



Academy & Course Syllabus for Juniors

This syllabus with DHSHS Parent Student Handbook and PSA's Comprehensive Academy Plan are the primary references for the policies, procedures, and requirements affecting a cadet's credits, grade, and continued enrollment in PSA. Cadets and their parent/guardian are responsible for reading and following all references.

Course Title & Course/Section Numbers

Introd to Crim Justi - Introduction to Criminal Justice / CJ001

Units

5.0 Credits

Term

- Fall 2022
- Semester 1: Quarters 1 & 2

Class Meeting Dates

August 10, 2022 – December 16, 2022

Class Days/Times/Period(s)

- Mondays & Fridays 12:34 PM - 1:32 PM (4th period)
- *Tuesdays & Thursdays 12:34 PM - 1:32 PM (4th period) *COD's Dual Enrollment Hours*
- Wednesdays (*Late Start*) 1:19 PM - 2:02 PM (4th period)

Class Location

- CTE/PSA Building 1301
- This class is delivered in-person and may be delivered online through Zoom as needed.

Instructor

Mr. Eric Huber

Contact Information

- Phone: (760) 288-7000 #4032903
- Email: ehuber@psusd.us

Office Hours & Location

- Mondays & Thursdays 8:10 AM - 8:40 AM
- Wednesdays (*Late Start*) 3:41 PM - 4:00 PM
- Lunch (*except Thursdays*)
- CTE/PSA Building 1301



Course Catalog Description

This year of the Public Safety Academy (California Partnership Academy #11033) provides our students with realistic and relevant academic and career technical education through dual enrollment with College of the Desert's CJ 001: Introduction to Criminal Justice. This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces that have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. Students must complete CJ 001: Introduction to Criminal Justice with a 70% or higher to receive the transferable college credit to UC or CSU and in order to continue in the dual enrollment program with COD at DHSHS. Students may experience and demonstrate industry standards through Career Technical Student Organizations, community service, field trips, guest speakers, hands-on scenarios, and industry certifications. This course prepares our students for college and career readiness.

- Fall Semester - Chapters 1-8
- Spring Semester - Chapters 9-16
- This course will appear on COD's transcript under Spring 2023.

Course Prerequisites, Co-requisites, or Advisories

- Prerequisite:
 - (1) Complete PSA's application & be accepted or pass Principles of Emergency Services 1B or Public Safety-Fire Technology with 70% min.
 - (2) Complete California Community College's (CCC) application.
 - (3) Complete COD's application & be accepted.
 - (4) Complete COD's dual enrollment authorization & registration.
- Co-requisite: Enrolled in PSA.
- Advisory: 3.0 GPA
- Limitation on Enrollment: 1

Cadet Learning Outcomes

1. Explain the history of the criminal justice system.
2. Identify the law enforcement component of the criminal justice system.
3. Identify the judicial system component of the criminal justice system.
4. Identify the correctional system component of the criminal justice system.

Course Objectives

1. Demonstrate an understanding of criminological theories used to explain crime and criminality.
2. Explain the methods, theories, and concepts associated with the sources of crime data, the emerging patterns of criminal activity, and the costs of crime.
3. Discuss the history, development, structure, and function of American police, courts, and corrections.
4. Explain the history, structure, and function of the police.



5. Convey an understanding of the process of adjudication.
6. Show an understanding of corrections including the roles of probation, parole, and community corrections, as well as the functions of prisons and jails.
7. Identify and describe special issues in the criminal justice system involving juvenile delinquency, drugs, and the future development.
8. Critically analyze and discuss issues of crime and justice from varying perspectives.
9. Utilize conclusions from scholarly research in creating informed positions on controversial issues in criminal justice.
10. Demonstrate the ability to raise critically relevant questions based on independent reading of criminal justice literature.
11. Effectively follow the appropriate writing style practiced in the social sciences.
12. Explain the definitions of crime.
13. Discuss the extent of the crime problem in America.
14. Explain police powers, policy, procedures, and philosophy to include social issues in policing.

Course Content

1. The Criminal Justice System
 - a. Criminal Justice Today
 - b. Causes of Crime
 - c. The Crime Picture: Offenders and Victims
 - d. Inside Criminal Law
2. The Police and Law Enforcement
 - a. Law Enforcement Today
 - b. Problems and Solutions in Modern Policing
 - c. Police and the Constitution: The Roles of Law Enforcement
3. Criminal Courts
 - a. Courts and the Quest for Justice

Required Materials

- Geinar, L., & Miller, R. (2019). *Criminal Justice in Action* (10th/e). Cengage. ISBN # 978133755783-2
- Internet
- Computer with working microphone, speakers, and power cord (headphones optional).

Required Access

- [Google Classroom](#) – PSA's primary source for information.
- [Canvas](#) – COD's primary source for information, assignments, & assessments.
- [StudentVue](#) / [ParentVue](#) – DHSHS cadet records.
- Email – Cadet's PSUSD & COD. Parent/guardians need a current email on file.
- [Remind App](#) – PSA's primary source for messaging cadets & parent/guardians.
- [Zoom](#) – Primary source for video communications, as needed.



Graded Components & Grade Weights

Emphasis will be placed on correct grammar and format when grading written work. Improper grammar, incorrectly spelled words, and improper format may result in a reduction of a cadet's grade. College level and public safety related work is expected.

