

# Administration of Justice (Criminal Justice)

All areas of Administration of Justice require that individuals possess the personal and physical qualities essential to become effective peace officers. Many employment opportunities currently exist for individuals desiring entrance into law enforcement or related fields at various governmental levels. Security and corrections are fast-growing professions. Individuals interested in these professions should understand that the work is demanding, requiring a combination of training, education, and experience, along with mental and physical stamina.

The Administration of Justice program is designed to develop a student's understanding of the various operational functions within the criminal justice system. The educational emphasis will be the examination of crime causation, functions of law enforcement, criminal court system, and corrections. Students majoring in this subject area can prepare themselves for careers in law enforcement, corrections, and security at both the operational and administrative levels.

Careers in the criminal justice field are found at the federal, state, county, and city levels.

Careers at the state, county, or city level usually require a high school diploma, but an associate's degree is preferable. Careers in law enforcement usually start with Police Academy Training. The modular format provides the opportunity to become a reserve officer while completing Module II and III of training. A Module I graduate may elect to become a reserve officer or may apply for a full-time position with a law enforcement agency in California.

Careers in Forensics - the application of science and technology to the analysis of physical evidence - may be entered through the Crime Scene Investigation course (AJ 67) and the Fingerprint Recognition and Classification course (AJ 31). CSULA offers a M.A. degree in Criminalistics.

## Career Opportunities

Communication Technician, Correctional Officer, Criminalist, Criminologist, Deputy Sheriff, Forensic Technician, Juvenile Correctional Officer, Police Officer, Probation Officer, Security Manager, Security Officer, Special Agent/Investigator

## Faculty

Rand Padgett

## Degrees and Certificates Awarded

Associate in Science, Administration of Justice

Associate in Science for Transfer, Administration of Justice

Campus Law Enforcement Course PC 832.3 Certificate

Fingerprint Recognition and Classification Certificate

Modular Course Level II Certificate

PC 832 Firearms Only Certificate

Police Technician Specialist Certificate

Administration of Justice Certificate

Corrections Officer Core Course Certificate

Forensic Specialist Certificate

Modular Course Level III Certificate

PC 832 Law Enforcement Course Certificate

## Program Learning Outcomes

*A student receiving a degree or certificate in this field will be able to:*

- Critically analyze and evaluate behaviors and situations for violations of law; evaluate the lawful admissibility of evidence; and assess legal defenses.
- Communicate effectively, orally and in written formats, to the various professional role players within the Criminal Justice system.
- Critically evaluate Vehicle Code violations to determine the cause for an accident.
- Perform the fundamentals of firearm safety, shooting accurately, and cleaning a pistol.
- Critically analyze and assess various sample fingerprints and accurately classify each fingerprint.
- Critically evaluate the search and/or seizure of evidence and determine the admissibility of evidence based on current Federal Supreme Court Decisions.
- Critically analyze and evaluate the procedures in the preliminary investigation of specific crimes.
- Critically examine and evaluate the types of evidence, admissibility of evidence given fourth and fifth amendment restrictions; analyze exceptions to the exclusionary rule.
- Critically evaluate the processes involved in recognizing evidence and investigating any specific crime scene; recognize the barriers to an effective interviews and/or interrogations
- Critically analyze and describe the criminal trial processes from pre-arrest to sentencing.

# Administration of Justice (Criminal Justice)

- Critically analyze and evaluate the proper procedures in conducting a criminal investigation involving crimes against persons, property, sex crimes, crimes against children, bombs and explosions, and vice and narcotics.
- Critically evaluate and analyze the development of the role players, training and education, and present day challenges of the criminal justice system to include police, courts, and corrections.
- Perform the duties and responsibilities of a Level II Reserve.
- Critically appraise the legal restraints imposed on a peace officer by the US Constitution; critically evaluate the duties and responsibilities of a Level III Reserve.
- Explain the sociological theories of criminology that relate specifically to juvenile delinquency.
- Recognize and explain the development of the Juvenile court system
- Recognize and explain the role of parens patriae and its role in the social development of the juvenile offender.
- Perform the duties, role, and function of a state certified correctional officer in a county jail or private prison.

