

# ADMINISTRATION OF JUSTICE

School of Social and Behavioral Sciences

**Dean:** Karima Feldhus, PhD

**Academic Chair:** Joon Kil, PhD

**Faculty:** Ken Banner, Monty Mauney, Colin McCaughey, Rex McMillan, Timothy Schmidt, Steve Shulman

## Curriculum

The department offers a wide range of courses that will enable students to find employment in various agencies of the administration of justice system. The curriculum is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice in America. Involvement in courses offered each semester will provide a sound foundation for students intending to pursue careers or further study in law enforcement, corrections, supervision and administration, parole and court duties, private security, and pre-law programs.

The Irvine Valley College administration of justice program is accredited by the California State Commission of Peace Officers Standards and Training (P.O.S.T.). The program also sponsors a chapter of Lambda Alpha Epsilon of the American Criminal Justice Association, a professional law enforcement association.

## Major

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

## Career Options

Examples of careers for the administration of justice major include the following:

- Corrections Officer
- Defense Attorney
- Forensic Investigations
- Homeland Security
- Investigator (criminal and civil)
- Law Enforcement Officer (local, state, federal)
- Legal Aide
- Legal Assistant
- Parole Officer
- Private Security Operator
- Probation Officer
- Prosecutor
- Security Guard

## Associate Degree

### Associate in Science Degree in Administration of Justice

#### Emphases:

- Law Enforcement
- Supervision

Students must complete a minimum of 60 units of credit, including the courses in the major ("Major Requirements") and general education requirements (pages 43-49), with an overall GPA of 2.0 or better, and a grade of "A," "B," "C," or "P" in all courses to be counted toward the major. A minimum of 12 units must be completed at Irvine Valley College. See pages 34-35 for further information.

## Certificate Programs

### Certificate of Achievement: Administration of Justice

#### Emphases:

- Law Enforcement
- Supervision

Students must complete all courses in the certificate program ("Major Requirements") with a grade of "A," "B," "C," or "P." A minimum of 12 units in the certificate program must be completed at Irvine Valley College. See page 31 for further information.

## Transfer Preparation

Courses that fulfill major requirements for an associate degree at Irvine Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC counselor to develop a plan of study before beginning their program. It may be helpful to meet with the department faculty at IVC.

## ASSOCIATE IN SCIENCE DEGREE OR CERTIFICATE OF ACHIEVEMENT

## Major Requirements: Administration of Justice

## Law Enforcement

Complete the following courses:		Units
AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 5	Community Oriented Policing/Community and Human Relations	3
AJ 102	Criminal Procedures	3
AJ 103	Introduction to Evidence	3
AJ 150	Report Writing in Administration of Justice	3
Complete 9 units from the following courses:		
AJ 8	Juvenile Law and Procedures	3
AJ 105	Introduction to Investigation	3
AJ 106	Police Field Operations	3
AJ 107	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 113	Constitutional Law and the Justice System	3
AJ 119	Introduction to Corrections	3
AJ 161	Organized Crime and Criminal Enterprise in America	3
AJ 250	P.O.S.T. Certified—Arrest, Search, Seizure and Firearms	3
CWE 168	Cooperative Work Experience: Administration of Justice	1-4
<b>TOTAL UNITS:</b>		<b>27</b>

## ASSOCIATE IN SCIENCE DEGREE OR CERTIFICATE OF ACHIEVEMENT

## Major Requirements: Administration of Justice

## Supervision

Complete the following courses:		Units
AJ 4	Criminal Law I	3
AJ 106	Police Field Operations	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 150	Report Writing in Administration of Justice	3
PSYC I	Introduction to Psychology	3
Complete 9 units from the following courses:		
AJ 5	Community Oriented Policing/Community and Human Relations	3
AJ 8	Juvenile Law and Procedures	3
AJ 102	Criminal Procedures	3
AJ 103	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3
AJ 107	Criminal Law II	3
AJ 161	Organized Crime and Criminal Enterprise in America	3
CWE 168	Cooperative Work Experience: Administration of Justice	1-4
<b>TOTAL UNITS:</b>		<b>27</b>
<b>Recommended Electives:</b>		
AJ 2, ANTH 2, SOC 1		

## COURSES

**CWE 168: COOPERATIVE WORK EXPERIENCE: ADMINISTRATION OF JUSTICE****1-4 Units****1-4 hours lecture****Transfers: CSU****Prerequisite: Student must have taken or must be currently taking a course in college-level administration of justice.****Limitation: Students must be concurrently enrolled in 7 units, including CWE. Application must be approved by CWE coordinator.**