Participation 30%: This course requires active participation each day of class, so it is important for cadets to attend every class session, arrive on time, and come prepared. Participation not only enhances the cadet's learning, but it also benefits other cadets in the class, especially when the class is doing small group work or class discussion. Cadets that incur three or more unexcused absences may be dropped from the course.

Assignments 34%: Each chapter has classwork and homework. In addition, this semester has projects, a research paper, presentations, and skills.

Assessments 36%:

- Quizzes: There will be eight (8) quizzes throughout this course. These quizzes will be administered through Canvas at the completion of each unit.
- Midterm Exam: Midterm exam will be valued at 100 points and will be administered through Canvas.

Extra Credit:

- Cadets that participate in a police station tour or ride-along and submit a 500-word summary can earn 50 extra credit points.
- Cadets can earn up to 50 extra credit points for completing training in FEMA's Incident Command System. 25 points will be awarded for completion of IS-700 course and 25 points will be awarded for completion of IS-800 course.
- No extra credit will be accepted in lieu of missing assignments and assessments.
- Extra credit may be offered by the instructor but is not guaranteed.

Point System

- Passing
 - A = 90% - 100%
 - B = 80% - 89%
 - C = 70% - 79%
- Not Passing
 - D = 60% - 69%
 - F = 0% - 59%

Instructor Drop Policy

It is a cadet's responsibility to drop this course. Cadets who voluntarily drop from PSA will also have to drop from COD's dual enrollment course, which may affect a cadet's credits and/or grade. Cadets are required to complete the following:

- Must speak with the PSA coordinator(s) and provide a reason.
- Need their parent/guardian's signature.
- Must complete and meet all requirements set by the [Counseling Office](#).
- However, if a cadet earns less than a 70% they may be dropped from COD's dual enrollment course and/or from PSA.



Academic Integrity

- PSA will adhere to College of the Desert's Student Code of Conduct, cheating and plagiarism will not be tolerated. Incidents of cheating and/or plagiarism may result in a failing grade on the work and a report may be filed with COD's Office of Student Life.
- In addition, DHSHS administration and the cadet's counselor and parent/guardian may be notified, and the cadet may be placed on probation and/or removed from PSA.

Classroom Conduct

- Cadets are required to check into the course throughout the week, participate in group discussions, and respond to date specific postings. If cadets have never taken a college and/or an online course before, their biggest challenge will be time management! Cadets are encouraged to begin assignments early to allow for questions and time to complete course work.
- Be on time for scheduled class meetings and Zoom sessions.
- No food or drinks (except for water) allowed in class.
- All cell phones must be turned off during class meetings.
- Be respectful of others by following directions the first time given; keeping body parts, comments, and/or objects to yourself; refrain from profanity, bullying, hazing, and/or harassment; and addressing adults as *Sir* or *Ma'am*.
- Be productive by being an active participant, staying on topic, raising your hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and completing all work to the best of your ability.
- All assignments must be appropriate for the entire class.
- All assignments should be the original work of the cadet.
- No assignments should be recycled from other classes.

Zoom or Google Meet Conduct

- Also refer to Classroom Conduct.
- Be in a quiet place and check your surroundings, no one may be behind the cadet.
- Have your camera working, always on, and use headphones as needed.
- Sit up straight and be in camera view with your entire head showing.
- Mute yourself when a teacher or another cadet is talking.
- Chat responsibly by typing question(s) in the chat box, no side conversations.
- A professional photograph of yourself and your first and last name must be displayed.
- Participate by staying on topic, raising your hand prior to speaking clearly, looking up when speaking, wearing appropriate clothing, and using your PSUSD email.

Disabled Cadets Programs & Services

- Desert Hot Springs High School views a disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all cadets. It is the Counseling Department that collaborates with cadets with disabilities to provide reasonable accommodations. Please contact your counselor or visit the Counseling Office for more information. Your accommodations will then be shared with your teachers.



- College of the Desert views a disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all cadets. Disabled Students Programs and Services (DSPS) is the office that collaborates with cadets with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534, dspinfo@collegeofthedesert.edu, or visit CSSC Room 101 for more information. Once registered with DSPS, cadets will be provided with a DSPS Faculty Notification Letter that can be shared with faculty.

International Cadets

Studying Introduction to Criminal Justice in a foreign language is challenging. Therefore, all international cadets may use official translators during exams. Cell phones cannot be used as translators. Also, if cadets have any questions about definitions or content please see me after class, come to my office hours, or make an appointment to talk with me.

Additional Cadet Resources

- DHSHS Library Services, Tutoring, and Counseling can all be accessed through the DHSHS website at: www.psusd.us/dhshs.
- COD Library Services, Tutoring, and Counseling can all be accessed through your cadet Canvas website at: [MyCOD](#).

