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THE LAW ENFORCEMENT CURRICULUM

PREPARED UNDER

GRANT NO. 121

OFFICE OF LAW ENFORCEMENT ASSISTANCE

U.S. DEPARTMENT OF JUSTICE

Submitted by

The Office of

Research and Development

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

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FORWORD

This booklet has been developed as a reference for the District Law Enforcement Program. In establishing the course descriptions, the course outlines and the specialized courses a number of factors have been considered.

1. Does the course title describe the content of the course?
2. Does the content of the course include those areas most important to Law Enforcement?
3. Are the areas covered in the course outline broad enough to expand the academic horizons of the law enforcement officer, yet restrictive enough to retain reality to practical problems?
4. Is the content of the courses gauged to the academic level of the students taught? Can the course adapt to a multi-level of experience and academic ability so the full potential of all students can be realized?
5. Are the course outlines broad enough not to restrict theories, concepts and ideas of the individual instructor?
6. Does the bibliography contain at least some of the most current and acceptable books in the field of law enforcement?
7. Do the specialized courses meet the needs of the local departments?
8. Are the specialized courses arranged to meet work schedules of personnel in the departments?

LAW ENFORCEMENT
CURRICULUM

FIRST YEAR

<u>First Semester</u>	<u>Sem. Hrs.</u>
Applied Communications I-----	3
Applied Algebra -----	3
Introduction to Law Enforcement -----	3
Police Administration -----	3
American Government -----	3
Physical Education -----	1
Orientation -----	1
	<u>17</u>

Second Semester

Applied Communications II-----	3
Patrol Operations -----	3
Juvenile Procedures -----	3
Elements of Physics -----	3
Texas State and Local Government -----	3
Physical Education -----	1
	<u>16</u>

SECOND YEAR

First Semester

General Psychology -----	3
Criminal Law -----	3
Criminal Investigation -----	3
Introduction to Sociology -----	3
Fundamentals of Speech -----	3
Physical Education -----	1
	<u>16</u>

Second Semester

Traffic Planning and Management -----	3
Community Relations -----	3
Criminal Evidence and Court Procedure -----	3
Elective -----	6
Physical Education -----	1
Technology Orientation -----	1
	<u>17</u>

Suggested Electives, Law Enforcement:

Basic Criminalistics, Industrial Security, Police Supervision, Vice and Narcotic Control, Police Internship.

Suggested Electives, General Academic:

Basic Computing Machines, Business Law, Elementary Typewriting, Introduction to News Writing, Introductory Chemistry, Principles of Accounting, Social Problems, Social Psychology, United States History.

LAW ENFORCEMENT PROGRAM
COURSE DESCRIPTIONS

The original course descriptions have been revised to conform to the recommendations made by the curriculum consultant. The written descriptions that follow will be subject to change as new technology and new concepts come into use.

It has been the Coordinator's intention to develop course descriptions that conform to a generally recommended and accepted format. For example, in the course entitled "Police Administration", only those concepts dealing with processes of administration are included.

Introduction to Law Enforcement

3 Semester Hours Credit

The philosophy and history of law enforcement is studied. It includes a survey of police problems and crimes, organization and jurisdiction of local, state and federal enforcement agencies and a survey of professional qualifications and opportunities.

Police Administration

3 Semester Hours Credit

The principles of organization, administration and functioning of police departments are studied. This includes personnel policies, operating division policies and command of the department as a whole.

Patrol Operations3 Semester Hours Credit

The principles of organization, administration and the functioning of police patrols are studied. This includes responsibilities, techniques, problems and methods of operations and supervision.

Juvenile Procedures3 Semester Hours Credit

Juvenile criminal behavior will be studied to provide an insight into causal factors, precipitating forces, and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities, and capabilities of police organization in the area of delinquency prevention will be developed.

Criminal Law3 Semester Hours Credit

This course covers a brief history and philosophy of modern law which includes the structure, definition and application of commonly used Penal Statutes and leading case laws. It also includes a review of the elements of crimes, laws of arrest, search and seizure.

Criminal Investigation3 Semester Hours Credit

Theories and concepts of the investigator's role in modern criminal investigation are studied. Basic skills necessary in conducting an investigation, developing sources of information, the collection and preservation of evidence and preparation of reports are developed.

Traffic Management and Planning3 Semester Hours Credit

The student examines police responsibilities in traffic planning and investigation. Identifies police policies and procedures in education, engineering, and enforcement responsibilities. An analytical study of special traffic problems, motor vehicle laws and accident investigation techniques is conducted.

Criminal Evidence and Court Procedures3 Semester Hours Credit

The student examines the rules governing the admissibility of evidence as they affect the law enforcement officer in the administration of criminal justice. This course includes a study of the rules of evidence, kinds and degrees of evidence and their application in the legal processes from arrest, through probation and parole procedures to final disposition of the case.

Police Community Relations3 Semester Hours Credit

The interrelationship of the law enforcement agencies of the community is covered. A study of crisis situations and the identification of positive community action programs is included.

LAW ENFORCEMENT ELECTIVE COURSES

Vice and Narcotic Control3 Semester Hours Credit

The history and causal factors of vice-type crimes are covered. This includes administrative structure and policy formulations that influence the detection, repression and control of gambling, prostitution, sex offenders, liquor and narcotic violations.

Basic Criminalistics3 Semester Hours Credit

Basic Criminalistics covers processes in the scientific approach to criminal investigations. The collection, preservation, analysis and interpretation of physical evidence is discussed.

Police Supervision3 Semester Hours Credit

Fundamentals of supervisory techniques and practices in modern organizations are covered. The human element in individual and group relationships is stressed. Police Supervision includes a review of personnel processes in law enforcement agencies and principles of teaching and conference leadership.

Industrial Security3 Semester Hours Credit

Functional aspects of security in private enterprises are covered. Systems analysis, installation of security systems and the scientific instruments used in industry are main items studied.

Police Internship3 Semester Hours Credit

Police Internship is a work experience for the purpose of increasing student understanding of law enforcement administration and operation. The internship is initiated by the school in an agency. Both school and agency supervise and direct the student's program.

GENERAL ACADEMIC AND RELATED COURSES

American Government3 Semester Hours Credit

A functional study is undertaken of the American Constitutional and Governmental System including federal, state, and local governments. This course deals largely with the origin, development and structure of the federal government; federal, state, and interstate relations; lesser units of government; the individual as a citizen, person, and voter; and political parties.

Texas State and Local Government3 Semester Hours Credit

A student studies the origin, development, and structure of the Texas State Government. Topics covered are the legislative, executive, and judicial functions in federal and state governments; financing governmental activities; foreign relations, and national defense; and governmental services and functions.

Applied Algebra3 Semester Hours Credit

This course contains treatment of measured data. It reviews that part of algebra which covers linear equations, systems of linear equations, quadratic equations, and simultaneous quadratic equations. Also included is a comprehensive study of functions and graphs, exponents, radicals, ratio, proportion and variation.

