

# New Jersey State Police

## Site Visit Report

### Description of Training Organization

The New Jersey State Police (NJSP) is a Division within the New Jersey Department of Law and Public Safety. The Division of State Police is the leading law enforcement agency in the state. The Division is divided into four branches;

- Homeland Security Branch (Special Operations &Emergency Management Section)
- Operations Branch (Field Operations Section & Community Partnership Section)
- Investigations Branch (Intelligence Services Section & Investigations Section)
- Administrative Branch (Identification & Information Technology Section, Administration Section, and Division Human Resources Section)

The Division's total authorized strength is 3138 enlisted members. Currently there are 2650 enlisted members and a support staff of over 1600.

The Training Bureau is a Bureau within the Division Human Resources Section, Administrative Branch. There are currently 57 full time instructors assigned to the Training Bureau. The Training Bureau offers: a 26 week residential, adult-based learning, pre-service training program; In-Service Training Programs, which are mandatory for all enlisted members and conducted on a yearly basis; and Advanced Training Courses.

### 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 New Jersey State Police may obtain such records of this training by contacting:

Registrar  
New Jersey State Police Training Academy  
Sea Girt, NJ 08750

### Description of Training Programs

*Location:* New Jersey State Police Training Academy – Sea Girt, NJ

*Length:* Pre-Service Training Program - 26 weeks (1200 hours); Instructor Training Course – 2 weeks (80 Hours); Interview & Interrogation – 1 week (40 Hours); Firearms Instructor Course – 1 week (40 Hours); First Line Supervisor Course – 2 weeks (80 Hours); Mid-Level Supervisor Course – 1 week (40 Hours); Traffic Law Enforcement Course – 1 week (32 Hours); Criminal Investigation School – 1.5 weeks (64 Hours); Crime Scene School – 6 weeks (240 Hours); Staff Officer's Management Course – 1 week (40 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 New Jersey.

*Learning Objective:* Upon successful completion of this program, the graduate will be able to perform all routine duties of a trooper in the State of New Jersey.

*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.

Gordon Crews, PhD  
Dean, School of Justice Studies  
Roger Williams College  
Bristol, Rhode Island

James Caruso, JD  
Adjunct Professor  
Hudson Valley Community College  
Troy, New York

J. Mitchell Miller, PhD  
Associate Professor  
University of South Carolina  
Columbia, South Carolina

Peter J. O'Brien, MA  
Assessment Coordinator  
Criminal Justice Training Assessment  
Albany, New York

### Description of Visit

From January 12-14, 2005, the four representatives of Criminal Justice Training Assessment conducted a site visit to the New Jersey State Police Academy to assess the Pre-Service Training Academy program offered by the Training Division. On the first morning (Wednesday, January 12, 2005), the team assembled at the New Jersey State Police Academy. Following a brief organizational meeting and introductions to the academy staff, the assessment team was shown to the conference room to access all the necessary materials and to begin the assessment process. The team determined that the remainder of the morning would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. The course areas were discussed and assigned to a specific faculty member to begin reviewing.

During the following two days, the team members continued review of the 1200 hour Pre-Service Training program materials. Following material review and the discussion by the team, 14 individual credit recommendations were created for the Pre-Service Training Academy. The team met with academy officials before their departure on January 14, 2005, sharing their impressions of the academy materials and identifying the 14 areas worthy of college credit recommendations.

On April 21-22, 2005 three representatives of Criminal Justice Training Assessment conducted a second site visit to the New Jersey State Patrol Academy to assess the In-Service and Advanced Training Programs offered by the Training Division. Upon their arrival, the team identified that the training materials were significant, standalone programs worthy of individual evaluation for recommendations of academic credit. The team reviewed these materials and authored 10 college credit recommendations from the In-Service & Advanced Training Programs.

On April 22, 2005 before their departure, the team met again with academy officials and shared their impressions of the academy materials. Also discussed were the 10 identified college credit recommendation areas.

Credit Recommendations

**Summary of Credit Recommendations**

<i>Program:</i> Pre-Service Training	
Basic Criminal Investigation	2 credits
Communications in Law Enforcement	3 credits
Criminal Procedure	3 credits
Criminal Law	3 credits*
Dynamics of Family Violence	2 credits
Firearms in Law Enforcement	3 credits
Human Relations & Special Populations	1 credit
Introduction to Accident Investigation	2 credits
Introduction to Computers in Law Enforcement	1 credit
Introduction to Drug Enforcement	3 credits
Introduction to Law Enforcement	3 credits
Introduction to Self-Defense for Law Enforcement	2 credits
Patrol Procedures I	3 credits
Patrol Procedures II	3 credits
<b>TOTAL</b>	<b>34 credits</b>
<i>Program:</i> First Line Supervisor	
Introduction to Police Administration	5 credits
<i>Program:</i> Crime Scene School	
Fingerprinting	3 credits
Crime Scene Investigation	3 credits
Introduction to Criminalistics	3 credits
<i>Program:</i> Traffic Law Enforcement Course	
Introduction to Traffic Law Enforcement	3 credits
<i>Program:</i> Interview & Interrogation Course	
Interview and Interrogation	3 credits
<i>Program:</i> Firearms Instructor Course	
Introduction to Use of Firearms in Law Enforcement	3 credits
<i>Program:</i> Instructor Training Course	
Introduction to Instructor Training	3 credits
<i>Program:</i> Station Commander (Staff Officer) Management Course	
Special Topics in Police Leadership and Supervision	3 credits
<i>Program:</i> Mid-Level Supervisor Course (S. Sgt, S.F.C., Lt.)	
Advanced Topics in Law Enforcement Management	3 credits*
<i>Program:</i> Physical Conditioning Instructor Course	
Health and Wellness	2 credits
<i>Program:</i> Open Water Rescue Course (Awareness, Operations, and Technician levels)	
First Responder Skills in Marine Operations	2 credits

\* Denotes upper division credit

Course Descriptions

**Advanced Topics in Law Enforcement Management** (3 credit, upper division)

*Program:* Advanced & In-Service Training Academy

*Location:* New Jersey State Patrol Academy Sea Girt, NJ

*Length:* 33 hours

*Dates:* January 2000 through June 2009

*Objectives:* Course participants should be able to effectively apply the following skills within their command: transformational and motivational leadership; performance-based planning including implementation of management strategies, planning, data collection, and communication; provide subordinates with visionary leadership; confidently assume control of emergent command issues; select from a range of leadership styles and motivational tools based upon situational needs; promote a team atmosphere; demonstrate strategy implementation that reflects efficiency, timeliness, and critical thinking in decision-making processes; effect conflict resolution in a synergistic atmosphere; and recognize, analyze, and manage risk environments.