Important Dates

- August 10 Fall Classes Begin
- **August 26** **COD Fall Classes Begin**
- September 05 DHSHS & **COD** - Holiday: Labor Day - CAMPUS CLOSED
- **September 06** **COD Last day to ADD full-term classes.**
- **September 11** **COD Last day to drop without a grade of “W” / withdrawal.**
- October 12 Wednesday - No Late Start; Start Time 8:45AM
- October 17 Teacher Inservice - NO SCHOOL/CAMPUS CLOSED
- November 11 DHSHS & **COD** - Holiday: Veterans Day - CAMPUS CLOSED
- **November 18** **COD Last day to drop with a grade of “W” / withdrawal.**
- November 21-25 Holiday: Thanksgiving – CAMPUS CLOSED
- **November 24-25** **COD - Holiday: Thanksgiving - CAMPUS CLOSED**
- **December 10-16** **COD - Final Exams**
- December 14-16 Final Exams
- December 16 DHSHS & **COD** Fall Semester Ends
- Dec. 19 - Jan. 08 Winter Break



Tentative Lecture & Assignment Schedule

All lectures and assignments may be modified at the instructor's discretion. Current information is in Google Classroom and Canvas.

PSA	COD
08/10 – 08/12 <ul style="list-style-type: none"> Complete PSA & COD Paperwork Issue Textbook & PSA Uniform 	No COD
08/15 – 08/19 <ul style="list-style-type: none"> Monday – Review PSA Syllabus & Canvas Wednesday – Comprehensive Academy Plan, Google Classroom, & Remind App Friday – Finish Review 	Weeks 1 (08/16 & 08/18) <ul style="list-style-type: none"> Chapter 1: Criminal Justice Today Projects: Begin <ul style="list-style-type: none"> Hw: CH01
08/22 – 08/26 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 2 (08/23 & 08/25) <ul style="list-style-type: none"> Chapter 1: Criminal Justice Today Projects: Assign <ul style="list-style-type: none"> Hw: CH01 Quiz Hw: Projects
08/29 – 09/02 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 3 (08/30 & 09/01) <ul style="list-style-type: none"> Chapter 2: Causes of Crime Projects: Continue <ul style="list-style-type: none"> Hw: CH02 Hw: Projects
09/05 – 09/09 <ul style="list-style-type: none"> Wednesday – Weekly Briefing & Skills Friday – Skills & Weekly Debriefing 	Weeks 4 (09/06 - 09/08) <ul style="list-style-type: none"> Chapter 2: Causes of Crime Projects: Continue <ul style="list-style-type: none"> Hw: CH02 Quiz Hw: Projects
09/12 – 09/16 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 5 (09/13 & 09/15) <ul style="list-style-type: none"> Chapter 3: The Crime Picture: Offenders and Victims Projects: Continue <ul style="list-style-type: none"> Hw: CH03 Hw: Projects
09/19 – 09/23 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 6 (09/20 & 09/22) <ul style="list-style-type: none"> Chapter 3: The Crime Picture: Offenders and Victims Projects: Continue <ul style="list-style-type: none"> Hw: CH03 Quiz Hw: Projects
09/26 – 09/30 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 7 (09/27 & 09/29) <ul style="list-style-type: none"> Chapter 4: Inside Criminal Law Projects: Complete <ul style="list-style-type: none"> Hw: CH04 Hw: Projects Due
10/03 – 10/07 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 8 (10/04 & 10/06) <ul style="list-style-type: none"> Chapter 4: Inside Criminal Law Project Presentations <ul style="list-style-type: none"> Hw: CH04 Quiz
10/10 – 10/14 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills *Wednesday (No Late Start) – Skills Friday – Skills & Weekly Debriefing 	Weeks 9 (10/11 & 10/13) <ul style="list-style-type: none"> Chapter 5: Law Enforcement Today Project Presentations <ul style="list-style-type: none"> Hw: CH05



PSA	COD
10/17 – 10/21 <ul style="list-style-type: none"> Wednesday – Weekly Briefing & Skills *Thursday – CA Great Shake Drill Friday – Skills & Weekly Debriefing	Weeks 10 (10/18 & 10/20) <ul style="list-style-type: none"> Chapter 5: Law Enforcement Today Project Presentations <ul style="list-style-type: none"> Hw: CH05 Quiz
10/24 – 10/28 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 11 (10/25 & 10/27) <ul style="list-style-type: none"> Chapter 6: Problems and Solutions in Modern Policing Project Presentations <ul style="list-style-type: none"> Hw: CH06
10/31 – 11/04 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 12 (11/01 & 11/03) <ul style="list-style-type: none"> Chapter 6: Problems and Solutions in Modern Policing Project Presentations <ul style="list-style-type: none"> Hw: CH06 Quiz
11/07 – 11/11 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills 	Weeks 13 (11/08 & 11/10) <ul style="list-style-type: none"> Chapter 7: Police and the Constitution: The Roles of Law Enforcement Project Presentations <ul style="list-style-type: none"> Hw: CH07
11/14 – 11/18 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 14 (11/15 & 11/17) <ul style="list-style-type: none"> Chapter 7: Police and the Constitution: The Roles of Law Enforcement Project Presentations <ul style="list-style-type: none"> Hw: CH07 Quiz
11/21 – 11/25 <ul style="list-style-type: none"> No School – DHSHS Only 	Weeks 15 (11/22 & 11/24) <ul style="list-style-type: none"> Chapter 8: Courts and the Quest for Justice <ul style="list-style-type: none"> Hw: Midterm Review Study Guide
11/28 – 12/02 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 16 (11/29 & 12/01) <ul style="list-style-type: none"> Chapter 8: Courts and the Quest for Justice Project Presentations Research Paper Due <ul style="list-style-type: none"> Hw: CH08 Quiz
12/05 – 12/09 <ul style="list-style-type: none"> Monday – Weekly Briefing & Skills Wednesday – Skills Friday – Skills & Weekly Debriefing 	Weeks 17 (12/06 & 12/08) <ul style="list-style-type: none"> Midterm Exam Review Extra Credit Due Midterm Review Study Guide Due <ul style="list-style-type: none"> Hw: Study for Midterm
12/12 – 12/16 <ul style="list-style-type: none"> Monday – Weekly Briefing & Prep for Wednesday Final Exams <ul style="list-style-type: none"> Wed. 1st & 4th Period Thur. 2nd & 5th Period Fri. 3rd & 6th Period 	Weeks 18 (12/13 & 12/14) <ul style="list-style-type: none"> Midterm Review <ul style="list-style-type: none"> Hw: Study for Midterm Midterm Exam - 11:21 AM - 1:21 PM