## **Autopsy Assistant Trainee Exam**

Students who wish to take the Autopsy Assistant Trainee exam to seek positions as trainees or interns should take **AJ 67, 133, 145; ALDH 139; BIOL 211** (prerequisite: **BIOL 100** or **107**); and **PHOT 101**.

## **Associate Degree**

To earn an Associate in Science degree with a major in Administration of Justice, complete a minimum of 18 units from any of the degree applicable certificate requirements or from any Administration of Justice courses (numbered 50 and above) and meet all Victor Valley College graduation requirements. AJ 138 (Cooperative Education) may be used as elective credit but may not be used to fulfill major requirements

To earn an Associate in Science degree for Transfer with a major in Administration of Justice, complete the required major courses and all other requirements specified on the following pages (ie. 60 CSU transferable units, CSU GE or IGETC, etc). For more information on the AA-T/AS-T degrees, meet with a counselor or go to [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)

## **Transfer**

For the most up-to-date information on these programs and others, visit [www.assist.org](http://www.assist.org). Please stop by the Transfer Center in Building 55 or make an appointment with a counselor if you have questions.

- **California State University, San Bernardino:** *Criminal Justice major*

## **Local Bachelors Programs**

For information on the following programs located in the High Desert, please visit [www.vvc.edu/offices/transfer-center](http://www.vvc.edu/offices/transfer-center) and select "Counseling Information Sheets":

- **Brandman University, Victor Valley Campus:** *Criminal Justice major*
- **University of La Verne, High Desert Campus:** *Criminal Justice major (Online)*

# Administration of Justice (Criminal Justice)

## Administration of Justice, AS-T (04967)

The program leading to the Associate in Science for Transfer in Administration of Justice is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional officers, game wardens, state parks, and private security.

Students completing the AS-T in Administration of Justice will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Science, Social Science/Criminology, Forensics, and Pre-Law.

### Major Requirements: 18-19 units

#### Required Courses (6 units total):

AJ 101	Introduction to Administration of Justice	3.0
AJ 103	Criminal Law	3.0

#### Additional Courses

#### List A – Select any TWO of the following courses (6 units total)

AJ 102	Criminal Procedures	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 132	Introductions to Corrections	3.0
AJ 135	Juvenile Law and Procedures	3.0
AJ 145	Introduction to Criminal Investigation	3.0
AJ 150	Introduction to Forensic Science	3.0
AJ 201	Community and the Justice System	3.0

#### List B – Select any TWO of the following courses (6 units total)

PSYC 101	Introductory to Psychology	3.0
PSYC 101H	Honors to Introductory Psychology	3.0
SOC 101	Introduction to Sociology	3.0
MATH 120	Introduction to Statistics	4.0
MATH 120H	Honors Introduction to Statistics	4.0
GEOG 101	Physical Geography	3.0
GEOG 101L	Geography Lab	1.0
GEOG 102	Introduction to Cultural Geography	3.0
POLS 130	Introduction to Paralegal Studies	3.0
BADM 101	Financial Accounting	4.0
BADM 103	Financial Accounting Fundamentals	3.0
BIOL 211	Human Anatomy	4.0
CIS 101	Computer Literacy	4.0

OR, any CSU transferable Administration of Justice lower division course, OR, courses outside of the Administration of Justice discipline that are articulated as lower division major preparation for the Criminal Justice/ Criminology major at any CSU.

A student wishing to pursue an AA-T/AS-T degree in the major listed on this page must ensure the CSU of their choice is accepting that similar major. Students completing an AA-T/AS-T degree are guaranteed admissions into a CSU campus given that a student fulfills the following:

- 1) 60 CSU transferable units;
- 2) Completes the CSU General Education (GE) or IGETC General Education pattern;
- 3) Completes the major requirements for the AA-T/AS-T;
- 4) Maintains a transferable cumulative GPA of at least 2.0 (C or better);
- 5) Completes the basic/Golden 4 GE requirements;

For more information on the AA-T/AS-T degrees, meet with a counselor or visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)

# Administration of Justice (Criminal Justice)

## ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT (20548)

Prepares the student for a variety of employment opportunities within the Criminal Justice System. Employment opportunities include Corrections, Law Enforcement, Traffic Enforcement, Probation, Parole, Security, Prevention Loss officer, and related Social Worker positions.

