

# Cedar Valley College Law Enforcement Academy

## Site Visit Report

### Description of Training Organization

The Cedar Valley College Law Enforcement Academy was founded in 1990. The Academy is licensed through the Texas Commission on Law Enforcement Officer Standards and Education, (Texas POST). The Academy is a division of the Continuing Education Department of the Cedar Valley College. Cedar Valley College is one of seven campuses of the Dallas County Community College District, Dallas, Texas.

- The Academy Director's chain of command is the Dean of Continuing Education, Vice-President of Instruction, and College President.
- The Director's Staff is comprised of a full-time clerical assistant, a daytime class coordinator, an evening class coordinator, and an evening class coordinator for the off-site Academy in Trophy Club, Texas. (All coordinator positions are part-time). The Academy has a pool of approximately 30 adjunct instructors who are utilized to teach various topics in the Basic Peace Officer Course and in-service courses curriculums.
- The Basic Peace Officer Course (BPOC) is available to any person who meets enrollment standards as outlined in Texas Commission on Law Enforcement Officer Standards and Education (T.C.L.E.O.S.E.) Rule 215.15.
- The Academy provides in-service (CEU) training needs to local law enforcement officers throughout the Dallas County and metroplex area.
- Although the Academy is funded by the Dallas County Community College District, the Academy's budget is also dependent upon fees received from students attending classes and funding received from the State Coordinating Board.

The Academy provided a total of 38,771 contact hours in FY 2003-04. This includes both Basic Peace Officer Course and in-service contact hours.

### Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Cedar Valley College Law Enforcement Academy may obtain such records of this training by contacting:

Cedar Valley College Law Enforcement Academy  
3030 N. Dallas Avenue  
Lancaster, Texas 75134  
(972) 860-8289  
Fax- (972) 860-2941  
www.cedarvalleycollege.edu/director/conted/lea/lea

### Description of Training Programs

*Location:* Cedar Valley College Law Enforcement Academy – Lancaster, TX

*Length:* 17 weeks (618 hours)

*Program Objective:* To provide participants with the knowledge, skills and abilities necessary to serve effectively at the entry level as a law enforcement officer in the State of Texas.

*Learning Objective:* Upon successful completion of this program, the graduate will be able to perform all routine duties of a law enforcement officer in the State of Texas.

*Instructional Methods:* A combination of lecture, discussion, practical exercise, and scenario.

*Learning Assessments:* Written and practical examinations are used.

### Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Robert Hurley, PhD  
Professor  
California State University - Sacramento  
Sacramento, California

Mike McGreevy, JD  
Professor  
Dakota Wesleyan University  
Mitchell, South Dakota

Brian Kinnaird, PhD  
Professor  
Fort Hays State University  
Hays, Kansas

Brian F. Redmond, MA  
Assessment Coordinator  
Criminal Justice Training Assessment  
Albany, New York

### Description of Visit

From April 27-29, 2004, four representatives of Criminal Justice Training Assessment conducted a site visit to the Cedar Valley College Law Enforcement Academy to assess the Basic Peace Officer Course offered by the Training Academy. On the first morning (Wednesday, April 27, 2004), the team assembled at Cedar Valley Community College. Following a brief organizational meeting and introductions to the academy staff, the assessment team was shown to the designated meeting room to access all the necessary materials and to begin the assessment process. The team determined that the beginning of the day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. Before finishing for the day, the course areas were discussed and then assigned to a specific faculty member to begin reviewing.

Consultant Hurley reviewed the Intercultural communications and Multicultural Families and Violence blocks of instruction. Consultant McGreevy reviewed the Introduction to Criminal Procedure and Introduction to Criminal Law blocks of instruction. Consultant Kinnaird reviewed the Health and Wellness, Police Professionalism, Introduction to Criminal Investigations, Traffic Procedures, Use of Force and Arrest, and Emergency Management blocks of instruction. The above list of courses was developed from a list of subjects mandated by the Texas Commission on Law Enforcement Officer Standards and Education (T.C.L.E.O.S.E.) and from the supplemental subject areas included in the training programs at the Cedar Valley Law Enforcement Academy.

The team began the second day by continuing to review the assigned materials. Due to the quality and nature of delivery of the materials, the assessment team was able to complete the assessment by early afternoon. By late afternoon on the second day, the team conducted an exit-interview/debrief with the staff and administration of the training academy.