The following policies, procedures, and requirements are in accordance with PSA's Advisory Committee and Comprehensive Academy Plan, CPA grant, CTE Standards, and California law.

Chain of Command

Outlines the leader's authority and responsibility and influences how communication occurs by addressing those senior, less senior, and/or equal to your role.

- Cadets are to respect adults and cadet leaders, as well as follow their directions.
- Cadets can disregard directions if it will place you and others in danger or are illegal.
- After an event, cadets should speak with the PSA staff to discuss any concerns.
- PSA business or questions must be addressed at the appropriate time and with the appropriate PSA staff.
- Class time is for learning, not for PSA business, unless the instructor initiates.

Cadet Leadership

Cadet Details are modeled after Recruit Details (ranks) used in public safety academies and are assigned for leadership purposes and are intended to accomplish specific objectives.

- Minimum qualifications include a cadet's adherence to policies, procedures, and requirements.
- Are appointed by the PSA staff after an evaluation, which may include an essay and/or oral interview. PSA coordinator(s) may appoint cadets to vacant positions.
- Carry out directions from PSA staff.
- Follow the duties listed under their position.
- Are to lead by example and fulfill their duties to the best of their ability.
- Are expected to be courteous.
- Positions are *at will*, may be replaced at any time.

Class Leader

- May serve for a quarter or semester.
- Responsible for 1st Platoon.
- Prepare the class for instruction, inspection, physical training, etc.
- Form-up the class for inspection, events, etc.
- Report the class's daily attendance (absences and/or tardies) to the instructor.
- Assist with all equipment (audio/visual, Labs, kits, etc.).
- Assign cadets, as needed, for the care and organization of the classroom.

Assistant Class Leader

- May serve for a quarter or semester.
- Responsible for 2nd Platoon.
- Assume the responsibilities of the Class Leader in their absence.
- Turn-in all documents from the class.
- Distribute handouts per instructor and maintain copies for absent cadets.
- Monitor and return all equipment.
- Write the guest's Name, Rank/Title, and Agency on the whiteboard.



Squad Leader(s)

- May serve for a few weeks to a month.
- Assist the Class or Assistant Class Leader as needed.
- Assume the responsibilities of the Class or Assistant Class Leader in their absence.
- Responsible for their squad's conduct and preparation for instruction, inspection, physical training, etc.
- Report their squad's daily attendance to the Class Leader.
- Accompany the inspecting leader during their squad's inspection and take notes.

Assistant Squad Leader(s)

- May serve for a few weeks to a month.
- Assist the Squad Leader as needed.
- Assume the responsibilities of the Squad Leader in their absence.
- Assist each cadet in their squad and assure that the squad is prepared for instruction, inspection, physical training, etc.
- Turn-in all documents from their respective squad to the Assistant Class Leader.

Public Information Officer(s)

- May serve for a semester or one school year.
- Report directly to the PSA coordinator(s).
- Take photographs of their class and PSA.
- Notify business partners and community about PSA's events and accomplishments.
- Assist in maintaining PSA's website, social media, press releases, and/or newsletters.
- Responsible for the United Student Body (USB) funds collected for/from their class and for PSA, as well as represent PSA at meetings and events.
- Serve as their class and PSA's Club Officer(s) listed below.
 - President: Spokesperson for PSA and the senior class.
 - 1st Vice President: Spokesperson for the junior class; assume the responsibilities of the president in their absence.
 - 2nd Vice President: Spokesperson for the sophomore class.
 - 3rd Vice President: Spokesperson for the freshmen class.
 - Treasurer(s): Sophomore, junior, and/or senior; maintain PSA and club funds and manage fundraisers.
 - Secretary(s): Sophomore, junior, and/or senior; take and maintain PSA and club records.



