

# Knoxville Police Department

## Site Visit Report

### Description of Training Organization

The Knoxville Police Department is a municipal police agency. Knoxville covers approximately 102 square miles and has a population of 173,000. The Department's total work force is 374 sworn employees and 97 civilian employees. The total budget authorized by the City of Knoxville is approximately \$43.5 million (July 2005 - July 2006), which includes emergency management and salary. The Department maintains 8 facilities - Safety Building (Headquarters), 5th Avenue (Precinct), Knoxville Center (Precinct), Moses (Training Academy), K9 Kennel, ICAC, Car Pound, Firing/Driving Range, and Safety City. There are five special response units: SOS, EOD, Kg, Negotiators, and Marine.

- The Office of the Chief of Police is responsible for the day-to-day administration of providing law enforcement services to the citizens of Knoxville. The Chief of Police is responsible for the budget and the department's employees.
- It is the function and purpose of the Internal Affairs Unit to accept and investigate all aspects of officer conduct and other selected aspects concerning the conduct of City employees working in other branches of the government.
- One full-time public information officer staffs the Public Information Office. The department utilizes assistant public information officers that are assigned to various units throughout the department. These officers have the responsibility for responding to media inquiries and providing access to information on a twenty-four hour basis.
- The Management Services Division is responsible for services that effect the entire department and includes Planning, Budget, Personnel, Accreditation, Information Services, and Building Facilities.
- The Planning Office is responsible for overseeing planning both short term and strategic planning and handles the administration of all federal and state grants for the department and the delivery of new programs for the department. The Planning Office is also responsible for securing grant funds and monitoring all grants.
- The Budget Office is responsible for overseeing the budget for the department including payroll and all expenditure of funds. Their functions include day-to-day approval of expenditures, incoming revenues, and time and attendance records.
- The Personnel Section is responsible for all aspects of Personnel Management for employees. Personnel coordinates training and transfer opportunities for the department, administers random drug and alcohol testing for sworn employees, coordinates and schedules requests for secondary employment, disseminates annual and promotional performance evaluations, assists in the promotional process and distributing mail for the department. The Personnel Unit also coordinates requisitions for vacancies within the department, schedules interviews, and assists with the interview, selection and orientation process of new employees. It also is responsible for the recruitment efforts of the Knoxville Police Department.
- The Audit and Inspections Detail provides the Chief of Police, senior and mid-level managers, and first line supervisors with a means of regularly assessing the efficiency and effectiveness of the department, and provides information necessary to affect change.
- The Accreditation Unit is responsible for the department's continuing compliance with national standards set by the Commission on Accreditation for Law Enforcement Agencies (CALEA), of which the department is a member.
- The Crime Analysis Unit provides the Department with administrative, strategic and tactical crime analysis/reports/maps/statistics.
- Building Facilities is responsible for providing services for eight sites associated with the Knoxville Police Department.
- The Patrol Division represents 71% of the work force for the department. There are two Patrol Districts, the Special Operations Unit, and a Traffic Services section. The Traffic Services Section includes the Motorcycle Unit, a Hit and Run Investigator and School Crossing Guards. The Special Operations Unit is comprised of the inspections Unit, Reserve Unit, Canine (K9) Detail, Knoxville Community Development Corporation (KCDC) Security, Teleserve Unit, Field Training Officer Program, Knoxville Public Safety Collaborative (KPSC), Animal Control Unit, and the Critical Incident Team Response Units — Explosive Ordnance Disposal (EOD), Special Operations Squad (SOS — SWAT), Crisis Negotiations (Negotiators), and the Homeland Security Office (WMD).
