

SANTA ANA COLLEGE
CRIMINAL JUSTICE ACADEMIES
COURSE SYLLABUS

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MISSION STATEMENT

Santa Ana College
inspires, transforms, and
empowers a diverse
community of learners.

COURSE TITLE: Courthouse Operations CJA 034D

COURSE OBJECTIVES:

Upon completion of the course students will be able to:

1. apply courthouse operating rules set up for peace officers
2. practice basic officer safety tactics within courthouse security protocols
3. develop a familiarization with the courthouse layout and the personnel who work there
4. recognize the importance of a law enforcement officer's actions and demeanor in shaping the public's opinion of law enforcement
5. identify the importance of having/practicing honorable values as a representative of the law enforcement community
6. recognize the importance of proper preparation for a court appearance

GRADING:

All course testing protocols are consistent with California - Standard Training (for) Corrections (STC) or Peace Officers Standards and Training (POST) rules and regulations.

STC or POST certified instructors evaluate student performance in all tested exercises. Students are required to pass all tested exercises to pass the course.

Scale: 70% or higher – Pass / Lower than 70% - No Pass

SCHEDULED COURSE:

See Santa Ana College 2017-2018 Catalog at sac.edu, or call the CJA Office at 714-566-9200

REQUIRED MATERIALS:

Supplied by instructor during the first class meeting

COURSE CONTENT:

Lecture

1. Introduction
 - A. Course goals and objectives
2. The role of being a witness
 - A. Being summoned in a criminal or civil case
3. The importance of being prepared
 - A. Important values for a witness
 - B. In the field preparation
4. Courtroom orientation, preparation, and demeanor
 - A. Testimony and demeanor of law enforcement officers
5. Testifying
 - A. Types of questioning and appropriate responses
 - B. Being yourself

Total Lecture Hours – 4

Lab

1. Registration
2. Instructor's and student's backgrounds exercise
3. Experience and training/confidence building exercise
4. The public's view of law enforcement roundtable
5. Pretrial preparation exercise
6. Courtroom orientation virtual tour
7. Sworn testimony exercise
8. Question and answer exercise

Total Lab hours – 4

Total Course Contact hours – 8 (4 hours Lecture/4 hours Lab)

LEARNING METHODS TO BE EMPLOYED:

Class Discussions, Handouts, Lecture, Reading Assignments, Simulations, Writing Projects and Reports, Instructor Demonstrations, Other: Practical Application Exercises

SKILLS TO BE MEASURED BY:

Multiple Practical Application Exercises

ACADEMIC HONESTY POLICY:

From 2017-2018 SAC Catalog, page 20: Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

ACADEMIC ACCOMODATION STATEMENT:

A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Disabled Student Office in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department.