

GROSSMONT COLLEGE

Official Course OutlineADMINISTRATION OF JUSTICE 119 - PUBLIC SAFETY HIRING PROCEDURES

1. <u>Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 119	Public Safety Hiring Procedures	1 ½	3 hours lecture/laboratory

2. Course Prerequisites

None.

Recommended Preparation

None.

3. Catalog Description

A course designed to assist the student in preparing for civil service exams related to public safety. This course is recommended for students who are interested in a career in Law Enforcement or Public Safety and is offered on a credit/no credit basis only.

4. Course Objectives

The student will:

- a. Compare the various entrance requirements for a law enforcement or public safety career.
- b. Complete sample tests, similar to most common civil service tests.
- c. Examine the various types of law enforcement and public safety careers available.
- d. Assess their own skills and abilities relevant to their choosing which type of law enforcement or public safety that they are more suited for.
- e. Create a personal career plan.
- f. Compose a resume.
- g. Assemble a personal career portfolio.
- h. Evaluate career opportunities and compare these opportunities to the student's personal portfolio.

5. Instructional Facilities

- a. Standard classroom.
- b. Gym or obstacle course.

6. Special Materials Required of Student

Gym clothes.

7. Course Content

This course is designed to clarify the civil service hiring process, particularly in the law enforcement/public safety field. The student will become familiar with the civil service application process; i.e., written test

preparation, interview process, physical agility testing, psychological testing, polygraph and background process.

8. Method of Instruction

- a. Lectures.
- b. Scenarios.
- c. Oral presentations.
- d. Interviews.
- e. Physical agility testing.

9. Methods of Evaluating Student Performance

- a. Quizzes.
- b. Final includes written tests, mock interviews, and a completed POST background packet physical agility test.

10. Outside Class Assignments

Prepare sample resume and application for employment.

11. Texts

- a. Required Text(s):
 - (1) Piel, Robert J. and Paul C. Vanderlinden. Become an Officer in Law Enforcement, Getting the Edge. Orange, CA: Career Publication Inc., 1995.
- b. Supplementary texts and workbooks:
None.

Date approved by the Governing Board: 5/99

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