

Lakeland

COMMUNITY COLLEGE

Criminal Justice

- Prepare students with the knowledge, skills and abilities necessary to pursue careers and/or professional development in criminal justice.
- All faculty are current or former practitioners in policing, courts, corrections, juvenile justice, and forensic science at the federal, state and local levels.
- According to the U.S. Department of Labor, career opportunities are expected to increase 7 percent between 2016 and 2026.



Opportunity
starts **HERE**

lakelandcc.edu

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Federal Law Enforcement Agencies:

- A. Department of Homeland Security
 - 1. U.S. Secret Service
 - 2. Customs & Border Protection (CPB)
 - 3. Immigration and Customs Enforcement (ICE)
 - 4. U. S. Customs Service

- B. Department of Justice
 - 1. U. S. Marshal’s Service (USMS)
 - 2. Federal Bureau of Investigation (FBI)
 - 3. Organized Crime & Racketeering
 - 4. Drug Enforcement Administration (DEA)
 - 5. Bureau of Alcohol, Tobacco & Firearms (ATF)

- C. Treasury Department
 - 1. The Alcohol and Tobacco Tax and Trade Bureau
 - 2. The Financial Crimes Enforcement Network (FinCEN)
 - 3. The Internal Revenue Service (IRS)

- D. U. S. Postal Service

- E. Department of Transportation

State Law Enforcement Agencies:

- 1. State Police (Pennsylvania State Police)
- 2. State Highway Patrol (Ohio Highway Patrol)
- 3. Ohio Department of Natural Resources (ODNR)
- 4. Ohio Bureau of Criminal Identification & Investigation (BCI)
- 5. Governor’s Office of Criminal Justice
- 6. College Campus / University Police Departments

County Law Enforcement Agencies:

- 1. Sheriffs
- 2. Public Hospitals

Regional Law Enforcement Agencies:

- 1. Cleveland Metroparks
- 2. Cuyahoga Metropolitan Housing Authority (CMHA)
- 3. Regional Transit Police (RTA)

Municipal / City / Township / Village Law Enforcement Agencies

Private Security

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I. GENERAL DEGREE REQUIREMENTS:

A. Lakeland's Catalog: The catalog covering your first semester will be your degree requirements for as long as you continuously take courses to complete your degree. If you take a break of two or more years, you should see one of our criminal justice counselors as soon as possible to identify your new degree requirements. **If you are interested in entrance requirements for any branch of forensic science (biology, chemistry, photography, psychology, etc.) make an appointment with one of our criminal justice counselors to discuss your options.**

B. ENTRANCE REQUIREMENTS FOR THE ASSOCIATES OF APPLIED SCIENCE, CRIMINAL JUSTICE DEGREE:

1. OVERVIEW: There are neither fees nor formal application requirements to be accepted into the program. However, you should declare your degree program at time of enrollment.

2. PRIOR CRIMINAL CONVICTIONS: Generally, all felony convictions and some misdemeanor convictions (relating to violence, sex, drugs, and/or domestic violence) will disqualify you from applying for most criminal justice positions. Prior drug use may disqualify you depending on the type of drug used and when you used it. Each agency's policies are different and you should do some research prior to applying.

Generally, misdemeanor and/or felony convictions (juvenile and/or adult) relating to violence, sex, drugs or domestic violence will disqualify you from applying for a criminal justice position. (As State of Ohio law parallels federal law, the Basic Police Academy prerequisites are an effective tool in determining your career eligibility).

Any student with a prior criminal conviction and/or poor driving record is urged to discuss their particular situation with a criminal justice program counselor. This career discussion should occur prior to enrollment in any criminal justice course and/or program. (See page 1 for a list of criminal justice program counselors).

C. FULL-TIME STUDENTS: You should follow the degree program as detailed in your catalog.

D. PART-TIME STUDENTS: If you are completing 2-3 courses per semester, you should plan for a three-or 4-year degree program. Completing program requirements will be easier if you complete 1000+ level, (first year) courses first and then complete 2000-level (2nd year courses).

- 1. TAKE GENERAL EDUCATION CLASSES FIRST:** These non-CRMJ/Criminal Justice courses are foundation courses, as defined and required by the Ohio Board of Regents. They will give you a better understanding of yourself, your community and co-workers, and your ability to determine the course load appropriate to your lifestyle.
 - 2. TAKE TECHNICAL COURSES, SECOND:** Technical courses (like Criminal Justice/CRMJ) rely on CURRENT skills, technology and issues. They can become outdated in even one semester. Therefore, by “saving” the criminal justice courses toward the end of your CRMJ degree, you will be more current when you apply for jobs or better prepared to transfer to a four- year degree program. Consequently, schedule your general education classes first. (See also Transfer Credits).
 - 3. TAKE TECHNICAL ELECTIVES WHENEVER YOU CAN FIT THEM INTO YOUR SCHEDULE:** The technical electives itemized in the catalog are pre-approved and require no special authorization. However, if there were another technical course you believe would benefit your career you should contact the Program Director for advice and/or approval. If you are planning to complete Ohio’s Basic Police Academy, Private Security, or Corrections Academy, you will earn credit hours toward your Lakeland associate’s degree in criminal justice. (See pages 7-9, or an authorized criminal justice counselor).
- E. PREREQUISITE:** A mandatory, introductory or basic course should be taken before a more advanced course. For example, if you do not complete CRMJ 1110/Introduction to Criminal Justice first, you could have academic difficulty with other CRMJ courses and, therefore, may be unable to enroll in other CRMJ courses. Prerequisites are enforced and you will not be allowed to enroll in a course where you are missing your prerequisite. So, if you are unsure of the prerequisites, check your catalog or talk with one of our criminal justice counselors.
- F. COURSE NUMBERING SYSTEM:** Courses numbered in the **1000’s** (i.e., CRMJ1117/Community Policing) is considered introductory, foundation, first-year courses. Courses numbered **2000** (i.e., CRMJ2210/Ethics in Criminal Justice) are considered advanced, second-year courses and should be taken last. (If you transfer to a 4-year/bachelor’s degree program, 1000-level courses are first year/freshmen; 2000-level courses are second year/sophomore; **3000-level** courses are third year/junior and **4000-level** courses are fourth year/senior).
- G. COURSE SCHEDULES EACH SEMESTER:**
See Lakeland’s Website under “Academic” tab, “Class Schedule” dropdown.