Applied Communications I3 Semester Hours Credit

A basic language study is made involving grammar, punctuation and spelling skills with frequent exercises in the development of accurate and precise sentences and paragraphs. Emphasis on composition is given in the area of practical application.

Applied Communications II3 Semester Hours Credit

A study of composition slanted toward writing technical reports, brochures, promotional materials, surveys and similar projects. Attention will be given to the preparation and delivery of speeches pertaining to technical or business interest.

Elements of Physics3 Semester Hours Credit

This is a non-laboratory course of a terminal nature involving the classical problems of physics. It is intended for students who are majoring in such fields as General Education, Biology, Business, Fire Technology, Law Enforcement and Home Economics.

Fundamentals of Speech3 Semester Hours Credit

The student studies and practices the practical aspects of everyday speaking situations rather than the physiological and pathological approaches to speech. Emphasis is placed on critical listening, evaluation of speech habits, platform behavior, combating stage fright, reading from a manuscript, impromptu and extemporaneous speaking.

General Psychology3 Semester Hours Credit

A scientific approach is taken to the basic principles of human behavior. Emphasis is placed on such topics as learning, motivation, perception, feeling, emotion, intelligence and personality.

Introduction to Sociology3 Semester Hours Credit

A general analysis made of the structure and functions of society and culture through a scientific consideration of the most significant generalization and concepts of man's collective behavior. The study of human society; human behavior and personality as a product of group life; community organization; social change and current social problems.

Physical Education2 Semester Hours Credit

Any course or courses designed to orient and develop the student in the field of health, physical education and recreation through participation in some form of physical activity.

Orientation1 Semester Hour Credit

This course is designed to make the student aware of the opportunities in various technical fields. It is primarily for those students enrolled in technical-vocational programs and is to be taken during their first semester in college.

The purpose is to help the student adjust to college life and understand the objectives and purposes of the technical-vocational areas in general and each field of study in particular. This will open the student's horizon to fields other than his own. This course,

along with Technology Orientation, should help create a spirit of group membership among students of technical fields. By working together on mutual problems students can develop a clear understanding of their particular field, and technology in general. There will be no sectionalizing in fields of study. Each class will have a cross section of students from all technical areas offered at the college.

A course of study will be prescribed but current problems may be introduced and considered when they arise. Units covered will be effective study, library usage, introduction to the world of technology, technical vocabulary, jobs in technical fields and products of technology. These units will be covered by an appropriate combination of lectures, guest speakers, and student library work which will result in written work or student oral presentations.

Technology Orientation

1 Semester Hour Credit

This course is designed to assist the student in making the adjustment from school to employment. It is primarily for those students in technical-vocational areas and is to be taken during their last semester in college.

The purpose is to help the student adjust to employment by studying some of those areas in which he will be most interested upon graduation. This course, along with Orientation, should help create a spirit of group membership among students of technical areas.

By working together on mutual problems students can develop a clear understanding of their particular technical field, and technology in general. There will be no sectionalizing in fields of study. Each class will have a cross section of students from all technical fields offered at the college.

A course of study will be prescribed but current problems may be introduced and considered when they arise. Units covered will be: business structure, industries and jobs, pay, fringe benefits, job application, job interview, essential law of contracts, professional organizations and professional ethics. These units will be covered by an appropriate combination of lectures, guest speakers, and student library work which will result in written work or oral presentations.

SUGGESTED ELECTIVES

Basic Computing Machines3 Semester Hours Credit

This is a survey of computer theory to provide a foundation for future detailed study of specific systems. It also provides for an understanding of computer systems to those not planning further study in the field. It describes the evolution of computer systems from manual methods to the stored program. The following basic functions of the computer are studied: Introduction to problem organization, storage media, fundamentals of Input-output operations, elementary programming techniques, and Introduction to FORTRAN. Problems are studied to learn how organization helps achieve a solution.

Business Law3 Semester Hours Credit

An investigation is made into the basic principles of law and their application to business problems. Topics covered include a discussion of courts and legal procedures, the law of contracts, agency and employment, negotiable instruments, personal property and bailments and sale of goods.

Elementary Typewriting3 Semester Hours Credit

Fundamental typewriting techniques are developed in the touch system of typewriting with the application of these typing skills to general use. Special emphasis is placed on speed development. Included is an introduction to letter writing.

Introduction to News Writing1 Semester Hour Credit

An individual study of principles of journalism which is normally integrated with work on the college newspaper. It can also act as an introduction to the various media of mass communication with special emphasis on newspapers, radio and television, their requirements and opportunities and their responsibility to the public.

Introductory Chemistry4 Semester Hours Credit

A one-semester course dealing with inorganic, organic and biochemistry. The practical applications of chemistry to psychology, pathology and clinical procedures are stressed.

Principles of Accounting3 Semester Hours Credit

A foundation is developed for study of advanced accounting and to furnish a knowledge of accounting which will be of value to students in other fields. The subject matter includes analysis and recording of business transactions, use of journal and ledger, trial balance and work sheet, adjusting and closing entries, accounting statements, payroll records, payroll taxes and accounting cycle.

Contemporary Social Problems3 Semester Hours Credit

Identification and analysis of contemporary social problems, development of criteria for evaluating programs for social betterment.

Social Psychology3 Semester Hours Credit

A study of the applications of psychological principles to social problems and social relations. The topics studied includes

the individual and the group, role, and status, fads and fashions, attitudes, public opinions, propaganda, conflict and prejudice.

United States History

3 Semester Hours Credit

A study of the United States and its growth. Discovery and colonization; struggle for independence; westward expansion and frontier influence; cultural and constitutional growth; the political, economic, and social development prior to the reconstruction period following the Civil War.

COURSE OUTLINES AND BIBLIOGRAPHIES
INTRODUCTION

The outlines and bibliographies have been developed to serve as instructional guides for the individual instructor. Their primary purpose is to eliminate duplication of subject matter in the curriculum.