Credit Recommendations

**Summary of Credit Recommendations**

<i>Program:</i> Cedar Valley College Law Enforcement Academy Basic Peace Officer Course	
Criminal Justice Practicum	3 credits
Emergency Management	3 credits
Health & Wellness	2 credits
Intercultural Communication	3 credits
Introduction to Criminal Investigations	3 credits
Introduction to Criminal Law	4 credits
Introduction to Criminal Procedure	3 credits
Multicultural and Human Relations	3 credits
Police Professionalism	1 credit
Traffic Procedures	3 credits
Use of Force and Arrest	3 credits
TOTAL	31 credits

Course Descriptions

**Criminal Justice Practicum** (3 credits, lower division)

*Program:* Cedar Valley College Law Enforcement Academy

*Length:* 44 hours

*Dates:* April 2000 through June 2009

*Objectives:* Learn to deal with the many issues inherent in patrol procedures, including; how to appropriately search a vehicle, crowd management, and perform a proper pedestrian stop. , BE able to describe and explain crime prevention, juvenile and child-safety issues and a wide variety of other police activities. Introduce the student to the public safety profession as a community partner.

*Instruction:* Students must complete no fewer than two hours of "Introduction and Orientation" and forty-two hours of "Patrol/Consular Notification." Instructional methods and materials for this course include lecture, discussion, question and answer sessions, practical exercises/demonstration, handouts, PowerPoint, dry-erase board, LCD projector, and VCR. Evaluation methods include written examination, practical demonstrations and exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Emergency Management** (3 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 46 hours

*Dates:* April 2000 through June 2009

*Objectives:* Know the procedures and skills necessary to provide emergency medical assistance pending arrival of medical support, develop a basic understanding and respect for the fundamental rights of those with mental impairments through appropriate communication techniques, and perform safely and effectively as a first responder at a hazardous materials event. Specifically, the student will be able to do the following: discuss the legal aspects of providing emergency medical assistance, identify the essential principles of patient assessment, identify and demonstrate emergency aid procedures to control bleeding, define mental illness, distinguish among different types of mental illness, discuss psychopharmacology, identify processes for mental health warrants, define hazardous materials, recognize effects of a hazardous materials event, discuss basic concepts of toxicology, and identify sources to obtain on-site information about hazardous materials being transported.

*Instruction:* Students must complete no fewer than sixteen hours of "Emergency Medical Assistance," twenty-four hours of "Crisis Intervention Training (CIT) & Mental Health Code", and 6 hours of "Hazardous Materials Awareness." Instructional methods and materials for this course include lecture, discussion, question and answer sessions, practical exercises/demonstration, handouts, PowerPoint, dry-erase board, computer video system, LCD projector, and VCR. Evaluation methods include written examination, practical demonstrations and exercises (using evaluation form).

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Health and Wellness** (2 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 65 hours

*Dates:* April 2000 through June 2009

*Objectives:* Understand lifestyle, nutrition, and fitness concepts required to maintain a high level of fitness and wellness; ability to describe the importance of fitness and wellness in the law enforcement profession; awareness of the problems, symptoms, and responses to substance abuse in law enforcement; understanding of the extent of alcohol and drug abuse in the work place and in law enforcement. Students will know why he/she should be concerned with fitness. Understand how physical fitness can be measured. Be able to accomplish the following: describe the importance of fitness and wellness, develop a personal nutrition plan, identify common stressors of peace officers, identify emotional and physical symptoms of stress, explain PTSD, recognize the positive role of stress and approaches to coping with stress, identify the extent of alcohol and drug abuse in the work place and law enforcement, explain the consequences of personal use of alcohol/drugs, describe the role of attitude and perception in stress management, recognize stress reduction techniques, and discuss psychological reactions that officers experience. Students will develop strength and flexibility.

*Instruction:* Students must complete no fewer than fourteen hours of "Fitness and Wellness, and Stress Management" and fifty-one hours of "Physical Fitness (Education)." Instructional methods and materials for this course include lecture, discussion, question and answer session, T.C.L.E.O.S.E. Basic Peace Officer Course Instructor's Resource Guide, T.C.L.E.O.S.E. Student Guide, physical exercise, and dry-erase board/markers. Evaluation methods include written examination and weekly physical tests.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Intercultural Communication** (3 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 60 hours

*Dates:* April 2000 through June 2009

*Objectives:* Explore aspects of human interaction within cultural sub-groups via both verbal and non-verbal methods. Examine techniques that have been used successfully in crisis intervention and emergency situations. Understand selected Federal and State laws which govern the operations or communications systems in public safety, provide a basic understanding of and working knowledge of the techniques, terminology and restrictions of professional communicators, including the appropriate use of phonetic alphabet. Develop effective interpersonal communication skills and identify the basic models and principals of communication. Prepare the student for effective use of the Spanish language to provide the necessary interpersonal communication skills in a multicultural society.

*Instruction:* Students must complete no fewer than twenty-eight hours of "Written and Verbal Communications," sixteen hours of "Spanish," and sixteen hours of "Emergency Communications." Instructional methods include lecture, practical exercises, and scenarios. Evaluation methods include quizzes and written examination.