II. TRANSFER CREDIT:

A. HIGH SCHOOL – TECHNICAL PREPARATION (TECH PREP)

We have articulation agreements with the Criminal Justice-Forensic Science programs at Ashtabula Joint Vocational School, Euclid High School, and Shaw High School. If you have completed both the 11th and 12th grade levels of one of these programs, please make an appointment with one of Lakeland's criminal justice counselors. You may be eligible for Lakeland criminal justice course credit(s).

B. BACHELOR'S DEGREES: Four-year degrees are often required for employment with a state or federal criminal justice agencies and some local law enforcement agencies are beginning to require it as well.

C. HOLDEN UNIVERSITY CENTER: Lakeland's Holden University Center provides convenient access to earn a bachelor's or graduate degree from a variety of leading colleges and universities right on our campus. We have the following criminal justice partners:

D. YOUNGSTOWN STATE UNIVERSITY (YSU) BACHELOR OF SCIENCE DEGREE:

Youngstown State University's (YSU) Bachelor of Science in Applied Science (B.S.A.S.) in criminal justice is a bachelor's degree in criminal justice. YSU provides 30 semester hours of criminal justice courses at Lakeland's Holden University Center. Students pay YSU tuition and fees for these 30 hours. All other necessary coursework (general education requirements, courses for the required associate of science degree (A.A.S., etc.) can be taken at Lakeland's tuition costs. Once students have completed all Lakeland courses toward the A.A.S., they may apply for admission to YSU as a transfer student to begin the B.S.A.S. degree.

E. CLEVELAND STATE UNIVERSITY (CSU) Bachelor of Arts Degree:

Cleveland State University's Public Safety Management Partnership program allows students to earn a Bachelor of Arts degree without leaving the campus of Lakeland Community College by taking classes through the Holden University Center. Cleveland State classes are taught via Distance Learning (IVDL) by CSU faculty and instructors. The Public Safety Management degree is designed to equip public safety officials with additional management and communication skills. It provides an in-depth study of community safety needs and problems as well as analytical tools. Students may complete some major requirements through the Assessment and Accreditation of Prior Learning Credit for Life Experience program available through the College of Urban Affairs.

F. Notre Dame College: Master of Arts in National Security and Intelligence Studies:

The M.A. in National Security and Intelligence Studies is an online degree program that features three intensive weekend visits to campus for on-site, practical exercises. This includes an Analytical Crisis exercise at the midpoint of the program. The Student Capstone taken at the end of the program is a real-world, strategic project from the government or private sector. Notre Dame college's exceptionally trained faculty work for a variety of security agencies and help students apply their coursework throughout the program. Coursework focuses on modern security challenges and appropriate response methods. National security and intelligence studies students learn the foundations of policy making and the factors that shape enacted policies.

G. Bowling Green State University: Master of Science in Criminal Justice:

The Master of Science in Criminal Justice program offers two online courses each term.

- There are 11 courses [33 credit hours] required for the degree. One class is delivered approximately every seven weeks with a one week break in between classes each term each semester, including summers.
- It takes less than two years to complete the degree if students complete a course every seven weeks.
- In order to successfully complete your studies and graduate with an MSCJ degree, you will be required to compile a portfolio consisting of specific projects you will already be completing as part of your coursework.
- The instructor of record will always be a full-time faculty member at BGSU.
- We offer rolling admissions so you will not have to wait until the next semester to join us.

NOTE: Even if a college degree is not required, some agencies will pay a higher starting salary if you have one.

H. CHOICE OF BACHELOR'S DEGREE: If you choose to take advantage of the 4-year degrees offered as a partnership listed above, you must complete all the degree requirements for an associate of applied science, criminal justice degree. The majority of positions requiring a bachelor's degree still prefer "a degree in an appropriate field", such as Public Safety Management, Criminal Justice/Justice Studies. However, since 9/11 and the resulting changes to federal-level, law enforcement agencies may specify a particular degree requirement, such as language, accounting, economics, or law. Students interested in criminal justice employment should visit the specific agency's website and/or job announcements to determine specific educational and other requirements. For further information, please schedule an appointment with one of the criminal justice counselors listed in this packet.

- I. **BASIC POLICE ACADEMY:** While the Basic Police Academy is not part of the associate of applied science degree, the degree program will post Academy related information routinely. Be sure to check with Financial Aid about available funding. For detailed information, see Lakeland's criminal justice website or call (440) 525-7185.

DISCOUNT: To receive a 10% discount, the applicant must be a Lakeland Community College student in good standing, a declared criminal justice major, successfully completed or is now enrolled in CRMJ1110/Introduction to Criminal Justice and at least in process of completing fifteen (15) hours toward his/her associates of applied science-criminal justice degree. All requirements must be met by the beginning of the BPA.

1. **Credit for Completion of the Ohio Peace Officer Training Academy Final Exam and Lakeland's Paperwork:** is a maximum of eighteen (18) semester hours:

*CRMJ1117/Community Policing (3);

CRMJ2212/Criminal Law (3);

CRMJ2213/Criminal Investigation (3);

CRMJ2214/Introduction to Police Management & Supervision (3);

CRMJ2216/Criminal Procedure (3); and,

Technical Elective(s) (3).

*CRMJ1117/Community Policing is a prerequisite for CRMJ2210/Ethics, a fall course. Therefore, if you are attending a police academy, which overlaps Lakeland's fall semester, you must see a CRMJ counselor for a prerequisite waiver form for CRMJ1117/Community Policing BEFORE enrolling on our fall semester CRMJ2210/Ethics.

2. **Process to Receive College Credit:** There is no fee required to formalize this procedure. However, you will need a copy of your Ohio Peace Officer Training Basic Academy completion certificate and an appointment with one of our criminal justice counselors to start the process.

3. **Which Should I Finish First, My College Degree or the Basic Police Academy?**

The choice of finishing your degree or the BPA first is yours and should be made based on your personal, professional and financial goals!