INTRODUCTION TO LAW ENFORCEMENT
COURSE OUTLINE

- I. The Role of Law Enforcement
 - A. Philosophical background to law enforcement
 1. Man and his role in modern social organizations
 2. Law as a regulator of human behavior
 - B. Understanding and preventing crime
 1. Public attitudes toward crime and enforcement
 2. The role of the juvenile in the crime picture
 3. The juvenile justice system
 - C. Punishment as a deterrent to crime
 1. Characteristics of the offender
 2. The victims of crime

- II. The History of Law Enforcement
 - A. Historical background of the police concept
 1. Ancient cultures
 2. The English police system
 3. Background of United States police
 - B. Criminal activities in the United States
 1. The amount of crime
 2. Trends and economic impact of crime
 3. Urbanization and nationalism
 - C. Law enforcement policies
 1. Inherited systems
 2. Political influences, police attitudes and ethics

III. Constitutional and Legal Influences on Law Enforcement

- A. Legal sources of police power
 - 1. The constitutions, national and state
 - 2. Statutory laws
- B. Case decisions
 - 1. Background cases
 - 2. Current cases
- C. Test -- and review

IV. Law Enforcement Organizations

- A. Agencies of law enforcement
 - 1. Duties and responsibilities
 - 2. Jurisdiction, limitations
- B. Interrelated agencies in the system of justice
 - 1. Administrative bodies
 - 2. Courts
 - 3. Rehabilitative agencies
- C. Techniques and procedures of selected agencies
 - 1. Federal guidelines
 - 2. State
 - 3. Local

V. Processes of Justice

- A. The initial stages of the criminal process
 - 1. Substantive criminal law
 - 2. Criminal procedure - pre-trial processes
 - 3. The lower courts
- B. Court proceedings
 - 1. Conduct of court hearings -- rules of evidence
 - 2. Sentencing policies and procedures
- C. Post trial and trial processes
 - 1. Correction -- probation, parole

VI. Overview in Evaluating Law Enforcement

A. Science and technology

1. An integrated system analysis
2. Police, court
3. Development programs

B. Research and planning

1. Research areas
2. Organizing research

C. The national strategy

1. The role of the federal government
2. Manpower improvement
3. State and local roles

D. Law enforcement as a career

1. Police prestige
2. Education
3. Compensation

VII. Final Examination

The Grading System: The Mid-term examination will count 100 points, the final examination 150 points. Each report (8) will have a maximum of 15 points for a total of 120 points. A total of 370 points for the semester is possible. Letter grades will be computed on a class curve.

INTRODUCTION TO LAW ENFORCEMENT
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13. President's Commission on Law Enforcement and Administration of Justice, Task Force Report: Science and Technology. Washington: U.S. Government Printing Office, 1967, 228 pp.
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15. Reckless, Walter C., The Crime Problem. New York: Appleton Century Crafts, Inc., 1961.
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19. Teeters, Negley K. and Jack Hedblom, ".... Hang by the Neck": The Legal Use of Scaffold and Noose, Gibbet, Stake, and Firing Squad From Colonial Times to the Present. Springfield: C. C. Thomas, 1966, 484 pp.
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21. Wilson, O. W., Police Planning, Springfield: C. C. Thomas, 1962, 564 pp.

POLICE ADMINISTRATION
COURSE OUTLINE

This course is designed to be a lecture-discussion presentation and will include the following:

- I. Orientation -- Format of Class -- Chapter 1
- II. Modern Philosophies in the Administrative Structure
 - A. The traditional concept -- chapter 2, 3, 4
 - B. Authoritarian
 - C. Human relations in administration
- III. The Role of the Administrator
 - A. Introduction to the basic elements of administration
 - B. Methods of administrative analysis
- IV. Coordination and Control of Auxiliary Services
 - A. Police communication
- V. The Use of Computers in Police Management
 - A. Police records and identification -- chapter 12
 - B. Undeveloped resources of computer technology
- VI. Police Communications
 - A. Trends and technical development -- chapter 11
- VII. Mid-Term Examination and Review

VIII. Budgeting and Revenue Procedures

- A. Income sources
- B. Expenditures

IX. Coordination and Control of Auxiliary Services

- A. Police crime laboratory
- B. Research and planning

X. Police Facilities

- A. Supplies and transportation
- B. Detention and rehabilitation

XI. Police Community and Public Relations -- Chapter 14,15

XII. Mobilization

- A. Natural disasters
- B. Riot and mob control

XIII. Special Police Problems -- Chapters 6-10

- A. Traffic
- B. Juvenile
- C. Vice--intelligence

XIV. Special Police Problems

- A. Personnel
 - 1. Recruitment
 - 2. Training
 - 3. Salary

XV,XVI,

XVII. Student Reports on Special Areas of Administration

XVIII. Final Examination

POLICE ADMINISTRATION
BIBLIOGRAPHY

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11. Kenny, John P., The California Police, Springfield: Charles C. Thomas, 1964, 324 pp.
12. Krupp, Sherman, Pattern in Organization Analysis: A Critical Examination, Philadelphia: Chilton Company, 1961.
13. Leonard, V. A., Police Organization and Management, New York: Foundation Press, 1964.
14. Pfiffner, J. and Sherwood, F. Administrative Organization. Prentice Hall, 1960.
15. Smith, Bruce, Police Systems in the United States, New York: Harper, 2nd rev., 1960.
16. Southwestern Law Enforcement Institute, Institute on Police Management for Supervisory and Administrative Personnel, Dallas, 1962. Springfield: Thomas, 1963, 117 pp.

17. U.S. Government Printing Office - Task Force Reports

(1) The Challenge of Crime in a Free Society

(2) The Police

(3) Science and Technology

18. Wilson, O. W. Police Planning. Springfield, Illinois: C. C. Thomas, 2nd ed.,

19. Wilson, O. W., Police Administration. New York: McGraw-Hill, 2nd ed., 1963.

**PATROL OPERATIONS
COURSE OUTLINE**

Patrol Operations is a lecture-discussion course designed to acquaint the student with the different rationals for patrol philosophy and practices. The course will cover the following:

- I. Introduction
 - A. Identifying police functions
 - B. Role of the police, the courts, the attorney and other related agencies
 - C. The police in a changing society
- II. Philosophy of Police Patrol Activities
 - A. History of police patrol functions
 - B. Types of patrol
- III. Statistical Studies of Crime Trends
 - A. National crime reporting system
 - B. State and local reporting systems
 - C. Crime trends and patrol tactics - cultural groups
- IV. Purpose of Police Patrol
 - A. Prevention
 - B. Apprehension
 - C. Prosecution
 - D. Special functions

- V. Police Records Systems and Inter-Unit Relations
 - A. New trends in police records systems
 - B. Maintaining good relations with other agencies

- VI. Patrol Force Distribution
 - A. Selective distribution of patrol forces
 - B. The concept of efficacious logic
 - C. Special squads and details
 - D. Computerized techniques of patrol assignment

- VII. Police Communication and Equipment
 - A. National and regional communication systems
 - B. Communication problems of field units
 - C. Special communication problems
 - D. New equipment and its functional use

- VIII. Observation and Patrol Techniques
 - A. The psychology of observation
 - B. Field interviews, confessions and admissions

- IX. Preliminary Investigations

- X. Report Writing, Notebooks, Crime Reports
 - A. Legal aspects of report keeping
 - B. Departmental policies

- XI. Special Patrol Problems
 - A. Civil disturbances

- XII. Special Patrol Problems
 - A. Vehicle stops
 - B. Traffic functions

- XIII. Patrol Activity and Special Crimes
 - A. Vice enforcement
 - B. Civil defense
 - C. School problems

- XIV. Training and Personnel Problems
 - A. Personnel assignments
 - B. Training requirements
 - C. Records and Investigations

- XV. Reports, New Changes in Laws and Procedures

- XVI. Reports and Review

- XVII. Final Examination

PATROL OPERATIONS
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11. Moynahan, James McCauslin, Police Searching Procedures, Springfield: C. C. Thomas, 1963.
- *12. Payton, George T., Patrol Procedures, Los Angeles Legal Book Store, 1966.