- The Teleserve Unit is staffed to provide citizens an alternate method for reporting certain incidents and obtaining advice telephonically, thus allowing officers on patrol to remain proactive in their efforts to address crime, traffic, and disorder issues throughout the city.
- The Cadet Detail assists other units in the Department with various assignments. Cadets are young adults between the ages of 17 and 21, who are hired to provide them with an opportunity to experience law enforcement first hand and to obtain a college education. Upon turning 21 the Cadets are offered a position with the Knoxville Police Department Recruit Training Academy to become sworn officers.
- The Explorer Unit of the Knoxville Police Department is a scouting program that reaches out to young men and women ages 14 to 20 to provide them with an introduction to law enforcement as a career. They are all volunteers who meet at least twice a month to learn about law enforcement in general and the Knoxville Police Department specifically.
- The K-9 Officer/canine teams are routinely used to find drugs, search buildings, track suspects and others, detect explosives, assist in crowd control, perform other patrol tasks and provide protection to dignitaries and to their human partners.
- The Special Operation Squad is assigned to respond to high- risk incidents requiring specialized training and/or equipment. Some of the incidents include; hostage situations, barricaded subjects, acts of terrorism, riot control, dignitary protection, mass arrest situations, sniper situations, civil defense and high risk warrant service.
- The Explosive Ordnance Disposal Detail (EOD) is responsible for handling of explosive ordnance and rendering safe procedures.
- The Crisis Negotiation Unit responds to incidents that involve suicidal persons, hostage situations, barricaded subjects and any situation where the Negotiator's skills could be utilized to assist in resolving a situation. The goal of the Negotiator is to save lives and resolve crisis incidents while attempting to avoid unnecessary risk to officers, citizens, victims, or the person in crisis.
- The Homeland Security Office prepares officers to prevent, respond to, and mitigate the effects of any terrorist act, which may occur within our jurisdiction.
- The Inspections Unit is responsible for enforcing local and state laws that pertain to the sale of alcoholic beverages and vehicles for hire.
- The Animal Control Unit is responsible for responding to all calls for service involving domestic animals, livestock calls, investigating cruelty complaints, and picking up sick or injured wildlife within the city limits.
- The Reserve Unit of the Knoxville Police Department supplement and support many activities of the Department. Reserve Unit duties include providing supplemental patrols in the Old City, and transportation of prisoners.
- The Criminal Investigation Division is the second largest division within the Knoxville Police Department. Tasked with the responsibility of the investigation of criminal acts, the Division is comprised of five units: Violent Crimes, Property Crimes, Family Services, Organized Crime, and Forensics. Each unit is staffed with trained, experienced investigators, as well as a highly qualified, professional group of civilian employees dedicated to the service of the community.
- The Violent Crimes Unit is responsible for the investigation of criminal acts that involve violence, the threat of violence, or force. These acts involve homicide, assaults, rapes, and robberies.
- The Knoxville Police Department's Property Crimes Unit consists of the Burglary and Larceny Detail, the Pawn Shop Detail, the Auto Theft Detail, and the Forgery and Fraud Detail.
- The Auto Theft Detail is responsible for investigating all theft cases of vehicles occurring in the City's jurisdiction, including heavy equipment, airplanes, and boats.
- The Forgery and Fraud Detail is responsible for investigating forgeries, scams, embezzlements, fraudulent use of credit cards, and Internet-related fraud cases.
- The Pawn Shop Detail is responsible for working as a liaison with all pawn shops within the City of Knoxville.
- The Burglary and Larceny Detail is responsible for reviewing and investigating all property crimes.
- The Fingerprint Detail uses the statewide-computerized Automated Fingerprint Identification System (AFIS) to assist officers and investigators in matching fingerprints to unidentified suspects and victims.

