

### Course Outline

**COURSE:** JLE 101                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2015                      **Inactive Course**

**SHORT TITLE:** RECRUIT TRAIN OFF

**LONG TITLE:** Supervision and Leadership - Recruit Training Officer

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
12	24	Lecture:	1.7	40.8
		Lab:	38.3	919.2
		Other:	0	0
		Total:	40	960

**COURSE DESCRIPTION:**

This twenty-four week course consists of 960 hours of practicum work. The course is designed to certify the completion of standards required of the Recruit Training Officer (RTO) as governed by the Commission on Peace Officer Standards and Training and/or Basic Course requirements. The course focuses on practicum skill development in the area of supervision and leadership including the RTO as role model, instructor, evaluator, counselor, problem solver, supervisor and agency liaison. This is a pass/no pass course. **ADVISORY:** POST certified as a California Peace Officer

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

**STUDENT LEARNING OUTCOMES:**

1. Recognize and examine minimum standards and guidelines required by

the Commission on Peace Officer Standards and Training (POST) for the Basic Course and South Bay Regional.

ILO: 7,3,2,1,6

Measure: quizzes, written exam, class discussion, performance, & demonstration

2. Identify basic course including mentoring students, preparing evaluations.

ILO: 7,3,2,1,6

Measure: class discussion, performance and demonstration

3. Demonstrate and evaluate positive influence as a way to train students to acquire requisite skills necessary for state certification.

ILO: 7,6,4,3,2,1

Measure: performance and demonstration

4. Demonstrate the ability to perform duties and skills necessary to train new police recruits in accordance with minimum standards of POST and South Bay Regional.

ILO: 7,6,4,3,2,1

Measure: performance and demonstration

5. Review and evaluate student performance related to course outcomes and apply verbal and written feedback.

ILO: 1,6,4

Measure: Performance and demonstration

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Inactive course: 02/23/2015

40-80 Hours

Part I - Preparation Week 1-2

1. Introduction to South Bay Regional PSTC

- a. Mission and goals
- b. Orientation and familiarization with locations
- c. Administration of assigned property
- d. Form completion

2. Introduction of academy policies and procedures including

- a. Safety guidelines
- b. Test Administration and Security Guidelines
- c. Professional Standards Manual
- d. Instructor Manual
- e. Recruit/Student Procedures Manual

3. Introduction to the Commission on Peace Officer Standards and Training and the Basic Course requirements, including

- a. Testing and Training Specification of the Basic Course
- b. POST Workbook Series
- c. Educational Objectives of the Basic Course
- d. Testing Security Agreement

4. Organization and Preparation for student files

- a. Legal requirements pertaining to maintaining student files
- b. Disclosure of information, including right-to-know/need-to-know standards

- c. Right of students to know what material is being placed in the student file
  - d. General organization of information
  - 5. Administrative responsibilities regarding course set-up
    - a. Legal and ethical responsibilities associated with:
      - 1. sexual harassment
      - 2. ADA, learning disabilities
      - 3. responsibility to protect such information
- 80 - 200 Hours Part II - Weeks 2 - 5
- 1. Orientation and familiarization of academy procedure and structure
    - a. Class Schedule
      - 1. Instructional sequencing
      - 2. POST Learning Domain exams
      - 3. POST practical exams
      - 4. POST scenario exams
      - 5. Required topics and legislatively mandated training
      - 6. POST minimum hours versus academy specific hours
      - 7. Attendance: POST 5% Rule
      - 8. Test Proctoring
      - 9. RTO Logs
    - b. Assignments
      - 1. Homework assignments
      - 2. Ten Code exams
    - c. Inspections
    - d. Forms
    - e. POINTRAC
    - f. TMAS
  - 2. Introduction to agencies and administration
    - a. Introduction Letter
    - b. Identify Training Managers
    - c. Set-up recruit emergency contact book
    - 3. Conduct daily inspections of recruits
    - 4. Review and grade assignments and tests
- 200-600  
Hours
- Part III - Weeks 5 - 15
- 1. Administer, under the supervision of the academy coordinator, duties of the RTO
    - a. Daily attendance
    - b. Test reviews, instruction as needed
    - c. Performance evaluations, counseling
    - d. Administration of, and identification of performance improvements plans
    - e. Test proctoring and administration
    - f. Recording of grades (TMAS, POINTRAC)
    - g. Instructional liaison
    - h. Maintenance of records (logs, injury notifications, agency information, attendance, etc.)

- i. Inspections
- j. Agency liaison
- k. Mentoring and role-modeling
- l. Academy Coordinator Evaluation-Week 12 (measurement)
- m. Academy Coordinator Evaluation-Week 22 (measurement)

40 - 80 Hours

Part IV - Week 22-23

- 1. Preparation and assisting with course closure
  - a. final student files
  - b. Certificates of Completion
  - c. Evaluation process (student and RTO)
  - d. Assist in conducting graduation ceremony
  - e. Submittal of academy equipment
  - f. Exit interview with Academy Coordinator
  - g. Exit interview with Academy Director
  - h. Academy Director Evaluation-Week 22 (measurement)

**METHODS OF INSTRUCTION:**

To achieve course objectives and present quality training, communication is paramount between the entire Training Staff. Training Officers are encouraged to discuss issues and to be part of the decision making process. Feedback, evaluation tools and coordinators supervision/mentoring are all used in achieving course objectives.

**METHODS OF EVALUATION:**

The types of writing assignments required:

Reading reports

Essay exams

Other: Writing student evaluations

The problem-solving assignments required:

Field work

Other: Supervisory Leadership Field Work

The types of skill demonstrations required:

Class performance

Field work

The types of objective examinations used in the course:

None

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 10% - 20%

Problem-solving demonstrations: 35% - 45%

Skill demonstrations: 45% - 45%

Objective examinations: 0% - 0%

Other methods of evaluation: 0% - 0%

**REPRESENTATIVE TEXTBOOKS:**

POST Recruit Training Officer Manual,2006

POST Academy Professional Standards Manual,2006  
POST Student Procedures Manual,2006  
POST Instructors Handbook, 2006  
POST Recruit Training Officer Practicum, 2006  
POST Academy Test Administration & Security Guidelines,2006  
Academy Safety Guidelines, 2006, or other appropriate college  
level text.  
Reading level of text: 12th grade. Verified by: Cindy Bevan

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:  
CSU GE:  
IGETC:  
CSU TRANSFER:  
Transferable CSU, effective 200670  
UC TRANSFER:  
Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N  
Classification: I  
Noncredit Category: Y  
Cooperative Education:  
Program Status: 1 Program Applicable  
Special Class Status: N  
CAN:  
CAN Sequence:  
CSU Crosswalk Course Department: JLE  
CSU Crosswalk Course Number: 101  
Prior to College Level: Y  
Non Credit Enhanced Funding: N  
Funding Agency Code: Y  
In-Service: Y  
Occupational Course: B  
Maximum Hours:  
Minimum Hours:  
Course Control Number: CCC000173578  
Sports/Physical Education Course: N  
Taxonomy of Program: 210500