**Units Required: 24.0** *All of the following must be completed:*

AJ 92	Writing for Criminal Justice	3.0
AJ 93	Traffic Enforcement and Investigation	3.0
AJ 101	Introduction to Administration of Justice	3.0
AJ 102	Criminal Procedures	3.0
AJ 103	Criminal Law	3.0
AJ 104	Legal Aspects of Evidence	3.0
AJ 127	Introduction to Criminology	3.0
AJ 201	Community and the Justice System	3.0

## CAMPUS LAW ENFORCEMENT COURSE: PC 832.3 CERTIFICATE OF CAREER PREPARATION

**Units Required: 2.0**

AJ 8	PC 832.3 Campus Law Enforcement	2.0
------	---------------------------------	-----

## CORRECTIONS OFFICER CORE COURSE CERTIFICATE OF CAREER PREPARATION

Prepares the student to meet the legal requirements established by Standards and Training for Corrections (STC), in order to be employed as a city or county correctional officer.

**Units Required: 8.0**

## FINGERPRINT RECOGNITION AND CLASSIFICATION CERTIFICATE OF CAREER PREPARATION

**Units Required: 2.5**

AJ 31	Fingerprint Recognition and Classification	2.5
-------	--	-----

## FORENSIC SPECIALIST CERTIFICATE OF CAREER PREPARATION

This certificate meets the standards required of a Forensic Specialist whose duties include processing evidence at crime scenes, packaging and transporting evidence to a crime lab, and testifying in court. The certificate requirements meet the standards set by the Commission on Peace Officer Standards and Training and the College Advisory Committee.

**Units Required: 3.5**

AJ 67	Crime Scene Investigation	3.5
-------	---------------------------	-----

## LAW ENFORCEMENT MODULE III BASIC COURSE CERTIFICATE OF CAREER PREPARATION

This certificate will be awarded to students who have successfully completed the Level III Modulated Course. This course is certified by the Commission on Peace Officer Standards and Training.

**Units Required: 6.5**

AJ 80	Module Law Enforcement Basic Course	6.5
-------	-------------------------------------	-----

# *Administration of Justice (Criminal Justice)*

<b>LAW ENFORCEMENT MODULE II BASIC COURSE CERTIFICATE OF CAREER PREPARATION</b>		
This certificate will be awarded to students who have successfully completed the Level II Modulated Course. This course is certified by the Commission on Peace Officer Standards and Training.		
<b>Units Required: 15.5</b>		
AJ 80	Module III Law Enforcement Basic Course	6.5
AJ 81	Module II Law Enforcement Basic Course	9.0
<b>PC 832 FIREARMS ONLY CERTIFICATE OF CAREER PREPARATION</b>		
<b>Units Required: 0.5</b>		
AJ 30	Firearms Training	0.5
<b>PC 832 LAWS OF ARREST COURSE CERTIFICATE OF CAREER PREPARATION</b>		
Prepares the student to meet the minimum requirements as a non-designated Level III Reserve Peace Officer, or, as a designated limited-duty peace officer. This certificate program complies with the Commission on Peace Officer Standards and Training.		
<b>Units Required: 3.0</b>		
AJ 58	PC 832 Laws of Arrest	3.0
<b>POLICE TECHNICIAN SPECIALIST CERTIFICATE OF CAREER PREPARATION</b>		
Prepares the student for a variety of employment opportunities with any Law Enforcement Agency, in a civilian capacity, as a Forensic Specialist or as an Evidence Technician.		
<b>Units Required: 15.5</b>		
AJ 92	Writing for Criminal Justice	3.0
AJ 93	Traffic Enforcement and Investigation	3.0
AJ 103	Criminal Law	3.0
AJ 140	Communication Skills for Interviewing and Interrogation	3.0
AJ 67	Crime Scene Investigation	3.5

# Administration of Justice (Criminal Justice) Courses

## AJ 8.0 PC 832.3 CAMPUS LAW ENFORCEMENT

Units: 2.0

32-36 hours lecture

*(No Prerequisite. Pass/No Pass) This course does not apply to the Associate Degree.*

This course complies with the state requirements for K-12 and Community College peace officer training per Penal Code 832.3g, certified by the State Commission on Peace Officer Standards and Training. This course includes the role and responsibilities of campus police, search and seizure, student discipline and records, crimes against persons and property, mandatory reporting of child abuse, and disaster preparedness.