- The Family Services Unit of the Knoxville Police Department is tasked with the delivery of police services to victims of family violence. The unit is comprised of four units; the Domestic Violence Unit, the Juvenile Unit, and the Internet Crimes Against Children Unit.
- The Domestic Violence Unit provides comprehensive services to victims while investigating criminal offenses to hold offenders accountable.
- The Juvenile Unit is responsible for the investigation of criminal acts involving either juvenile victims or juvenile offenders.
- The Internet Crimes Against Children Unit is a federally funded program tasked with the investigation of the use of the computer and the Internet for the sexual exploitation of children. The ICAC Unit conducts hundreds of proactive investigations targeting the manufacturing and distribution of child pornography. The unit also follows up on numerous cyber tips referred by the National Center for Missing and Exploited Children. In addition, the ICAC Unit began the process of establishing ten satellite ICAC Units throughout the state of Tennessee. The purpose of these units is to provide agencies the training, equipment, and support necessary to conduct computer investigations, and to assist the KPD ICAC Unit throughout the state.
- The Organized Crime Unit is comprised of the Narcotics Detail, Federal Task Forces, and the Gang Program.
- The Narcotics Detail is charged with identification, detection, and suppression of drug operations and their users. The unit focuses its attention on all drug abusers from the major distributor of illicit drugs to the casual drug user.
- The Firearms Investigative Team (F.I.T.) is the result of a joint partnership between the Knoxville Police Department and the Bureau of Alcohol, Tobacco and Firearms. The function of the FIT team is to reduce violent crimes through the prosecution of violent career offenders and drug dealers in possession of firearms.
- The Crime Scene Detail provides in-depth field crime scene processing and forensic services that include fingerprinting, photography, videotaping, collection, processing and preservation of evidence at crime scenes.
- The Forensic Unit is comprised of both sworn and civilian personnel who are dedicated to providing the citizens of Knoxville and the Knoxville Police Department with the best forensic crime scene investigations possible. This Unit is comprised of five (5) special details: Crime Scene, Fingerprint Identification, Firearms Identification, Photo Lab, and Polygraph.
- The Photography Detail uses a mini-lab system to develop and process photographs.
- The Polygraph Detail is dedicated to detecting deception in those that might wish to conceal a truth within them. This Detail conducts criminal and pre-employment polygraph tests, which are very different in nature and content.
- The Support Services Division encompasses those Units dealing with Training, Technology or Property for the Knoxville Police Department. It comprises less than 10% of the sworn personnel, and about 23% of the non-sworn. The Training and Safety Education Unit both are involved with providing training to law enforcement professionals and community members. The Communications Unit is tasked with maintaining the in-car video camera systems and recordings, Mobile Data Terminals, facility security systems, and the Department's Computer Aided Dispatch liaison.
- The Records Section of the Knoxville Police Department is responsible for storage, maintenance, retrieval and security for all Offense Reports, Accident, DUI and Arrest Reports, Criminal History Records, Criminal Investigative files, and Traffic Reconstruction files. The Records Section also handles all NCIC (National Crime Information Center) entries and inquiries, microfilming for the department, and telephone operator/receptionist responsibilities.
- The Training Academy is responsible for providing basic recruit training to all new officers, in-service training to current officers each year, as well as providing other specialized training as needed and available to keep officers current.
- The Volunteers in Police Services initiative program began in November 1997. The Volunteer Program is intended to supplement and assist departmental entities in achieving departmental goals. It is the purpose of the program to assist the department in the delivery of services to the community. This is accomplished by creating a partnership with citizen volunteers willing to assist the Knoxville Police Department in achieving the goals of the organization.
- The Chaplain Corps offers counseling to officers and their families, marriage counseling, financial, stress management, hospital visitations, and grief counseling. The Corps assist police officers by counseling victims of crimes, death notifications, formal victim assistance, bereavement counseling, and critical incident stress debriefings.
