

DISCOVERY COMMUNITY COLLEGE

SCHOOL OF LEGAL STUDIES

Police Foundations Program

CURRICULUM GUIDE

Development Date: June 2013

Revision Dates: September 2013; April 2014; June 2014; September 2014; August 2015; July 2016; September 2016;

PURPOSE

The Police Foundations diploma program is designed to provide learners with the knowledge, skills, and attitudes that will enable them to work at various levels of policing, public safety, security, by-law enforcement, and related justice professions. Graduates will be better prepared and more qualified to seek employment in these fields.

PROGRAM DESIGN

The Police Foundations diploma program is offered over 60 weeks (1,200 hours) and will include 60 hours of work experience. A *Police Foundations Diploma* is awarded upon successful completion of all five semesters.

A schedule of courses in each semester, their sequence, and the instructional hours allotted to each course will be given to students at the beginning of each semester. These are subject to change.

Semester One

- Basic Security Training [40 hours]
- Introduction to Computer Use [60]
- Introduction to Policing [20]
- Fitness and Lifestyle Management [4]
- Canadian Government and Politics [20]
- Professionalism and Ethics [20]
- Community Policing [76]
- Interpersonal and Group Skills for Law Enforcement [40]
- Communications in Law Enforcement [60]

Semester One: 17 weeks; 340 hours

Semester Two

- Canadian Charter and Criminal Code [24]
- Police and Security Powers and Authority [60]
- Fitness and Lifestyle Management [4]
- Sociology [44]
- Private Security Patrol Procedures [20]
- Federal Statutes [40]
- Criminal Justice in Canada [48]

Semester Two: 12 weeks; 240 hours

Semester Three

- Crisis Intervention, Conflict Management, Mental Health [24]
- Fitness and Lifestyle Management [4]
- Psychology [48]
- Criminal Investigations 1 [60]
- First Nations Peoples [36]
- Diversity and Multiculturalism [28]
- Provincial Statutes [28]
- Employability Skills [12]

Semester Three: 12 weeks; 240 hours

Semester Four

- Crisis Intervention and Protecting the Public [40]
- Fitness and Lifestyle Management [8]
- Criminology [48]
- Traffic Management and Accident Investigation [48]
- Courtroom Procedures and Testimony [56]
- Criminal Investigations 2 [80]

Semester Four: 14 weeks; 280 hours

Semester Five

- Police Exam and other tests preparation [40]
- DCC Work Experience [60]

Semester Five: 5 weeks; 100 hours

TOTAL PROGRAM HOURS	1,200
TOTAL PROGRAM WEEKS	60

Schedule

Classes are scheduled for 20 hours per week (emergencies excepted). Class schedules vary and will be given to students during their admission to the program. Class times and schedules may change.

Methods of Instruction

Primary methods of instruction will include demonstrations, discussion, practice, individual guidance, and small group instruction.

Work Experience

Students are encouraged to assist in finding work experience placements.

Work experience placements will be at a variety of sites in the community. Please note that students may have to travel outside of their home community to attend their work experience placement. Students must be able to attend their placement as scheduled; this may be on days, evenings, or weekends. Students will be required to supply their own transportation to their placements and to assume any other related costs.

Students must have successfully completed all of the courses in this program prior to attending their work experience. While on their work experience students must portray a professional image.

There may be off-site field trips arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

ADMISSION REQUIREMENTS

Applicants must meet all of these admission requirements prior to beginning their program:

- Grade 12 graduation from BC secondary school or equivalent (ABE, GED), or equivalent from another school system OR be a mature applicant (must be 19 years old on the first day of class)
- If a mature applicant then provide proof of completion of grade 10 English from a BC secondary school or equivalent from another school system OR complete a Discovery Community College English assessment
- Signed consent for a criminal records check under the Criminal Records Review Program (CRRP Ministry of Justice of BC) (see notes below)
- Two letters of reference attesting to the applicant's moral character, integrity, and trustworthiness
- Submission of a drivers abstract
- Submission of completed DCC application forms
- A satisfactory entrance interview with a DCC official
- Applicants who are non-native English users (who have not completed grade 10 English as described above) must provide proof of satisfactory English proficiency as follows (either IELTS or TOEFL or an equivalent test):
 - IELTS overall band score level 6.5 and a minimum score of 6.5 in each of the speaking, listening, reading, writing individual bands
 - TOEFL minimum individual scores of Reading 15, Listening 15, speaking 18, Writing 17

