice—Law Enforcement

### AA or AS Degree

The Law Enforcement curriculum prepares students for a career as a peace officer. Students must fulfill the following major requirements with grades of "C" or better, complete a minimum of 60 degree-applicable semester units (12 of which must be completed at Sierra College) with a grade point average of at least 2.0 and complete one of the following three general education patterns:

- Sierra College Associate Degree Requirements (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/associate-degree-requirements/>);
- California State University General Education Breadth (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/>

general-education/california-state-university-general-education-breadth-requirements/) pattern;

- or Intersegmental General Education Transfer Curriculum (IGETC) (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/general-education/intersegmental-general-education-transfer-curriculum-igetc/>).

#### Required Courses

Code	Title	Units
ADMJ 0050	Introduction to Administration of Justice	3
ADMJ 0054	Introduction to Investigation	3
ADMJ 0055	Concepts of Criminal Law	3
ADMJ 0056	Introduction to Evidence	3
ADMJ 0058	Community and the Justice System	3
ADMJ 0151	Administration of Justice Pathways	2
<b>Select 6-9 units from the following:</b>		<b>6-9</b>
ADMJ 0051	Traffic Investigations and Enforcement	
ADMJ 0052	Criminal Court Process	
ADMJ 0053	Police Field Operations	
ADMJ 0057	Juvenile Law and Procedure	
ADMJ 0060	Defensive Tactics for Law Enforcement	
ADMJ 0061A	Firearms Familiarization	
ADMJ 0061B	Advanced Firearms	
ADMJ 0061C	Firearms: Semi-Automatics	
ADMJ 0061D	Firearms Instructor	
ADMJ 0061E	Firearms Instructor POST	
ADMJ 0062	Introduction to Corrections	
ADMJ 0070	Substantive Law - Crimes and Punishments	
ADMJ 0072	Illegal Drugs - Recognition and Influence	
ADMJ 0073	Report Writing for Criminal Justice	
ADMJ 0074	Computer Use in Criminal Justice	
ADMJ 0075	Values and Ethics in Criminal Justice	
ADMJ 0076	Street and Prison Gangs	
ADMJ 0077	Terrorist Tactics and the Role of the First Responder	
ADMJ 0078	Introduction to Public Safety Dispatch	
ADMJ 0080	Introduction to Crime Scene Investigation	
ADMJ 0088	Computer Forensics Fundamentals (Also IT 0165)	
ADMJ 0089	Fraud Examination	
ADMJ 0110	PC 832 - Arrest	
ADMJ 0112	PC 832 - Firearms	
ADMJ 0115	POST Module III Academy Training	
ADMJ 0120	POST Module II Academy Training	
ADMJ 0200	Impact of Abuse and Violence	
SPAN 0019	Spanish for Public Safety	
<b>Total Units</b>		<b>23-26</b>

## Reserve Peace Officer

### Certificate of Achievement

The Sierra College Administration of Justice Department is recognized by the CA Commission on Peace Officer Standards and Training (POST) as a certified Presenter of POST Law Enforcement Modular Academy Training courses, Modules III and II. The Reserve Peace Officer Certificate of Achievement would be issued to students who have successfully completed both of these courses, making them eligible to serve as Level III or Level II Reserve Peace Officers respectively. The certificate is designed to focus on providing specific career technical skills; it is not equivalent to an associate degree.

### Required Courses

Code	Title	Units
ADMJ 0115	POST Module III Academy Training	8
ADMJ 0120	POST Module II Academy Training	9.5
<b>Total Units</b>		<b>17.5</b>

## Courses

Understanding course descriptions (<http://catalog.sierracollege.edu/archive/2022-2023/student-resources/course-information/understanding-course-descriptions/>)

### ADMJ 0028. Independent Study

*Units: 1-3*

Designed for students interested in furthering their knowledge at an independent study level in an area where no specific curriculum offering is currently available. Independent study might include, but is not limited to, research papers, special subject area projects, and research projects. See Independent Study page in catalog. (CSU)