JUVENILE PROCEDURES
COURSE OUTLINE

- I. Orientation, Format of Class
- II. Identifying the Police Role in Delinquency Control
 - A. History and philosophy of police work with juveniles
- III. Administrative Aspects of Delinquency Control
 - A. Basic organization principles
 - B. Specialized units
- IV. Conditioning Factors in Juvenile Delinquency
 - A. Social disorganization
 - B. Attitudes - cultural identity
- V. Conditioning Factors (con't)
 - A. Defects in character and habits
 - B. Family - companionship and associates
 - C. Institutional causes
- VI. Juvenile Law
 - A. History and evolution
 - B. Trends of court decisions and legislative action
- VIII. Juvenile Law (con't)
 - A. Juvenile procedures
 - B. Comparative aspects of juvenile and adult law

- VIII. Juvenile Law (con't)
- IX. Mid-Term Examination
- X. Field Trip to Juvenile Institutions in Area
- XI. Delinquency Prevention Techniques
 - A. Community and public relations
 - B. The "correctional cycle"
- XII. Juvenile Justice and Police Processes
 - A. Public relations in education
 - B. Changing attitude
 - C. Internal views of the juvenile problems, police attitudes
- XIII. Case Dispositions
 - A. Pre-trial
 - B. Trial
 - C. Post-trial .
- XIV. Psychology as Applied to Delinquency Control (Outside Speaker)
- XV. The Role of Sociologists in the Delinquency Problem (Outside Speaker)
- XVI &
XVII. Student Reports
- XVIII. Final Examination

JUVENILE PROCEDURES
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14. U.S. Government Printing Office, Task Force Report, Juvenile Delinquency and Youth Crime,

CRIMINAL LAW
COURSE OUTLINE

- I. Orientation, Format of Class
 - A. Systems of law
 - B. Forms of law
 - C. Comparative law of European and Asiatic countries

- II. Basic Problems of Criminal Law
 - A. A philosophy for criminal law

- III. Criminal Court Systems
 - A. Federal, supreme and district courts
 - B. State courts
 - C. Local courts

- IV. Intent and Motive
 - A. The problem of mistake
 1. Mens rea
 2. Mistake of fact, of law

- V-VII. Administrative Problems Criminal Law and Civil Liberties
 - A. Search and seizure
 - B. Entrapment
 - C. Double jeopardy
 - D. Freedom of speech, press, assembly and religion

VIII. Mid-Term Examination**IX. Crime of A Physical Nature**

- A.. Assault and bodily harm
- B. Rape
- C. Kidnapping

X-XI. Homicides

- A. Criminal and non-criminal homicides
- B. Proximate cause
- C. Neglect and omissions
- D. Motive and Intent

XII. Crimes Against Property

- A. Arson
- B. Burglary - thefts - embezzlement
- C. Robbery and extortion.

XIII. Attempt and Solicitation

- A. Specific intent
- B. Preparation

XIV. Conspiracy

- A. Duration and elements
- B. Proof

XV. Significance of Mental Capacity

A. Mental defects, psychotics

B. Intoxication

C. Immaturity

XVI-

XVII. Review of State Code Sections

XVIII. Review of Special Codes - Traffic, Juvenile, Etc.

XIX. Final Examination

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CRIMINAL INVESTIGATION
COURSE OUTLINE

- I. Introduction to Criminal Investigation
 - A. Identifying the investigations function
 - B. Investigation as a science and an art

- II. Techniques of Memory Improvement
 - A. Identifying faces
 - B. Name association
 - C. Recording details

- III. Methods of Investigation
 - A. The three I's

- IV. Sources of Information
 - A. Sources of personal and professional information
 - B. The Informant

- V. Interviews and Interrogations
 - A. Current case laws

- VI. Observation and Surveillance

- VII. Mid-Term Examination

- VIII. Investigation of the Crime Scene
 - A. Legal limitations

- IX. Scientific Examination, Preservation and Protection of Evidence and the Crime Laboratory
- X. Specific Crimes and Methods of Operation of Criminals
 - A. Arson
 - B. Narcotics
- XI. Specific Crimes (Con't)
 - A. Sex offenses
 - B. Larceny
- XII. Specific Crimes (Con't)
 - A. Burglary
 - B. Robbery
- XIII. Specific Crimes (Con't)
 - A. Homicide
- XIV. Specific Crimes (Con't)
 - A. Missing persons
 - B. Abortion
- XV. Arrests and Searches of Persons and Places
 - A. Laws of arrest and search
 - B. Rules of evidence
- XVI. Writing the Investigation Report and Follow-Up Procedures In Preparation for Trial
- XVII. Testimony by Criminal Investigators
- XVIII. Final Examination

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BIBLIOGRAPHY

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**TRAFFIC MANAGEMENT AND PLANNING
COURSE OUTLINE**

- I. The Evolution of Traffic Problems
 - A. Technological developments
 - B. The organization of population
 - C. Trends in growth

- II. The Role of Political Sub-Divisions In Traffic Planning
 - A. Federal government
 1. Department of housing and urban development
 2. Department of transportation
 - B. State and local planning agencies
 - C. Private agencies

- III. Law Enforcement Agencies and Traffic Control
 - A. The emerging role for police and related agencies
 - B. The three E's

- IV. Engineering and Police Related Functions
 - A. State and federal agencies - financing road construction and maintenance
 - B. City traffic engineers - special problems

- V. Education as an Aid In Traffic Regulation
 - A. National and state programs in training and safety

- B. Local program
 - 1. School programs - grade schools, high schools
 - 2. Court supervised classes
- C. The future of educational programs

VI. Individual Study of Special Traffic Problems

- A. How to develop safer drivers
- B. Safety laws

VII. Mid-Term Examination

VIII. Enforcement of Traffic Laws

- A. The historical application of enforcement
- B. Trends in traffic law development
- C. The utilization of traffic citations

IX. New Technology In Traffic Enforcement

- A. Radar
- B. Aircraft

X. Traffic Laws

- A. Federal-state compacts
- B. State vehicle code
- C. Local ordinances

XI-XII. Traffic Laws (Con't)

XIII. Accident Investigation

- A. Report writing - terms
- B. Forms, analysis and interpretation
- C. Purpose and rationale for accident investigation

XIV. Accident Investigation

- A. On scene investigation
- B. Determination of cause

XV. Accident Investigation

- A. Scientific analysis of evidence
 - 1. Skid mark computation
 - 2. Spectrographic analysis
 - 3. Tire prints - moulages

