

SYLLABUS

COURSE TITLE: Administrative Law

COURSE NUMBER: 1015

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
2:00			2:00	ICITP

DESCRIPTION:

The course provides the student with an understanding of the nature, sources and applications of administrative law. Particular emphasis is placed on the role of administrative law in providing alternative means of investigation and resolution to matters involving possible violations of the rules and regulations administered by federal agencies. The scope of federal judicial review over executive branch proceedings and decisions is examined. Unique features of the administrative investigative process and enforcement proceedings are discussed to provide the student with a sufficient framework in which to evaluate the appropriateness of pursuing administrative remedies as they develop an investigative plan.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will identify situations calling for the application of federal administrative procedures in compliance with the *Administrative Procedure Act*, distinguish between the criminal, civil, and administrative enforcement processes, and identify the most appropriate procedure(s) for resolving violations of the United States Code and Code of Federal Regulations.

The student will be able to identify the definition and sources of administrative law, recognize the unique features of administrative proceedings and the remedies they afford, and identify the advantages and disadvantages of initiating administrative actions against violators of their agencies' rules and regulations.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the legal authority that allows for administrative practice and procedure.
2. Identify appropriate consideration for dispute resolution when deciding upon avenues of prosecution, such as burdens of proof, rights of the accused, and deterrence factors.
3. Identify and know how to use the Code of Federal Regulations index for finding Executive Branch Administrative Procedural Regulations.
4. Identify why criminal judicial, civil judicial and civil administrative prosecutions from the same cause of action are not double jeopardy.
5. Identify the *Administrative Procedure Act* and its purpose.
6. Identify the burden of proof for civil administrative actions.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Courtroom Evidence

COURSE NUMBER: 1121

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
6:00			6:00	ICITP

DESCRIPTION:

This course examines principles in the Federal Rules of Evidence and how these Rules affect how Federal Officers collect and preserve evidence. Emphasis is placed on the admissibility and methods of presenting evidence in Federal courts.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will identify the standards of admissibility and methods of collecting evidence in order to ensure that evidence is admissible in court.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the procedural stages of a criminal trial.
2. Describe relevant, direct, and circumstantial evidence.
3. Identify the matters about which a lay witness can testify.
4. Identify factors that can affect witness credibility and the need to collect information regarding a witness' credibility.
5. Describe how evidence should be collected so a foundation can be laid in court.
6. Describe how statements and reports are used to aid witnesses in courtroom testimony and in preparation for testimony.
7. Describe how to establish a foundation for business records and public documents so that the contents will be admissible in court.
8. Identify what is and is not hearsay.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Courtroom Evidence" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Courtroom Testimony

COURSE NUMBER: 1031

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
2:00			2:00	ICITP

DESCRIPTION:

This course discusses the characteristics and skills of an effective witness in a courtroom setting. The student will receive guidance in how to prepare for direct and cross-examination, as well as those subjects that should not be volunteered by witnesses when testifying.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will identify fundamental principles for witness testimony and will recognize effective techniques to use as a witness.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the characteristics that make law enforcement officers effective witnesses.
2. Identify essential law enforcement officer testimonial skills.
3. Identify common techniques used to impeach witnesses during cross-examination.
4. Identify subjects that should not be volunteered by a witness when testifying.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Courtroom Testimony" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Federal Criminal Law

COURSE NUMBER: 1091

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
8:00			8:00	ICITP

DESCRIPTION:

Through lecture and discussion, this course provides the student with an introduction to criminal law and selected Federal offenses.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given a set of facts depicting possible violations of major statutory offenses, the student will identify whether a crime is alleged and determine, if so, whether all elements of the crime are present.

ENABLING PERFORMANCE OBJECTIVES (EPO):

Session 1:

1. Identify the elements of a criminal statute.
2. Distinguish between a felony and a misdemeanor.
3. Identify how the Assimilative Crimes Act is applied and distinguish between exclusive, concurrent, and proprietary jurisdiction.
4. Identify the elements of Title 18 U.S.C. § 111.
5. Identify the elements of Title 18 U.S.C. § 201.

Sessions 2 and 3:

6. Identify how many persons are needed to form a conspiracy.
7. Identify when knowledge and intent are sufficient to constitute a conspiracy.
8. Recognize an agreement and its functions according to the provisions of Title 18 U.S.C. § 371.
9. Recognize the function of an overt act in the crime of conspiracy.
10. Identify when a co-conspirator's statement may be used during the prosecution of a conspiracy.

11. Identify the limits of the withdrawer's or late joiner's criminal liability.
12. Identify when a person may be prosecuted for assisting another in the commission of a crime, in accordance with Title 18 U.S.C. §§ 2-4.

Session 4:

13. Recognize when an inducement by the government is permitted or prohibited.
14. Recognize when predisposition negates an apparent entrapment defense.
15. Identify the elements of Title 18 U.S.C. § 1001.