Remember, our CRMJ counselors and instructors are here to help if you would prefer to talk through your options. However, basically, there are two choices:

- A. **Finish your associate's degree first.** When your degree requirements are over, you may receive extra credit on the police or corrections agency hiring process and may receive a pay bonus added to your salary. However, with this choice, applying for police academy credit is likely to aid your college career only if you plan to seek a bachelor's degree.

- B. **Finish the Basic Police Academy first and complete the paperwork for your degree.** However, if you do not complete the academy and pass the State of Ohio test(s), you have delayed completion of your college degree. Also, you may find it difficult to finish your degree once the demands of your agency, shift work and/or personal life impact on your limited “free” or discretionary time.
- J. **CORRECTIONS ACADEMY:** Normally, you will complete the academy after you are hired and at your employer’s expense. **However, upon successful completion of the Ohio Department of Rehabilitation and Corrections Academy and Lakeland’s paperwork,** you will receive nine (9) semester hours of credit, CRMJ1211/Community Corrections (3); Technical Electives (3); CRMJ2239/Criminal Justice Internship (3). There is no fee required to formalize this procedure. However, you will need a copy of your Ohio Department Rehabilitation and Corrections Officer certificate and an appointment with one of our Criminal Justice counselors to start the process.
- K. **PRIVATE POLICE / SECURITY OFFICER ACADEMY:** Technical elective credit may be granted to a criminal justice-law enforcement student who has successfully completed an approved Ohio Peace Officer Training Council, Private Police/Security Officer Academy. The student must have completed the academy within two (2) years of application for Credit-by-Certification and have O.P.O.T.C. documentation. If the student completed 124 hours or more the student is eligible for six (6) to nine (9) technical elective credit hours. The Lakeland documentation must be completed by an authorized CRMJ counselor and include a copy of your Ohio Peace Officer Training Council Private Police Officer certificate.
- L. **MILITARY BASED COLLEGE CREDIT:** If you have completed courses through an accredited college, those may be eligible for college credit at Lakeland. Schedule an appointment with CRMJ Counselors Ken Sharkey or Kimberly Brown BEFORE you schedule your first class! Veterans should ensure they bring their ACE transcripts and any other documentation to your appointment.
- M. **MILITARY POLICE & ACE CREDIT:** Any branch of the military will receive Credit-for-Experience for the Technical Electives: CRMJ2214/Patrol Operations (3), and (9) Technical Elective credit hours. In addition, any veteran with 100 hours of active service or more will receive two (2) Physical Education (PEHR) credits. These two credits are applicable toward the A.A.S.-CRMJ degree program and, with successful completion of PEHR 1650/Health Fitness will complete two (2) hours of Technical Elective credit. Call 440-525-7200 to make an appointment.
- N. **CREDIT-BY-EXAM:** There are currently no courses, which can be completed via the Credit-by-Exam process.

- O. **CREDIT-BY-EXPERIENCE:** Work-related credit will be considered on a case-by-case basis. Basically, work-related training is more likely to be credited toward your degree when it is at least 4 hours in length, offered by a government agency and parallels the content of a current CRMJ course. Documentation should be submitted to Counselors Ken Sharkey, Kimberly Brown, or Nora Gee, and will be reviewed and / or authorized by the program director, and the Dean for Applied Studies. There may be a fee involved.

III. LAKELAND'S INTERNSHIP (CRMJ2239)

- A. **What Is the CRMJ2239 Internship Experience?**

This course allows the students to complete observational hours within an approved criminal justice, social service, private or corporate site. Weekly work sessions (on-the-job) continue with in-class meetings for overall experience and course credit.

NOTE: If you are under the age of 21, you may be limited by some agencies in participating in certain activities.

- B. **What Is the Basic Purpose of This Course?**

To provide an opportunity to integrate theory and practice and promote the development of professional attitudes and values.

- C. **What Are the Requirements for Enrollment?**

An interview with the criminal justice faculty coordinator, then the program director's approval; a minimum of forty-eight (48) semester hours done toward a criminal justice degree; CRMJ2210/Ethics in Criminal Justice or permission of the instructor. The student must also maintain a minimum 2.00 GPA in the criminal justice major. Certain required forms must be completed including all registration procedures.

- D. **Are There Other Requirements?**

YES. Those set by your approved host agency. However, a felony conviction in juvenile or adult will preclude a student from acceptance in the Ohio Basic Police Academy and could restrict employment in the correctional field.

- E. **How Do I Find A Host Agency?**

The criminal justice program director's office maintains a list of approved sites. Students should register for this course and then contact the criminal justice secretary in Room A2120, (440) 525-7185. The department secretary will contact the Internship coordinator with the student's name and contact phone number(s). The coordinator will personally call the student. After speaking with the Internship coordinator, the student should contact an agency or site PRIOR to the start of the semester. Take a one-page resume that you can leave with the host agency's contact person or office (i.e., police chief, director, chief deputy, human resource department, etc.) List more than one contact phone number or an email where the agency can reach you. This course requires the

student to make the initial agency contact as part of the overall Internship experience.

- F. Will Agencies Host Students Each Semester?**
NO. Each semester agencies are free to choose whether they will host an Internship opportunity.
- G. Do Some Agencies Have Restrictions on Who May Apply for An Internship?**
YES. Some police departments, for example, require city residency. Others may require and conduct background checks on their own.
- H. Once an Agency Approves the Internship Within the Lakeland Framework, Do I Have Record- Keeping Responsibilities?**
YES. On the first day of class, your CRMJ2239 instructor will provide you with all the necessary “paperwork” to be completed during the semester by you, the host agency’s site supervisor and Lakeland.
- I. If Approved by The Agency, May I “Start Early”?**
NO. Certain liability issues prevent “early starts”. However, your manual urges you to complete your first observational experience(s) as soon as possible after the first day of class. Ideally, all students will have completed at least one observational session by the end of the second official class week.
- J. If the Site Supervisor Has Questions About the Internship, Can S/He Call Lakeland For More Information Before the Start of The Semester?**
YES. Please ensure that s/he has the proper phone number(s). A message can be left at the criminal justice department (440) 525-7185. Politely remind the sponsoring agency supervisor that because of the holiday breaks, a return phone call from Lakeland may be delayed a few days.
- K. What Will I Actually Do at The Site During the Observational Hours?**
That will, of course, be dependent in part of the type of site (i.e., police/courts/ corrections/corporate). Historically, we have asked site supervisors to expose the student to as many experiences which can be legally and safely done.
- L. What Will I Actually Do During On-Campus Class Sessions?**
We will tailor our discussions around each students’ specific observational experience. We will also supplement each session with career, job-search information and other pertinent ethical and practical topics.
- M. Finally, If I Have Further Questions About the Internship, Whom Should I See or Call?**
Contact the Criminal Justice Faculty Coordinator, Dan Ponstingle by leaving a message at the criminal justice department office at (440) 525-7185.