*Credit Recommendation:* In lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Criminal Investigations** (3 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 44 hours

*Dates:* April 2000 through June 2009

*Objectives:* Gain a basic understanding of criminal investigation, developing a proficiency in the case management process, obtain a working knowledge of basic, preliminary investigatory procedures associated with various crimes, have a working knowledge of property crimes, gain an understanding of auto theft, recognize variables between different types of investigator interviews, identify types and characteristics of person crimes, prepare students to be effective courtroom witnesses, and understand the booking process by officers. Be able to accomplish the following: define criminal investigation, list the goals of criminal justice, identify the duties of the officer in conducting preliminary investigations, identify elements of the continuing/follow-up investigation, define and discuss corpus delicti, define and discuss reasonable doubt, list qualifications of an investigator, identify and discuss property offenses, recognize and identify characteristics of street theft, define and discuss homicide investigation and its terms, and discuss psychological reactions that officers experience.

*Instruction:* Students must complete no fewer than forty-four hours of "Criminal Investigation." Instructional methods and materials for this course include lecture, discussion, question and answer session, T.C.L.E.O.S.E. Basic Peace Officer Course Instructor Resource Guide, T.C.L.E.O.S.E. student guide, student handouts, dry-erase board/markers, Criminal Investigation Basic Perspectives (7th ed.), Criminal Investigation (5th ed.), The Texas Peace Officer, code of criminal procedure, and spiral notebook.. Evaluation methods include T.C.L.E.O.S.E final exam, practical demonstrations and exercises (using scene evaluator and evaluation form).

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Criminal Law** (4 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 70 hours

*Dates:* April 2000 through June 2009

*Objectives:* The student will become familiar with the organization of the Penal Code. Areas to be mastered include proof required to convict, terms as they relate to multiple prosecution, culpable mental state, criminal responsibility for conduct of another, general defenses to criminal liability, offense classifications and punishments and inchoate offenses. The student needs to understand the liability assumed resulting from actions or inaction dealing with execution of civil process. An understanding of the difference(s) between criminal and civil processes is necessary. Students will be able to utilize the provisions of the Texas Alcoholic Beverage Code (TABC) in performing the law enforcement and peace keeping role, including understanding permissible warrantless arrest, search and seizure, understand penalties and violations. The student will become familiar with Controlled Substances Act, specifically understanding terms, knowledge of six major categories of controlled substances, penalties, and the necessary elements to establish offenses.

*Instruction:* The student must complete no fewer than forty hours of "Penal Code," eight hours of "Civil Process," four hours of "Alcoholic Beverage Code," eight hours of "Health and Safety Code – Controlled Substances Act," and ten hours of "Family Code – Juvenile Issues." Instructional methods include classroom lectures, classroom discussion, handouts, videos, overhead projection, PowerPoint presentations, and multimedia presentations. Evaluation methods include written examinations and class participation.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, four semester credits.

**Introduction to Criminal Procedure** (3 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 52 hours

*Dates:* April 2000 through June 2009

*Objectives:* Learn to respect, and apply the U.S. Constitution, Bill of Rights, and the Texas Constitution as they pertain to the role of peace officers and the rights of citizens. Enhance the appreciation of the specific roles and interrelationships of the various components within the criminal justice system. Students are to obtain knowledge of basic rights listed in the Code of Criminal Procedure, an understanding of Texas Courts and their jurisdiction, a knowledge of who peace officers are, and their authority and duties, an understanding of search warrants, subpoenas, warrants of arrest, a knowledge of forfeiture requirements, an understanding of magistrates and a knowledge and understanding of the racial profiling requirements. Students will understand the legal authorities pertaining to the role of peace officers and the rights of citizens regarding arrest.

*Instruction:* Students must complete no fewer than twelve hours of "U.S. & Texas Constitutions, Bill of Rights, and Criminal Justice System," sixteen hours of "Code of Criminal Procedure," and twenty-four hours of "Arrest, Search and Seizure." Instructional methods include lecture, class discussion and PowerPoint presentations. Evaluation methods include class discussions, questions and answers in class impromptu quizzes, role playing and written examinations.

*Credit Recommendation:* In lower division associate/baccalaureate degree category, three semester credits.

**Multi-Cultural and Human Relations** (3 credits, lower division)

*Program:* Basic Peace Officer Course

*Location:* Cedar Valley College Law Enforcement Academy - Lancaster, TX

*Length:* 42 hours

*Dates:* April 2000 through June 2009

*Objectives:* Increase awareness of the role of multiculturalism in law enforcement. Explore the concept of prejudice in depth, including various forms of prejudice such as; racial, ethnic, gender, national origin, political affiliation, sexual orientation, religious, age and economic occupational. Address the Texas Commission Standards dealing with cultural diversity. Understand the concept of family violence along with the typical characteristics of offenders and the use of judicial protective orders.