Adult Leadership

PSA Staff	Job Title	Contact Information	Responsibilities
Mr. Kai Lyles	Assistant Principal (Athletics & CTE)	kyles@psusd.us Counseling Office	Site administrator for all CTE programs.
Mr. Eric Huber	Academy Coordinator CTE Teacher (9 th -12 th) Dual Enroll. (10 th -12 th) SkillsUSA Advisor	ehuber@psusd.us Room 1301	Manage cadets, curriculum, certifications, training, mentorships data, records, reports, budgets, purchases, & approve internships.
Mrs. Christine Becerra	Co-Coordinator Science Teacher (9 th -11 th) SkillsUSA Co-Advisor E15M Coordinator	cbecerra@psusd.us Room 401	Share responsibilities with Academy Coordinator. PSA Freshmen Advisor
Mr. Sam Cucciniello	Work Based Learning Coordinator (12 th)	scucciniello@psusd.us Front Office	Manage site work permits, all site internships, Affiliate Agreements, & recruit business partners.
Mr. Chris Marshall	Counselor	cmarshall1@psusd.us Counseling Office	Manage Students D-I PSA Liaison to Counseling
Mr. Scott Chariton	World History (10 th) Psychology (12 th)	schariton@psusd.us Room 216	PSA Senior Advisor
Mr. Robert Jensen	Physical Education (9 th)	rjensen@psusd.us Room 702	N/A
Mr. Derrick Perez	English (10 th & 11 th)	dperez@psusd.us Room 408	PSA Sophomore Advisor
Mr. Demitrious Sinor	U.S. History (11 th)	dsinor@psusd.us Room 402	PSA Junior Advisor

Communication

Cadets are expected to provide the following when contacting PSA staff, business partners, COD Instructors, etc.

- Last, First Name
- Course Title & Class Year
- Texting/Voice Message: Also include phone number with area code and message.
- Emailing: Also include a *Subject* along with message.



Co-Curricular & Extracurricular Activities

Occur year-around (before, during, and after school; on weekends; and during breaks) and do not affect a cadet's credits and grades. Due to the financial cost to PSUSD and PSA, cadets who choose to participate are required to attend all meetings, trainings, and competitions for the season. Contact the PSA CTE Instructor for additional information.

- **SkillsUSA** is a Career Technical Student Organizations (CTSO) that partners students, teachers, and industry to ensure America has a skilled workforce. It provides educational programs, events, and competitions that support career and technical education in the nation's classrooms. All PSA cadets are registered members. Competitions are voluntary and include Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR, and Leadership. However, the CPA and Perkins Grants require PSA to participate in one competition each year.
- **Exploring** is not a CTSO; however, this program sponsored by local law enforcement and fire/medical agencies is for those 14-20 years of age. It provides law enforcement and fire/medical experience, training, and networking opportunities with professionals and peers. Cadets are encouraged to join and those who voluntarily participate will automatically receive credit for the CPA Grant's required mentorship and internship hours.

Documents

Cadets are required to complete all documents as follows:

- Use black ink.
- Follow the directions and complete the document accurately.
- Complete in its entirety with required signatures.
- Turn-in professionally (absent of stains, tears, folds and/or wrinkles).
- Turn-in by the due date to receive full credit, participate, and/or remain in PSA.

Electronics/Technology

- Cadets are to follow the PSUSD, DHSHS, and instructors' policies. Failure to do so may result in the loss of computer and/or Internet privileges. However, cadets are still responsible for completing all work.
- Cadets are expected to appropriately use the Internet and social media. Use only approved websites, do not post information and/or photographs of PSA staff, cadets, guests, or events without permission from the PSA coordinator(s), and do not disparage, slander, and/or bully others or PSA.

Equipment

May be used by or issued to cadets. The following applies to cadets and parent/guardians.

- Equipment must be signed out electronically and signed in with the PSA CTE Instructor's approval.
- Use only assigned/issued equipment (books, clothing, tools, etc.).
- Are responsible to maintain and care for equipment.
- Must report damaged or lost equipment.
- May have to replace damaged or lost equipment. If not, cadets may be placed on probation and/or removed from PSA. This will be handled on a case-by-case basis.
- Return the equipment in the condition it was issued; inspect for damage and cleanliness, restock used materials, and then return the equipment to its correct location.



- Regular inventory and maintenance of all equipment may be conducted by cadets and the PSA CTE Instructor. Discrepancies must be immediately reported.
- If the equipment cabinets are left or found open or unlocked, an accounting may be conducted by the end of the class period and/or before the end of the school day. Discrepancies must be immediately reported.

Events

Occur year around (before, during, and after school; on weekends; and during breaks) and includes activities, field trips, mentorships, internships, skills, training, volunteer hours, etc. Cadets may only receive credit if they:

- Accurately sign up for the event online and follow all directions.
- Accurately complete and turn-in signed permission documents, varies from event to event.
- Have permission by PSA coordinator(s) to attend and leave an event.
- Arrive and leave on time.
- Adhere to policies, procedures, and requirements.
- Are responsible for maintaining and imputing hours and uploading earned certificates.
- Community Service hours are only eligible when the event occurs outside of school hours.
- If cadets are no longer available to participate, please notify the PSA coordinator(s) and the adult in charge, as soon as possible.

Multimedia

Movies, visual presentations, videos, and websites are used to expand cadet learning and accommodate learning styles. Some are rated PG, PG-13, or R for mature content.

Photography

Cadets may be photographed and/or videotaped at events. This may be published in any form by the Press, PSUSD, DHSHS, PSA, and business partners for educational or public informational purposes without compensation or liability from such use.

Physical Training

Are required in police and fire academies, the hiring process, and for personal safety. Cadets may receive a grade for participation in PT and/or fitness, which may occur in any of the PSA classes.

- Cadets are required to complete the PSUSD Medical Form and be covered by personal medical insurance.