*Instruction:* Students must complete no fewer than: one hour of "Course Introduction and Pre-Test," one hour of "Introduction to Leadership & Group Exercise," two and one half hours of "Meyers Briggs Personality Indicator," one and one half hour of "Visionary Leadership," two hours of "Leadership & Bases of Power," two hours of "Conflict Management," one hour of "Project Management," two hours of "Introduction to Strategic Planning," seven hours of "Decision Making, Crisis Leadership, Communication, Situational Leadership, Risk Management, Strategic Planning and Transformational Leadership," one and one half hour of "Situational Leadership II," one and one half hour "Team Building/Communication Skills," four hours of "Action Planning for Success, Strategic Planning for Your Unit's Success, and Bringing it

All Together,” one hour of “Superior Officer’s Union Address,” two hours of “EEO/AA Panel Discussion,” two hours of “Introduction to M.A.P.P.S.” one hour of “Final Exam & Critiques.” Instructional methods include lecture, group projects and individual problem solving scenarios. Evaluation methods include written examination, student presentation, critique and constructive discourse.

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

### **Basic Criminal Investigation** (2 credits, lower division)

*Program:* Pre-Service Training

*Location:* New Jersey State Police Academy, Sea Girt, NJ

*Length:* 34 hours

*Dates:* January 2000 through June 2009

*Objectives:* Understand the basic rules of crime scene investigation. Determine whether or not a crime has been committed. Conduct, secure and document a crime scene search. Identify and obtain different types of evidence, maintain the continuity of evidence, and demonstrate effective courtroom testimony. Collect all necessary information through proper note taking and complete appropriate reports. Comprehend fingerprint requirements and demonstrate proper fingerprinting techniques. Differentiate between interrogations and interviews. Identify who should be classified as a witness, comprehend the sources of witness errors and demonstrate effective interview and interrogation skills. Utilize the state police crime reporting guide and properly complete documentation. Comprehend the constitutional rights afforded to the accused by court rulings. Differentiate between methods of prosecution of criminal cases. Draft a preliminary report. Demonstrate proper procedures for conducting an arson investigation.

*Instruction:* Students must complete no fewer than: three hours of “Basic Criminal Investigation – Criminal Investigation Management,” three hours of “Basic Criminal Investigation – Evidence Processing,” one hour of “Basic Criminal Investigation – Arson,” three hours of “Crime Scene Investigation,” three hours of “Introduction to the Investigation Report,” three hours of “Courtroom Testimony,” two hours of “Basic Practice and Procedures in Fingerprinting,” three hours of “Interview Procedures, Interrogation of Statements,” two hours of “Judicial Systems,” six hours of “Interviews and Presentations,” one hour of “Report Writing,” two hours of “Judicial Systems,” and one hour of “Preliminary Reports.” Instructional methods include lectures (supplemented by videos, handouts and training aids), classroom and group “conferences,” case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

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

### **Communications in Law Enforcement** (3 credits, lower division)

*Program:* Pre-Service Training

*Location:* New Jersey State Police Academy, Sea Girt, NJ

*Length:* 56 Hours

*Dates:* January 2000 through June 2009

*Objectives:* Discuss the importance of effective communication. Describe three benefits and ten guidelines of effective communication. Identify the type and nature of reports contained within the New Jersey State Patrol record management system. Demonstrate login and password procedures via the state police intranet password utility. Perform data entry and generate incident report numbers. Interpret all reports encompassed in NJSP record management system and utilize its administrative functions. Interpret and disseminate information over the telephone in accordance with division policy. Demonstrate (and state) the ability to operate various radio apparatus, base, mobile and portable devices using proper signals and codes, in accordance with division policy. Define M.A.P.P.S. (Management Awareness Personnel Performance System) and its purpose. Satisfactorily complete a property report and log same in the property/evidence log. Determine when an alert and preliminary report will be completed, given scenario drills. Complete a rough draft of a preliminary report, list three purposes for interviews and identify two types of instructor-originated questions. Demonstrate the use of recommended questioning technique and describe three uses of questions. Provide conversational Spanish language training and practice.

*Instruction:* Students must complete no fewer than: five hours of “Communications,” seven hours of “Effective Presentations,” six hours of “Radio & Telephone Communications,” thirteen hours of “Report Writing,” twenty four hours of “Spanish for Law Enforcement,” and one hour of “Adult-Based Learning.” Instructional methods for this course include classroom lecture (supplemented by PowerPoint presentations, videos and flip-charts), class discussions, activities and practical exercises. Evaluation methods include written examination and critique.

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

### **Crime Scene Investigation** (3 credits, lower division)

*Program:* Advanced & In-Service Training Academy

*Location:* New Jersey State Patrol Academy Sea Girt, NJ

*Length:* 64 Hours

*Dates:* January 2000 through June 2009

*Objectives:* Analyze and evaluate the use of an evidence field manual and its applications as a reference resource during evidence collection at crime scenes. Demonstrate proper submission of evidence to a crime laboratory and explain the purpose of a proper chain of command. Communicate the role of forensic science as part of an overall crime scene investigation methodology, plan, and strategy. Comprehend and examine the procedures utilized in preparing and authoring a crime scene investigation report containing all of the pertinent information concerned with any investigative report. Describe the role of a medical examiner and forensic pathologist as part of an overall crime scene investigation strategy. Recognize the legal considerations involved in the decision making process at crime scenes and in using the proper equipment, methods and techniques in order to complete an accurate, detailed and thorough crime scene investigation from initial response through processing until final scene release. Demonstrate ability to take accurate measurements at crime scenes in order to produce two-dimensional crime scene diagrams as part of an overall crime scene documentation strategy. Interpret the role of an assistant prosecutor and the crime scene detective as a witness during a criminal trial in a court of law. Employ the terminology, legal considerations, photographic principles, tools, equipment and the practical experience necessary to perform and follow the proper methodology for the accurate and thorough video photographic documentation for all types of crime scenes.

*Instruction:* Students must complete no fewer than: one hour of “Evidence Field Manual,” seven hours of “Crime Scene Investigation,” four hours of “Crime Scene Sketching and Diagramming,” one hour of “Crime Scene Report Writing,” twenty-two hours of “Crime Scene Photography,” three hours “Crime Scene Video,” three hours of “Digital Photography and Software Applications For Law Enforcement,” seven hours of “Death Scene Investigation,” thirteen hours of “Courtroom Testimony For Law Enforcement,” and four hours of “Crime Scene Dynamics - A Forensic Approach.” Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), class conferences, group discussions, and practical field exercises. Evaluation methods include written examination and critique.

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

### **Criminal Law** (3 credits, upper division)

*Program:* Pre-Service Training Program

*Location:* New Jersey State Police Academy, Sea Girt, NJ

*Length:* 47 Hours

*Dates:* January 2000 through June 2009

**Objectives:** Discuss the New Jersey Code of Criminal Justice and be familiar with offenses specified in the New Jersey Statutes Annotated. Students will demonstrate a working knowledge of due process (5th, 6th, and 14th amendments) and constitutional issues/civil liberties specific to stop and arrest, search and seizure, and related laws as stated in 2C Manual (NJSA). Students will also be able to determine if requisite elements are present to warrant an arrest or prosecution for: crimes involving bodily harm (ranging from personal injury to homicide) and other forms of attempted violence, sexual offenses including demonstrated ability to properly grade crimes – such as distinguish between sexual assault, aggravated sexual assault, unlawful sexual contact and lewdness. Determine if elements are present to warrant arrest or prosecution for racketeering, robbery, burglary, auto theft, shoplifting, theft, theft by extortion, receiving stolen property, prostitution and gambling, crimes against children, false reporting, perjury, witness/informant and evidence tampering, public indecency, misconduct in office, and impersonating a public servant. Students will also be able to convey and perform according to rules of evidence.