### ADMJ 0050. Introduction to Administration of Justice

*Units: 3*

Hours: 54 lecture

Exploration of the history and philosophical roots of the U.S. justice system; in-depth study of the system and its sub-systems with emphasis on the total environment in which they operate; roles and role expectations of professionals as perceived from within and outside of the system; study of theories of crime, punishment, rehabilitation; exploration of research methodology of the discipline; analysis of the system interrelationship with society, punishments and incarceration alternatives. (C-ID AJ 110) (CSU, UC)

### ADMJ 0051. Traffic Investigations and Enforcement

*Units: 3*

Hours: 54 lecture

Study of traffic management and enforcement. Emphasis on traffic law enforcement procedures, Vehicle Code violations, public safety, and collision investigations. (CSU)

### ADMJ 0052. Criminal Court Process

*Units: 3*

Hours: 54 lecture

Comprehensive examination of the origin, development, philosophy and legal basis of criminal procedures in California; procedural statutes, case law, constitutional law and judicial rules governing pre-arrest, arrest, custody, crime charging, motions; applicable rules of discovery and evidence; California grand jury system; pretrial court procedures; adult and juvenile court procedures; verdict, sentencing and the appellate process. (C-ID AJ 122) (CSU)

### ADMJ 0053. Police Field Operations

*Units: 3*

Hours: 54 lecture

History and development of patrol philosophy; field activities including patrol, complaints, requests for services, field interviews, searches, arrests, traffic problems, disturbances and other community or criminal incidents. (CSU)

### ADMJ 0054. Introduction to Investigation

*Units: 3*

Hours: 54 lecture

Fundamentals of investigation; addresses the techniques, procedures, and investigation of crime, including organization of crime scene searches and recording; collection and preservation of evidence; sources of information; surveillance; interview and interrogation; follow-up investigation; resources; scientific analysis of evidence, case preparation and the role of the investigator in the trial process. (C-ID AJ 140) (CSU)

### ADMJ 0055. Concepts of Criminal Law

*Units: 3*

Hours: 54 lecture

Historical development, philosophy of common and statutory law, and constitutional provisions related to due process; definitions, classifications, and general elements of crimes as applied to the administration of justice; legal research, review of case law, methodology, and concepts of law as a social force and analysis of criminal liability, defense to crimes and the classification of crimes against persons, property, morals and public welfare. (C-ID AJ 120) (CSU, UC)

### ADMJ 0056. Introduction to Evidence

*Units: 3*

Hours: 54 lecture

Origin, development, philosophy and legal basis of evidence; types of evidence; ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, materials and objects at a criminal trial; constitutional and procedural considerations affecting searches, seizures, admissions, confessions and methods of identification. (C-ID AJ 124) (CSU)

### ADMJ 0057. Juvenile Law and Procedure

*Units: 3*

Hours: 54 lecture

Organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; techniques of handling juvenile offenders and victims; prevention and suppression of delinquency; diagnosis and referral; community resources; law and court procedures. (C-ID AJ 220) (CSU)

### ADMJ 0058. Community and the Justice System

*Units: 3*

Hours: 54 lecture

In-depth survey of the relationship between the criminal justice system and the community; causal and symptomatic aspects of community misunderstanding, lack of cooperation and mistrust; the concept that community relations develop through a continuing process of interaction between the criminal justice system and members of the public. Methods for understanding how such a relationship is developed, changed and maintained. Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. (C-ID AJ 160) (CSU, UC)

**ADMJ 0060. Defensive Tactics for Law Enforcement***Unit: 1*

Hours: 36 (18 lecture, 18 laboratory)

Skills and techniques to address combative subjects both armed and unarmed; includes take downs, control holds, escapes, handcuffing, and weapon retention or removal. (not transferable)

**ADMJ 0061A. Firearms Familiarization***Units: 2*

Hours: 54 (27 lecture, 27 laboratory)

Introductory course covering history of firearms, types and selection of weapons, ammunition and auxiliary equipment, firearm nomenclature, principles of safe shooting, weapon safety, maintenance and care, legal and moral aspects of weapon usage for both law enforcement and non-law enforcement, and development of individual shooting skills and safety. Qualifying at the firing range with a handgun. Safety fee required. (not transferable)