XVI. Intersection Control of Vehicular Traffic

- A. P.I.C.
- B. Development of safety signs and procedures

XVII. Student Reports

XVIII. Student Reports

XIX. Final Examination

TRAFFIC PLANNING AND MANAGEMENT
BIBLIOGRAPHY

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CRIMINAL EVIDENCE AND COURT PROCEDURE
COURSE OUTLINE

- I. Orientation, Format of Class
- II. Review of Courts, The Court System
 - A. Types and systems of law, forms of law
 - B. Federal
 - C. State
 - D. Local
- III. Laws of Arrest - Search and Seizure
 - A. Probable cause to arrest
 - B. Admissability of evidence
- IV. Classification of the Rules of Evidence
 - A. Rules of probative policy
 - B. Role of extrinsic evidence
 - C. Doctrine of stare decisis
- V. Kinds and Degrees of Evidence
 - A. Kinds of evidence
 - B. Degrees of evidence
- VI. Inferences and Presumptions
 - A. Hearsay rule

VII. Jurisdiction of the Courts

- A. Bail and bond
- B. Statutes of limitation
- C. Preliminary examination

VIII. Mid-Term Examination**IX. Modes of Accusation in Court**

- A. Juvenile procedures
- B. Adult court

X. Special Proceedings

- A. Sexual psychopath proceedings
- B. Mental petitions
- C. Judgement and sentence

XI. Special Proceedings (Con't)

- A. Probation
- B. Appeals
- C. Writs

XII. Special Problems in Courtroom Evidence

- A. Confidential communication
- B. Dying declarations

XIII. Special Problems (Con't)

- A. Character and reputation
- B. Admission and confessions

XIV-XV. Student Reports

XVI. Review

XVII. Final Examination

CRIMINAL EVIDENCE AND COURT PROCEDURE
BIBLIOGRAPHY

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COMMUNITY RELATIONS
COURSE OUTLINE

- I. Identifying Community Relations
 - A. Community concepts
 - B. Public relations
 - C. Police in the contemporary community

- II. Human Relations in Law Enforcement
 - A. The basis for prejudice discrimination
 - B. Individual vs. social pressures

- III. The Administration of Justice
 - A. The role of the police in the system of justice
 - B. Civil liberties and police power

- IV. The Police and Race Relations
 - A. The rise of nationalism
 - B. Fact and misconception

- V. Law Review
 - A. The Civil Rights Act
 - B. State and local statutes

- VI. Police Community Programs
 - A. Nature and purpose
 - B. Community action groups

- VII. Racial Violence and Law Enforcement
 - A. Case studies of the riot
 - B. The police
- VIII. Mid-Term Examination
- IX. Precipitants of Racial Conflict
 - A. Outside speaker
- X. Critical Issues
 - A. Outside speaker
- XI. Critical Issues (Con't)
 - A. Outside speaker
- XII. Creative Planning
 - A. Outside speaker
- XIII. Nationalism
 - A. Outside speaker
- XIV. Summary of Critical Issues
 - A. Students
- XV. Group Discussion
- XVI. Group Discussion
- XVII. Field Trip
- XVIII. Final Examination

COMMUNITY RELATIONS
BIBLIOGRAPHY

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**VICE AND NARCOTIC CONTROL
COURSE OUTLINE**

- I. Orientation, Format of Class
 - A. Identifying the vice problem
 - B. Establishing a rationale for control

- II. Administration and Control
 - A. Vice control policy
 - B. Control responsibility
 - C. Community interest groups

- III. Organization and Vice Control Efficiency
 - A. Basic organization
 - B. Records

- IV. Organized Crime and Vice Activities
 - A. International and national influence
 - B. Local operations

- V. Laws of National Scope
 - A. General Anti-Gangster Statutes
 1. International
 2. National
 - B. Local laws governing syndicates

- VI. Bookmakers
 - A. Organization of typical operation

VII. Gambling and Lotteries

- A. Cards, dice
- B. Sweepstakes, raffles, etc.

VIII. Mid-Term Examination

IX. Homosexuality and Lewd Conduct

- A. Social and psychological problems
- B. Classifications and enforcement philosophy

X. Obscenity, Pornography and Related Problems

- A. Federal decisions
- B. Sex offenders

XI. Overview of the Narcotics Problems

- A. Statistics
- B. Classification
- C. Review of law and procedures

XII. Chemical Composition and Side Affects of Narcotics

- A. Field and lab analyses
- B. Physiological and psychological problems
- C. Film - Part I

XIII. The Specific Narcotic

- A. Opium, heroin
- B. Film - Part II

XIV. Marijuana and Hallucigenics

A. History and present problem

B. L.S.D.

XV. Dangerous Drug

A. Common drugs

B. Alcohol

XVI-

XVII. Student Reports

XVIII. Final Examination

VICE AND NARCOTIC CONTROL
BIBLIOGRAPHY

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BASIC CRIMINALISTICS
COURSE OUTLINE

- I. Orientation, Format of Class
- II. Preliminary Crime Scene Recording
 - A. Note taking, sketching
 - B. Photography, drawing, model of scene
- III. Nomenclature of Laboratory Equipment
 - A. The microscope
- IV. Specialized Laboratory Equipment
 - A. Basic chemical experiments
- V. Collection and Preservation of Evidence
 - A. Plaster cast, moulage
 - B. Arson materials
- VI. Collection and Preservation of Evidence (Con't)
 - A. Firearms, bullets, cartridge cases, shells
- VII. Collection and Preservation of Evidence (Con't)
 - A. Blood stains
 - B. Hair and fibers
 - C. Paint specimens

VIII. Collection and Preservation of Evidence (Con't)

- A. Document preservation
- B. Macro - photography

IX. Mid-Term Examination

X-XI. Fingerprints

- A. Technique of fingerprinting
 - 1. Powders
 - 2. Development and photography of latent prints
 - 3. Lifting of latent prints
 - 4. Flourescent powders and other chemicals
- B. New developments in fingerprint technology

XII-

XIII. Ballistics

- A. Examination of types of weapons
 - 1. Test shots
 - 2. Bullet identification
 - 3. Matching of rifle marks - comparison microscope
- B. Specialized analysis of chemical residue
 - 1. Restoration of serial numbers
 - 2. Dermal nitrate tests
 - 3. Powder residue
 - 4. Radiographic examination of bullet area
 - 5. Infra-red photography of bullet area

XIV. Hair and Fiber Analysis

- A. Hair, structure, scale count, cross section
- B. Hair comparison
- C. Fiber samples - qualitative examination
- D. Staining of paper fibers

XV. Chemistry

- A. Qualitative identification of narcotics
- B. Alcohol studies

XVI-**XVII. Serology**

- A. Blood identification
- B. Examination and classification of stains
- C. Identification of human blood stain
- D. Preparation of anti-serum