**Instruction:** Students must complete no fewer than: Thirty four hours of “Criminal Law (Title 2C)”, two hours of “Cyber Crime”, four hours of “Environmental Crimes”, one and one half hours of “Insurance Fraud”, three and one half hours of “Major Crime Lecture – Gonzales Shooting”, and two hours of “Rules of Evidence.” Instructional methods for this course include lectures (supplemented by videos handouts and training aids), classroom and group “conferences”, case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

**Credit Recommendation:** In the upper division associate/baccalaureate degree category, 3 semester credits.

### **Criminal Procedure** (3 credits, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 49 hours

**Dates:** January 2000 through June 2009

**Objectives:** Identify the various Constitutional & practical criteria for the use of reasonable force. Describe the Constitutional ramifications involved in the stopping and searching of suspects, the effective arrest of those suspects, and the seizure of contraband and evidence. Understand the basis for automobile stops and the techniques involved in automobile searches. Address the requirements for the administration of the Miranda Warning, the proper techniques for a Terry Stop & Frisk and a protective sweep. Explore the protocol and implications of the execution of search warrants, obtaining consent to search, and comprehend other exceptions to the search warrant requirements.

**Instruction:** Students must complete no fewer than: five hours of “Use of Force,” two hours of “U.S. Constitution,” forty hours of “Arrest, Search and Seizures,” and two hours of “Terry Frisk.” Instructional methods for this course include lectures (supplemented by videos, handouts and training aids), classroom and group “conferences,” case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

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

### **Dynamics of Family Violence** (2 credits, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 32.5 hours

**Dates:** January 2000 through June 2009

**Objectives:** Determine the legitimacy of a domestic violence call. Identify and understand statutes with respect to family violence. Describe the tactics and techniques employed in responding to and dealing with a domestic violence scene, including the interviewing of the disputants. Understand domestic statutes and the offenses covered under each. Explore an effective domestic violence investigation and write a complete investigation report of a domestic violence incident. Create awareness and foster dialogue for acts of domestic violence involving law enforcement personnel. Recognize and apply methods for gaining legal access to premises when domestic violence has occurred. Define the purpose of the Amber Alert and the criteria aid procedure for activating same. Understand the function of the juvenile justice system, its procedures and requirements. Explain the offenses required for registration of sex offenders, the notification process and the reasons behind Megan’s Law. Present investigative techniques associated with an unattended death. Analyze the dynamics of domestic violence. Identify instances of child abuse.

**Instruction:** Students must complete no fewer than: two hours of “Crimes Against the Family,” two hours of “Tactical Considerations for Handling Domestic Disturbances & Disputes,” two hours of “Domestic Violence Interviewing Techniques,” three hours of “Domestic Violence Laws,” four hours of “Domestic Violence – Investigation & Report Writing Training,” one and one half hours of “Domestic Violence & Law Enforcement Professional,” two hours of “Domestic Violence: Search and Seizure Issues,” one hour of “Domestic Violence Training, Seizure of Weapons,” two hours of “Aspects of Child Abuse,” two hours of “Amber Alert,” five hours of “Juvenile Justice,” two hours of “Sex Offender Notification Law – Megan’s Law,” two hours of “Unattended Death,” and two hours of “The Dynamics of Domestic Violence.” Instructional methods for this course include classroom lecture (supplemented by PowerPoint presentations, videos and flip-charts), class discussions, activities and practical exercises. Evaluation methods include written examination and critique.

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

### **Fingerprinting** (3 credits, lower division)

**Program:** Advanced & In-Service Training Academy

**Location:** New Jersey State Patrol Academy Sea Girt, NJ

**Length:** 79 hours

**Dates:** January 2000 through June 2009

**Objectives:** Provide basic knowledge and practical experience as it pertains to friction ridge skin, the recognition and classification of fingerprint patterns, and the identification of unknown fingerprints to known fingerprints. Demonstrate the proper preparation of basic courtroom displays depicting fingerprint identification for use at trial. Translate the proper methods, techniques, application and tools employed for the processing and enhancement of evidence for visible, latent, and etched friction ridge detail. Employ knowledge of the recognition, origin and orientation of palm prints.

**Instruction:** Students must complete no fewer than: thirty-six hours of “Fingerprint Classification: Pattern Recognition, Identification and Verification,” five hours of “Palm Print Recognition: Origin and Orientation,” eighteen hours of “Friction Ridge Comparison and Identification,” ten hours of “Evidence Processing and Latent Print Development Techniques,” three hours of “Friction Ridge Courtroom Displays,” and seven hours of “Latent Print Photography.” Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), and practical field exercises. Evaluation methods include written examination and critique.

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

### **Firearms in Law Enforcement** (3 credits, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 86 hours

**Dates:** January 2000 through June 2009

**Objectives:** Communicate the cardinal rules of weapon safety and principles of basic marksmanship. Explain and demonstrate safe weapon loading and unloading techniques; display safe handling of weapons under low-light conditions and methods of improving night vision. Employ combat loading/tactical reloading and manipulation of a flashlight while firing under low-light conditions. Model proper shooting positions, basic shotgun drills, and shotgun qualification course. Illustrate

the proper procedures for clearing a loaded and unloaded weapon. Explain the proper handling of the off duty/back up weapon both on and off duty. Identify proper care and maintenance of an issued service weapon and off-duty weapon. Achieve a minimum score of 80% (32 out of 40) on the day and night off duty weapon qualification courses. Achieve a minimum score of 80% (32 out of 40) on the night fire qualification course.

**Instruction:** Students must complete no fewer than: nine hours of "Combat, Night Fire and Stress Course," eighteen hours of "Firearms Orientation & Quiz," forty hours of "Firearms Qualification Program," five hours of "Off Duty Qualification," twelve hours of "Shotgun," and two hours of "Simulated Ammunitions (Simunitions) Orientation." Instructional methods for this course include classroom lecture (supplemented by PowerPoint presentations, videos and flip-charts), classroom discussions, activities and practical exercises. Evaluation methods include written examination and critique.

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

#### **First Responder Skills in Marine Operations** (2 credits, lower division)

**Program:** Open Water Rescue Course – Awareness, Operations, and Technician levels

**Location:** Various – offered throughout the state

**Length:** 40 hours (Awareness Level – 10 hrs, Operations Level – 20 hrs, Technician Level – 10 hrs.)

**Dates:** May 2006 through June 2009

**Objectives:** Students will gain an understanding of the threats posed to the rescuer in the open water environment. Each participant will possess sufficient personal survival skills to enhance their survivability in the event of an accidental entry into the water. They will possess the ability to make a throwing rescue and they will understand their personal limitations in the surf environment.

