

# 62 Administration of Justice

## Definition

The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court and corrections systems.

Law enforcement, whether as a line police officer, deputy sheriff, marshal, or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers, or criminal investigators make unique contributions throughout our state and nation. They investigate crime, present cases in court and render other service to the justice system and the people.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Margaret Drake, Dean ext. 6327

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

M. Dexter Cummins ext. 6558

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Laura Bettencourt	2415
Tom Campbell	2123
Jim Henchey	2351
Fred Hermann	2307
Cynthia Herrera	2338
Willard Howard	2478
Watson Lee	2472
Timothy Lynskey	2976
Rex McEvoy	2552
Michael McPolin	2325
Johnie Oates	2086
Brian Shreves	2516
Ronald Shreves	2109
Eugene Siegel	2456

## Program Description

The administration of justice courses provide the student with a broad base of knowledge and proficiencies in the general area.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for

the degree or certificate.

## Distinctive Features

Instructors are credentialed law enforcement personnel.

## Career Options

Animal Control Officer  
Border Patrol Officer  
Correctional Officer  
Criminal Investigator  
Customs Agent  
Drug Enforcement Agent  
Evidence Technician  
FBI Agent  
Fingerprint Classifier  
Forest Ranger  
Highway Patrol Officer  
Industrial Security Officer  
Insurance Investigator  
Lawyer  
Legal Secretary  
Paralegal  
Park Ranger  
Parole Agent  
Police Clerk  
Police Dispatcher  
Police Officer  
Polygraph Operator  
Private Detective  
Probation Officer  
Security Specialist  
Sheriff  
Warden  
(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in Administration of Justice may be satisfied by completing 12 units of required courses, selecting an additional 6 units from the restricted list of program electives, 21 units of general education requirements and sufficient elective units to total 60 units. (See Graduation/Associate Degree Requirements.)

### Required Courses (12 units):

AJ 101, Intro. to Administration of Justice 3

AJ 102, Criminal Law 3  
AJ 103, Criminal Evidence 3  
AJ 205, Criminal Investigation 3

### Program Electives: units

Select 6 units from the following:

AJ 104, Intro. to Corrections 3  
AJ 109, Crime Analysis 3  
AJ 110, Terrorism Investigation 3  
AJ 199, Occupational Work Experience 1-8  
AJ 201, Police-Community Relations 3  
AJ 203, Narcotics Control 3  
AJ 204, Juvenile Procedures 3  
AJ 206, Criminology 3  
AJ 207, Probation and Parole 3  
AJ 208, Intro. to Forensic Science 3  
AJ 209, Public Safety Communications 3

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Administration of Justice Courses

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### AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introduction to the field of criminal justice which includes the police, courts, attorneys, corrections, probation and parole, and alternatives to traditional punishment. The course takes a brief look at the evolution of law and the processes of its administration. The controversies over what causes criminal conduct are explored. (CSU, AVC)

### AJ 102 CRIMINAL LAW

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An examination of criminal law, both substantive and procedural, as found in the various California State Codes and as interpreted by our courts. The course will cover the origin and development of law, including English Common Law, the U.S. and California Constitutions, California State statutes and Appellate Court decisions. The distinction between torts and crimes, felonies and misdemeanors, and venue and jurisdiction will be examined. Crimes against persons and property and crimes popularly deemed to be victimless will be discussed. (CSU, UC, AVC)

### AJ 103 CRIMINAL EVIDENCE

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course presents the origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings,

and material objects at motions and trial; constitutional and procedural considerations affecting searches and seizures and admissions and confessions. (CSU, AVC)

### AJ 104 INTRODUCTION TO CORRECTIONS

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed to help the student develop an understanding of the concepts of criminal parole, probation and the corrections system. Students will examine these areas of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications for juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

### AJ 109 CRIME ANALYSIS

3 units

3 hours weekly

**Advisory:** Completion of AJ 101 and Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070.

An introduction to the field of crime analysis and its role in law enforcement, crime prevention and public safety. Topics will include the history and current functions of crime analysis, along with its changing roles and future applications. Students will explore each of the major types of crime analysis: administrative, strategic, tactical, and investigative. This class is intended for those students who wish to work in a nontraditional role in law enforcement and for sworn personnel who want to better understand how crime analysis can optimize their law enforcement efforts. (CSU, AVC)

### AJ 110 TERRORISM INVESTIGATION

3 units

3 hours weekly

**Advisory:** Completion of AJ 101, and Eligibility for College Level Reading and ENGL 101.

This course will examine the phenomenon known as terrorism. A historical perspective will trace its origin from at least the first century through present times. This course will study the ideologies and philosophies of terrorist groups on both an international as well as national scale. Identification of terrorist groups as well as terrorist tactics will be examined. Emphasis will be on exploring the law enforcement/intelligence methods used to prevent and respond to terrorist-related crimes. (CSU, AVC)