## AJ 25 PUBLIC SAFETY DISPATCHER

Units: 5.5

80-90 hours lecture and 24-27 hours laboratory

*(No Prerequisite. Pass/No Pass) This course does not apply to the Associate Degree.*

This course complies with the Commission on Peace Officer Standards and Training (POST) requirements for Public Safety Dispatchers. This course includes the criminal justice system, criminal law, communication technology, telephone and radio procedures, missing persons, domestic violence, cultural diversity, sexual harassment, gang awareness, emergency medical services and stress management.

## AJ 30 PC 832 FIREARMS

Units: 0.5

24-27 hours laboratory

*(Prerequisite. All students must have a DOJ criminal record clearance, in writing through NLETS, CLETS and FBI databases. Pass/No Pass) This course does not apply to the Associate Degree.*

This course satisfies the Commission on Peace Officer Standards and Training (POST) firearms certification for the Level III reserve and PC 832. Additionally, this course exceeds the State of California firearms safe handling and use certification required from any person purchasing a firearm in California.

## AJ 31 FINGERPRINT RECOGNITION AND CLASSIFICATION

Units: 2.5

40-45 hours lecture

*(No Prerequisite. Pass/No Pass) This course does not apply to the Associate Degree.*

This course is designed to give instruction and training to a person without any prior knowledge in fingerprint classification. Every person who successfully completes this course will be able to recognize and identify a known fingerprint and have the skills to recognize and identify an unknown fingerprint to known fingerprint.

## AJ 58 PC 832 LAWS OF ARREST

Units: 3.0

40-45 hours lecture

*(No Prerequisite. Pass/No Pass)*

This course complies with the requirements of the Commission on Peace Officers Standards and Training (POST) for certification in PC 832. This course includes professionalism, law, evidence, investigation, arrest methods and control, community relations, and communication skills for interviewing and interrogation.

## AJ 64 BASIC CORRECTIONS OFFICER ACADEMY

Units: 8.0

112-126 hours lecture and 48-54 hours laboratory

*(No Prerequisite. Pass/No Pass)*

This course satisfactorily meets the requirements of section 1020 of the California Administrative Code, Minimum Jail Standards and the Basic Jail/Adult Institution requirements of the STC program.

## AJ 67 CRIME SCENE INVESTIGATION

Units: 3.5

48-54 hours lecture and 24-27 hours laboratory

*(No prerequisite)*

This course concentrates on the technical aspects of evidence collection, crime scene reconstruction, crime scene photography, evidence packaging, and court room testimony. The student is prepared to distinguish between trace, stain, and impression evidence and the role of these types of evidence in criminal investigations.

# Administration of Justice (Criminal Justice) Courses

## AJ 80 MODULE III LAW ENFORCEMENT BASIC COURSE

Units: 6.5

80-90 hours lecture and 72-81 hours laboratory

*(Prerequisite: Department of Justice criminal record clearance for firearms (State Mandated). Pass/No Pass)*

This course complies with the Commission on Peace Officers Standards and Training (POST) requirements for the Module III Law Enforcement Basic Course. This course includes professionalism and ethics; criminal law; laws of arrest and search and seizure; report writing, vehicle operations; use of force and force options; chemical agents; and firearms training.

## AJ 81 MODULE II LAW ENFORCEMENT BASIC COURSE

Units: 9.0

120-135 hours lecture and 96-108 hours laboratory

*(Prerequisites: AJ 80 and Department of Justice criminal record clearance for firearms. Must have completed Module III within three years and passed the End of Course Final Exam within one year. Pass/No Pass.)*

This course includes community relations; victimology; crimes against property and persons; crimes against children; specific sex crimes; search and seizure law; investigative report writing; crimes in progress and patrol tactics; use of force; defensive tactics; and firearms training.

## AJ 92 WRITING FOR CRIMINAL JUSTICE (Formerly AJ 133)

Units: 3.0

48-54 hours lecture

*(No prerequisites)*

Techniques of communicating facts, information, and ideas effectively in a simple, clear and logical manner in the various types of criminal justice system reports: letters, memoranda, directives, and administrative reports with an emphasis on criminal justice terminology in note taking and report writing.