Safety

- Cadets must demonstrate safety by using the proper equipment, wearing appropriate clothing and personal protective equipment (PPE), and following all the directions.
- Cadets may handle equipment only with permission from the instructor.
- Cadets are not to participate in horseplay or unsafe behavior.
- Cadets who become hurt or injured are required to notify PSA staff **IMMEDIATELY!**

Simulated Weapons

Cadets are expected to read and follow the PSUSD approved [Simulated Weapons Policy](#) and are only to bring to school and events the items that were issued or asked to bring.



Terms

Students are referred to as *Cadet* because the term refers to a student who is in training prior to entering public safety as a professional. Teachers will be referred to as *Instructor*.

Uniform

Cadets are required to wear the approved uniform and will be issued a belt, uniform shirt, *jacket (in progress)*, and/or ribbon(s). The jacket and cap may be used with any uniform classification.

- Cadets are required to obtain the approved t-shirt, pants, boots, and professional business attire. The cap (navy with DHS PSA in gold) is optional. Cadets are responsible for notifying the Academy Coordinator if they are unable to obtain these items.
- Cadets are required to wear their uniform at least one day a week, during mentorships and internships, when guests are present, and for events, as well as specific occasions as directed.
- Cadets are required to keep their uniform clean, ironed, and polished.
- Cadets will not wear half or partial uniform and may not add to or alter the uniform.
- Cadets are required to wear the complete uniform with the shirt always tucked in.
- Cadets are required to cover up their uniform when going to and from events and school.
- Cadets are required to stand at attention during the National Anthem or Pledge of Allegiance.
- No public displays of affection (PDA), such as kissing, holding hands, or other forms of intimate behavior while in uniform.
- Cadets will not wear the uniform in public outside of PSA events.
- Cadets may have one excused uniform day per quarter with prior Academy Coordinator approval. However, this does not guarantee that it will be approved.
- Cadets are required to maintain the highest personal appearance and professionalism.

Class A: Primary uniform, worn by 10th, 11th, and 12th grade.

- Issued uniform shirt (light blue button-down) with patch(s), *name plate (gold with blue first initial and last name) (in progress)*, and ribbon(s) as earned.
- PSA T-shirt
- Dickies #874 pants (dark navy work pant / original fit / flex / male style with 4 pockets)
- Issued black belt (basketweave style with plain silver buckle)
- Plain black or white socks
- Plain black leather boots (able to hold a shine)

Class B: Worn for specific occasions by 9th, 10th, 11th, & 12th grade, as directed.

- PSA T-shirt
- Navy or black denim jeans (plain with 4 pockets; no capris, no acid washed, no tears)
- Issued black belt (basketweave style with plain silver buckle)
- Plain black or white socks
- Plain athletic shoes with laces (non-bright colors)



Class C: Worn during physical training (PT) by 9th, 10th, 11th, & 12th grade, as directed.

- PSA T-Shirt
- Plain navy, black, gray, or approved DHSHS or JROTC athletic shorts or sweatpants.
- Plain black or white socks
- Plain athletic shoes with laces (non-bright colors)

Professional Business Attire: Worn by 9th, 10th, 11th, & 12th grade, as directed.

- Dress Shirt - plain long sleeve button down, with collar (solid plain color: white, navy, gray) with tie (solid plain color: black, navy) and plain white t-shirt. Females do not wear ties and may wear a blouse with a plain matching colored or white slip or undershirt.
- Dress Pants - plain with two pockets in the front and two in the rear (solid plain color: black, dark gray, or navy) and plain black leather belt. Female dress pants are acceptable.
- Dress Coat – solid plain color: black, navy, dark gray.
- Dress Footwear - plain black leather (able to hold a shine) and plain black socks. Females same as males; however, max. of a 2-inch heel with plain black stockings.

Appropriate Clothing

Cadets are required to wear appropriate clothing for safety and professionalism. Appropriate clothing must be worn during PSA class periods and at events when not in uniform.

- Cadets must always wear closed-toe and closed-heel shoes and cover intimate body parts. In addition, see-through clothing and bare abdomens are prohibited.
- Cadets not wearing appropriate clothing will not be allowed to train/skills, certify, participate in events, and/or assist at disasters and/or emergencies.

Grooming

While in uniform and during events, physical training, and specifically skills, cadets are required to adhere to public safety (military) grooming standards for safety and professionalism.

- Jewelry of any kind will not be worn (piercings, rings, bracelets, necklaces, earrings, etc.).
- Nail length will not extend past the tip of the finger or thumb and/or interfere with the use of equipment, wearing of personal protective equipment, etc.
- Hair products, makeup, lipstick, and/or nail polish will not be worn.
- Sideburns will be no longer than the middle of the ear and neatly trimmed.

Males: Hair will not be higher than 1½ inches, fall over/below the ears, eyebrows, and shirt collar or interfere with a cover/hat. No highlights/streaks, irregular cuts, and/or unnatural colors. Cadet will be clean-shaven. (A mustache may be worn if neatly trimmed.)

Females: Hair will be neatly and inconspicuously secured, cannot fall over/below the ears, eyebrows, and/or interfere with a cover/hat. No highlights/streaks, irregular cuts, or unnatural colors and no large hair ties or clips; small plain black or navy ties are acceptable. Business partners may require a bun for mentorships, internships, and law enforcement related events. The length of the hair should not hinder a cadet's performance or present a safety risk.

