

**GREAT PLAINS TECHNOLOGY CENTER  
COURSE OF STUDY**

**Career Cluster:** Law, Public Safety, Corrections and Security (LW)

**Career Pathway:** Law Enforcement Services

**Local Program:** Criminal Justice Officer (LW0040033)

**Program Hours:** Secondary Students: 500 Hours  
Adult Students: 500 Hours

**Instructor:** Name: Charlie Martin  
Office Number: (580) 250-5522  
E-Mail Address: cmartin@Greatplains.edu

**Academic Credit:** Secondary Students: 3 high school credits per year.  
Adult Students: Transcript

**Prerequisites:** Background check required. A 10<sup>th</sup> grade reading, writing and math level is recommended.

**Program Description:**

This program is an introduction to the historical background, professional direction, agencies and processes, purposes, functions, ethics, administration, and technical problems of the criminal justice system. Areas examined are municipal, state, and federal systems.

This program will prepare students to enter the law enforcement profession as a qualified candidate. Students enrolled in the Criminal Justice program will receive training that meets or exceeds CLEET standards.

**Program Goals:**

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the law enforcement profession according to their personal choice, ability, and resourcefulness

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of the law enforcement profession.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens.
- Develop positive and realistic self image.
- Develop the ability to work with limited or no supervision.
- Accept and abide by the rules and regulations established by the school, and place of employment.
- Develop occupationally related communication and problem solving skills.

**Related Career Opportunities:**

- Law Enforcement Officer
- Security Guard
- Private Investigator

- Correction Officer
- Dispatcher

**Program Objectives:**

After successful completion of this program, the student will be able to:

- Follow the standards and procedures of the law enforcement profession.
- Become aware of and use the standard procedures to ensure safe operation in law enforcement.
- Become familiar with the methodology necessary to enter the profession.
- Identify and understand legal, moral, and ethical responsibilities in law enforcement.
- Identify and differentiate between ethical and unethical conduct in selected situations.
- Participate in occupational work-hardening activities.
- Successfully complete occupationally related physical fitness assessments.

**Program Course Sequence:**

- HS Student and Part-time Adult
- Full-time Adults

**DESCRIPTION OF COURSES**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>HST</u></b>	<b><u>HSL</u></b>	<b><u>ADT</u></b>	<b><u>ADL</u></b>
<b>TI02299</b>	<b>Careers, Operations &amp; Models of the Criminal Justice System</b>	<b>20</b>	<b>40</b>	<b>20</b>	<b>40</b>
<p>This course identifies and explores Careers in Law Enforcement. Students will learn about the criminal justice system and, discuss the roles, models, operational strategies, and responsibilities of local, county, state and federal law enforcement agencies. (Chapters – Careers in Law Enforcement and Public Safety, The Criminal Justice System, Models of Policing, Day-to-Day Operations.)</p>					
<b>TI01538</b>	<b>Ethics in Law Enforcement</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<p>This course describes common ethical challenges in law enforcement. It will identify unethical and illegal actions in police work.</p>					
<b>BT00162</b>	<b>Communication and Written Skills (4412)</b>	<b>10</b>	<b>20</b>	<b>10</b>	<b>20</b>
<p>This course will describe the verbal and written communication processes used in law enforcement.</p>					
<b>TI01927</b>	<b>Citizens' Rights</b>	<b>10</b>	<b>20</b>	<b>10</b>	<b>20</b>
<p>This course describes the Constitutional rights of U.S. Citizens. Students will learn the Constitutional Amendments and important cases that clarify, expand, or restrict Constitutional rights. Consequences of violating citizens' Constitutional rights will also be discussed.</p>					
<b>TI01553</b>	<b>Criminal and Constitutional Laws and the Criminal Justice System</b>	<b>15</b>	<b>30</b>	<b>15</b>	<b>30</b>
<p>This course will compare and explain the state and the federal court systems, as well as define criminal law. Classification of crimes will be identified. A criminal case will be tracked through the dual court system. (Chapters – Criminal Laws and the Criminal Justice System, Criminal and Constitutional Law)</p>					

**TI02305 Investigations, Digital Forensics & Criminalistics 20 40 20 40**

This course will demonstrate police report writing, interviewing and interrogations used in various situations. This course will also introduce students to digital forensics and teach them how to obtain digital evidence for use in an investigation. Students are introduced to basic computer and networking concepts, the internet, and computer crimes. In addition, students will learn how to manage evidence and the industry best-practices for examining computers that might contain crime-related information.

**TI02306 Arrests, Search and Seizure 20 40 20 40**

This course will examine the authority of police officers and private citizens to make arrests. It will differentiate between an arrest and a stop. Probable cause and the Exclusionary Rule will be discussed. (Chapters – Arrests, Search and Seizure)

**TI00801 Conflict Resolution and Victim Assistance  
In Law Enforcement 10 20 10 20**

The course will describe techniques used to manage conflict and anger. Students will distinguish between passive, aggressive, and assertive behavior. Statistical information about crime and crime victims will be explored. (Chapters – Law Enforcement and Victim Assistance, Conflict Resolution)

**TI02308 Juveniles and the Justice System 5 5 5 5**

This course will discuss the history, terminology, and constitutional rights of juveniles. The concept of Parens Patriae will be discussed.