**Awareness Level –** Explain the 3 reasons why surf rescue training is needed. Recite the definition of SAFE RESCUE. Explain why rescuers drown. Identify the 5 types of PFD's. Describe what the hot zone is in water rescue. Explain how the IMS system works in water rescue. Identify 5 hazards found in open water rescue scenes. Recite 3 wave types and weather conditions that are associated with surf rescue. Recognize a rip current and how to survive in a rip current. Recite the definition of drowning. Explain who is at risk of drowning. Explain 7 activities associated with drowning. Explain the indicators of drowning and drowning stages. Explain how a person drowns. Explain 4 types of drowning. Recite the rules for the pool portion of the class. Explain and perform a compact jump. Explain and perform the HELP position. Explain and perform the HUDDLE position. Explain and demonstrate how to remove and replace the PFD using 2 methods. Explain and demonstrate 4 throwing rescues. Explain and demonstrate how to survive if entering the water in full uniform. Students will learn the importance of working as a team when involved in water rescue operations. The various techniques and water rescue devices will be introduced and a practical water safety test will be conducted.

**Operations Level –** Explain how to develop a team concept. Recite the four steps in the component of a rescue. Give four examples of rescue equipment. Recite three parts of the spinal stabilization device. Explain why rescuers must be trained in PWC/Small vessel operations. Recite symptoms of hypothermia. Explain and demonstrate when you have to perform a stiff arm block. Explain and demonstrate when you have to perform a head hold escape. Explain and demonstrate when you have to perform a wrist release. Explain and demonstrate how to perform the lockdown rescue. Explain and demonstrate how to perform a conscious and unconscious rescue without a rescue can. Explain and demonstrate how to perform a can rescue on a conscious victim. Explain and demonstrate how to perform the rescue chain link up. Explain and demonstrate how to wear the rescue PFD. Explain and demonstrate how to use the rescue reel. Explain and demonstrate the paddle board entry. Recite the steps in a paddle board rescue of a conscious victim. Recite the steps in a paddle board rescue of an unconscious victim. Explain in water spinal immobilization. Perform in water spinal immobilization. Students will put together all the rescue skills gained in the awareness and operations level of the Open Water Rescue School to make rescues of victims in the ocean. The students will also work as a team to perform these rescues. Students participating in this class must have successfully completed the awareness level and operational level of the N.J.S.P Open Water Rescue School.

**Technician Level –** Perform a stiff arm block and a head hold escape. Perform a wrist release. Perform a look-down rescue. Perform a PFD rescue. Perform a rescue of a conscious victim with a rescue can. Perform a rescue can link up rescue. Perform a line reel rescue. Enter the surf on a paddle board. Perform a paddle board rescue on a conscious victim. Perform a paddle board rescue on an unconscious victim. Demonstrate in water spinal immobilization.

**Instruction:** Students must complete no fewer than: ten hours of "Open Water Rescue – Awareness level," twenty hours of "Open Water Rescue – Operations level," and ten hours of "Open Water Rescue – Technician level." Instructional methods for this course include lectures and demonstrations. Evaluation methods include written and practical application exercises/examinations.

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

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

**Program:** Physical Conditioning Instructor Course

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 40 hours

**Dates:** January 2006 through June 2009

**Objectives:** Upon completion of this course, the student will be able to: Demonstrate basic familiarity with general principles of anatomy, kinesiology and physiology. Demonstrate basic familiarity with the various components of physical fitness, particularly as they pertain to law enforcement officers. Demonstrate basic familiarity with applied exercise physiology including running and strength development. Demonstrate basic familiarity first aid and injury prevention. Demonstrate basic familiarity with principles of nutrition and substance abuse

**Instruction:** Students must complete no fewer than forty hours of "Physical Conditioning Instructor Course." Instructional methods for this course include lectures, group discussions and fitness assessment. Evaluation methods include written examinations, and practical application exercises.

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

#### **Human Relations & Special Populations** (1 credit, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 21 hours

**Dates:** January 2000 through June 2009

**Objectives:** Identify expanding populations of ethnic groups, towards an understanding of the values and cultures of those groups. Promote effective communication with social and ethnic groups during public contact. Recognize the stages of group development and the behaviors of an effective team. Understand the law regarding workplace discrimination, harassment and hostile environments. Define and identify prejudice and discrimination. Understand the definition of conflict and how to utilize collaborative problem solving. Recognize basic personality disorders and identify methods of handling persons who are emotionally disturbed and their commitment to facilities for evaluation/treatment. Understand the principles of hostage negotiations. Recognize common hostage situations and comprehend appropriate methods and tactics of approaching/responding to each situation.

**Instruction:** Students must complete no fewer than: one hour of "Cultural Diversity," two hours of "Group Dynamics," four hours of Preventing Hostile Work Places," two hours of "Prejudice and Discrimination," two hours of "Conflict Resolution," five hours of "Handling People with Special Needs," three hours of "Hostage Negotiations," and two hours of "Courtesy, Professionalism & Respect." Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), class conferences and group discussions, on-line resources, and practical exercises. Evaluation methods include written examination and critique.