This course provides students an opportunity for supervised work experience. Students extend their classroom-based occupational learning by working at a job related to their major and to their occupational goal. Student, instructor, and employer will cooperatively develop a minimum of three learning objectives. One unit of credit will be awarded for each 75 hours of paid or 60 hours of volunteer employment for successful completion of learning objectives, and for attendance at scheduled seminar sessions. A maximum of four units may be applied toward major requirements or a certificate. R-I-3

**AJ 2: INTRODUCTION TO ADMINISTRATION OF JUSTICE****3 Units****3 hours lecture****Transfers: CSU, UC**

This course offers an introduction to the history and philosophy of the administration of justice system as it has evolved throughout the world. The course studies in depth the American system of criminal justice and its various subsystems; the roles and role expectations of criminal justice agents; theories and concepts of crime, crime causation, punishment, rehabilitation, victimization, and disparity in treatment of offenders; local and federal court systems; and ethics, education, and training for professionalism in the criminal justice system. NR

**AJ 4: CRIMINAL LAW I****3 Units****3 hours lecture****Transfers: CSU, UC**

This course presents the philosophical and historical development of U.S. law and constitutional provisions. The course defines and classifies crimes and examines their applications to the system of administration of justice. Students analyze crimes against persons, property, and the state in relation to social, religious, and historical ideology. The course includes an assessment of legal definitions, legal research and writing, and a brief introduction to laws of arrest and criminal procedure. NR

**AJ 5: COMMUNITY-ORIENTED POLICING/COMMUNITY AND HUMAN RELATIONS****3 Units****3 hours lecture****Transfers: CSU, UC***Recommended Preparation: AJ 106*

This course examines community-oriented policing and the relationship between the police and the community. Focus will be on the working relationship between the community and law enforcement in managing crime and conflict, with emphasis on the challenges and prospects of dealing with diverse multicultural and socioeconomic populations. The course examines the roles of the police and the community and strategies for building positive working relationships. Topics include problem solving and crime prevention. NR

**AJ 8: JUVENILE LAW AND PROCEDURES****3 Units****3 hours lecture****Transfers: CSU, UC***Recommended Preparation: AJ 2*

This course provides a thorough introduction to the juvenile justice system. The course addresses the history and philosophy of juvenile law and delinquency; the role of police in handling juvenile offenders and preventing and repressing delinquency; the ability of the police and juvenile justice system to adapt to changing youth criminal patterns; techniques and procedures involved in apprehending young offenders and prosecuting juvenile cases; and the relationship between community agencies, the police, and juvenile justice resources, with special emphasis on California. NR

**AJ 102: CRIMINAL PROCEDURES****3 Units****3 hours lecture****Transfers: CSU***Recommended Preparation: AJ 2*

This course traces legal processes from pre-arrest and arrest through trial, sentencing, and correctional procedures. The course reviews the history of case and common law; examines the laws of arrest, search and seizure; examines legal interpretations as reflected in court decisions; and studies case law methodology and case research in order to demonstrate how decisions impact the procedures of the justice system. NR

**AJ 103: INTRODUCTION TO EVIDENCE****3 Units****3 hours lecture****Transfers: CSU***Recommended Preparation: AJ 2 and/or AJ 4*

This course studies the origin, development, philosophy, and constitutional basis of the rules of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; types and degrees of evidence and rules governing admissibility in a court of law; and judicial decisions interpreting individual rights. Case studies will be examined for practical use. NR

**AJ 105: INTRODUCTION TO INVESTIGATION****3 Units****3 hours lecture****Transfers: CSU***Recommended Preparation: AJ 2*

This course introduces the fundamentals of investigation, including techniques of crime scene search and recording; recognition, collection and preservation of physical evidence; interviewing of suspects, victims and witnesses; modus operandi; and court preparation and presentation. NR

**AJ 106: POLICE FIELD OPERATIONS****3 Units****3 hours lecture****Transfers: CSU**

This course presents an overview of patrol operations, the primary enforcement unit of the police. The course outlines the development of the patrol enforcement philosophy and role expectations of the line enforcement officer. It introduces students to current models and practices of patrol enforcement including basic patrol and traffic duties; handling requests for services; conducting field interviews, searches, and arrests; interceding in civil and domestic disturbances; and other community problems. NR