XVIII. Examination of Minute Pieces of Evidence

- A. Spectrograph
- B. Glass fractures
- C. Dust, dirt, scrapings

XIX. Final Examination

BASIC CRIMINALISTICS
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POLICE SUPERVISION
COURSE OUTLINE

- I. The Supervisory Role in Police Administration
 - A. Organization as a supervisory activity
 - B. Duties and responsibilities

- II. Self Analysis and Leadership
 - A. Autocratic vs. democratic leader

- III. Maintenance of Morale and Cooperation
 - A. What is human nature
 - B. Human aspects of internal checks
 - C. Work simplification

- IV. Employee Relations
 - A. Social aspects of supervision
 - B. Informal organizations

- V. Communication
 - A. Organization of communication
 - B. Group dynamics

- VI. Belief Systems and Attitudes

- VII. Motivation
 - A. Conditions for productivity

VIII. Mid-Term Examination

IX. Motivation of Employees

- A. Motivation patterns
- B. Participation

X. Personnel

- A. Organization
- B. The generalist vs. the technician

XI. Personnel (Con't)

- A. The placement hypothesis
- B. Employee evaluation

XII. Personnel (Con't)

- A. The supervisors clinical job
 - 1. Emotional problems
 - 2. Individual difference

XIII. Personnel (Con't)

- A. Discipline
- B. Grievance procedure
- C. Administrative hearings

XIV. Selection and Training

- A. Establishing selection processes
- B. Training programs
 - 1. The supervisor as a teacher

XV. Formal Training

- A. Conference method
- B. Case method
- C. Forced leadership conferences

XVI. Formal Training (Con't)

- A. Sensitivity training
- B. Role - playing - group therapy

XVII-
XVIII. Formal Training (Con't)

- A. Student participation

XIX. Final Examination

POLICE SUPERVISION
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23. Staley, J. D. and I. A. Delloff. Improving Individual Productivity. New York: American Management Association, 1963, 207 pp.
24. Supervisory Management Staff. Leadership on the Job: Guides to Good Supervision. New York: American Management Association, 1966, 336 pp.

INDUSTRIAL SECURITY
COURSE OUTLINE

- I. Orientation - Format of Class
 - A. Define the Industrial security function in manufacturing companies, retail organizations, and other types of businesses
 - B. History of Industrial security in business and government
 - C. Appraisal of the future of industrial security and its professional aspects

- II. Organization, Functions and Management of Industrial Security Departments
 - A. Types and sizes of businesses
 - B. Achieving and maintaining efficiency in an industrial security organization

- III. Personnel Management
 - A. Applicant and employee evaluations and investigations methods and legal aspects
 - B. Merits and disadvantages of pre-employment background investigation, techniques and devices

- IV. Legal Basis for Industrial Security
 - A. History, background, purpose, and legal basis for the government security program
 - B. Department of Defense and Atomic Energy Commission programs compared

- V. Classified Information
 - A. Protection, handling, and storage of classified information
 - B. Storage containers, locks, closed areas, and guard patrols discussed

- VI. Handling Personnel Security
 - A. Government security clearances, both personnel and facility
 - B. Requirements, legal aspects, limitations, and processing of personnel
 - C. Control and processing of visitors

- VII. Identification of Specific Information
 - A. What is classified information
 - B. Government classification program in theory and practice
 - C. Legal aspects examined

- VIII. Review and Test
 - A. General and other DOD Industrial Security Manual requirement
 - B. Test

- IX. Physical Security and Plant Protection
 - A. Programs and plans for large and small industrial firms
 - B. Use of electronic devices
 - C. Theories and problems examined

- X. Physical Security and Plant Protection (Con't)
 - A. Espionage and sabotage
 - B. Detection and prevention methods
 - C. Company legal obligations to the government

- XI. Physical Security and Plant Protection (Con't)
 - A. Emergency and disaster planning
 - B. Civil defense, civil disturbances, and bomb threats discussed

- XII. Industrial and Business Espionage
 - A. Protection of proprietary information
 - B. Comparison of problems in industrial, research and retail organizations

- XIII. Investigations and Interrogations
 - A. Methods compared, legal problems and limitations

- XIV. Internal Theft and Prevention and Control
 - A. Theft by employees, vendors, and visitors discussed
 - B. Effects on profits and prices

- XV. Cooperative Plan with Public Agencies
 - A. Liaison with law enforcement and fire agencies
 - B. Methods of mutual assistance

- XVI. Special Related Problems
 - A. Problems in retail security
 - B. Shoplifting, hot checks, employee and vendor theft, fraud, and embezzlement

- XVII. Review of Course

- XVIII. Final Examination

INDUSTRIAL SECURITY
BIBLIOGRAPHY

1. Curtis, S. J., Modern Retail Security. Springfield: C. C. Thomas, 1960.
2. Department of Defense, Industrial Security Manual, Wash. 1966.
3. Edwards, Loren E., Shoplifting and Shrinkage Protection for Stores. C. C. Thomas, 1958.
4. Ferguson, Robert Jr., The Polygraph in Private Industry. Springfield: C. C. Thomas, 1966, 352 pp. \$11.50.
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7. Lanzl, Lawrence H., and John H. Pingel, and John H. Rust, Radiation Accidents and Emergencies in Medicine, Research, and Industry. Springfield: C. C. Thomas, 1965, 352 pp. \$11.75.
8. Weaver, Leon H., Industrial Personnel Security. C. C. Thomas, 1964, \$9.50.

POLICE INTERNSHIP

There is no regular outline for this course. The content and guidelines for the student are contained in the booklet titled "Guide for Police Internship Supervised Field Experience," and published for use in the Tarrant County Junior College District.

The booklet is a compilation of the internship directives used by the Department of Criminology at California State College, Long Beach. Other material taken from administrative research and field experience makes the course an introduction to police administrative analysis.

SHORT COURSES PROPOSED
FOR THE LAW ENFORCEMENT PROGRAM
TARRANT COUNTY JUNIOR COLLEGE DISTRICT

The Short Courses are designed to up-date the regular college instructional program, to make consultants available on current problems and to present seminars on problems that are present in law enforcement organizations. Only a select number of the short courses in the form of planning seminars will be presented during the Continuation Project period. The courses that will not be presented are offered for information only.

Short Courses, 1967-68

The Law Enforcement Program in coordination with local departments will assist in sponsoring and planning seminars.

The short course program at the college will be a useful supplement to the regular college curriculum. However, after careful analysis of educational and training needs of the nearby cities, major educational efforts of the Law Enforcement Program should be offered within the framework of the regular college curriculum.

The emphasis of the short course will be upon research and planning rather than duplication of peripheral subjects available in police academy curricula.

The North Central Texas Council of Governments has selected Arlington as a central site for its training academy. This duplicates the training academies at Dallas and Fort Worth. Thus, the entry training of every police officer in the Northeast Texas area will be assured.

