



Coastal Bend COLLEGE

Administrative Master Syllabus

Cover Sheet

Purpose: The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

Course Title: **Texas Peace Officer Procedures (AAS Capstone)**

Course Prefix and Number: **CJLE 2420**

THECB Approval Number (10 digit): **4301070000**

Department: **Law Enforcement** Division: **Public and Professional Services**

Course Type: (check only one)

Academic General Education Course (From ACGM but not a CBC Core Course)

Academic CBC Core Course

WECM Course (Special Topics or Unique Needs Course: Y or N)

Weekly Contact Hours (Lecture – Lab – External): **3** - **4** - **0**

Course Catalog Description:

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement Course #1011. ***STUDENTS WHO COMPLETE 7 TEXAS COMMISSION ON LAW ENFORCEMENT-APPROVED ACADEMIC CRIJ COURSES AND THE 4 SEQUENCE COURSES (FOR A TOTAL OF 11 TEXAS COMMISSION ON LAW ENFORCEMENT ACADEMIC LICENSING REQUIREMENTS) MAY BE CERTIFIED TO SIT FOR THE TEXAS COMMISSION ON LAW ENFORCEMENT LICENSING EXAM UPON COMPLETION OF COLLEGE/UNIVERSITY DEGREE.***

Prerequisites/Co-requisites:

Pre-Requisite: Co-requisite or Prerequisite CJLE 2237, CJLE 2247, CJLE 1327, CJLE 1333, CJSA 2302, CRIJ 2323/CJSA 2300, CJSA 2335, and CJLE 2445

Approval: The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert): **Aniceto Perez Jr.** Digitally signed by Aniceto Perez Jr.
Date: 2023.04.05 18:01:42 -05'00'

Reviewed by Director or Coordinator: **Dr. Lisa C. Bowman-Bowen** Digitally signed by Dr. Lisa C. Bowman-Bowen
Date: 2023.03.28 19:30:45 -05'00'

Approved by Dean of CTE or NAH or TGE: **Jarod Bleibdrey** Digitally signed by Jarod Bleibdrey
Date: 2023.04.13 07:48:46 -05'00'



Coastal Bend COLLEGE

Master Course Syllabus

Course Name: CJLE 2420 Texas Peace Officer Procedures (AAS Capstone)

Course Description: Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement Course #1011. ***STUDENTS WHO COMPLETE 7 TEXAS COMMISSION ON LAW ENFORCEMENT-APPROVED ACADEMIC CRIJ COURSES AND THE 4 SEQUENCE COURSES (FOR A TOTAL OF 11 TEXAS COMMISSION ON LAW ENFORCEMENT ACADEMIC LICENSING REQUIREMENTS) MAY BE CERTIFIED TO SIT FOR THE TEXAS COMMISSION ON LAW ENFORCEMENT LICENSING EXAM UPON COMPLETION OF COLLEGE/UNIVERSITY DEGREE.

This course is a Capstone Experience as required by The Texas Higher Education Coordinating Board, under Guidelines for Instructional Programs in Workforce Education (GIPWE):

The capstone is a learning experience resulting in consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The method providing for this experience is:

(3) a discipline-specific project involving the integration of various teams of students performing activities to simulate situations that may occur in the workplace.

Semester Hour Credit: 4

Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: 3/4/0

Curriculum Capacity:

Face-to-Face Lab: 15

Online Lab

Face-to-Face Lecture: 15

Online

Virtual Face-to-Face

Interactive video (multi-locations)

Hybrid

Clinical

Recommended enrollment threshold:

Face-to-Face Lab: 5
Online Lab
Face-to-Face Lecture: 5
Online
Virtual Face-to-Face
Interactive video (multi-locations)
Hybrid
Clinical

Textbook and/or other major required readings:

Title: Basic Peace Officer Course
Author: Texas Commission on Law Enforcement
Publisher: Course Materials available online at Tcole.texas.gov

The Student Learning Outcomes for the course are the same regardless of modality or location.

**Course Outcomes
(WECM or LDACGM)**

Student Learning Outcomes – Subject Matter Specific (SLOS):

Upon successful completion of this course, students will:

1. Demonstrate relevant law enforcement techniques and procedures required of Texas peace officers as mandated by the Texas Commission on Law Enforcement.
2. Identify and explain required forms and documents.
3. Explain the applicable procedures to various situations as they relate to the enforcement of law.

The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk *.