**ADMJ 0061B. Advanced Firearms***Units: 2*

Prerequisite: Completion of any of the following: ADMJ 61A; 61C; 112; 115; 120; Basic Police Academy course certified by California POST

Hours: 54 (27 lecture, 27 laboratory)

An advanced course further developing skills and theory introduced in ADMJ 61A, with practical applications in varied complex settings. Emphasis on further study and practice of functional testing of firearms, sight alignment adjustments, and self-evaluation of shooting performance. Development of additional skills and knowledge necessary to teach firearm safety and techniques to enhance shooting skills. Safety fee required. (not transferable)

**ADMJ 0061C. Firearms: Semi-Automatics***Units: 2*

Hours: 54 (27 lecture, 27 laboratory)

Practical semi-automatic handgun course. Includes history and evolution of semi-automatics, types and uses, nomenclature, ammunition, marksmanship techniques, malfunctions, safety, and development of individual shooting skills. Safety fee required. (not transferable)

**ADMJ 0061D. Firearms Instructor***Units: 2*

Prerequisite: Successful completion of ADMJ 61A, 61B and 61C; or completion of ADMJ 61B and a Peace Officer Standards and Training (POST) certified Police Academy; or equivalent firearms training as determined by the Administration of Justice Program Coordinator

Hours: 54 (36 lecture, 18 laboratory)

Knowledge and skills to train others in firearm safety, marksmanship and range program development. Includes fundamentals of marksmanship, curriculum development, firearms safety, range management, handgun/shotgun theory and nomenclature, developing qualification courses and diagnosing shooting problems through practical shooting exercises. Firearms Instructor certificate issued for those achieving 80% on the written examination and range qualifications. (not transferable)

**ADMJ 0061E. Firearms Instructor POST***Units: 2.5*

Prerequisite: Successful completion of a California Commission on Peace Officer Standards and Training (POST) certified Police Academy and possess a POST basic certificate

Hours: 80 (36 lecture, 44 laboratory)

Knowledge and skills to train police officers in firearm safety, marksmanship and range program development. Includes fundamentals of marksmanship, curriculum development, firearms safety, range management, handgun/shotgun theory and nomenclature, developing qualification courses and diagnosing shooting problems through practical shooting exercises. Firearms Instructor certificate issued for those achieving 80% on the written examination and range qualifications. Safety fee required. (not transferable)

**ADMJ 0062. Introduction to Corrections***Units: 3*

Hours: 54 lecture

Provides a history and critical analysis of the various types of punishment, alternatives to punishment, and impact of punishment on the criminal justice system; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutionalization, probation, parole, and other sentencing alternatives; critical examination of the types of correctional institutions, their clients, and contemporary correctional issues. (C-ID AJ 200) (CSU)

**ADMJ 0067. Managing the Adult Offender***Units: 3*

Advisory: Completion of ADMJ 62 with grade of "C" or better

Hours: 54 lecture

Survey course emphasizing behavior and characteristics of male and female offenders and the role of the correctional employee. Institutional environment, inmate subcultures, values, victimology, and gangs also discussed and analyzed. Population management issues, statistics, inmate rights, discipline and contemporary custody and treatment techniques identified and studied. (CSU)

**ADMJ 0069. Institutional Corrections and Casework***Units: 3*

Formerly known as ADMJ 63 and 66

Prerequisite: Completion of ADMJ 62 or 67 with grade of "C" or better

Hours: 54 lecture

Institutional security levels, operations, and design. Inmate classification, institutional programs, treatment and intervention modalities and casework responsibility. Fiscal issues, legislation, current issues and societal attitudes affecting corrections. Custodial and ancillary career opportunities. Tours of various correctional institutions required. (CSU)

**ADMJ 0070. Substantive Law - Crimes and Punishments***Units: 3*

Hours: 54 lecture

An in-depth study of Penal Code and other codes which have an application to law enforcement and administration of justice. Includes misdemeanor and felony violations of the criminal statutes involving crimes against persons and property, public peace, dangerous weapons, narcotics, and vice violations. (CSU)

