Entry into the Program
Please apply to the Admissions Office. Students may enter the program at the beginning of any quarter, and advanced standing may be requested. For more information, contact the Department Chair or the Admissions Office.

Associate in Technical Arts Degree, ATA
An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100 level with a 2.0 grade point average in both Administration of Justice Studies and overall technical degree coursework.

Associate in Arts Degree, AAUCT
Students pursuing a bachelor’s degree from an accredited university may choose the Administration of Justice program as their major area of emphasis. The Department Chair or counseling office can offer students assistance in choosing those courses most appropriate for pursuit of their desired degree. Acceptance of credits depends on the college a student plans to attend.

In-Service Training Credit
Students actively working with a criminal justice agency may receive credit for selected courses as a result of accredited in-service training successfully completed as recognized by the Washington State Criminal Justice Training Commission or other documented criminal justice agency training, coupled with work experience. Evaluation of such training shall be assessed by the Administration of Justice Department Chair.

Credits for successful completion of an approved Law Enforcement or Corrections Academy, including a Police Reserve Academy, may be awarded, but do not apply toward completion requirements for the AAUCT or ATA in Administration of Justice. Students who apply to Police Reserve Academy for Skagit Valley College credit must provide appropriate documentation of having completed the prescribed training program as specified by the Washington State Legislature, have passed a background investigation, and have sponsorship by a law enforcement agency. To be awarded credit, a student must enroll in AJ 227.

Parks Law Enforcement Academy
The Parks Law Enforcement Academy (AJ 228) meets the entry requirements for a Reserve Officer in the State of Washington as prescribed by the Washington State Criminal Justice Training Commission, and for work as a Law Enforcement Park Ranger within the National, State, County and local park systems. This academy is also recognized and certified by the Federal Law Enforcement Training Center (FLETC).
For further information contact the Department Chair for the Administration of Justice program.

**Sample Schedule**

**ATA in Administration of Justice**

**First Year**

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<tr>
<th>Fall</th>
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<td>AJ 100</td>
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<td>AJ 105</td>
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<td>AJ 112</td>
<td>†MATH 100†</td>
<td>AJ 170</td>
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<td>†ENGL 101†</td>
<td>PE 200</td>
<td>AJ 199</td>
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<td>PE 100</td>
<td>SOC 110</td>
<td>AJ 204</td>
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**Second Year**

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<tr>
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<td>TOTAL</td>
<td>16</td>
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* See Department Chair for alternative PE recommendations.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

**Program Certificates**

**MICRO-CERTIFICATES**

These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

**COMMUNITY POLICING**

AJ 105, 114, and 115.

**CORRECTIONS**

AJ 105, 107, 110, 112, 130, and 170.

**INVESTIGATIVE TECHNIQUES**

AJ 100, 105, 170, 215, 216, and 218.

**LEGAL PRINCIPLES IN POLICING**

AJ 105, 110, 201, 204, 206, and 208.

**Course Descriptions**

AJ 100  **Introduction to Criminal Justice (3)**

Examines the history, philosophy, and organization of criminal justice and its European roots in our American society; explores the jurisdictions of local, state and federal agencies and their applications within the United States; presents an overview of the juvenile justice, corrections, and American court systems; discusses the multicultural and ethnic tendencies associated with criminal justice issues affecting the various criminal justice professions.

AJ 105  **Professional Development in Criminal Justice (2)**

Explores a variety of career options and opportunities in the criminal justice system. Reviews entrance requirements and hiring standards used by criminal justice agencies, including police, courts, and corrections. Demonstrates preparation for the application, testing and selection process. Includes instruction on industry standards: staff and line organization, responsibilities, demeanor and professional bearing associated with employment in law enforcement, and ethics, conduct, and provision of quality public service.

AJ 107  **Defensive Tactics (3)**

Basic defenses and counter measures against offensive attacks. Methods used with the aggressive or violent and those affected by drugs and alcohol. Discusses use of force continuum models, mechanics of arrest, and reporting requirements.

AJ 110  **Criminal Justice Procedures (3)**

Introduction to the due process and adversary system of justice in State and Federal Systems. Covers the differences between the civil and criminal process, the courtroom work group, punishment, parole and probation, sentencing appeals and options, and juvenile procedures.

AJ 112  **Introduction to Corrections (3)**

Overview of evolution of corrections and the criminal justice system with discussion of penology. Explores punishment and sentencing in the U.S. and the alternatives with a study of various correctional systems and types of individuals passing through them. Examines prisoner rights and legalities and problems involved in managing a correctional facility, and covers aspects of probation and parole as they apply to the criminal justice system. Discusses societal issues and the challenges of diversity within the correctional system.

AJ 114  **Policing in America (3)**

Covers the history and three areas of policing; police procedures, practices and trends. Introduction to the history of motor vehicle laws and the applicability to society. Exploration of the various codes of RCW, Title 46, and WAC 468-38, and elements comprising each violation as written therein. Covers court preparation and applicability to juveniles.

AJ 115  **Interactive Community Policing (3)**

Examination of community problems, programs and methods of coping with human behavior, conflict, and communication styles. Recognition of diverse ethnicities and environments, cultural issues, delinquency and gangs, and neighborhoods in conflict. Overview of interactive models for use in developing healthy and respected police/community relationships and techniques for problem solving.
AJ 130 Exploring the Juvenile Justice System (3)
Provides instruction in theory of juvenile delinquency, use of juvenile investigation procedures and community resources available to deal with juvenile problems. Covers disruptive options and alternatives that affect juvenile behavior, the juvenile court process, sentencing guidelines, and types of juvenile correctional institutions. Focuses on RCW Title 13 Juvenile Code.