- The Property Management Unit is responsible for cataloging and safeguarding all property seized or confiscated by members of the Knoxville Police Department.
- The Safety Education Unit is the service arm of the department dedicated to reducing crime through educational programs and pro-active safety prevention strategies. Included under the Safety Education Unit are the School Resource Officer Program, D.A.R.E., the KPD Youth Program, and various Crime Prevention programs, the Community and Departmental Newsletters and Safety City.
- The School Resource Officer (SRO) Program is a comprehensive research-based strategy to help deter and prevent school violence. The School Resource Officers are uniformed police officers assigned to a high school and work in partnership with the school personnel and students on a daily basis to provide a safe environment conducive to learning.
- Drug Abuse Resistance Education (D.A.R.E.) has enjoyed the success of teaching 5th graders in the Knox County School System the Drug Abuse Resistance Education (D.A.R.E.) Program. The program emphasizes the "Eight Ways to Say No", which are essentially tools for the student to use when confronted with different forms of societal issues and pressures involving drugs and violence.
- The Youth Councils are established in each of the City's five high schools and seven middle schools. The Youth Council is open to all students who wish to participate, however, students are strongly encouraged to maintain a passing grade point average, clean discipline record and excellent school attendance. The School Resource Officers (SROs) serve as the Youth Council coordinators and organize monthly meetings and activities.
- Neighborhood Watch Programs encourage people in communities to have ownership of the neighborhoods by becoming aware of their neighbors and report suspicious activity to the police. This program also encourages collaboration among neighbors to actively address community issues and concerns.
- Residential and Business Surveys, following a request from a home or business owner, the Safety Education will conduct a security survey to determine the security status of a facility and make recommendations to minimize criminal opportunity.
- The Crime Victim on Site Program is a service where a member of the Safety Education Unit conducts a follow-up on residential or business burglaries that have occurred. The Safety Education Unit offers its services from personal safety programs to security surveys.
- On Site Business Crime Tips Program is a service initiated by one of our staff in which businesses are addressed about recent crime trends & patterns in their area.
- Personal Safety Program stresses awareness and prevention to both men and women about common sense measures to survive potential dangerous situations.
- Stranger Danger and Child Safety Awareness Programs are presented by uniformed police officers to children and youth ranging in age from pre-school to middle school. Topics include dangers that strangers pose and how to use the E-911 emergency system.
- Senior Citizen Programs & Fraud & Con Games are designed to inform older citizens of criminal activity that directly affects them. They include scams, fraud, and personal safety issues.
- The Fingerprint Program is provided at area safety fairs, day care centers, and special events such as the Shoney's Kid Care ID program.
- The Boggle Your Mind with Goggles Project is directed toward teens and is an interactive demonstration explaining the effects of alcohol and impairment especially as they pertain to driving.
- The Safety Education Unit provides several Occupant Protection Programs to the public. The Knoxville Police Department has twenty personnel who completed the 32-hour Child Passenger Safety Technician Standardized Training, and one of these technicians is certified as a Technician Instructor.
- Safety City is a community service project to educate second grade students in pedestrian, bicycle, passenger and fire safety, as well as how to use E-9-1-1 properly. It is sponsored by the entire community, including government, private businesses and industry, and civic organizations. Area businesses and organizations furnish different portions of the project with either monetary or in-kind services and materials.
- Safety Fairs - were offered primarily to teach participant's safety skills needed to safely ride their bikes in their communities. Children, accompanied by an adult, bring their bicycles and helmet for proper fitting and minor adjustments.
- Halloween in the City - families come to "trick or treat" at Safety City. Last year, Safety City sponsors and city departments sponsored trick or treat booths with a game or activity.
- Prom Challenge - high school juniors and seniors were targeted to participate in a DUI awareness program, which raised their awareness of the effects from alcohol.
- The Shoney's Kid Care Program allows Safety City to participate with other agencies to promote traffic safety to school age children and their families.