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

**Interview and Interrogation** (3 credits, lower division)*Program:* Advanced & In-Service Training Academy*Location:* New Jersey State Patrol Academy Sea Girt, NJ*Length:* 33 hours*Dates:* January 2000 through June 2009*Objectives:* Introduces the analysis of a person's words, style of grammar and method of communication to detect deception in statements. Examine the grammar and implicit meaning in a formal written statement. Analyze the language, expressions and terminology used by a person in their statement. Detect changes in a subject's writing style across a written document.*Instruction:* Students must complete no fewer than: one hour of "Interview & Interrogation Practical Exercises," one hour of "Use of a Background Form," one hour of "Detecting Deception," two hour of "Detecting Deception: Microexpressions," one hour of "Behavior Observation Questions," two hours of "Polygraph Demonstration," two hours of "The Psychology of Interviewing," two hours of "Obtaining Truthful Information," one hour of "The Importance of Credibility," one hour of "Principles of Persuasion," one hour of "Comparison of 5 Ways to Determine Truth & Deception," four hours of "Statement Analysis," two hours of "Determining Truthfulness," two hours of "Determining Deception," three hours of "The Truth Lies Within," one hour of "Theme Development," two hours of "9 Steps to Obtaining a Confession," and two and a half hours of "Megan Kanka Case Overview." Instructional methods for this course include lectures (supplemented by training aids), case law, case studies, practical exercises, and role playing. Evaluation methods include written examination and critique.*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.**Introduction to Accident Investigations** (2 credits, lower division)*Program:* Pre-Service Training*Location:* New Jersey State Police Academy, Sea Girt, NJ*Length:* 30.5 hours*Dates:* January 2000 through June 2009*Objectives:* Demonstrate an understanding of accident templates and traffic safety construction. Gain a working knowledge of the various aspects of accident investigations, including accident classification, investigation, report writing, speed calculations, speed estimates and entering vehicles as property evidence and related log reporting.*Instruction:* Students must complete no fewer than: four hours of "Accident Classification," six hours of "Accident Investigation," four hours of "Accident Practical," two hours of "Accident Report Review," two hours of "Accident Template," one hour of "Introduction to Accident Investigation," two hours of "Vehicle Property Evidence & Reporting," five hours of "Scale Diagrams," one hour of "Speed Calculations," two hours of "Speed Estimates," and one and one half hours of "Traffic Safety Construction." Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), class conferences, group discussions, and practical field exercises. Evaluation methods include written examination and critique.*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.**Introduction to Computers in Law Enforcement** (1 credit, lower division)*Program:* Pre-Service Training*Location:* New Jersey State Police Academy, Sea Girt, NJ*Length:* 26.5 hours*Dates:* January 2000 through June 2009*Objectives:* Understand the confidentiality of records and systems security. Develop a working knowledge of criminal justice information systems for records and identification including: the National Crime Information System, the New Jersey Department of Motor Vehicle records systems, the New Jersey Law Enforcement, Telecommunications System, the National Law Enforcement Telecommunications system, the National Law Enforcement, and the New Jersey Computerized Criminal History. Students will demonstrate computer literacy upon course completion.*Instruction:* Students must complete no fewer than: twelve hours of "C.J.I.S./C.A.D.," two and one half hours of "Computer Literacy," and twelve hours of "R.M.S." Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), access to criminal justice information services, and practical exercises. Evaluation methods include written examination and critique.*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.**Introduction to Criminalistics** (3 credits, lower division)*Program:* Advanced & In-Service Training Academy*Location:* New Jersey State Patrol Academy Sea Girt, NJ*Length:* 46 hours*Dates:* January 2000 through June 2009*Objectives:* Present instruction in the area of ballistics, firearms operability and identification, the significance of firearms related evidence, distance determinations, bullet trajectory, projectile defect production and the National Integrated Ballistics Information Network (NIBIN). Evaluate the specialty discipline of forensic anthropology can have in a crime scene investigation. Identify the markers present for the detection of clandestine grave sites and the proper techniques and procedures for the excavation and recovery of both buried body and surface skeletonized human remains. Identify the specialized discipline of forensic odontology and its applications in assisting with or as part of an overall crime scene investigation strategy. Comprehend the capabilities of a forensic odontologist pertaining to the victim identification process, facial reconstruction, age, race and sex determination, disaster response, child abuse, and bite mark identification. Indicate the scientific and practical background information necessary for determining the investigative significance of potential serological, DNA (nuclear and mitochondrial) and trace evidence found at crime scenes. Apply the proper techniques for the documentation, collection, sample size, packaging, marking and preservation of these types of evidence for eventual submission to a Forensic Science Laboratory System. Demonstrate knowledge of the role of presumptive testing as a tool to aid crime scene investigators. Evaluate the ability to recognize bloodstain pattern evidence at crime scene, recognize the pattern types and learn the proper techniques for the accurate documentation of this type of evidence for examination by a bloodstain pattern expert. Document the knowledge necessary to conduct a death scene investigation. Classify medical legal death investigations and the factors influencing and affecting the role of a crime scene investigator specifically as it concerns the documentation and evidence collection necessary for a complete, thorough and accurate crime scene investigation. Relate the role and significance of impression evidence at crime scenes and the tools and techniques as it pertains to the documentation and preservation of impression evidence including footwear and tire treads. Indicate the possible investigative applications and role that the specialty discipline of forensic entomology can have in a crime scene investigation. Specifically the role of insects and the proper methodology for their documentation and recovery as evidence will be described and outlined in lecture and through practical exercises. Demonstrate the knowledge and practical experience involved in the procedures and methodology behind the reconstruction of shooting incidents to include ejection pattern studies, distance determinations, projectile defects, glass fracture and analysis and trajectory determination.*Instruction:* Students must complete no fewer than: four hours of "Ballistics and Firearms Evidence," seven hours of "Basic Bloodstain Pattern Recognition," two hours of "Serological, DNA and Trace Evidence," one and one half hours of "Forensic Entomology," two and one half hours of "Forensic Anthropology/Clandestine Grave and Body Recovery," three hours of "Impression Evidence," two hours of "Forensic Odontology," seven hours of "Reconstruction of Shooting Incidents," three hours of "Death Investigation - A Medical Examiner's Perspective," seven hours of "Forensic Autopsy Observation and Procedures," three hours of "Major Case Study - The Murder Investigation of Trooper Scott Gonzalez," and fifteen hours of "Simulated Crime Scene Practical Group Exercises." Instructional methods for this course

include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), discussions, and practical field exercises. Evaluation methods include written examination and critique.

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

### **Introduction to Drug Enforcement** (3 credits, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 51 hours

**Dates:** January 2000 through June 2009

**Objectives:** Understand the legal basis of illicit substance and alcohol violations, of consent decrees, and U.S. customs issues. Define drug enforcement objectives, practices and strategies. Identify and respond to incidents involving chemical agents, marijuana, hazardous materials and hepatitis risks. Examine methods of concealment and street/outlaw motorcycle gang presence and activity. Demonstrate a working knowledge of handling chemical agents, utilizing canine units, seizing currency, searching vehicles, and searching individuals.

**Instruction:** Students must complete no fewer than: one and one half hours of "A.B.C. Laws," two and one half hours of "Canine Unit," two hours of "Chemical Agents Lecture," three hours of "Chemical Agents Practical," one half hour of "Consent Decree," one hour of "Currency Seizure," six hours of "Drug Enforcement," four hours of "Hazardous Materials," one and one half hours of "Hepatitis Lecture," two hours of "Marijuana Recognition," five hours of "Medical Examiner's Office (autopsy)," six hours of "Medical Examiners Visit," three hours of "Methods of Concealment," three hours of "Observation & Perception," one hour of "Search of Person," three hours of "Search of Person, Kneeling & Prone," one hour of "Search of Vehicle Techniques," three and one half hours of "Street Gang Lecture – Outlaw Motorcycles," and one hour of "U.S. Customs." Instructional methods for this course include lectures (supplemented by videos handouts and training aids), classroom and group "conferences", case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

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

### **Introduction to Instructor Training** (3 credits, lower division)

**Program:** Advanced & In-Service Training Academy

**Location:** New Jersey State Patrol Academy Sea Girt, NJ

**Length:** 66 hours

**Dates:** January 2000 through June 2009

**Objectives:** Identify the proper characteristics and qualities of an instructor. Define performance objectives, lesson plans and their components. Differentiate between an adult based lesson plan and lecture based lesson plan. Modify and use special effects and tools in a document. Use the outline function to create a lesson plan. Save and print the document or lesson plan. Identify the purpose of visual aids. Describe the benefits of and successful used of visual aids. List two purposes for exams and two characteristics of a good test. Appraise the advantages of each type of test item and list one advantage of each method of testing. Identify three areas in Bloom's taxonomy of the cognitive domain. Evaluate three principles of delivery and four vocal elements of speech delivery. Discuss three factors which enhance a speaker's credibility. Explain the need for effective use of non-verbal communications and gestures. List the four modes of oral presentations, factors that enhance a speaker's credibility and the concept of stage fright. Identify and utilize Microsoft PowerPoint program on a computer, demonstrating slide production, editing and use or graphics. Demonstrate the steps to effective PowerPoint presentations and saving documents for future use. List three purposes for asking questions, two types of instructor-originated questions and a questioning technique. Define leadership and its relationship to the role of an instructor. Discuss the best and worst qualities of an instructor and identify two methods of instruction that promote leadership. Identify logistical issues relative to proper class preparation and management. Employ the four fundamental checkpoints in a web site evaluation. Locate Google on the internet, and successfully utilize it as an effective search engine. Find and reference an MLA style citation resource on the internet. Define the problem based/action-centered methodology of learning and identify five characteristics of this practice. List four differences between lecture-centered classrooms and learner-centered classrooms. Identify three skill areas that are desirable for a facilitator and identify three formats and three processes used to achieve skill development when utilizing a facilitation style of teaching.