AJ 170 Criminal Justice Report Writing (3)
Study, analysis and practice in criminal justice report writing. Emphasis on terminology, spelling, and report content. Examines use of reports in court systems, and offers familiarization with various agency report forms. Prerequisite: ENGL 99 or equivalent.

AJ 199 Cooperative Education Experience (1-15)
Supervised work experience in the criminal justice field. Includes a weekly seminar. Instructor permission required.

AJ 201 Criminal Law (3)
Introduction to the history of criminal law which provides a philosophical understanding of the process of crime and punishment, understanding the various mental states required for criminal responsibility, statutory and common law defenses, terminology, legislation and adjudication, and common law defenses to criminal charges such as entrapment, self-defense and necessity. Includes elements of crimes as set forth in the Washington criminal codes (RCW, WAC and selected Federal Codes). Prerequisite: AJ 100 or Department Chair approval.

AJ 204 Constitutional Law (3)
Examination of the Washington State and U.S. Constitutions as they relate to criminal justice. Study of the myriad Supreme Court decisions, Constitutional amendments, and their importance to criminal justice.

AJ 206 Arrest, Search, & Seizure (3)
Examination of the laws of arrest, probable cause, and search and seizure, including search of the person, premises, motor vehicles and emergency searches. Involves the use of necessary Federal cases, Washington State constitution (where applicable), Washington State cases, rules of criminal procedure, and the applicability of the requirements of the Fourth Amendment to the U.S. Constitution. Prerequisite: AJ 110.

AJ 208 Rules of Evidence (3)
Rules of evidence as they apply to criminal justice, why we have them, how they work, their relevance. Understanding of the hearsay rule, evidence presentation, burden of proof, witness competency, impeachment, judicial notice and privileges. Prerequisite: AJ 100 and 110, or Department Chair approval.

AJ 213 Domestic Violence/Sexual Assault/Child Crimes (3)
Study of the dynamics of domestic violence, sexual assault, and crimes against children. Examine investigative techniques, and victim’s rights and assistance. Considers the history of victim attitudes and the influence these crimes have on society, criminal justice and the legal system.

AJ 215 Principles of Investigation (4)
Covers the accepted techniques and methods of crime scene preservation, investigation, documentation, and the locating and collection of physical evidence. Packaging and submitting relevant evidence to the forensic laboratory. Also covers the principles behind chain of custody; Locard’s theory; methods and techniques of crime scene processing; presumptive and conclusive tests; modern forensic capabilities; compilation of physical and circumstantial evidence for presentation in court.

AJ 216 Forensic Applications in Law Enforcement (3)
Explores the principles and trends in forensic science. Learn how to photograph, process, and collect forensic evidence for submission to the crime laboratory. Explores common techniques for drug analysis, DNA profiling, blood spatter interpretation, trace evidence, shoeprints, firearms, tool marks, crime scene reconstruction, and other disciplines. Prerequisite: AJ 215.

AJ 218 Basic Collision Investigation (4)
Study of theories and basic techniques of collision investigation. Learn terminology, preparation of appropriate documents and formulate speed from skid, scuff and vehicle damage; how to collect, identify, and preserve traffic collision data for courtroom preparation.

AJ 220 Private Security (2)
Introduction to private security and its role in society, evolution, goals and responsibilities. Overview of institutional security. Student will perform tasks in campus security at Skagit Valley College supervised by the Director of Security.

AJ 224 Contemporary Issues in Criminal Justice (3)
Discuss current trends and issues concerning all aspects of the criminal justice system.

AJ 225 Criminal Justice Internship (3-5)
Interact with a criminal justice agency. Apply academic knowledge while becoming familiar with tasks and responsibilities which enhance an agency’s effectiveness within the community. Documentation/research paper required. Some Departments may require uniform funding. May be repeated for credit. Prerequisite: In last two quarters of course work or Department Chair permission.
AJ 227  Police Reserve Academy  
(14)
Preparatory training for performance with a law enforcement agency as a reserve police officer. Credit applied to individuals who have completed the prescribed training program as specified by the Washington State legislature. Appropriate documentation required. Not applicable to ATA or AAUCT programs. Prerequisite: Pass background investigation; sponsorship by law enforcement agency; graduate from accredited Law Enforcement Reserve Academy.

AJ 228  Parks Law Enforcement Academy  
(30)
Extensive preparatory training to certify the student to work in a Level 2 seasonal law enforcement position with the National Park Service, in full-time commissioned law enforcement positions with the Washington State Parks, or meeting individual agency requirements at the local, state, and federal level. Also meets equivalency standards for State Reserve academy challenge testing as sponsored by the Washington Criminal Justice Training Commission. Prerequisite: Pass a background investigation and application review by PLEA selection committee.

AJ 229  Basic Police Academy  
(22-26)
Credit applied to individuals upon request who have completed the Basic Police Office Standards Training (training programs as prescribed by a State certified law enforcement training facility). Appropriate documentation required. Credits may be applied to individual agency collegiate requirements. Not applicable to ATA or AAUCT programs. Prerequisite: Graduate from accredited Law Enforcement Basic Academy.