

**Mission Valley ROP  
Administration of Justice Syllabus  
2018-2019**

**Instructor Name:** Sgt. Brandon Hayward  
**Class Days & Hours:** Monday-Friday—0815-0917 hrs. (Wed. out at 0902)  
**Room Number:** Tennis Class Room

**Overview of the Course**

This course is designed as a comprehensive introduction to law enforcement and criminal justice. This course explores the necessary skills to become a police officer. The general concepts of law enforcement are presented: laws of arrest, search and seizure, constitutional rights, history of law enforcement, and working knowledge of the duties of a police officer.

**Course Objectives**

- Describe the Elements of a Crime and Criminal Justice
- Recognize the Nature and Extent of Crime and Victims
- Identify Criminal Laws
- Discuss the Police Organization, Role, and Function in Society
- Explain Issues in Policing
- Identify the Courts and Judiciary System
- Compare the Prosecution and the Defense Roles
- Describe the Pre-Trial Procedures
- Explain Criminal Trial Issues
- Recognize Punishment and Sentencing Guidelines
- Discuss Community Sentence Options
- Describe Correctional Institutions and Populations
- Identify Prison Life Elements and Influences
- Recognize the Juvenile Justice System

**Text**

Policing America; Challenges and Best Practices—Kenneth J. Peak  
(Each student will be issued a textbook for this course. It is each student responsibility to care for the textbook. Damaged or lost textbooks while be purchased by the student at Full Replacement Cost! Please care for your textbooks.)

Replacement cost is approximately \$80.00. A hold will be placed on your child's grade if the textbook is not returned at the end of the year.

## Supplies Needed

- Three ring binder paper
- Black or blue ink pens
- One Polo style colored shirt, navy blue in color with MVROP provided patches  
(Please let me know if you need assistance with obtaining any of these supplies)

## Grading Policy

Grading is based on your completion of all assignments, attendance, participation and citizenship, and quizzes and tests. Any assignments turned in late may lose 10%. Your final grade in the course will be based on the following:

- Assignments and Presentations 25%
- Attendance, Participation and Citizenship 50%
- Quizzes and Tests 25%

After your numerical grade has been calculated, your letter grade will be determined as follows:

- **A** 90-100% of the total percentage points possible
- **B** 80-89% of the total percentage points possible
- **C** 70-79% of the total percentage points possible
- **D** 60-69% of the total percentage points possible
- **F** 0-59% of the total percentage points possible

## Attendance, Participation and Citizenship

This is an interactive class and the course work deals with issues that significantly affect a student's success on the job. Much of the work will be done in class and is not necessarily written work. Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances, and approved school events (i.e. field trips, classroom visits, assemblies, etc). \*Documentation may be necessary for these absences.\* Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP classes multiple times, you will lose units of credit and your grade will be adversely affected. Be advised that credits are earned by attendance only and cannot be made up.

Law Enforcement agencies seek responsible, honest and outgoing candidates. For this reason, these characteristics are requirements of this class and will be a significant portion of your grade. Law enforcement officers are held to a higher standard and for this reason, your instructors expect you to hold yourself to a higher standard. These skills are shown through your prompt attendance, active participation in the class, and demonstration of citizenship.

These characteristics will be judged on a point system. Each day you will start the class with 25 points. Violations will be deducted as follows:

*Tardy for class—10 point violation*

*Violation of any class infraction—5 points*

*Violation of any class misdemeanor—10 points*

*Violation of any class felony—25 points*

*After (3) three unexcused classroom tardies, the student will be required to author a classroom memorandum explaining the reason for the tardy. This will be required each additional tardy.*

## **Classroom rules**

### **Infractions**

- Use of an electronic device (i.e. Ipad, cell phone, video game, etc.)
- Grooming in class
- Talking out of turn
- Any other violation that disrupts the class or requires corrective action by an instructor

### **Misdemeanors**

- Improper attire (any clothing with disrespectful or gang writing, or any violation of the Logan Dress Code)
- Repeat Violations of Infractions such as cell phone use.

### **Felonies**

- Lying
- Cheating
- Disrespect. This includes directly disrespectful behavior to others in the class, or any display of racist, sexist or other hateful remarks or writings.

***Should any special issues come up during the school year, please contact one of the instructors by e-mail or phone to resolve the issue. We (the instructors) want our students to be successful.***

Instructors: Sergeant Brandon Hayward 510-471-1365 Department  
24/7 Cell Phone (510-714--1694)

Email: [bhayward@mvp.org](mailto:bhayward@mvp.org) \_\_\_\_\_ [BrandonH@UnionCity.org](mailto:BrandonH@UnionCity.org)

## **Videos and presentations:**

This class discusses several aspects of Law Enforcement which could be considered violent or graphic in nature to young adults. We show documentary videos, news clips, video surveillance footage, and other movie/videos that are graphic in nature. All of these items are related to specific lessons/learning blocks that are part of our course curriculum. Should you have any concerns or questions about this content, please contact any of the instructors for information or details of the content.

By signing the permission slip, you are allowing your student to view the content of this information similar to allowing the viewing of a PG-13/ R rated (Violence) film.

***Note: Students and Parent/Guardian must sign the attached notice provided you understand the class syllabus.***

**I have read and agree to abide by the rules and regulations of the Administration of Justice course as described in the above syllabus.**

\_\_\_\_\_  
Print Student Name                      Signature                      Date

\_\_\_\_\_  
Print Parent/Guardian Name                      Signature                      Date

\_\_\_\_\_  
Parent email address                      Contact phone number

When is the best time to reach you should the need to contact a parent arise?

\_\_\_\_\_

What is the best way to reach you? (Cell Phone, Email, Home phone)

\_\_\_\_\_

Do you have any questions or concerns regarding your students participation in our law enforcement course?

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Any additional comments/questions?

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