**ADMJ 0072. Illegal Drugs - Recognition and Influence***Units: 3*

Hours: 54 lecture

Study of current drugs of abuse including identification, street terms, prices, methods of use, history, and recognizing persons under the influence. Current law and law enforcement trends. Introduction to human physiology and drugs. (CSU)

**ADMJ 0073. Report Writing for Criminal Justice***Units: 3*

Hours: 54 lecture

Techniques for effectively communicating factual information in a clear, concise and thorough manner in the various types of reports used within the criminal justice system; emphasis on criminal justice terminology, use of English, and organization of information; practical experience in interviewing, note taking and report writing throughout the criminal justice system. (CSU)

**ADMJ 0074. Computer Use in Criminal Justice***Units: 3*

Hours: 72 (54 lecture, 18 laboratory)

An introduction to system strategies and computer techniques used by law enforcement agencies. Computer procedures, terminology, and program applications that produce crime support data. Database applications found in law enforcement identification, CAD (Computer Assisted Dispatch) systems, statistics, investigations and records management systems. (CSU)

**ADMJ 0075. Values and Ethics in Criminal Justice***Units: 3*

Hours: 54 lecture

Stresses the importance of values and ethics and appropriate moral judgments necessary in the administration of justice field. Provides an understanding of values and integrity which must be displayed, and communication skills necessary to be an effective criminal justice practitioner. (CSU)

**ADMJ 0076. Street and Prison Gangs***Units: 3*

Hours: 54 lecture

Theories of gang membership and behavior; law enforcement, community, and correctional intervention; characteristics and activities of prison and street gangs; impact on correctional and law enforcement operations and society. (CSU)

**ADMJ 0077. Terrorist Tactics and the Role of the First Responder***Units: 3*

Hours: 54 lecture

Through the use of case studies, first responders gain knowledge and understanding of terrorist behavior, typologies of terrorism and extremism, its ideology and role in domestic and international terrorism, preventative measures, threat, vulnerability and risk assessment procedures, weaponry, post-blast issues and other concerns. (CSU)

**ADMJ 0078. Introduction to Public Safety Dispatch***Units: 3*

Also known as FIRE 80 and HSCI 80

Hours: 54 lecture

Overview of the critical role of the Public Safety Dispatcher as first point-of-contact for coordinating emergency responses; exploration of advancements in telecommunications and emergency notifications systems; use of proper radio codes and crisis-intervention techniques used to calm and communicate with distraught callers; awareness of job requirements and hiring process for career pathways in Public Safety Dispatching. (CSU)

**ADMJ 0080. Introduction to Crime Scene Investigation***Units: 3*

Hours: 54 lecture

Fundamentals of crime scene investigation and the forensic sciences for the basic investigator and field crime scene technician; addresses the theory, techniques, and procedures for evidence identification and collection at major and minor crime scenes; preservation of evidence, chain of custody; roles and responsibilities of investigators; scientific principals of forensics; inter-agency collaboration and resources; proper documentation in preparation for criminal trials. (CSU)

**ADMJ 0088. Computer Forensics Fundamentals***Units: 3*

Also known as IT 165

Advisory: Completion of ADMJ 54 and IT 120 with grades of "C" or better  
Hours: 72 (54 lecture, 18 laboratory)

Introduction to the methods used to properly conduct a computer forensics investigation, beginning with a discussion of ethics, while mapping the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. Also includes exploration and practice of 21st century career skills: Analysis/Solution Mindset. (CID ITIS 165) (CSU)

**ADMJ 0089. Fraud Examination***Units: 3*

Advisory: Completion of ADMJ 54 with grade of "C" or better

Hours: 54 lecture

Covers principles and methodology of fraud detection and deterrence. Includes topics such as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. (CSU)

**ADMJ 0095. Internship in Administration of Justice***Units: 0.5-4*

Designed for advanced students to work in an area related to their educational or occupational goal. Provides new on-the-job technical training under the direction of a worksite supervisor, allowing students to expand knowledge and skills in the chosen field. Mandatory orientation session and faculty approval to determine eligibility. One unit of credit is equal to each 60 hours of non-paid work, or each 75 hours of paid work. Students may earn up to a total of 16 units in internship courses (any course numbered 95 and PDEV 94). (CSU-with unit limitation)