STUDENT SPECIAL REQUIREMENTS:

For Session 1, students will refer to the "Criminal Law" chapter in the student text. For Sessions 2 and 3, students will refer to the "Conspiracy and Parties to Criminal Offenses" chapter in the student text. For Session 4, students will refer to subparts "D" and "E" of the "Criminal Law" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Federal Court Procedures

COURSE NUMBER: 1130

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
4:00			4:00	ICITP

DESCRIPTION:

This course discusses the operation of the federal court system and emphasizes procedures involved in processing a criminal case from the arrest or indictment through arraignment including the necessary proceedings of interest and concern to federal law enforcement officers.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given written scenarios, the student will identify the process governing proceedings in criminal cases in the United States federal court system and responsibilities of the federal law enforcement officer.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the function and purpose of the grand jury.
2. Identify the types and uses of grand jury subpoenas.
3. Identify the rules governing the secrecy of proceedings of the grand jury, the limited dissemination of grand jury information, and the law enforcement officer's responsibilities regarding use of grand jury material.
4. Identify how the defense obtains information from the government that can be used in trial and for other purposes, e.g. discovery under Rule 16, Federal Rules of Criminal Procedure; the *Brady* doctrine, *Giglio v. United States*, the Jencks Act, and Rule 26.2, Federal Rules of Criminal Procedure.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Federal Court Procedures" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Fourth Amendment

COURSE NUMBER: 1211

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
4:00			4:00	ICITP

DESCRIPTION:

This course examines the principles of search and seizure as prescribed by the Fourth Amendment. The exclusionary rule, probable cause, and other constitutional safeguards are identified and explained.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will identify the requirements for conducting a legal search both with and without a search warrant.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Recognize when the Fourth Amendment applies to governmental action.
2. Identify situations in which a reasonable expectation of privacy exists.
3. Identify when probable cause exists to the extent that an arrest or search may be justified.
4. Identify the origin, purpose and scope of the exclusionary rule.
5. Identify exceptions to the exclusionary rule, e.g., no standing to object, good faith, inevitable discovery and impeachment.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Fourth Amendment" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Freedom of Information Act & Privacy Act

COURSE NUMBER: 1190

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
1:00			1:00	ICITP

DESCRIPTION:

This course provides an overview of the major federal statutes regulating public access to government records and government access to financial records. The course describes the types of records that may have to be disclosed and those which are protected from disclosure upon request, the legal requirements imposed on agencies to maintain a system of records, how they may respond to a proper request for records, and the limits placed on access to financial records.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

Given a comprehensive examination consisting of multiple-choice questions, the student will identify the extent of coverage and properly meet the disclosure requirements of the Freedom of Information Act and the Privacy Act.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Recognize what information in federal files the Freedom of Information Act and the Privacy Act cover.
2. Identify the general rule governing disclosure under the Freedom of Information Act.
3. Recognize the circumstances under which an agency may disclose personal privacy information under the Privacy Act.
4. Identify what information may be withheld under exemption 7 of the Freedom of Information Act.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Freedom of Information Act/Privacy Act" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Government Employee Rights

COURSE NUMBER: 1411

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
2:00			2:00	ICITP

DESCRIPTION:

This course examines the principles of federal employee protections as the Fourth Amendment of the United States Constitution provides them: the right to be free from unreasonable searches and seizures, as those terms are applied to the workplace.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will recognize situations in which a government employee has a reasonable expectation of privacy, and the legal requirements to conduct a search in a workplace context according to the Supreme Court and other federal case law.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the circumstances in which a government employee has a reasonable expectation of privacy in a workplace context.
2. Identify the legal limitations to conducting searches in workplace areas where a government employee has a reasonable expectation of privacy.

STUDENT SPECIAL REQUIREMENTS:

NONE

METHOD OF EVALUATION:

Written, multiple-choice examination.

SYLLABUS

COURSE TITLE: Officer Liability

COURSE NUMBER: 1023

LENGTH OF PRESENTATION:

<u>LECTURE</u>	<u>LAB</u>	<u>P.E.</u>	<u>TOTAL</u>	<u>PROGRAM</u>
2:00			2:00	ICITP

DESCRIPTION:

This course examines Federal cases and Federal statutes enacted to protect an individual's Constitutional and Federal civil rights. It includes a discussion of civil remedies, the Federal Tort Claims Act, and the available defenses to such claims.

TERMINAL PERFORMANCE OBJECTIVE (TPO):

The student will be able to recognize common law enforcement actions that may lead to civil liability of an individual officer and/or the United States Government, and the available defenses to such claims.

ENABLING PERFORMANCE OBJECTIVES (EPO):

1. Identify the elements, applicability, and scope of Title 42 U.S.C. § 1983 and the Bivens Analogy.
2. Recognize the most common incidents of personal civil liability of Federal law enforcement officers.
3. Recognize available defenses to the personal civil liability of Federal law enforcement officers.

STUDENT SPECIAL REQUIREMENTS:

Students will refer to the "Officer Liability" chapter in the student text.

METHOD OF EVALUATION:

Written, multiple-choice examination.