A re-examination has been made of area police education and training facilities. Where present facilities are available and have operating programs that adequately meet the needs of the local departments the Tarrant County Junior College Law Enforcement Program will not attempt to duplicate that effort. For example, the Southwestern Law Enforcement Institute in Dallas has for a

number of years offered a three-month course in supervisory and administrative training. Until Tarrant County departments request supervisory training at the local level and until a comparable program can be developed, no attempt will be made to initiate a Supervisory Institute. As indicated in the master schedule, not all institutes and workshops will be held during the next year.

The short course concept emphasizes research and planning. This is valuable to the Law Enforcement Program during the first year when consultants in the various fields of specialization are available.

The availability of expert consultation to persons administering the training programs and the coordination of the total educational and training effort is a sound contribution to educational goals.

TARRANT COUNTY JUNIOR COLLEGE DISTRICT
FORT WORTH, TEXAS

NON-CREDIT SEMINARS, WORKSHOPS AND RESEARCH PROJECTS

	Tuition	Total Hours	Tentative Date
I. LAW ENFORCEMENT TECHNOLOGY SEMINAR	none	16	July 6 & 7, 1967
II. CRIME PREVENTION SEMINAR	none	16	Sept. 21-22, 1967
III. CIVIL SERVICE EXAMINATION WORKSHOP	\$5.00	24	Eight weeks prior to exam
IV. POLICE COMMUNICATION SEMINARS			
1. Executive Development	----	16	Proposed
2. Police Administrators	----	16	Proposed
3. Supervisory and Planning Personnel	----	24	Proposed
V. POLICE SUPERVISORY INSTITUTE	----	80	Proposed
VI. TRAFFIC PLANNING SEMINAR	----	16	To be arranged
VII. RESOURCE MATERIALS DEVELOPMENT WORKSHOP (To be followed by a research project of one year duration.)	none	16	To be arranged
VIII. POLICE COMMUNITY RELATIONS SEMINAR (To be followed by a research project of two year duration.)	----	8	To be arranged
IX. POLICE PHOTOGRAPHY INSTITUTE	none	8	Proposed
X. BUDGET PREPARATION WORKSHOP	----	16	On request
XI. CRIMINALISTICS INSTITUTES			
1. Advanced Officers - General	----	10	On request
2. Detective - Specialized	----	10	On request

Law Enforcement Technology Seminar - July 6 and 7, 1967

The development of the Law Enforcement Program at the county level has shown a need for a meeting of educators and law enforcement representatives from nearby areas.

Since it has been possible to have an expert consultant available under the sponsorship of the Office of Law Enforcement Assistance, an invitation was extended to thirty representatives to share in the planning and coordination of an effective educational program.

The objective of the regional seminar was to study feasible aspects of a uniform curriculum for the two-year Law Enforcement Program. It was also expedient for Tarrant County Junior College to pass on to other members of the educational/law enforcement community information which had been received at the University of Maryland.

Mr. McLaughlin, representing the Texas Department of Public Safety, outlined the emerging role of the Commission on Police Officers Standards and Education. He indicated the initial effort would be directed toward academy type training and development of training centers.

Planning conferences are proposed by the commission. Junior college personnel involved in law enforcement education will have an opportunity to take part in the up-grading of police training and education in these conferences.

Since the commission is still in the planning stage, it was important for their representative to know the junior college role.

- Mr. Stinchcomb's presentation and the discussion that followed gave Mr. McLaughlin an opportunity to get acquainted with some of the people involved in the police education program, observe the curriculum planning problems being resolved and analyze how a state-wide program can best be implemented with the assistance of the technical vocational junior college programs.

Mr. Godsey, representing the State Department of Technical Vocational Education, was able to identify the rationale for vocationally oriented programs in the state.

The Crime Prevention Seminar - September 22, 1967

In this one-day seminar Chief Cato Hightower, of the Fort Worth Police Department, and Captain Robert Crowder, of the Texas Rangers, gave presentations on the role of their respective agencies in the control of civil disturbances. In addition, Chief Hightower outlined the organization and functions of the newly created Community Relations Division in his department.

Mr. Wallace Beasley, Executive Director for the State Commission on Law Enforcement Officer Standards and Education, outlined plans for this new program.

Mr. Dan Petty, Executive Director Urban Affairs, North Central Texas Council of Governments, gave the progress of his organization for law enforcement education. Their program emphasized training for local departments where law enforcement officers have no post high school education. He reaffirmed the immediate need for the up-grading of law enforcement through high quality vocational technical educational programs.

Representatives from two major universities that will offer upper division law enforcement related curricula were present and outlined their programs. Both seemed convinced their programs would assimilate the law enforcement courses as presently proposed. Sam Houston State will have a Law Enforcement or Criminology Bachelor Degree. They have a branch in Dallas that can be expanded to Fort Worth as the need arises.

Texas Christian University will use police science courses as electives in their Government or Public Administration Programs.

The unilateral acceptance of individual courses will be worked out on a school to school basis.

The state law and commissions as they are now constituted, allows for flexibility in the development of innovative curricula.

Civil Service Examination Workshops

Throughout the departments visited there has been a demand from officers for courses that would assist them in civil service promotional examinations.

The academically oriented credit courses of the college may assist in this type examination, however, that is not their sole purpose. As a community service, the Law Enforcement Department will assist in coordinating a continuing series of presentations covering promotional materials for officers of all ranks.

The presentations will consist of lectures and hand out material that will go into depth on specific subjects specified in the civil service brochures.

The materials presented will be prepared and presented by a qualified, ranking member of the local department. Assistance will be solicited from the local civil service board.

This should be a self supporting workshop. However, in the initial stages financial assistance for printed materials and lectures should be provided for under the provisions for short courses,

Police Communications Seminar

Both internal and external communications systems need to be studied and refined by experts whose services are not normally available to local police departments.

Through the medium of short courses, key members of the departments should be made aware of techniques and technology that is currently being developed. From this short course institute, department representatives will be able to return to their departments with sufficient knowledge of data processing to develop preliminary procedures that will adapt to the use of advanced technical equipment.

There will be a comprehensive presentation of new communication systems for department staff officers and their representatives. Emphasis will be upon the initial planning for implementing data processing systems.

The Communication Seminars will be a three phase project providing a comprehensive review of the current status of data processing and other communication problems in law enforcement.

New developments in technology, procedures, and techniques will be transmitted to city and county administrators, police administrators and supervisory levels of local law enforcement agencies.

1. Executive Development Seminar

This seminar will provide for a top level planning group selected by the Council of Governments, Communications Committee. Elective and appointed government officials and their chief administrators will be selected to establish guidelines for the development of an integrated information system.

2. Police Administrators Seminar

This seminar is designed to be application oriented. It will be directed to the administrative staff of all local law enforcement agencies.