IV. TROUBLESHOOTING FAQ'S:

A. I AM CONFUSED ABOUT MY CAREER OPTIONS, WHAT SHOULD I DO?

1. Take your time, explore your options and do not panic!

You have at least two years to explore employment and career options. During that time, you will have the opportunity to interact with practitioners, skilled and knowledgeable professionals in the criminal justice field, such as your instructors, guest speakers and even fellow students. Field trips may fine-tune your options, as well as class discussions. Investigate, explore, do "ride-alongs", and/or Internships...then decide your career path!

2. Consider Completing a General Track of Criminal Justice Studies-The Associates of Applied Science, Criminal Justice Degree.

This degree is a foundation degree, which allows you to fine-tune your career goals by choosing three technical electives. So, whether you are leaning toward a career with juveniles, chemical dependency or a degree in law enforcement, the criminal justice-law enforcement degree allows you to decide your own academic and career path. If you are thinking of law school, again, think about this degree. You'll have the opportunity to explore criminal versus civil law (law school is primarily civil-corporate law), have a degree upon which to obtain employment while you're attending law school and the opportunity to expand your law career because you already have a proven academic background in criminal law.

3. Visit the Career Services Center:

Career Services assists students and alumni to develop job search skills that will help them obtain interviews and job offers. Services and resources include:

- A. Hundreds of local employment opportunities via a 24/7 dynamic on-line job board, on-campus student jobs and 8 annual job fairs;
- B. Job coaching (one-on-one and in workshops) for your resume, interviewing skills, how to market yourself and negotiate job offers, on-the-job problems and more;
- C. Paid and unpaid real world; career-related learning opportunities through Co-Op, field experience; Internships; mentoring and shadowing programs;
- D. On-line services for posting your resume for employers to view; computerized career information and an informative web site;
- E. Up-to-date information on salaries; skills required for jobs, job outlook and company profiles.

The Career Services Center is located on the first floor of A-Building in Room A1039. Visit our web site at www.careers@lakelandcc.edu or speak to our friendly staff at (440) 525-7222.

4. Men's Resource Center: A one-stop resource for men, they are there to answer a simple question or to provide you with in-depth assistance.

They work with students by:

- Going to bat for students to remove obstacles to success.
- Developing individualized success strategies to keep students on task.
- Problem-solving outside issues (work, family, time management, etc.)
- Coaching students with financial aid to instructor issues.
- Offering achievement programs to adult learners and minority students.
- Providing overall guidance and motivation.

NOTE: No appointments necessary. Room L-101 • 440-525-7447,
lakelandcc.edu/menscenter

5. Women's Center: Provides resources, connections and support for women who want to broaden their horizons and make changes in their lives. The Center is open to all women including those of nontraditional college age, women who have had a break since last attending college, older women who have never attended college, students who are mothers (single and married), young women just starting college, those who are the first in their family to enroll in higher education, and women seeking a new direction or a second chance.

1st Floor • Room C-1076 • 440-525-7322 • lakelandcc.edu/womenscenter

6. Counseling and Advising: Assists Lakeland students with their academic, career and personal goals. For more information contact 440.525/7200.

B. I AM FEELING STRESSED OUT, WHAT SHOULD I DO?

1. Life-Threatening Situation: Make immediate plans to leave and get to a safe place. If you would feel safer, phone Lakeland Police at (440) 525-7241 or dial 911.

2. Non-Life Threatening Situation: Make an appointment with Lakeland's psychologist, Dr. Kenneth Browner, (440) 525-7241 or call Lakeland Police at 440-525-7241.

V. CORRECTIONS CAREERS (OVERVIEW)

A. CORRECTIONS OFFICER

1. **JAILS:** Those convicted of misdemeanors, punishable by one year of confinement or less.
 - A. **City Jails:** Convicted misdemeanor and/or contempt of court.
 - B. **County Jails:** Convicted misdemeanor and/or contempt of court, juveniles if absolutely no other facility, mentally ill, witness protection, pre-trial detainees (couldn't get or pay bail), anyone awaiting transportation to another facility (probation and parole violators, military personnel, bail-bond visitors).
 - C. **Responsibilities:**
 1. Monitor health and safety of prisoners and related programs;
 2. Enforce rules and regulations;
 3. Inspect facilities for illegal weapons and/or substances;
 4. Inspect prisoners for illegal weapons and/or substances;
 5. Transport prisoner, when necessary, to/from courts, medical and psychiatric facilities.
 - D. **Job Requirements:**
 1. 18 years of age (21 years if deputy sheriff at county jail);
 2. U. S. citizen;
 3. High school diploma/equivalent. An associate's degree in criminal justice or corrections is preferred by progressive facilities and for promotional opportunities.
2. **PRISONS:** Those convicted of felonies, punishable by more than one year of confinement.
 - A. **State Prisons:** Run by state and/or private corporation, includes boot camps, minimum-medium-and supermax-levels of security risk.
 1. **Responsibilities:** (Same as for jails)
 2. **Job Requirements:**
 - a. 21 years of age is usually preferred;
 - b. U. S. citizen;
 - c. High school diploma/equivalency. An associate's degree in criminal justice or corrections is preferred by progressive facilities and for promotional opportunities. Trend is toward a bachelor's degree in criminal justice studies,

corrections or public safety management for promotion past the rank of sergeant.