**Instruction:** Students must complete no fewer than: one hour of "Instructor Training Course Orientation," two hours of "Student 3 Minute Presentations & Reviews," two hours of "Leadership," one hour of "Classroom Management," one hour of "Speaking Delivery," one hour of "Library Research Skills," one hour of "WordPerfect Program Training," one hour of "Visual Aids Instruction," two hour of PowerPoint Program Training," one hour of "Return of Investment," two hours of Adult Based Learning," one hour of "Oral Questioning Techniques," four hours of "Lesson Plan Organization & Performance Objectives," one hour of "Test Item Construction," two hours of "Student 5 Minute Presentations & Reviews," three hours of "Preparation for 10 Minute Video Presentations," seven hours of "Student 10 Minute Video Presentations & Review," one hour of "Review for Final Exam," two hours of "Final Exam & Critique," three hours of "Preparation for 15 minute Presentations," eleven hours of "Student 15 Minute Presentations & Reviews," three hours of "Preparation for 40 Minute Presentations," fourteen hours of "Student 40 Minute Presentations & Review," one hour of "Review of Evaluations," and one hour of "Course Evaluations & Critiques." Instructional methods for this course include lectures (supplemented by training aids), case studies, practical exercises, and role playing. Evaluation methods include written submission, presentation and critique.

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

### **Introduction to Law Enforcement** (3 credits, lower division)

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 56.5 hours

**Dates:** January 2000 through June 2009

**Objectives:** Classify the primary objective of a law enforcement agency and its mission. Define the general duties of a police officer. Identify the concepts and components of community oriented policing. Recognize the benefits of implementing community oriented policing, recite the expanded roles for police officers and identify developing programs to be implemented. Employ the state police problem solving method (S.A.R.A.) and strategies that support community oriented policing. Apply S.A.R.A. techniques to a community problem scenario and analyze possible outcomes. Discuss ethical dilemmas faced by law enforcement officers and dissect the experience to its conclusion. Present and analyze ethical dilemmas found in a shooting incident. Model the kneeling handcuffing technique, prone handcuffing technique, and low risk handcuffing technique. Display the proper technique for searching a suspect in the kneeling, and prone handcuffing positions. Identify and interpret guidelines for a strip search or body cavity search. Show the proper method of uncuffing a prisoner. Address and demonstrate proper techniques for searching a member of the opposite sex. Illustrate the proper procedures for responding to a host of incidents: bank alarm, prowler complaint, and a car fire. Properly complete an operations report for scenarios.

**Instruction:** Students must complete no fewer than: two hours of "Civics," four hours of "Community Policing/S.A.R.A.," four hours of "Community Policing Follow-ups," five hours of "Crime Scene Investigations," two hours of "Duties of a Trooper" and twelve hours of "Ethics." Instructional methods for this course include lectures (supplemented by videos handouts and training aids), classroom and group "conferences", case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

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

**Introduction to Police Administration** (5 credits, lower division)*Program:* Advanced & In-Service Training Academy*Location:* New Jersey State Patrol Academy Sea Girt, NJ*Length:* 69 hours*Dates:* January 2000 through June 2009

*Objectives:* Students will: know the qualities of a good supervisor in terms of leadership styles, how to establish goals and objectives with subordinates; understand personnel motivational strategies; know policies concerning State Police Affairs; identify best supervisory practices; know how to develop positive rapport; identify origins and core components of community policing; understand the role of community policing for problem-solving; learn to prioritize tasks and execute time management; define disaster/mass casualty incidents and understand first supervisor on scene responsibilities; define/establish crime scene boundaries; learn effective personnel allocation techniques; define deadly force and understand the fundamentals of deadly force investigations; know general types of standard operating procedures; understand the role of shooting response teams; understand consent decrees; identify common and "noble" types of police corruption; know technical, human, and conceptual leadership skills; know basic human resource information for subordinates (e.g., salary calculations, retirement and death benefits); know policy regarding media relations; know the supervisor's role in medical services and compliance procedures; know sick/injured leave policy; and understand how to evaluate personnel based on objective performance measures.

*Instruction:* Students will complete no fewer than: one hour of "Organizational & Personal Values," one hour of "Manager as a Leader," one hour of Management vs. Supervision: The Transition, Five Qualities of a Good Supervisor," two hours of "Role of a Supervisor," four hours "Final Project – Research," four hours of "Quarterly Appraisal Project – Research," two hours "Group Exercise – 5 Dimensions," two hours of "Performance Appraisals," one hour of "Quarterly & Annual Evaluations," three hours of "Situational Leadership," two hours of "Critical SOP: Supervisor as Liability Gate Keeper," one hour of "Media Relations," three hours of "Persuasion and Dimensions of Communication," two hours of "Equal Employment Opportunity/Affirmative Action," one hour of "People Dimension: Getting The Work Done," two hours of "Taking Care of People: ABC Model," Team Dimension: Team Building Exercise," one hour of "Progressive Discipline," one hour of "Progressive Discipline: FOSA Model," one hour of "Employee Assistance Program," one hour of Progressive Discipline: B10 O.P.S.," two hours of "Leadership Principles," two hours of "Final Projects & Evaluations: Student Instructional Presentations," two hours of "Domestic Violence," one hour of "Time Management," one hour of "Ethnic Dimension: Nobel Causes," two hours of "Community Policing," three hours of "Mobile Video Recorder Review: Corrective Feedback," one hour of "Leadership," two hours of "Consent Decree: New Jersey State Patrol Affairs," one hour of "Medical Issues for Supervisors," one hour of "C.O.C.," one hour of "Incident Command for Supervisors," four hours of "Critical Incidents: Scenarios & Debriefing," two hours of "Personnel Issues," one hour of "Hazing," one hour of "Mentoring & Leadership: Teaching Others to Succeed," one hour of "Non-Commissioned Officer Representation," and two hours of "Performance Appraisal & Final Project Student-led Instructional Presentations." Instructional methods include lecture and discussion. Evaluation methods include written examination, participation in scenarios and group exercises.

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

**Introduction to Self Defense for Law Enforcement** (2 credits, lower division)*Program:* Pre-Service Training*Location:* New Jersey State Police Academy, Sea Girt, NJ*Length:* 66 hours*Dates:* January 2000 through June 2009

*Objectives:* Recognize and perform survival techniques essential to law enforcement officer safety. Demonstrate effective situational management of threats against personal safety. Discuss the concept of use of force within the force continuum. Define the various types of force; understand the legal requirements for the use of force and deadly force.