**ADMJ 0110. PC 832 - Arrest***Units: 2*

Hours: 44 (36 lecture, 8 laboratory)

Covers ethics, courts, community relations, laws of arrest, use of force, search and seizure, investigations, and arrest and control methods. Meets California Penal Code Section 832 requirement for individuals having limited Peace Officer powers to complete a training course prescribed by the Commission on Peace Officer Standards and Training (POST). No longer meets modular Police Academy requirements. May be repeated for credit to meet legally mandated education/training requirements. (not transferable)

**ADMJ 0112. PC 832 - Firearms***Units: 0.5*

Advisory: Completion of ADMJ 110 with grade of "C" or better

Hours: 24 (8 lecture, 16 laboratory)

Covers use of lethal force, shooting principles, safety guidelines and range qualifications. Meets California Penal Code Section 832 firearms requirement for individuals having limited Peace Officer powers to complete a training course prescribed by the Commission on Peace Officer Standards and Training (POST). Students are required to present a California Department of Justice certification of no disqualifying criminal history preventing attendance, due on the first day of instruction. May be repeated for credit to meet legally mandated education/training requirements. (pass/no pass grading) (not transferable)

**ADMJ 0115. POST Module III Academy Training***Units: 8*

Advisory: Completion of ADMJ 61A, ADMJ 73, and ENGL N with grades of "C" or better

Hours: 179 (131 lecture, 48 laboratory)

Satisfies Module III training requirements of the Commission on Peace Officer Standards and Training Module III. Covers professionalism and ethics, report writing, preservation of evidence, crimes against the justice system, vehicle operations, traffic enforcement, laws of search and seizure, custody, arrest/control/baton, emergency care, firearms/chemical agents, community policing, information systems and cultural diversity issues. Students are required to obtain California Department of Justice certification of no disqualifying criminal history preventing attendance, due on the first day of instruction. Students must also possess a valid driver's license and vehicle insurance during the course. Safety and materials fees required. May be repeated for credit to meet legally mandated education/training requirements. (not transferable)

**ADMJ 0120. POST Module II Academy Training***Units: 9.5*

Advisory: Completion of ADMJ 61C, ADMJ 73, and ENGL N with grades of "C" or better

Hours: 231 (143 lecture, 88 laboratory)

Satisfies training requirements of the Commission on Peace Officer Standards and Training Module II. Covers community relations, criminal laws, search and seizure, evidence, report writing, enforcement techniques, crime scene investigation, property crimes, crimes against persons, investigations, arrest and control, firearms/chemical agents, crimes against the justice system, and cultural diversity/discrimination. Students are required to have successfully completed Commission on Peace Officer Standards and Training Module III training standards and to obtain California Department of Justice certification of no disqualifying criminal history preventing attendance, due on the first day of instruction. Students are required to possess a valid driver's license and vehicle insurance during the course. Students are also required to have passed the POST Entry Level Law Enforcement Test Battery (PELLETB) with a minimum t-score of 42 within one year prior to the first day of class. Safety and materials fees required. May be repeated for credit to meet legally mandated education/training requirements. (not transferable)

**ADMJ 0151. Administration of Justice Pathways***Units: 2*

Hours: 40 lecture

Covers career pathways in the Administration of Justice. Includes educational planning of available degree programs, labor market research, and the hiring process: development of a resume, background investigations, personal history statements, interview dynamics, and hiring examinations. (not transferable)

**ADMJ 0200. Impact of Abuse and Violence***Units: 3*

Hours: 54 lecture

Covers historical, cultural, psychological and social precursors and effects of the three primary forms of domestic violence: spousal/partner, child and elder abuse. Responsibilities and roles of law enforcement, prosecution, court, corrections, medical and social service professionals are studied. Crisis intervention, multi-disciplinary investigation and interviewing, forensic examination and adjudication issues are addressed. Examines other legal issues including mandated reporting and protective orders and explores both prevention and intervention resources available in the community. (not transferable)

**ADMJ 0610. Special Weapons and Tactics - Advanced***Units: 0.5*

Prerequisite: Completion of POST Basic Academy and employment as a Peace Officer assigned to a Special Weapons and Tactics team