- B. **Federal Prisons:** Run by Federal Bureau of Prisons. Minimum-medium-maximum-levels of security risks, offender committed felony by violating federal law or while on federal land (i.e., federal building, federal installation, park or tribal reservation).
 - 1. **Responsibilities:** (Same as for jails and state prisons).
 - 2. **Job Requirements:**
 - a. 21 years of age is usually preferred;
 - b. U. S. citizen;
 - c. Bachelor's degree OR 3 years' experience OR combination of both. Again, bachelor's degree in corrections, criminal justice, justice studies, administration or public safety management is preferred.

- B. **COMMUNITY BASED CORRECTIONS (CBC):** Correctional control of offender while s/he is in the community. Facilities can include boot camps, day reporting centers, halfway houses, etc. ... community based correctional supervision can include home detention, house arrest or probation.

- 1. **Responsibilities and Job Requirements:** Varies according to State law and whether juvenile or adult offenders, facility-based or non-facility (probation). Trend toward appropriate associate's degree for entry-level and bachelor's for promotional opportunities.

- C. **PROBATION OFFICER:** For those sentenced, by the judge, to serve sentence in the community. Must meet conditions set by court, and occurs before jail or prisons. May or may not carry a firearm.

- 1. **LEVELS:**
 - A. **City:** Misdemeanor violations;
 - B. **County:** Felonies, violation of State laws;
 - C. **Federal:** Misdemeanor and felony violations of federal law.
- 2. **Responsibilities:**
 - A. Prepare Pre-Sentence Reports (PSR's) to aid judge in sentencing decision. PSR's are comprehensive background checks and include sentencing recommendation;
 - B. Counsel and rehabilitate offenders;
 - C. Supervise offenders to determine if conditions are being met regarding community service, restitution, home confinement, pay fees-child support-alimony, no drugs, no weapons, no illegal activity, and no major changes in life without telling probation officer, obtain counseling and/or treatment.

3. **Job Requirements:**
 - A. 21- years of age;
 - B. U. S. citizen;
 - C. Bachelor's degree in corrections; psychology; criminal justice; justice studies/administration or public safety management. (Masters in one of the same fields preferred at federal level).

D. PAROLE OFFICER: For convicted felons receiving an executive privilege administered by parole board, according to state and/or federal law. Inmate is released from prison early to serve rest of sentence in community, as long as conditions set by Parole Board are met. Parole officer usually carries a firearm.

1. **Levels:**
 - A. **State-Level:** Early release from a state correctional facility of a felon who served partial sentence for having violated state law;
 - B. **Federal-Level:** Supervised release from a federal correctional facility of a felon who served a partial sentence for a federal law conviction.
2. **Responsibilities:**
 - A. Counsel and reform offenders;
 - B. Supervise and control offenders to determine if conditions of parole are being met. (Same basic examples as for probation);
 - C. Legal custody of offenders following early release.
3. **Job Requirements:**
 - A. 21- years of age;
 - B. U. S. citizen;
 - C. Bachelor's degree in same field as probation officer and increasingly, master's degree is being required at both state and federal levels.

VI. LAW ENFORCEMENT CAREERS (OVERVIEW)

Federal Law Enforcement Agencies:

- A. **Department of Homeland Security:** Bachelor's degree is usually required. Exactly which degree depends on the specific agency's needs. Visit the specific agency's website for details.
 1. **U. S. Secret Service** primarily investigates white-collar crime (credit card and check fraud, counterfeiting) in addition to protecting the President and other domestic dignitaries and foreign heads of state.

2. **Customs & Border Protection (CBP)** controls the flow of goods and people across international borders (Mexico and Canada). Includes U. S. Border Patrol
 3. **Immigration and Customs Enforcement (ICE)** implement laws regarding customs and immigration within the U. S.
 4. **U.S. Customs Service** investigate and search international passengers, ensure tariffs (taxes) paid on imported goods.
- B. Department of Justice** usually requires a bachelor's degree. Again, visit the agency's website for specific degrees preferred.
1. **U. S. Marshal's** whose primary function is NOT the transportation of prisoners but controlling federal courtroom security and property. Special units include duties regarding witness protection/relocation; fugitive apprehension over 30,000/year; missile escort; debt-collection for federal government; 15-Most Wanted List; electronic surveillance and special operations.
 2. **FBI / Federal Bureau of Investigation** is responsible for all crimes not covered by other federal agencies, particularly kidnapping, crimes involving federally insured banks, aircraft piracy, civil rights acts/hate crime violations, interstate gambling, organized crime, interstate flight to avoid prosecution, and custody or confinement.
 3. **Organized Crime & Racketeering (OCR)** section, which coordinates organized crime investigations regarding intelligence gathering, investigation, and prosecution.
 4. **Drug Enforcement Administration (DEA)** controls use and distribution of narcotics and other dangerous drugs.
 5. **Bureau of Alcohol, Tobacco & Firearms (ATF)** enforces federal laws regarding alcohol, tobacco and firearm manufacture use and distribution.
- C. Treasury Department**
1. **The Alcohol and Tobacco Tax and Trade Bureau (TTB)**
The Alcohol and Tobacco Tax and Trade Bureau (TTB) is responsible for enforcing and administering laws covering the production, use and distribution of alcohol and tobacco products. TTB also collects excise taxes for firearms and ammunition.

2. **The Financial Crimes Enforcement Network (FinCEN)**
The Financial Crimes Enforcement Network (FinCEN) supports law enforcement investigative efforts and fosters interagency and global cooperation against domestic and international financial crimes. It also provides U. S. policy makers with strategic analyses of domestic and worldwide trends and patterns.
 3. **The Internal Revenue Service (IRS)**
The Internal Revenue Service (IRS) is the largest of Treasury's bureaus. It is responsible for determining, assessing, and collecting internal revenue in the United States.
- D. U. S. Postal Service** oversees U. S. Postal Inspectors who investigate crimes relating to the mail, especially mail fraud and theft.
- E. Department of Transportation** oversees U. S. Coast Guard, which suppresses contraband trade, rescues persons in distress in American waters.