*Instruction:* Students must complete no fewer than: nineteen hours of "Self Defense - Active Countermeasures," twenty nine hours of "Self Defense - Defensive Tactics," and eighteen hours of "Self Defense - P.R. 24." Instructional methods for this course include lectures (supplemented by training aids), classroom and group "conferences", practical exercises, and role playing. Evaluation methods include written examination, presentation and critique.

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

**Introduction to Traffic Law Enforcement** (3 credits, lower division)*Program:* Advanced & In-Service Training Academy*Location:* New Jersey State Patrol Academy Sea Girt, NJ*Length:* 32 hours*Dates:* January 2000 through June 2009

*Objectives:* Identify basic knowledge and practical experience regarding the effect of enforcement of traffic laws on highway fatalities and injuries, property damage and police image. Demonstrate the ability to identify current drugs and classify their effects. Convey an understanding of the concept of the new 'federalism' as it applies to the New Jersey state constitution. Define what constitutes probable cause. Discriminate between the various types of informants and understand how to utilize them for an effective investigation. Articulate when it is proper to stop and frisk a person. Indicate when it is proper to stop and detain a vehicle. Indicate when it is proper to enter a dwelling to affect an arrest. Recognize the proper application of warrantless searches of motor vehicles. Discuss standard court procedures including proper demeanor. Identify and evaluate the current problems with officer testimony along with common terminology and tactics during courtroom testimony. State the proper procedure for preparation of a motor vehicle stop. Describe the proper stopping distance of a stop of another vehicle. Explain proper approach and positioning at the violator's vehicle. Identify different types of insurance fraud related to automobiles. Identify various types of fraudulent auto insurance cards. State different methods being used to perpetrate staged automobile accidents. Isolate proper procedures when completing accident report forms to prevent tampering. List case law related to DWI. Appraise case law related to the administration of the breathalyzer test. Evaluate three of the motor vehicle and traffic laws directly related to DWI. Appraise the procedures for obtaining blood for DWI prosecution. Identify two different agencies available to assist with the investigation of motor vehicle accidents. Explain the importance of understanding the relationship between criminal and traffic laws. Summarize the major components of the state motor vehicle code concerning emergency driving. Identify and demonstrate knowledge of federal vehicle identification standards and how they are used by national law enforcement systems.

*Instruction:* Students must complete no fewer than: one hour of "Traffic Law Enforcement Orientation," one hour of "Introduction to "Traffic Law Enforcement," one hour of "Criminal Laws Related to Traffic," three hours of "Arrest, Search & Seizure," two hours of "Driving While Intoxicated," four hours of "Identification of Department of Motor Vehicle Documents," one and one half hours of "Driving While Intoxicated," two and one half hours of "Municipal Court Issues," three hours of "Unlawful Conditions of Drugs," two hours of "Automobile Theft & Vehicle Identification," two hours of "Insurance Fraud," two hours of "Role of Accident Investigation," one hour of Motor Vehicle Law Refresher," three hours of "Motor Vehicle Stops," and one hour of "Pursuit Policy." Instructional methods for this course include lectures (supplemented by videos, handouts and training aids), classroom and group "conferences", case law, case studies, practical exercises, in-class quiz and role playing. Evaluation methods include written examination and critique.

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

**Introduction to Use of Firearms in Law Enforcement** (3 credits, lower division)*Program:* Advanced & In-Service Training Academy*Location:* New Jersey State Patrol Academy Sea Girt, NJ

**Length:** 35 hours

**Dates:** January 2000 through June 2009

**Objectives:** Establish the proper use of firearms in law enforcement. Identify the major parts of the shotgun and explain the basic mechanical functions, of each part. Establish the technique of good marksmanship and both the care and safe handling of the division issued shotgun. Demonstrate the loading and unloading of the shotgun under administrative and under combat conditions. Explain concepts of reflex action and the elements of applying proper trigger control. Examine the most common shooting error and other deficiencies in shooting. List approved methods to aid a shooter in overcoming their shooting errors. Demonstrate safe handling of weapons under low-light conditions and outline tactics used to improve night vision. Demonstrate the ability to safely load and unload their weapon under low-light conditions. Analyze need for firearms training safety rules and regulations. Describe how to render a revolver and an automatic pistol safe. Define and describe deadly force, serious bodily harm and the levels of force. Explain the proper handling of the duty weapon, both on and off duty. Identify and describe the parts of a revolver and a semi-automatic pistol. Demonstrate proper combat shooting positions, weapon grip and the double-action grip. Identify the maximum and effective range of various types of handgun, revolver and shotgun ammunition. Compare the basic internal, external, and terminal ballistics of shotgun ammunition. Describe and perform the techniques used to instruct trainees in the basic mechanical functions and capabilities of police shotguns. Recall at least 6 duties of a firearms instructor. List the instructor trainee ratios for revolver, pistol and shotgun. Identify the division SOP covering use of force and reporting requirements. Define use of force, constructive authority and when a reportable use of force form is required. Discuss the concepts of "imminent danger/threat and "reasonable belief". Complete basic shotgun drills and a shotgun qualification course. List at least 10 duties of a range master. List the instructor trainee ratios for revolver, pistol and shotgun.

**Instruction:** Students must complete no fewer than: two and a half hours of "Prequalification," one hour of "Range Management & Maintenance," one and one half hours of "Nomenclature & Operation of Handguns," two hours of "Care, Cleaning and Proper Handling of Handguns," two hours of "Fundamentals of Single & Double Action Shooting," one hour of "Handgun Target Evaluation & Analysis," one hour of "Identification & Correction of Malfunctions," two hours of "Handgun Qualification Course," two hours of Nomenclature & Operation of the Police Shotgun," one hour of "Fundamentals of the Police Shotgun," two hours of "Shotgun Practice Qualification, Target Evaluation & Analysis," three hours of "Range Exercises: Individual Instruction & Student Presentations," one hour of "Subdued Lighting Shooting," two hours of "Handgun & Shotgun Night Qualification," one hour of "Weapon Maintenance," three hours of "Use of Force & Liability," two hours of "Student-led Instruction Weapon Presentation," and one hour of "Attorney General Directives." Instructional methods for this course include lectures and practical field exercises. Evaluation methods include written examination, presentation and critique.

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

### **Patrol Procedures I (3 credits, lower division)**

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 97 hours

**Dates:** January 2000 through June 2009

**Objectives:** Identify automobile ownership, the authenticity of personal and commercial drivers licenses, and State Police Orders. Define the steps of firearms investigations. Display a working knowledge of patrol techniques, occupant control response, and both incident command and traffic safety. Operational understanding of radar utilization, pedestrian interaction, suspect approach, the handling and transportation of prisoners and responding to crimes in progress. Additionally, students will have the ability to define and decipher between context-specific arrest situations including tactics for incidents involving weapons and motor vehicle stops. Define the fundamentals of driving while under the influence (DUI), roadblocks and related enforcement tactics as well as DUI report writing.