- A bun and/or short hair cannot fall over/below the shirt collar; a hair tie is unseen in a bun.
- A single ponytail and/or single braid must be worn down the center of the back, but length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wear of a ponytail or braid.



Completion Standards

PSA staff, coordinator(s), and/or business partners may evaluate cadets every day over their years in PSA. Standards and/or competencies are required to earn Cadet Details, certificates, and/or awards, prepare cadets for public safety college and career opportunities, and pass CTE/PSA courses, as well as remain in and complete PSA.

Cadets will be evaluated in the following areas: certifications, competitions, academics and public safety skills, mentorships, internships, leadership, teamwork, training, participation, professional behavior/conduct, safety, uniform, and adherence to the policies, procedures, and requirements. The following are links for standards and/or competencies.

- [California Partnership Academies Program Grant](#)
- [California Technical Education Model Curriculum Standards, 2013](#)
 - Public Service: Public Safety and Emergency Response
- SkillsUSA Standards and Competencies
 - [Crime Scene Investigation, Criminal Justice, Firefighting, First Aid/CPR](#)

Academics: Course grades will be handled by each instructor. PSA Instructors may use PSA's Comprehensive Academy Plan and this syllabus in conjunction with their syllabus to determine a cadet's overall grade.

- Cadets are to complete 90% of credits, with no "Fs", in all 6 periods for both semesters to be compliant with the CPA Grant, as well as continued enrollment in PSA. Cadets need "Cs" or higher to be compliant with a-g requirements for colleges and universities.

Attendance: All 6 periods are calculated for the CPA Grant and continued enrollment in PSA.

- Cadets are required to complete no less than 80% attendance for both semesters.
- Saturday School may be assigned if attendance falls below 80%.
- Cadets who are absent for any reason, must email the Academy Coordinator and call the DHSHS Attendance Office and are responsible for all work missed during their absence and/or tardy.

Certificates & Awards:

- Cadets may earn certificates and/or awards each year by completing all required academic and skills assignments and/or assessments with 70% minimum, unless otherwise indicated. Extra credit will not be accepted for missing work.
- Seniors may earn a Certificate of Completion and a Graduation Sash. Seniors will be evaluated over all their years in PSA as follows; completion of all required academic and public safety skills assignments and/or assessments with 70% minimum (unless otherwise indicated), be in good standing (adherence to all policies and procedures) and met all CPA Grant requirements and CTE Standards. Extra credit will not be accepted for missing work.

Assistance: Cadets who experience academic difficulties are encouraged to attend tutoring. Cadets who have difficulties, which have a detrimental effect on their academic performance (GPA) and/or attendance, are encouraged to meet their grade level PSA Advisor and counselor. Conversations may be shared with the PSA staff and/or PSA coordinator(s) on a case-by-case basis and with the cadet's best interests in mind.



Discipline

All forms of discipline may affect a cadet's CTE/PSA credits, grade, eligibility to earn certificates and awards, participate in Cadet Details and events, and/or a cadet may be placed on probation or removed from PSA. Removal from PSA will also remove a cadet from the dual enrollment course, which will affect a cadet's credits and grade. Instructors and/or site administration may handle classroom and site discipline separately.

Consequences: Discipline may be reviewed on a case-by-case basis and documented in Synergy. Depending on the severity or type of violation, the following may or may not occur in order.

- Warning: Verbal discussion regarding a cadet's behavior and the proper methods to handle the situation if the situation is presented to the cadet again. Includes PSA staff.
- Ineligibility: Unable to hold a Cadet Detail and/or participate in events. Includes PSA staff review and possible parent/guardian contact.
- Detention: May occur during lunch, before and/or after school, and/or served at Saturday School. Includes PSA staff review and parent/guardian contact.
- Saturday School: May be assigned when a cadet is absent, attendance falls below 80%, and/or for detention. Includes PSA staff review and parent/guardian contact.
- Referrals: May be issued in situations when a cadet's behavior needs immediate attention by administration. Possible ineligibility to hold a Cadet Detail and/or participate in events, may receive detention or Saturday School, possible probation, or removal from PSA. Includes PSA staff review and parent/guardian contact.
- Probation: May be issued for a specific time with consequences prior to/or in lieu of removal from PSA for the following reasons. However, probation is not automatic, it is reviewed on a case-by-case basis. Includes PSA staff review and parent/guardian contact.
 - Failure to complete and turn-in required documents and signed syllabus.
 - Failure to adhere to the policies, procedures, and/or requirements.
 - Failure to demonstrate safety, professional behavior/conduct, leadership, teamwork, and/or integrity.
 - Violations of federal and/or state laws and/or PSUSD and/or DHSHS policies.
- Removal: May occur in situations where repeated violations occur, when the cadet's behavior needs immediate attention by administration, and/or for any reason(s) indicated under probation. However, removal is not automatic, it is reviewed on a case-by-case basis. Includes PSA staff review and parent/guardian contact. Please understand that PSA is a privilege (a *school-within-a-school*), not a right.



Dear Junior Cadet and Parent/Guardian,

The Public Safety Academy is a 2-year full-time college and career readiness commitment for students interested in police, fire, and medical (pre-hospital care). PSA's goal is to provide a safe learning environment for cadets to grow as a person, graduate on time, and be prepared for the future. PSA is academically, physically, and emotionally challenging to ensure those that complete PSA can be successful in public safety and in life. This requires communication, dedication, self-control, and a positive attitude. There is no greater reward than knowing that when you do your job, you make a powerful impact on people's lives by enhancing the quality of life on campus and in the community.