State Law Enforcement Agencies requires at least a bachelor's degree for investigator positions and at least a bachelor's degree in a science (biology, chemistry, physics) for forensic scientist positions.

1. **State Police-Type** who enforce all state related laws (Pennsylvania State Police)
2. **Highway Patrol-Type** who primarily enforce state traffic laws, state property-related laws, protect the Governor; investigate airplane crashes and client abuses at state facilities.
3. **Ohio Department of Natural Resources (ODNR)** enforces laws in state parks. NOTE: bachelor's degree in criminal justice or parks and recreation is preferred. Will sometimes accept biology degrees.
4. **Ohio Bureau of Criminal Identification & Investigation (BCI)** performs scientific investigations, crime lab functions and special investigations. NOTE: requires AT LEAST a bachelor of science in biology, chemistry and/or physics for CSI position, increasingly prefers master's degree in same fields.
5. **Governor's Office of Criminal Justice Services** investigators and specialists who develop information and education for criminal justice agencies.
6. **College Campus / University Police** are police officer who balance collegiate and law enforcement needs.

County Law Enforcement Agencies: high school is mandatory; trend is toward an associate's degree in criminal justice, justice studies or public safety management.

1. **Sheriffs:** The sheriff is elected and deputy sheriffs are hired. To serve residents NOT already covered by a police department. NOTE: if seeking a patrol position an associate's degree in criminal justice or law enforcement is preferred. For jail positions, a degree in corrections or criminal justice is preferred.
2. **Public Hospitals:** University Hospitals and the Cleveland Clinic have their own police departments. NOTE: educational requirements are not standardized. Check with your local facility for preference.

Regional Law Enforcement Agencies: High school is mandatory. Trend is toward an associate's degree in criminal justice, justice studies or public safety management. Police with multiple jurisdiction and additional enforcement responsibilities unique to their own agency may also have unique employment requirements.

1. **Cleveland Metro Parks** employs RANGERS who have police jurisdiction (5 counties, 42 municipalities, 16 court districts and 100 miles of roads).
2. **Cuyahoga Metropolitan Housing Authority (CMHA)** employs police officers to enforce laws within their 35+ estates.
3. **Regional Transit Police (RTA)** have police jurisdiction concerning RTA buses, trains, facilities, equipment, and track.

Municipal (and Township/Village) Law Enforcement Agencies roughly 17,000 agencies requiring high school, trend toward associate's degree. Officers spend 80-90% of the time on public order, service and paperwork; 10-20% on law enforcement and crime control. NOTE: usually high school is the minimum requirement. However, increasingly, an associate's degree in criminal justice, justice studies or public safety management is preferred and the agency may add an annual salary bonus/incentive for that associate's degree.

Private Security 2.5 times the employees, 3 times the budget of local, public law enforcement. Needed for any commercial field, from airports, hospitals, institutions, public events, museums, racetracks and cruise ships to VIP protection and private investigations. NOTE: educational requirements vary, commensurate with responsibility and authority.

**VII. Criminal Justice Degree Roadmap
9620 – Associate of Applied Science Degree
Public Service Technologies**

First Semester Credit Hours

COMM 1000Effective Public Speaking 3

OR

COMM 1100Effective Interpersonal Communications

ENGL 1110English Composition (A)¹..... 3

OR

ENGL1111English Composition I (B) 3

FYES 1000First Year Experience..... 1


HUMX 1100.....Introduction to Humanities 3

SOCY 1150Principles of Sociology 3

Credit Hours 16

Second Semester

 CRMJ 1117Community Policing² 3

 CRMJ 2244Criminology 3

ENGL 1120English Composition II 3


PSYC 1500Introduction to Psychology 3


Select any Mathematics course from MATH 1550 or higher 3

Credit Hours15

Third Semester

 CRMJ 2210Ethics in Criminal Justice..... 3

 CRMJ 2212Criminal Law² 3

 CRMJ 2260Interview and Interrogation..... 3

POLS 1300U. S. National Government 3


OR

POLS 2100State and Local Government


 Select course(s) from the Technical Electives list 3

Credit Hours15

Fourth Semester

 CRMJ 2216Criminal Procedure²..... 3

 CRMJ 2231Juvenile Delinquency 3

 CRMJ 2250Current Issues in Criminal Justice 3

Select course(s) from the Technical Electives list 6

Credit Hours15

Total Credit Hours61



TECHNICAL ELECTIVES

CRMJ 1130	Crisis Intervention	3
CRMJ 1211	Community Corrections	3
CRMJ 1230	Forensics and Crime Scene Investigation	3
CRMJ 2213	Criminal Investigation ²	3
CRMJ 2214	Introduction to Police Management and Supervision ²	3
CRMJ 2219	Correctional Practices and Challenges	3
CRMJ 2239	Criminal Justice Internship	3
EMGT 1000	Introduction to Emergency Management	3
IT IS 1000	Basic Computer Skills	1
OR		
ITIS 1005	Computer Essentials	
PEHR 1650	Health Fitness	2
PSYC 2400	Child Psychology	3
PSYC 2500	Adolescent Psychology	3
PSYC 2700	Abnormal Psychology	3
SOCY 1190	Chemical Dependency and Society	3

¹English course selection is based on placement test results (ENGL1111 is 4 credits, only 3 credits apply to the degree).

²Credit for CRMJ1117 Community Policing, CRMJ2212 Criminal Law, CRMJ2213 Criminal Investigation CRMJ2214 Introduction to Police Management and Supervision, CRMJ2216 Criminal Procedure, and three (3) elective credits may be granted to persons who present proof of having completed the Basic Police Academy of the Ohio Peace Officer Training Council.



These courses are designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

VIII. CAREER EXPLORATION

I. **General Career Exploration:** U. S. Bureau of Labor Statistics' Occupational Outlook Handbook @www.bls.gov/ooh (Spanish: www.bls.gov/es/ooh).