## AJ 93 TRAFFIC ENFORCEMENT AND INVESTIGATION (Formerly AJ 126)

Units: 3.0

48-54 hours lecture

*(No prerequisites)*

A study of the fundamentals of accident investigation and reconstruction employing the principles of crime scene initial survey, evidence collection, skid mark analysis, and interviewing techniques. Includes the study and application of the California Vehicle code and CHP traffic collision manual.

## AJ 101 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

Units: 3.0

CSU, UC | 48-54 hours lecture

*(No prerequisites)*

This course introduces students to the characteristics of the criminal justice system in the US. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. This course will examine the evolution and practices of the police, courts, corrections and their respective role players. This course will examine the ethics, education and training requirements for the respective role players in the criminal justice system.

## AJ 102 CRIMINAL PROCEDURES

Units: 3.0

CSU | 48-54 hours lecture

*(No prerequisites)*

Legal processes from pre-arrest through trial, sentencing and correctional procedures. An analysis of ethical decisions made by police, prosecutors, defense attorney, and the judiciary; conceptual interpretations of criminal trial procedural law as reflected in court decisions. A study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

# Administration of Justice (Criminal Justice) Courses

## AJ 103 CRIMINAL LAW

Units: 3.0 **CSU, UC** | 48-54 hours lecture

*(No prerequisites)*

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. This course also includes criminal culpability and defenses to crimes.

## AJ 104 LEGAL ASPECTS OF EVIDENCE

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisites)*

Origin, development, philosophy, and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search, and seizure; kinds and degrees of evidence and rules governing admissibility and exclusion; judicial decisions interpreting individual rights and case studies viewed from a conceptual level.

## AJ 127 INTRODUCTION TO CRIMINOLOGY

Units: 3.0 **CSU, UC** | 48-54 hours lecture

*(No prerequisites)*

An introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and delinquency. An examination of the criminal justice process; the function of law enforcement, the courts, probation, parole and institutions. Explore the changes in crime control and treatment processes, the role of society.

## AJ 130 DEATH INVESTIGATION

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisites)*

A course designed to prepare the law enforcement officer with the appropriate knowledge and techniques for handling homicide investigations.

## AJ 132 INTRODUCTION TO CORRECTIONS

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisites)*

A survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private institutions.

## AJ 135 JUVENILE LAW AND PROCEDURES

Units: 3.0 **CSU** | 48-54 hours lecture

*(No prerequisites)*

An overview and history of the Juvenile Justice System that evolved in the American Justice System. This course examines the sociological theories of delinquency, constitutional rights of juveniles, investigative procedures regarding juveniles, and the judicial proceedings of juveniles from intake to custodial resolutions.

## AJ 138 COOPERATIVE EDUCATION

See Cooperative Education listing (1-8 units) **CSU**



# Administration of Justice (Criminal Justice) Courses

## AJ 140 COMMUNICATION SKILLS FOR INTERVIEWING AND INTERROGATION

Units: 3.0      **CSU** | 48-54 hours lecture

*(No prerequisites)*

The course will focus on the technical and legal aspects of interview and interrogation within the Administration of Justice system. It will provide the student with the communication skills required to elicit reliable and admissible information from witnesses and suspects. Constitutional and Legislative law will be emphasized.

## AJ 145 INTRODUCTION TO CRIMINAL INVESTIGATIONS

Units: 3.0      **CSU** | 48-54 hours lecture

*(No prerequisites)*

This course explores the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

## AJ 148 SPECIAL TOPICS

See Special Topics listing (Variable units)      **CSU**

## AJ 149 INDEPENDENT STUDY

See Independent Study listing (1-3 units)      **CSU**

## AJ 150 INTRODUCTION TO FORENSIC SCIENCE

Units: 3.0      **CSU** | 48-54 hours lecture

*(No prerequisites)*

This course introduces the role of forensics in the criminal justice system. The course includes: crime scene processes and analysis; interpretation of patterns for reconstruction; physical pattern evidence; fingerprint identification and patterns; questioned document examination; tool marks and firearms examination; biological evidence and DNA; arson and explosives evidence, and drug analysis.

## AJ 201 COMMUNITY AND THE JUSTICE SYSTEM

Units: 3.0      **CSU** | 48-54 hours lecture

*(No prerequisites)*

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and social conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include ethics, consensus and conflicting values in culture, religion, and law. CSU.