N.B.: Federal, Provincial, and Municipal agencies in Canada have their own requirements for law enforcement and regulatory enforcement personnel employment. Students wishing to pursue these careers should ensure that they are able to meet the educational, physical, and other entry requirements for their desired employment before enrolling in this program. Completion of this program does not guarantee entry into any law enforcement or regulatory enforcement profession. However, we believe that completion of this program will help you become a preferred candidate in the recruiting process.

Criminal Records Checks

Discovery Community College will submit each applicant's criminal record check (CRC) on-line to the Criminal Record Review Program (CRRP). The status of the CRC does not automatically prevent an applicant from attending this program. However, any CRC that reveals "relevant" offences may limit work experience options.

Some work experience hosts may require their own criminal record check. It is the Student's responsibility to provide this directly to the host. If the criminal record check reveals information that raises concerns relevant to the placement the host may decline the placement.

A satisfactory criminal record check is one that shows no convictions for any offences reviewed under the Criminal Records Review Act by the Ministry of Justice of British Columbia and no convictions for any offences reviewed under the Certified Criminal Record Check conducted by the RCMP, as well as no outstanding criminal charges. Note that these are two separate criminal records checks conducted separately and they review different offences. We strongly recommend that students get both criminal records checks completed.

Note that employers in policing, public safety, security, and related professions will normally require a clear criminal record prior to employment. We strongly recommend that students complete their CRC through both the CRRP and the RCMP.

For the CRC with the Ministry of Justice of British Columbia, DCC will submit an application on-line to the Criminal Record Review Program (CRRP). For the CRC with the RCMP, applicants must submit their own application to an RCMP detachment.

RESOURCES

The required textbooks and/or eBooks for this program will be distributed as needed during the courses. The instructor will supply other resources such as handouts and references to websites.

The College will assist those students who do not have access to computers, by arranging extra access hours to the computer classrooms at the college.

Students will be learning in a well-equipped classroom. Computers are equipped with high-speed internet access.

LEARNING OUTCOMES

Upon completion of this program the student will be able to:

- Demonstrate a knowledge of policing in these areas
 - Professionalism and ethical behaviours
 - Community policing
 - Communications skills
 - Powers and authority
 - Crisis intervention, conflict management, protecting the public
 - Criminal investigations
 - Traffic management and accident investigations
 - Courtroom procedures and testimony
- Demonstrate a knowledge of government and legislation
 - Canadian charter, criminal code
 - Federal statutes
 - Criminal justice
 - Provincial statutes
- Demonstrate a knowledge of security operations
 - Basic security training

- Patrol procedures
- Demonstrate knowledge of
 - First Nations peoples
 - Diversity and multiculturalism
 - Psychology and sociology
- Demonstrate how to maintain a healthy lifestyle appropriate to policing and security work
- Use technology such as computer applications

ASSESSMENT AND EVALUATION

Student progress and success will be assessed regularly throughout the program. This will be accomplished using a variety of evaluation tools. Assessment items used are fully described in course outlines.

Final transcripts will record all marks for courses within the program.

The passing grade for all courses is 70%. Students are required to pass all courses at each level of the program before moving on to the practicum experience.

Rewrites of Assignments, Tests, and Exams

Students who have failed a course but who have satisfactory attendance in that course (90%) will be given the opportunity to resubmit an assignment or rewrite a test or exam. Before resubmitting or rewriting the student will be required to follow the instructor's directions for additional study.

REVISIONS

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. Students will be given notice of any changes as soon as possible.