A. **Topics Covered:**

1. Job description(s)
2. Work environment
3. How to become (that professional)
4. Pay
5. Job outlook
6. Similar occupations
7. O*Net & other resources

B. **Suggested Searches (by “Search or “A-Z Index”/menu)**

1. Computer Security (see “computer and information systems manager” and/or “information security analysis, web developers, and computer network architects”)
2. Corrections Officers (includes jail, reformatory, prison, bailiffs, court security officers)
3. Forensic Science Technicians (includes biochemists, biophysics, medical scientists)
4. Lawyers (includes judges, mediators, hearing officers, paralegals)
5. Police and Detectives (includes local, state, transit, railroad, sheriffs, detectives, criminal investigators, fish and game wardens, federal law enforcement)
6. Police, Fire and Ambulance Dispatchers
7. Private Detectives and Investigators
8. Probation Officers and Correctional Treatment Specialists (includes parole officer)
9. Security Guards and Gaming Surveillance Officers

II. **State of Ohio Explorations & Opportunities:** <https://jobseeker.ohiomeansjobs.monster.com/>

A. **Topics Covered:**

1. Top Resources (job openings, post your resume, training services)
2. Job Searches (state government, education, veteran, jobs)
3. Research (Ohio Energy Pathways, careers & industries, Ohio employment outlook)
4. Resources (job search manual, Ex-Offender Reentry Coalition, outlook and tips for job seekers with disabilities).

B. Hints:

1. Highlight/click on all jobs that sound interesting to you.
2. Highlight/click on ALL counties AND all agencies: decide after you investigate the job posting.
3. Review “Interviewing Skills” and “Resume Tips” under OHMS Applicant Care Center.

III. Federal Criminal Justice Careers <https://www.usajobs.gov/>

U. S. Department of Homeland Security <https://www.dhs.gov/homeland-security-careers>

A. Topics Covered:

1. Component careers.
2. How to apply.
3. Search job postings.
4. Employee benefits.
5. Job experience levels.
6. Types of jobs.

IX. Federal Criminal Justice <https://www.usajobs.gov/>

A. Corrections:

1. Federal Bureau of Prisons_(See U. S. Dept. of Justice and/or www.bop.gov)
2. U. S. Probation and Pretrial Services System
[@www.uscourts.gov/federal_courts/probation_pretrial_services.aspx](http://www.uscourts.gov/federal_courts/probation_pretrial_services.aspx).
3. U. S. Parole Commission (See U. S. Dept. of Justice and/or
www.justice.gov/uspc).

B. Law Enforcement:

1. U. S. Department of Justice (majority of federal law enforcement agencies [@www.justice.gov/agencies](http://www.justice.gov/agencies)).
2. U. S. Department of Interior [@www.doi.gov/whoweare/index.cfm](http://www.doi.gov/whoweare/index.cfm)
(See Bureau of Indian Affairs, Bureau of Safety and Environmental Enforcement, National Park Service).
3. U. S. Department of Treasury [@www.treasury.gov/careers](http://www.treasury.gov/careers).
4. U. S. Marshals Service_(See U. S. Dept. of Justice).
5. U. S. Postal Inspection Service [@www.uspis.gov](http://www.uspis.gov).

IX. The Academy of Criminal Justice Sciences (ACJS):

[www.acjs.org/pugs/167 671 290.cfm](http://www.acjs.org/pugs/167_671_290.cfm)

The Academy of Criminal Justice Sciences (ACJS) is an international association established in 1963 to foster professional and scholarly activities in the field of criminal justice. ACJS promotes criminal justice education, research, and policy analysis within the discipline of criminal justice for both educators and practitioners.

X. Ohio Council of Criminal Justice Education (OCCJE):

<http://www/occje.org/>

The Ohio Council of Criminal Justice Education is a nonprofit organization that is over 40 years old. OCCJE serves to bring together criminal justice educators and practitioners to facilitate cooperation and to promote the expansion of professional criminal justice education, its subsequent application to the field, and to actively engage in the elevation of the ethical and personnel standards of the criminal justice field.

XI. COURSE DESCRIPTIONS

A. COUN 1300 Skills for College Success

This course helps students to utilize more of their potential and to succeed in college. It introduces strategies for personal growth coupled with skills such as time management, critical thinking, notetaking and test taking. Students will develop an individual plan for college success. This course is especially recommended for first-time students, adults returning to college, and students experiencing academic difficulties. (2 contact hours)

B. FYEX 1000 First Year Experience

This course introduces to students to the behaviors, skills, and attitudes that are important to success in college and in college-level courses. It will include an overview of how to utilize college resources and services and how to succeed as a college student preparing for a career. This semester-long course includes an examination of attributes necessary for personal and academic success; academic programs offered at Lakeland Community College; introduction and navigation of college resources; and development of an academic pathway. Each student will leave the course equipped with the skills to achieve academic success and an individualized plan outlining a potential Academic Pathways or course of study at Lakeland.

XIII. COURSE DESCRIPTIONS - CRIMINAL JUSTICE:

CRMJ 1110 Introduction to Criminal Justice

(TAG)

3 Credits

This course surveys the complexities and diversity of the U. S. Criminal Justice System, providing an overview of historical and contemporary legal issues, legislative policy, law enforcement, court and correctional theories, goals, strategies, and ethical practices. (3 contact hours)

CRMJ 1117 Community Policing

(TAG)

3 Credits

Prerequisite: CRMJ 1110.

This course introduces students to the historic and cultural relationships between individuals, communities, and policing in the United States. The course includes policing roles, duties, styles, subculture, and discretion, and their impact on ethical police practices relating to prejudice, perception, discrimination, deviance, labeling, conflict, communication, specific subcultures, the homeless, physically and mentally challenged individuals, alternative lifestyles, and victims of violence. (3 contact hours)

CRMJ 1130 Crisis Intervention**3 Credits**

Prerequisite: CRMJ 1110 or HMSV 1115 or permission of instructor.

This course introduces students to the relationship between precipitating events, crises and effective intervention and coping methods. Students will examine models of crisis intervention and address practical and ethical strategies for coping with suicides, family, ethnicity, vulnerable subgroups, grief/loss, AIDS and HIV, substance abuse, PTSD, domestic violence, and sexual assault. (3 contact hours)

CRMJ 1211 Community Corrections**(TAG)****3 Credits**

Prerequisite: CRMJ 1110.