Subjects such as computer based law enforcement communications and information systems will be discussed. Stored program concepts, punch card data processing and tele-processing will be presented by industry and agency experts. In addition, sub-committees from the agencies will formulate plans, do investigative research and design projects for the following seminar.

3. Supervisory and Planning Personnel Seminar

This seminar will be structured for supervisory officers, research and planning personnel and other key personnel not delegated to attend the second session.

This session will review the same basic subjects as those in the second session. Sub-committee findings from the second seminar session will be an integral part of follow-up feasibility studies.

The three sessions are designed to meet all levels of management hierarchy. In turn attending supervisors and administrators may implement into training programs, policy changes, forms control and efficiency measures necessary for implementing an operational system. The seminars should be scheduled no closer than two months apart to allow for follow-up research. Suggested time periods would be November, January and March.

Police Supervisor Institute

There is no regularly scheduled supervisory training in the local police academy. Since the ultimate effectiveness of a department is reflected through the quality of its supervisory and administrative staff additional technical training should be offered.

The amount of time that can be devoted to such courses will be dependent upon arrangements with local departments. A series of middle-management institutes will ultimately be offered. In the initial stages, however, only a basic course for first line supervisors is planned. Techniques of first line supervision will be offered in an eighty-hour course.

It is anticipated this institute will be scheduled periodically, upon request of the local police departments. The institute will be directed toward the improvement of department organization, efficiency, the utility of new techniques and improved operational methodology.

Space for such an institute will be supplied by the college or local police departments. Normally, department instructors will be furnished by the participating agencies. The college Law Enforcement Program will assist in securing resource materials and sponsoring consulting experts in the field of police management training.

A tentative outline for the supervisory institute follows.

**POLICE SUPERVISOR INSTITUTE
(An Eighty-Hour Course)**

I. Discipline (5)

Internal Discipline	2
Personnel Disciplinary Investigations	2
Laws and Administrative Policy of City and County	1

II. Supervisory Techniques (16)

Conference Leadership	2
Supervisor-Subordinate Interviews	6
The Incident Report	1
Sick Visits and Reports	2
Planning Work	2
Delegation of Work	2
Knowing Your Men	1

III. Supervisory Aids and Job Knowledge (22)

Human Relations	2
Employee Training	10
Evaluation of Work Performance	4
Budget	6

IV. Communications (6)

Responsibility for Communication of Ideas	2
Field Communication Problem	1
Planning for New Technology	3

V. Command Presence (2)

General Personal Conduct	1
Effects of Rumors	1

VI. Supervisor's Functions and Responsibilities (19)

Departmental Reports	6
Deployment	2
Press Relations	1
Community Relations	4
Major Emergencies	2
Labor and Civil Disturbances	4

VII. Special Field Problems (6)

Weapons Technology	2
Traffic - Enforcement, Policies and Reports	4

VIII. Miscellaneous (4)

Critique Periods	2
Examination and Review	2

Traffic Planning Seminar

A seminar conducted for the purpose of identifying the educational needs in the field of traffic. There will be consultants present who will identify the areas of specific need such as systems - design, enforcement and training.

Specialized educational technology courses in urban traffic development, street and freeway design and traffic safety planning will be considered.

Development of Resource Materials: Workshop and Research Project

With Texas junior colleges just now initiating Law Enforcement and Police Science Programs, the need for a centralized, comprehensive state or regional repository for police educational resource materials is evident. An adequate materials center is imperative for the maximum, most economical development of the junior college program.

The initial workshop would be created for the express purpose of developing course materials, adopting materials from other sources and implementing an instructional program utilizing the latest technology available.

Initially, the workshop is designed to establish needs, guidelines and to prepare preliminary proposals from other interested college and law enforcement programs. There is a need for the development of a Training Officers Cooperative to work with the Texas Education Agency and The Department of Public Safety to encourage the development and sharing of education and training materials.

The development of resource materials would include printed materials, films, tapes, slides, overhead transparencies and preliminary plans for programmed and computerized instruction.

Police Community Relations Seminar

The chiefs of police of the local departments have suggested a community relations seminar. It will be held to determine the direction effort should be expended in maintaining a maximum working relationship with the community.

A number of approaches to good community relations is possible. If a consolidated effort by area departments is coordinated into a logical sequence of realistic procedures, there is more apt to be effective and lasting results. Four of several basic approaches are cited here for reference.

1. Portune, Robert, The Law and Law Enforcement, OLEA Grant 052. University of Cincinnati, Cincinnati, Ohio. This research deals with juvenile attitudes and is in a two volume research document.
2. Pace, Denny F., Implementation and Evaluation of a Police Education Program in the Public Schools, 1967, Tarrant County Junior College District, Fort Worth, Texas. An unpublished proposal for implementing a police education program in the public schools.
3. Holladay, Everett F., Chief of Police, P.A.C.E.: People's Anti-Crime Effort, 1967, Monterey Park California. This is an applied research being conducted by a police department at the community level.

4. Varnes, Walter, Police Officer, Cops on Campus, 1967, Monterey Park, California. This is a unique and modified version for getting the police officer on campus and in touch with the students.

Once the seminar is held with community leaders, educators and police officials, practical guidelines may then be established.

Police Photography Institute

This is a one- or two-day institute conducted by Eastman Kodak Company for the benefit of police personnel who must utilize photographic equipment in some phase of their law enforcement work.

Two local agencies are presently in the process of establishing improved photographic facilities. New color processes and photographic techniques make it highly desirable to sponsor such an institute.

The college will assist in the planning and publications necessary to promote such an institute.

Budget Preparation Workshop

A technique oriented series of presentations by city and county finance personnel for police supervisors and administrators.

The workshop will review revenue resources, procedure for budget formulation, budget administration, operations analysis and staff development.

Criminalistics Institutes

Improved criminalistics facilities in the area law enforcement agencies prompts the need for technical training in all department work assignments. While there are some operating personnel who will benefit from the regularly scheduled college course in Criminalistics, there are many who will not be able to take the course.

In order to gain full utility of the improved department laboratory facilities, short courses in specialized fields will be scheduled. Courses will be scheduled upon request of the local departments and will include such technical specialities as:

1. Advanced Officers Course in Basic Criminalistics. This course is for officers who have been on the department a number of years and have not had recent training in new techniques of scientific investigation.
2. Detective's Course in Specialized Investigations. This course is for officers who are engaged in investigation type work or other officers of the department. These courses may be offered in a series of twenty-one hour lessons in connection with roll call training to extend over a period of four weeks. Subject areas will include:
 - (a) Homicide Investigation
 - (b) Burglary and Special Thefts
 - (c) Forgery and Bunco Schemes
 - (d) Narcotics and Drugs
 - (e) Polygraph Examinations
 - (f) Fingerprints (course to run six weeks)

In the short schedule the police crime laboratory could be supplemented with demonstration equipment from the college laboratory.