

Justice Institute of British Columbia COURSE OUTLINE

Course Code: SRT103

Course Title: Field Based Training Program

Prerequisite Courses:

Sponsoring Division: Courts Academy

Previous Course Code & Title: Roles and Functions of a Deputy Sheriff DSER003

Course Effective Date: July 22, 2008

# of Credits:	6
----------------------	---

- **Course Description:** The Field based training program is intended to provide meaningful field experience and will improve the preparedness of SRT students to graduate "job-ready". This program is designed to introduce students to the major duties of a deputy sheriff. It explains professionalism and proper deportment while carrying out these functions. Students will learn the authorities and responsibilities of deputy sheriff duties.

Course Goal(s):

- The main objective of this program is to prepare students to effectively carry out the day-to-day activities of a deputy sheriff.

Course Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- State the legal authority to hold and move a prisoner
- State purpose of, complete and appraise related documentation for legality, accuracy and completeness
- Demonstrate appropriate communications when interacting with judiciary, lawyers, inmates and other related agencies (eg, corrections, police)
- Describe and demonstrate proper management of jail and courthouse emergencies
- Demonstrate safe loading and unloading of prisoners according to prisoner classification'
- Demonstrate holding cell protocol from the *Sheriff's Policy Manual*
- Identify contraband and weapons found on prisoners and in sheriff's vehicles
- Demonstrate how to monitor prisoners including those who are suicidal and mentally disordered
- Correctly apply restraints to in-custody persons
- Demonstrate proper use of radio
- Describe the role of the deputy sheriff in jury management and coroner's court
- Demonstrate or describe the service of a document
- Demonstrate the technique for searching of prisoners, sheriffs' vehicles, cells, guardrooms, interview rooms, sally ports and courtrooms
- Demonstrate the use of VISEN Plus and CPIC to determine the security risk of escort
- Demonstrate the appropriate use of procedures for courtroom security
- Apply the appropriate procedures for arresting and controlling a subject
- Perform the duties of a Deputy Sheriff and apply the protocols and procedures to ensure their own safety and the safety of those around them.

- Demonstrate professional attitudes, ethics and conduct

Course Topics/Content:

- Holding cells
- Jury management
- Coroners Court
- Document service
- Transportation of prisoners
- Court role and responsibilities

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

- 'Criminal Code (supplied)
- Sheriff's Policy Manual
- Student manual (supplied)
- Other supplied material

Recommended:

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion				
Simulation/Lab				
Practicum/Fieldwork	Up to 210 hours			
Online				
Correspondence				
Total Class Hours				

Comments on Delivery Methods:

- Face-to-face

Related Program(s): (where applicable)

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

Course Grading System:

Check the system that applies to this course:

Letter Grades	Percentage	Pass/Fail	Credit/No Credit
Complete/Incomplete	Attendance Only	Not Applicable	

Passing Grade:	P/F
-----------------------	-----

JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	40%	Assignments	%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	60%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Standard of Achievement

- Students must achieve a minimum score of 70% on the final exam.
- Must have achieved a successful evaluation in the Field Based Training Program.

Other Course Guidelines, Procedures and Comments:

- Students will be assigned a training officer who will evaluate student's performance and provide qualitative feedback.
- At the completion of field based training program students will be given a final exam.
- Students who fail the final exam will be allowed one opportunity to rewrite the exam.

The field based training program is a critical portion of learning and demonstrating their competency and ability to perform the Roles and Functions of a Deputy Sheriff.

- If a recruit fails to demonstrate an understanding of the Roles and Functions of a Deputy Sheriff, the Employer will determine an appropriate course of action.

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records