**Instruction:** Students must complete no fewer than: one and one half hours of "Auto ID," two hours of "Aviation Bureau," three hours of "Commercial Drivers License," six hours of "Crimes in Progress," eleven hours of "D.W.I. Enforcement & Reports," one hour of "D.W.I. Roadblocks," one hour of "Daily Activity Patrol Log," one hour of "Diplomatic Immunity," two and one half hours of "Firearms Investigations," five hours of "Handling & Transportation of Prisoners," nine hours of "Incident Command & Traffic Safety," six hours of "K-55 Training," four hours of "Manual Direction of Traffic," one hour of "Occupant Control," one hour of "Patrol Techniques," three hours of "Pedestrian, Suspect Approach," thirty two hours of "Situational Case Studies (Arrest Problems)," two hours of "State Police Orders," three hours of "Station Operations & Organizations," and two hours of "Tactics for Weapons Arrest, M.V. Stop." Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), class conferences, group discussions, and practical field exercises. Evaluation methods include written examination and critique.

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

### **Patrol Procedures II (3 credits, lower division)**

**Program:** Pre-Service Training

**Location:** New Jersey State Police Academy, Sea Girt, NJ

**Length:** 82.5 hours

**Dates:** January 2000 through June 2009

**Objectives:** List four characteristics common to rural and highway patrol. Demonstrate the requirements for a prepared patrol. Discuss and define the beneficial effects of irregular patrol patterning and the silhouetting effect. Describe three common techniques which increase crime detection. Complete a patrol chart according to division standard operating procedure. Identify specific, significant patrol activities that warrant patrol log entry. Deconstruct a motor vehicle stop and a motorist aid. Define working definitions of probable cause and reasonable suspicion. List three factors used to establish probable cause and/or reasonable suspicion as they pertain to motor vehicle stops. Explain the proper procedure for approaching a stopped motor vehicle (one trooper and two trooper approach.). Display the proper procedures for providing back-up to another trooper (officer). Examine the proper procedure for conducting an unknown risk vehicle stop (marked and unmarked units). List two advantages of a passenger side approach (as opposed to driver's side). Address the legal burden allowing for the removal of vehicle occupants during a traffic stop. Demonstrate effective technique for the removal and control of occupants of a stopped motor vehicle.

**Instruction:** Students must complete no fewer than: six hours of "Defensive Driving," nineteen hours of "Driving," two hours of "High Risk Motor Vehicle Stop," three hours of "Introduction to State Patrol Driving," two hours of "Motor Vehicle Stop Night Tactics," two hours of "Motor Vehicle Stop Report," three hours of "Occupant Restraint," five hours of "Stopping & Approaching Motor Vehicles," two hours of "T.L.E. Chapter 1 – Definitions," one hour of "T.L.E. Chapter 3 – Accident Violations," one hour of "T.L.E. Chapter 4 Accident Violations," one hour of "T.L.E. Chapter 5," one hour of "T.L.E. Chapter 6 & 8," one hour of "T.L.E. Enforcement," four hours of "T.L.E. Issuances of Summons & Warnings," and fifteen hours of "T.L.E. Title 39." Instructional methods for this course include lectures (supplemented by handouts, videos, case fact sheets, flip charts, and PowerPoint presentations), class conferences, group discussions, and practical field exercises. Evaluation methods include written examination and critique.

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

### **Special Topics in Police Leadership and Supervision (3 credit, lower division)**

**Program:** Advanced & In-Service Training Academy

**Location:** New Jersey State Patrol Academy Sea Girt, NJ

**Length:** 24.5 hours

**Dates:** January 2000 through June 2009

**Objectives:** Assess proper police leadership and supervision. Explain the origin of the term mentor and how it has evolved. Identify the impact of generational differences in personnel and staffing decisions. Name and explain three goals of mentoring. Explain the differences associated with a formal versus informal mentor

relationship. List four advantages and disadvantages of an information mentor setting. Understand the relationship current SOP's within the division already have to mentoring philosophies. Explain the difference between a mentor and role model. Identify division's policy regarding media relations. Differentiate between routine and non-routine information. List the criteria for releasing information to the media. Foster police media relationships through effective information sharing. Define the four functions of the media. List three basic techniques for better media relations. State two reasons why police and should avoid hostilities with the media. List four behaviors to avoid when dealing with the media. Explain the release of information regarding the organizational structure between the division, New Jersey Department of Law & Public Safety and the New Jersey Office of the Governor. Identify the importance of time management as a supervisor. Learn how to develop and use a personal journal. Learn how to prioritize and make sound decisions through an in-basket exercise. Identify the fundamental responsibilities of being the first officer on the scene of a critical incident. Identify the problems a supervisor may face at a critical incident. Define solutions to better coordinate their initial response to a critical incident. List the complex variables associated with managing and negotiating a critical incident. Identify the fundamental responsibilities of the troop traffic office. Identify the primary responsibilities of a station commander as they relate to the traffic office. Define the inspection areas during periodic inspections by the traffic office. Identify their role as it pertains to recognizing traffic issues in their station. State two reasons for establishing Standard Operating Procedure F-19; adopting the use of Mobile Video Recorder equipment by the division. Identify the procedures to be followed concerning the inspection, maintenance, and repair of MVR equipment, and recording incidents. State the supervisor's responsibilities when dealing with MVR tape control and storage. Identify three acceptable procedures when conducting an incident specific MVR tape review, random MVR tape review, and special MVR tape review. Describe four types of intervention that may be utilized after completing supervisory MVR tape review. Properly complete the NJSP Supervisory review of mobile video recorder contact form (s.p. 528). Identify the fundamental responsibilities of the troop operations office and the station commander. Define the inspection areas during periodic inspections by the operations office. Identify their role as it pertains to recognizing operational issues in their station. Define community policing and identify the origins of this approach. Identify the four elements of the SARA. problem solving model. Utilize the SARA template to address various station problems. Define what constitutes a reportable incident and reporting procedures. State the classifications of reportable incidents. Define the P.I.D.R. process and reporting requirements. Identify trend analysis division wide. Identify the standard operating procedure of C.A.D. and R.M.S. systems and be able to explain their functionality to the daily operations of a road station. List and demonstrate the proper procedures for completing types of administrative entries in the C.A.D. system including the supervisor's capability to search and inspect any information previously entered by his/her personnel. Demonstrate the ability to make inquiries against R.M.S. data to show a statistical analysis. Inquiries such as traffic analysis or station monthly statistics, which can be sorted by a single badge number, squad total or the station as a whole will be completed

**Instruction:** Students must complete no fewer than: one and one half hour of "Performance Incident Disposal Report Training & Review," one hour of "Assume Your Command – Group Exercise," one and one half hour of "Computer Aided Dispatch & Records Management Systems," two hours of "Performance Management," one hour of "Traffic Office Lecture," one hour of "Administrative Office Lecture," two hours of "Philosophy & Problem Solving," one hour of "Criminal Investigation Office Lecture," one hour of "Operations Office Lecture," one and one half hour of "Supervisory Motor Vehicle Responsibilities & Review Training," one and one half hour of "Motor Vehicle Pursuit Board Lecture," one hour of "Mentoring & Teaching Others to Succeed," two hours of "Critical Incidents Practice & Planning," one hour of "E-Daily: Human Resources Training," four and one half hours of "Supervisory Time Management," and one hour of "Media Relations." Instructional methods include lecture and discussion. Evaluation methods include written examination.

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