Gain knowledge of victims of crimes; in particular explore the psychological, social and economic impact of crime on the victims. Recognize the legal issues pertaining to family violence phenomena, and understand the procedures for responding to family violence. Be able to describe and identify the cycle of abuse phases as well as the typical characteristics of the offender. Identify the potential for secondary victimization by the criminal justice system and to identify the key elements of crisis intervention.

**Instruction:** Students must complete no fewer than twelve hours of "Multiculturalism and Human Relations," ten hours of "Victims of Crime," and twenty hours of "Family Violence and Related Assaultive Offenses." Instructional methods include lecture, practical exercises, and scenarios. Evaluation methods include quizzes, written examinations and practical examinations.

**Credit Recommendation:** In lower division associate/baccalaureate degree category, three semester credits.

**Police Professionalism** (1 credit, lower division)

**Program:** Basic Peace Officer Course

**Location:** Cedar Valley College Law Enforcement Academy - Lancaster, TX

**Length:** 18 hours

**Dates:** April 2000 through June 2009

**Objectives:** Understand professionalism and ethics in policing. Be able to: discuss the concept of professionalism, discuss the law enforcement code of ethics, discuss ethical dilemmas in law enforcement, discuss the differences between physical and moral courage, discuss Title 8 of the Texas Penal Code, explain relevant federal criminal law in relationship to an officer's behavior, list civil penalties for sexual harassment and inappropriate officer conduct, provide written examples of violations and discuss them, describe significant historical events that have influenced policing, describe historical development of police service models or styles, describe the evolution of policing in Texas, list requirements of licensees under selected sections of Commission Rules, explain the traditional police service model, define "community policing" and explain this service model, interpret the police organization's role in society, recognize the values of providing quality police customer service, and analyze the characteristics of formal versus informal police subcultures.

**Instruction:** Students must complete no fewer than eight hours of "Professionalism and Ethics" and ten hours of "Professional Policing." Instructional methods and materials for this course include lecture, discussion, question and answer session, T.C.L.E.O.S.E. Basic Peace Officer Course Instructor Resource Guide, penal code books, handouts, VCR, overhead projector, video monitor (TV), dry-erase board/markers, T.C.L.E.O.S.E. Basic Peace Officer Course study guide. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.

**Traffic Procedures** (3 credits, lower division)

**Program:** Basic Peace Officer Course

**Location:** Cedar Valley College Law Enforcement Academy - Lancaster, TX

**Length:** 124 hours

**Dates:** April 2000 through June 2009

**Objectives:** Understand driver's requirements such as licensing and insurance, vehicle requirements, punishments and sanctions pertaining to traffic violations, knowledge of speed limits, detection and deterrence of alcohol-related driving offenses, and demonstrate proficiency in the safe operation of an emergency vehicle. Be able to: define traffic terms, determine violations, recognize regulations, describe procedures for traffic investigation, understand enforcement's role in general DWI deterrence, recognize and interpret evidence of DWI violations, administer and interpret SFST, understand tasks and decisions of DWI detection, understand officer's legal obligations and liabilities when operating an emergency vehicle, understand basic safety factors involved in emergency vehicle operations, and develop a proficiency in the ability to operate a vehicle under acceleration, maneuvering, and braking conditions.

**Instruction:** Students must complete no fewer than sixty-eight hours of "Traffic," twenty-four hours of "Intoxicated Driver and SFST," and thirty-two hours of "Professional Police Driving." Instructional methods include lecture, discussion, handouts, question and answer sessions, class participation, video and practical scenario/applications. Evaluation methods include written exams, practical demonstrations and exercises (using scene evaluator and evaluation form).

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

**Use of Force and Arrest** (3 credits, lower division)

**Program:** Basic Peace Officer Course

**Location:** Cedar Valley College Law Enforcement Academy - Lancaster, TX

**Length:** 104 hours

**Dates:** April 2000 through June 2009

**Objectives:** Understand the legal authorities pertaining to peace officer's use of force, demonstrating proficiency in both lethal and non-lethal uses of force as well as understand and demonstrate appropriate mechanics of arrest. Be able to: define force and arrest related terms, understand and explain legal authorities of the use of force, explain the justifications for use of force, understand moral considerations of deadly force, identify the principal considerations in applying use of force continuum, identify the deciding factors for use of force when effecting arrest, become aware of force options and alternatives, demonstrate competence of safety precautions necessary when handling firearms, demonstrate proficiency in use of firearms according to the minimum firearms proficiency requirements, demonstrate knowledge and skills of strategies of defense, and identify the three basic concepts of weaponless strategies.

**Instruction:** Students must complete no fewer than twenty-four hours of "Force Options," forty hours of "Firearms," and forty hours of "Mechanics of Arrest." Instructional methods include lecture, discussion, handouts, question and answer sessions, class participation, video and practical scenario/applications. Evaluation methods include written exams, practical demonstrations and exercises (using scene evaluator and evaluation form).

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.