You will attend classes as a grade level team and are taught academics, skills, teamwork, leadership, and public safety and social skills. Instruction includes the use of police, fire, and medical equipment. You are required to participate in certifications, community service, competitions, field trips, guest speakers, hands-on training, mentorships and internships, physical training, and ride-alongs with public safety personnel. You may receive experience in crowd control, security, emergencies, and in the training of other cadets, students, and adults. Cadets certified in First Aid/CPR/AED and/or Community Emergency Response Team are also required to assist, under adult supervision, at disasters and/or emergencies. Cadets who meet the minimum requirements, can earn certificates and awards.

You have voluntarily agreed to participate in PSA and your acceptance and continued enrollment is both a privilege and a commitment. PSA is aligned and required to follow:

- [CA Partnership Academy \(CPA\) Program Grant - Education Code: 54690–54699](#)
- [Perkins V Grant](#)
- [CA Career Technical Education Model Curriculum Standards, 2013 - Public Service](#)

The purpose of California Partnership Academies is to prepare cadets to graduate high school on time with knowledge and skills necessary for post-secondary college and career opportunities. This occurs through the 3-year (10th-12th) career focused *school-within-a-school* academy with integrated academic and career technical education, a committed team of teachers, and active business and post-secondary partnerships.

It is the mission of the Public Safety Academy, in collaboration with our business partners, to provide experiences that ensure each cadet graduates high school with character, knowledge, empathy, communication, and problem-solving skills necessary to meet entry level public safety requirements.

Cadets and parent/guardians from each grade level are encouraged to participate in PSA's CPA Grant required Advisory Committee. The Advisory Committee participates in annual meetings and assists with the development of curriculum, field trips, guest speakers, and equipment, as well as financial accountability. The committee is composed of business partners and representatives from public safety, colleges, universities, cadets, parent, guardians, PSUSD, DHSHS, and PSA.

The PSA staff have also volunteered and care about your success. We ask for your assistance to ensure that policies, procedures, and requirements are followed; this requires communication, commitment, and trust. Thank you for choosing the Public Safety Academy.

Sincerely,
PSA Staff



Academy & Course Syllabus Signature Page for Juniors - Fall 2022

Please initial by each lettered item. Do not write in the two right columns, these are for PSA Coordinator(s) use only.

Cadet Initials	Parent / Guardian Initials	The lettered items below are required to remain in PSA & to receive the following: <input type="checkbox"/> Certificates &/or Awards <input type="checkbox"/> Graduation Sash <input type="checkbox"/> CA Dept. of Edu. College & Career Indicator/Readiness Completer Status <input type="checkbox"/> Consideration for Letter of Recommendation	Date Completed
		A. Enrollment: Voluntary by Cadet (Student).	
		B. Enrollment: Permission by Parent/Guardian.	
		C. Documents to be completed & turned in this year: <input type="checkbox"/> PSUSD Medical Form <input type="checkbox"/> Proof of Personal Medical Insurance	
		D. Attendance: 1 st Semester complete no less than 80%.	
		E. Attendance: 2 nd Semester complete no less than 80%.	
		F. Credits/Grade: 1 st Semester complete 90% of credits, no "Fs".	
		G. Credits/Grade: 2 nd Semester complete 90% of credits, no "Fs".	
		H. PSA Courses to be completed this year: <input type="checkbox"/> English 3 <input type="checkbox"/> Science: Biology Advanced Anatomy w/ Lab <input type="checkbox"/> U.S. History <input type="checkbox"/> CTE/PSA: Introduction to Criminal Justice	
		I. Mentorship: Complete 10 hours (approved by PSA) & required documents.	
		J. Public Safety Certification: Complete 1 (approved by PSA) & required documents.	
		K. Career Technical Student Organization: SkillsUSA Member	
		L. Safety & Professional Behavior/Conduct <input type="checkbox"/> CTE Standard 6.0: Demonstrate health & safety procedures, regulations, & personal health practices & determine the meaning of symbols, key terms, & domain-specific words & phrases as related to the Public Services sector workplace environment. <input type="checkbox"/> CTE Standard 8.0: Practice professional, ethical, & legal behavior, responding thoughtfully to diverse perspectives & resolving contradictions, when possible, consistent with applicable laws, regulations, & organizational norms. <input type="checkbox"/> CTE Standard 9.0: Work with peers to promote divergent & creative perspectives, effective leadership, group dynamics, team & individual decision making, benefits of workforce diversity, & conflict resolution as practiced in...SkillsUSA...	
		M. Appropriate Clothing, Uniform, & Grooming <input type="checkbox"/> CTE Standard 7.7: Demonstrate the qualities & behaviors that constitute a positive & professional work demeanor, including appropriate attire for the profession. <input type="checkbox"/> Approved by CA Education Code & CA Partnership Academies. <input type="checkbox"/> Required by the PSA Advisory Committee & SkillsUSA.	
		N. Equipment used by or issued must be return, in good condition, & in working order.	

My initials and signature indicate that I have read and understand the content and my responsibilities in the Academy & Course Syllabus.

Cadet Name (print first and last name): _____ Class: 2024

Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____