Hours: 24 (5 lecture, 19 laboratory)

Reality based training focusing on team challenges designed to test a SWAT team's methods and capabilities. Emphasis on team movement, hostage rescues, advanced firearms usage, physical endurance, and team problem exercises. May be repeated for credit to meet legally mandated requirements. (pass/no pass grading) (not degree applicable)

**ADMJ 0630. Professional Training for Criminal Justice Personnel***Units: 0.5-3*

Prerequisite: Appropriate federal and/or state certification (POST/STC) entry standards

Hours: 54 laboratory per unit

Satisfies required standards for law enforcement personnel in areas of knowledge, techniques and perishable skills. Emphasis on laws of arrest; search and seizure; first aid and CPR; firearms; defensive tactics; illegal drugs, officers safety; civil liability; ethics; communication skills; interview and interrogations; investigations; crime scene processing; and report writing. May be repeated for credit to meet legally mandated education/training requirements. (pass/no pass grading) (not degree applicable)

**ADMJ 0631. Spanish for Law Enforcement***Units: 0.5*

Prerequisite: Completion of PC 832 - Arrest, POST Module III Academy Training or POST Basic Academy

Hours: 9 lecture

Functional Spanish course designed for law enforcement personnel. Students learn the basic commands to complete a car stop, handcuffing and the Miranda advisement. (pass/no pass grading) (not degree applicable)

**ADMJ 0632. Crime Scene Investigations for the Patrol Officer***Units: 0.5*

Prerequisite: Completion of POST Basic Academy

Hours: 16 lecture

Fine tune the skills obtained in the Basic Academy regarding crime scene investigations for the patrol officer. Topics include fingerprinting, chain of evidence, videography and the recognition of evidence and the importance of recording placement. (pass/no pass grading) (not degree applicable)

**ADMJ 0633. Media Relations for Law Enforcement***Units: 0.5*

Hours: 9 lecture

Designed to prepare the line officer to work with the media and give a press release. (pass/no pass grading) (not degree applicable)

**ADMJ 0634. Report Writing Review for Law Enforcement**

*Units: 0.5*

Prerequisite: Completion of PC 832 - Arrest, POST Module III Academy Training, or POST Basic Academy

Hours: 9 lecture

Course designed for law enforcement personnel who need a refresher report writing course. (pass/no pass grading) (not degree applicable)

**ADMJ 0635. Interview and Interrogation for Law Enforcement**

*Units: 0.5*

Prerequisite: Completion of POST Basic Academy

Hours: 9 lecture

Designed to provide officers with the knowledge to recognize distinct differences between interviews and interrogations. Covers legal issues and how to obtain truth from suspects, witnesses and victims. (pass/no pass grading) (not degree applicable)

**ADMJ 0636. Basic Traffic Collision Investigation**

*Unit: 1*

Prerequisite: Completion of POST Basic Academy

Hours: 24 (18 lecture, 6 laboratory)

Designed to provide officers with knowledge and skills to conduct traffic collision investigations and develop reasonable cause for establishing fault pursuant to California Vehicle Code Section 40600. (pass/no pass grading) (not degree applicable)

**ADMJ 0637. Drug Abuse Recognition**

*Unit: 1*

Prerequisite: Completion of POST Basic Academy

Hours: 24 lecture

Provides officers with the knowledge and skills to recognize signs and symptoms of drug influence, the DAR 7-step system, drug trends, how drugs affect the central nervous system, drug laws, report preparation and expert court testimony. (pass/no pass grading) (not degree applicable)

## Program Student Learning Outcomes

- Justify the importance of ethical behavior as it relates to the social contract between citizens and the justice system.
- Demonstrate effective oral and written communication skills.
- Demonstrate competency in the functional relationships between the three components of the criminal justice system (Law Enforcement, Courts, and Corrections).
- Develop skills necessary to successfully engage a career in the Administration of Justice field.
- Analyze and critically evaluate information to solve problems within the Criminal Justice field.
- Analyze and apply constitutional and legal principals to the Administration of Justice contemporary society.