**AJ 107: CRIMINAL LAW II****3 Units****3 hours lecture****Transfers: CSU***Recommended Preparation: AJ 4*

This course examines the critical elements of federal, state, and relevant administrative and procedural laws as they affect the rights and duties of citizens and the police. Emphasis is on the interpretation and enforcement of provisions of the California Penal, Welfare and Institutions, Health and Safety and Vehicle Codes. The course examines judicial limitations on the legal and procedural powers of peace officers, such as constitutional restraints on peace officers' arrest, search and seizure powers. NR

**AJ 111: LAW ENFORCEMENT ADMINISTRATION****3 Units****3 hours lecture****Transfers: CSU**

This course studies organizational elements and administration in the criminal justice system. Topics include police selection and promotion, human resource management, principles of communication, personnel and liability issues, and police operations. The course addresses such structural elements as planning, staffing, records, budget, processing of grievances, and personnel discipline techniques. NR

**AJ 112: POLICE SUPERVISION****3 Units****3 hours lecture****Transfers: CSU**

This course examines the role and responsibility of the supervisor in law enforcement agencies. The course discusses the primary duties of a law enforcement supervisor—including employee discipline, training, performance appraisal, and personnel complaint investigations—and provides a basic foundation for theories of organization, administration, and management. Leadership and ethics are emphasized. NR

**AJ 113: CONSTITUTIONAL LAW AND THE JUSTICE SYSTEM****3 Units****3 hours lecture****Transfers: CSU***Recommended Preparation: AJ 4*

This course evaluates the constitutional origins of criminal laws and their relationship to law enforcement. The particular emphasis of the course is on the constitutional protections provided by the First, Fourth, Fifth and Sixth amendments of the Bill of Rights and their impact on the process of law enforcement. NR

**AJ 119: INTRODUCTION TO CORRECTIONS****3 Units****3 hours lecture****Transfers: CSU**

This course is an overview of the corrections subsystem of the criminal justice system. It examines the historical development of correctional theory, practice, and punishment; current concepts, trends, and practices; explanations of criminal behavior; legal issues, general laws, and general operations related to correctional institutions; and functions and objectives of the criminal justice system concerned with institutional, probation, parole, and community correctional processes as they modify the offender's behavior. The course explores professional career opportunities in public and private agencies. NR

**AJ 150: REPORT WRITING FOR ADMINISTRATION OF JUSTICE****3 Units****3 hours lecture****Transfers: CSU**

*Recommended Preparation: AJ 2 and WR 301*

This course is an introduction to the basic concepts of technical report writing and the preliminary investigation methods used to prepare various types of criminal justice system reports, letters, memoranda, directives and administrative reports. Students will be required to prepare simulated reports based upon fictitious scenarios and assigned related readings, applying the rules of English grammar, spelling, sentence structure, punctuation, and word usage, and the format appropriate for successful criminal justice writing. Students will become familiar with technical terminology and research sources commonly used in the criminal justice field. NR

**AJ 161: ORGANIZED CRIME AND CRIMINAL ENTERPRISE IN AMERICA****3 Units****3 hours lecture****Transfers: CSU**

*Recommended Preparation: AJ 2*

This course is designed to provide the student with an introduction to the study of organized crime and criminal enterprise. The course examines the influence of covert criminal activities, including street gangs, prison gangs, and traditional organized crime upon social structure; symptoms and recognition of organized crime activity, including the interrelationship with drugs/narcotics, white-collar crime, and vice operations; and the historical and contemporary problems faced by criminal justice agencies combating these criminal enterprises in the United States. NR

**AJ 250: P.O.S.T. CERTIFIED—ARREST, SEARCH, SEIZURE, AND FIREARMS****3 Units****2.5 hours lecture, 1.5 hours lab**

This California Police Officer Standards and Training (P.O.S.T.) course is designed to orient students to the laws of arrest, search, seizure, and firearms as they relate to peace officers. The course covers laws and techniques of arrest, search, and seizure; the practical aspects of firearms use; and other specialized training as may be necessary. Students will be responsible for their own firing range fees and ammunition. Successful completion of this course satisfies the minimum training standards of California peace officers defined under Section 832 of the California Penal Code. Open to all students. NR

**AJ 260: INVESTIGATION AND TRIAL PREPARATION—DISTRICT ATTORNEY****4 Units****4 hours lecture**

**Prerequisite: Completion of a California Peace Officers Standard of Training (POST) basic academy or its equivalent.**

This course is designed for police officers who have been, or are about to be, assigned to the investigative staff of the district attorney's office. Course topics include the role and authority of the district attorney investigator; proper techniques and procedures for interviewing victims, witnesses, and informants; professional, ethical, and legal responsibilities of the investigator; and consequences for unprofessional behavior. NR