Student Learning Outcomes – Marketable SCAN Skills (SLOM):

Upon successful completion of this course, students will indicate the following skills:

1. *Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. *Critical Thinking-Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. *Writing-Communicating effectively in writing as appropriate for the needs of the audience.

- 4 *Judgment and Decision Making-Considering the relative costs and benefits of potential actions to choose the most appropriate one. Service Orientation-Actively looking for ways to help people.
- 5 *Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- 6 *Negotiation — Bringing others together and trying to reconcile differences.

The following program student learning outcome are assessed for this course:

<p>Program Level (PLO) (as related to this course)</p> <p>This course provides instructional elements in partial requirements to the following:</p> <ol style="list-style-type: none"> 1. Demonstrate accuracy and skill with a firearm during special situations; operate a firearm safely under stressful conditions; and master a specified firearms qualification course. 2. Demonstrate proficiency with intermediate impact weapons and/or chemical weapons; and demonstrate defensive techniques for controlling violent persons. 4. Demonstrate techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. 5. Demonstrate, by means of written examination, competency of the Basic Peace Officer 6. Demonstrate applicable understanding necessary to maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances. Including the performance of responsibilities to issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. 7. Identify applicable laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, in criminal justice agencies, and as related to law enforcement duties. 8. Display public safety and security knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
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Evaluation Methods:

Activity Types	SLOS	SLOM	PLO	Weights (%)
Introductory quiz and/or introductory access to Blackboard or 3 rd party platform				3.0
Periodic quizzes and/or Mid-Term assessments	2	4	6, 7, 8	7.0
Topic-Based application and demonstration	1	All	1, 2, 4	10.0
Final Course Assessment	3	4	5, 6, 7, 8	30.0
Capstone: Mock Simulation assignment	All	All	All	50.0
Total:				100

Instructor should remain in relevant range of stated weights

Course Grading: Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

Major Course Assignments and/or exams counting for at least 10% of a final course grade:

- Topic-Based application and demonstration
- Periodic quizzes and/or Mid-Term assessments
- Final Course Assessment
- Capstone: Mock Simulation assignment

Grade Scale:

Final grades for all courses will be based in the following manner:
A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
D = 60% - 69%
F = 59% or Below

Course Subject Matter Outline:

Material

Texas Peace Officer's Manual:
Proficiency Areas

Administrative/Departmental Overview
Professional Police Practices
Constitutional Law, Criminal Law, and the Criminal Justice System
Illegal Substances and Special Regulations
Family, Children, and Victims of Crime
Traffic Regulation
Communication/Language
Use of Force
Special Populations
Arrest Procedures
Investigations
Vehicle Operation
Patrol Operation
Medical
All Hazards Training

Additional Course Requirements:

Students shall be provided a supplemental class document containing, but not limited to: instructor contact and availability information, including student guidance hours and class meeting times and locations, as well as, policies related to course grading, class attendance (both in-person and online), classroom policies, assignment/submission detailed due dates, late assignment provisions, and general information on the nature and calculations of required elements for testing and other assessments.

Class Attendance and Classroom Conduct Policies

Attendance Policy: Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g. athletics, organizations).

Telephone Support: Toll Free: 866-722-2838 or Direct Line: 361-354-2508

I.T. Support Blackboard

<http://coastalbend.edu/it/>

IT Help Desk
1-361-354-2508

helpdesk@coastalbend.edu

Live Chat: Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

Tutoring Services: Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at <http://www.coastalbend.edu/tutoring/> to submit your request. If you have any questions about tutoring programs, you can contact to tutoring@coastalbend.edu.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at <http://coastalbend.edu/finaid> or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: [GA \(Legal\)](#)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require accommodating a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodation can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email oas@coastalbend.edu.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

Use of E-mail for Official Correspondence to Students: All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines

exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#). Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#). Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#). Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (<http://coastalbend.edu>) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog. Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at <http://coastalbend.edu/hb2504/>** If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

<p style="text-align: center;"><i>Jarod Bleibdrey</i> <i>Dean of Career and Technical Education</i> <i>361-354-2339</i> <i>jbleibdrey@coastalbend.edu</i></p>	<p style="text-align: center;"><i>Lisa C. Bowman-Bowen</i> <i>Public and Professional Services</i> <i>Coordinator</i> <i>(361) 664-2981 ext. 3005</i> <i>lbowman-bowen@coastalbend.edu</i></p>
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

This master syllabus is subject to change due to unforeseen circumstances.