**TI02309 Traffic Codes and Enforcement 20 40 20 40**

This course will discuss the risks and benefits of effective traffic control. Types of traffic statues that can apply to traffic incidents will be discussed. The risks, phases, and mistakes with traffic stops will be explained.

**TI02310 Trials, Sentencing and Corrections 10 20 10 20**

This course will identify the general factors influencing a judge’s sentencing decision. Students will review the three basic types of prison sentences and the steps a law enforcement officer should take when preparing for court.

**TI02311 Civil Law 5 10 5 10**

This course will cover the categories of civil law. Student will compare civil law and criminal law. The course will discuss mistakes of fact, negligence, and failure to act in law enforcement.

**TI00179 C.L.E.E.T. Phase I 10 20 10 20**

Study private security training required by the Oklahoma Security Guard and Private Investigator's Act of 1987. Areas of student include interpreting the O.S.G.P.I. Act, responding to accidents and emergencies, responding to fire, writing field notes, writing reports, interpreting legal powers and limitations. Upon completion of C.L.E.E.T. phases I and II, students qualify to sit for the State Unarmed Security exam for Oklahoma State Unarmed Security Guard License.

**TI00177 C.L.E.E.T. Phase II 10 20 10 20**

Study private security training required by the Oklahoma Security Guard and Private Investigator's Act of 1987. Areas of study include practicing public relations, performing fixed post duties, patrolling, investigating security incidents, and terrorism awareness. Upon completion of C.L.E.E.T. phases I and II, students qualify to sit for the State Unarmed Security exam for Oklahoma State Unarmed Security Guard License.

---

<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	170	330	500
Adult Student:	170	330	500

---

**Evaluation Policy:**

**Employability Grades (100 points per week; 50% of final grade)**

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

**Performance Grades (20% of final grade)**

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

**Test Grades (30% of final grade)**

- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

**Final Grade (9 Weeks Period)**

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

**Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- W = Withdrawn
- I = Incomplete
- N = No Grade (Refer to Student Handbook)

### **Make-Up Work Policy:**

**All Make-Up Work Is The Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

### **Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

### **Course Requirements and Expectations:**

The general course requirements and expectations include:

- Teaching methods consist of lecture and “hands on” projects.
- The student must demonstrate the ability to apply safety to all aspects of the Law Enforcement field.
- It is recommended that the student meet with the teacher and their parents at least once per semester.
- All students must adhere to the policies and procedures in the GPTC Student and Cadet Handbooks.
- SkillsUSA is the student organization for the Law Enforcement field. This club offers an outstanding opportunity to develop leadership and social skills. Students are highly encouraged to participate.
- Upon satisfactory program completion, students will receive a transcript.
- Students should dress and groom appropriately for the job they are being trained for.
- C.L.E.E.T. Testing Standards are 70% or above for passing.

### **Student Behavior Includes:**

- All students will wear the prescribed class uniform each day of class.
- Uniforms will be worn properly with the boots bloused, shirt tucked in and with the Velcro under belt.
- Uniforms will be worn from the beginning of the class period to the end of the class period, or until shop cleanup is finished. This includes during any period of time when a student may be out of the shop or classroom 910.
- Students will wear their uniform properly while on break.
- Uniforms in need of repair will be fixed within 3 days or replaced.
- Uniforms should fit properly or be replaced. Students will not wear uniform clothing with other clothing. Students may not alter their uniforms in any way without the specific permission of the instructor.
- Students will wear their student ID badge at or about their right breast pocket area any time they are on campus, this includes break times.
- The student ID badges will not be altered in any way.
- Students will wear the foot wear designated for the uniform.
- Students will wear clear safety glasses at all times while working in the lab environment. Clear prescription glasses will be permitted. Safety glasses may not be altered without the specific permission of the instructor.
- Safety precautions prohibit the wearing of shorts, tank tops, sleeveless shirts and visible body piercings. Full length pants are to be worn as this is a working environment.
- All cell phones or other electronic devices shall be turned off and placed according to class/ instructor policy.

- Students will be required to wear appropriate uniforms as prescribed in the cadet handbook for both work hardening and professional training.

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

**Industry Alignments:**

- CLEET
- FEMA

**Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- Law Enforcement I (5002)

**FEMA NIMS Certifications**

- 100c
- 200
- 700
- 706
- 800

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 43.0107
- SOC Code – 33-3051.00

**OCAS program codes:**

- 9629 – Criminal Justice (first-year)

**Instructional Materials and Supplies:**

*Students are not required to purchase textbooks or supplemental materials.*

**Textbooks:**

Buhl, Patti D. Jennifer Morris, and Stephen Gahagans. Law Enforcement I. Curriculum and Instructional Materials Center, 2017.

CLEET Private Security Advisory Committee. Private Security Training Phase I: Basic. Curriculum and instructional Materials Center, 2020.

CLEET Private Security Advisory Committee. Private Security Training Phase 2: Basic. Curriculum and instructional Materials Center, 2020.

**Supplemental Training Material:**

*C.L.E.E.T.* Council on Law Enforcement Education and Training. PowerPoint.

FEMA Interactive Web Based Courses