### AJ 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **AJ 201 POLICE– COMMUNITY RELATIONS**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course is designed to help the student develop an understanding of the role of police-community relations as it relates to current law enforcement organizations. Students will learn to appreciate the purpose and objectives of good police-community relations and the benefits that come from these relationships. Students will also study the causative factors and problems related to police-community relations and understand the changing functions of community groups, public and private agencies, and law enforcement in this partnership. (CSU, UC, AVC)

### **AJ 203 NARCOTICS CONTROL**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

History and impact of drugs on society, law enforcement, the courts, corrections, and treatment programs. Students will learn legal classifications for drugs, criminal codes, how drug cases are handled in the judicial system, drug use detection, and drug testing systems. (CSU, AVC)

### **AJ 204 JUVENILE PROCEDURES**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course is designed to give the student an understanding of the juvenile justice system. Emphasis will be placed on basic organization, function, and jurisdiction of the various juvenile related law enforcement agencies. The study of the processing and detention of juveniles, their court procedures, dispositions, and juvenile diversion will be examined. The development of an understanding of juvenile delinquency will be explored while gaining insight into the numerous rules of evidence, basic criminal laws,

and the tactics used in dealing with juvenile offenders. (CSU, AVC)

### **AJ 205 CRIMINAL INVESTIGATION**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course is designed to give the student an understanding of the field of criminal investigation. Emphasis will be placed on basic criminal investigative techniques and areas of importance to working police officers in their regular duties. The study of identifying and collecting evidence, development of informants, interview and interrogation techniques, courtroom testimony, and the utilization of scientific laboratory analysis will be covered. In this course, those mistakes made by officers during criminal investigations, which sometimes lead to criminal trial dismissals, will be examined. Insight into the rules of evidence, basic criminal law and the tactics used in criminal prosecutions will also be discussed. (CSU, AVC)

### **AJ 206 CRIMINOLOGY**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course is designed to help the student develop an understanding of the nature, organization and consequences of the American criminal justice system. Topics explored include the myths and realities about crime and criminal behavior, definitions of crime and its measurement, and the varieties of criminal behavior. Criminological theories of criminal activity are examined and an effort is made to find relevance and meaning of these theoretical constructs with the actual patterns of criminality. The prison system is examined, including problems of overcrowding and the use of criminal rehabilitation. The role of law enforcement is also explored. Lastly, an examination and evaluation of the changing nature of criminal patterns in America is made with an attempt to ascertain the meaning and implications of

these changes for the future of American society. (CSU, UC, AVC)

### **AJ 207 PROBATION AND PAROLE**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course is designed to help the student develop an understanding of the concepts of criminal parole and probation. Students will examine this area of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications of juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

### **AJ 208 INTRODUCTION TO FORENSIC SCIENCE**

3 units

3 hours weekly

*Advisory:* Eligibility for College Level Reading and ENGL 101.

An introduction to the field of Forensic Science and the integrated role it plays in the detection and conviction of criminal suspects. Topics will include the protection and investigation of crime scenes; the collection analysis, and storage of evidence; and courtroom testimony. Students will explore the different techniques used to identify criminal suspects from the circumstances and facts found at a crime's location. This class is intended for those students who wish to work in a non-traditional role in law enforcement and for those students who wish to have a broader perspective of the criminal investigative process. (CSU, AVC)

## AJ 209 PUBLIC SAFETY COMMUNICATIONS

3 units

3 hours weekly

**Prerequisite:** Completion of AJ 102.

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introductory course dealing with all aspects of public safety communication. The course will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e. crime/violation/incident reports, letters, memoranda, directives and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying. (CSU, AVC)

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## Reserve/Peace Officer Training Courses

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### AJ 800 PEACE OFFICER INTENSIVE BASIC TRAINING

16 units

717 hours total

(452 hours lecture, 265 hours lab)

**Limitation on Enrollment:** Completion of POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of valid Calif. driver's license. Certification of eligibility to possess firearms from Calif. Dept. of Justice (DOJ). Successful completion of a medical exam. Proof of health insurance. Enrollment may also be limited to persons hired by Los Angeles County Sheriff's Department for employment as a deputy sheriff.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Intensive basic peace officer instruction designed to satisfy the minimum requirements of a peace officer as established by California State law and regulated by California Commission on Peace Officer Standards and Training (POST). The course will emphasize patrol procedures, crowd control, criminal law, laws of arrest, investigative report writing, preliminary investigation, first aid, firearms and chemical agents, defensive tactics, hazardous materials and cultural diversity. (AVC)

### AJ 810 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) CUSTODY ASSISTANT COURSE

6 units

234 hours total

(180 hours lecture, 54 hours lab)

**Limitation on Enrollment:** Enrollment is limited to students hired by the Los Angeles County Sheriff's Department as Custody Assistants (CAs). CAs are a support position to the law enforcement function. Therefore, students will be subject to LASD background and fingerprint clearance through the California Department of Justice.

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course satisfies training requirements for the Los Angeles County Sheriff's Department (LASD) Custody Assistant (CA) position. Eligible students will receive training to assist deputy sheriffs supervise, control, and process inmates. (AVC)