This course examines historical, current, and future correctional alternatives to incarceration for both juvenile and adult offenders. It introduces students to various topics, including model institutional systems and programs; such community-based interventions as probation, community correction centers, community treatment centers, and house arrest; required community resources; ethical and legal issues; and problems associated with the supervision of inmates with special needs. (3 contact hours)

CRMJ 1230 Forensics and Crime Scene Investigation**3 Credits**

Prerequisite: CRMJ 1110 or permission of instructor.

This course introduces students to the history, foundations, disciplines and specialties of the forensic science field. Students will learn the ethical and legal process of crime-scene investigation, traditional computer-based evidence collection and their impact on the components of the criminal justice system. The course also introduces student to career opportunities and practical applications in the civilian and government fields.

CRMJ 2210 Ethics in Criminal Justice**3 Credits**

Prerequisite: CRMJ 1117 or CRMJ 1211.

This course provides students an in-depth review of the fundamentals of ethical decision making within the U. S. criminal justice system, including ethical theory; doctrines; dilemmas; and principles common to the police, courts, and correctional subsystems. (3 contact hours)

CRMJ 2212 Criminal Law

Prerequisite: CRMJ 1110.

This course provides an in-depth examination of criminal law, including sources of law, capacity to commit crimes, defenses, and elements of select statutes. (3 contact hours)

CRMJ 2213 Criminal Investigation**3 Credits**

This course reintroduces basic methodologies used to legally and ethically investigate a wide variety of crimes. Students will learn techniques for gathering information; processing crime scenes; and collecting, recording, and preserving physical evidence. Students will learn how to use deductive reasoning in solving crimes through the use of practical problems. (3 credit hours)

CRMJ 2214 Introduction to Police Management and Supervision**3 Credits**

Prerequisite: CRMJ 1117.

This course provides an in-depth examination of the line functions of police agencies including the historical evolution of policing; ethical, legal and political principles of police organizations; strategies planning and staffing; patrol delivery methods; and innovative programs. Students will learn how to apply principles and methods of line functions through the use of practical exercises and hands-on exercises. (3 credit hours)

CRMJ 2216 Criminal Procedure**3 Credits**

Prerequisite: CRMJ 2212 or permission of instructor.

This course provides an in-depth examination of applicable Supreme Court decisions, Ohio Rules of Procedure, Ohio Rules of Evidence, and Ohio case law to re-acquaint students with the procedures used by police to prosecute criminals, from initial investigation through trial. Students will also learn what criminal and civil penalties may be incurred for failure to follow established guidelines. (3 contact hours)

CRMJ 2219 Correctional Practices and Challenges**3 Credits**

Prerequisite: CRMJ 1110 or CRMJ 1211.

This course provides an in-depth examination of contemporary issues facing U. S. correctional staff and administrators. It provides students with the opportunity to research and discuss such ethical and current challenges as correctional theory, privatization, inmate medical needs, services and programming, special population needs, staff health-wellness, civil liability, and correctional technology. (3 credit hours)

CRMJ 2231 Juvenile Delinquency**3 Credits**

Prerequisite: CRMJ 1110.

This course provides an in-depth survey of the historical and contemporary structure and operation of the juvenile justice system. Students will examine major theories of delinquency causation and explore problems of law, politics, philosophy, and sociology as they relate to delinquency prevention, control, and reform. Case studies provide students with an opportunity to apply theories to practical situations. (3 contact hours)

CRMJ 2239 Criminal Justice Internship**3 Credits**

Prerequisite: 48 semester credits towards a Criminal Justice degree, CRMJ 2210; or permission of instructor.

This course helps students explore criminal justice careers and prepare for the hiring process in the criminal justice field. Students will learn the steps in the hiring process, and have the opportunity to work with experienced professionals in an agency setting. Students volunteer to work seven hours per week in an agency which is representative of their program of study and attend weekly two-hour, class sessions. Students must obtain approval from the host agency and may be required to undergo a background investigation. Student should obtain agency approval prior to the start of the semester in which they take the internship. (9 contact hours; 2 lecture, 7 lab).

CRMJ 2244 Criminology**(TAG)****3 Credits**

Prerequisite: CRMJ 1110 or SOCY 1150.

This course provides an in-depth survey of the historical and theoretical development of the disciplines of criminology, the sociology of criminal law, and patterns of criminal behavior and measurements of crime. The course reintroduces students to the complexities and difficulties associated with the enforcement and administration of criminal law, the social reactions to crime and public policy, and the issues and challenges to future crime control in U. S. society. (3 contact hours)

CRMJ 2250 Current Issues in Criminal Justice**3 Credits**

Prerequisite: 48 credits towards a Criminal Justice degree, CRMJ 2210; or permission of instructor.

This course provides students with the opportunity to research, present, and discuss current problems and issues which face the criminal justice system. It provides information on topics that are subject to current debate in criminal justice. (3 contact hours)

CRMJ 2260 Interview and Interrogation**3 Credits**

Prerequisite: CRMJ 1117 or CRMJ 1211.

This course helps students develop skills necessary to elicit information from witnesses and confessions from offenders. Students will learn to interpret body gestures and establish environments conducive to effective communications. Lab exercises provide students with an opportunity to demonstrate these skills in a realistic setting. (3 contact hours)

CRMJ 2290 Deviance in American Society**3 Credits**

Prerequisite: CRMJ 1110 or CRMJ 1150.

This course provides a survey of the cultural and historical experiences and perceptions of social deviance in U. S. society. This involves exploring the social processes through which behaviors and statuses come to be defined as deviant, the theories of deviant behavior and labels, the methods of studying deviance, and the patterns of social controls practiced to address deviant behavior. This course is cross-listed as SOCY2290/Deviance in American Society. Students who have taken the course under the alternative course ID should not take this course. (3 contact hours)

CRMJ 2900 Special Topics in Criminal Justice**1-3 Credits**

Prerequisite: CRMJ 1110

These specialized courses provide in-depth examinations of criminal justice topics and contemporary issues not covered in detail elsewhere in the curriculum. (1-3 contact hours)