## Description of Training Academy

The Training Academy is responsible for providing basic recruit training to all new officers, in- service training to current officers each year, as well as providing other specialized training as needed and available to keep officers current in new trends in professional policing. The Training Section is also responsible for providing training for the civilian employees of the department, which includes training for police cadets.

The Basic Recruit School lasts for twenty-five consecutive weeks. The Basic Recruit School consists of the traditional police training including driving, firearm skills, and officer survival courses. This school is unique in that it offers college level courses in Leadership, Cultural Awareness, Communications, Spanish and Ethics to help provide a well-rounded education for Knoxville's future law enforcement officers.

The Training Academy has also hosted several training sessions conducted by the F.B.I. and International Association of Chiefs of Police. These schools ranged from Hostage Negotiation and Interview & Interrogation to Media Relations. These courses were attended not only by K.P.D members but also several other agencies in our area.

The Training Academy also offers courses to the community. The Knoxville Police Department conducts a Citizens Police Academy. The goal of the Knoxville Police Department's Citizens' Police Academy is to create and develop a growing nucleus of responsible, well-informed citizens who have the potential to influence public opinion concerning police practices and service delivery. Graduates of our program will fulfill the critical role of providing input and information to their neighborhoods, which will increase citizen involvement on issues of mutual concern. The active citizen participation will improve the quality of life and build lasting and productive partnerships between our police department and the communities we so proudly serve. The Citizens Police Academy started in 1995 to allow citizens of Knoxville to attend 12 days of training (one night a week for 12 weeks) to familiarize them with the police function of the community. It also stresses police/community partnerships in the endeavor to improve the quality of life in our community.

On December 4, 2004 the Knoxville Law Enforcement Training Academy became the first municipal academy to receive full accreditation from the Commission on Accreditation for Law Enforcement Agencies. This process includes an extensive review of the Academy's Policies, Procedures and Environment and to assure compliance with 182 standards set by the commission. After an on-site inspection in August and full review by the commission the academy became only the fourth agency of any kind in the country to receive this honor. The Training Academy and the Police Department as well as E-911 also became the first ever recipient of C.A.L.E.A.'s TRI-ARC Award for Excellence. This award is given to agencies that have their Police Department and Training Academy as well as E-911 Center accredited to assure a higher level of service to the communities they serve.

The Phil E. Keith Training Center, an East Knoxville facility, (located on Cement Plant Rd.) houses a state of the art firearms center to include two 30 point, 50- yard pistol ranges; one 20 point, 100-yard rifle range with a rappelling and sniper tower. The ranges are equipped with electronic targeting systems controlled from the range tower. The facility is also equipped with two 45-person classrooms and computerized firearms training system.

The Knoxville Police Department Driver Training Facility was opened in November 2005. The facility includes a large skills area to include a state of the art, award winning skid pad. The track also includes a city response course equipped with traffic signals and lighting for nighttime exercises. A roadway to simulate highway and interstate driving encircles the course. The classroom experience includes a state of the art driving simulator to enhance the off track training experience.

## Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Knoxville Police Department may obtain such records of this training by contacting:

Knoxville Police Department  
Training Academy  
220 Carrick St.  
Knoxville, TN 37921

## Description of Training Programs

The Training Academy's Basic Recruit School is a 25-week basic training program and an 18 week Field Training Program that includes and exceeds all Peace Officer Standards and Training (POST) Commission rules and standards for the state of Tennessee. POST provides comprehensive information on the content and duration of basic police training. The Basic Recruit School prepares the participants to serve the needs of the community and to uphold the laws of society in an effective and professional manner. It provides the basic skill and knowledge necessary. It also offers college level courses in Leadership, Cultural Awareness, Communications, Spanish and Ethics to help provide a well-rounded education for Knoxville's future law enforcement officers.

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 25 weeks – Basic Recruit School, 18 weeks – Field Training Program

**Program Objective:** To provide participants with the knowledge, skills and abilities necessary to serve effectively at the entry level as a law enforcement officer in the Knoxville Police Department.

**Learning Objective:** Upon successful completion of this program, the graduate will be able to perform all routine duties of a police officer in Knoxville, TN.

**Instructional Methods:** A combination of lecture, discussion, practical application exercises, and scenario.

**Learning Assessments:** Written and practical examinations are used.

## Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College has full curriculum vitae on file for each.

David J. Thomas, PhD  
Professor  
Saint Petersburg College  
Gainesville, Florida

Christopher R. Capsambelis, Ph.D.  
Assistant Professor  
Department of Criminology  
University of Tampa  
Tampa, Florida

Laurin V. Flynn, M.S.  
Assistant Professor  
Justice and Policy Studies  
Guilford College  
Greensboro, North Carolina

Eric C. Schultz, MA  
Senior Assessment Coordinator  
Criminal Justice Training Assessment  
Albany, New York

**Description of Visit**

From August 2-3, 2006, four representatives of Criminal Justice Training Assessment conducted a site visit to the Knoxville, Tennessee Police Department's Training Academy to assess the Basic Recruit School program offered by the Training Division. On the first morning (Wednesday, August 2nd, 2006), the team assembled at the Academy. Following a brief organizational meeting and introductions to the academy staff, the assessment team was shown to the conference room to access all the necessary materials and to begin the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas and began the assessment of materials.

The team began the second day by continuing to review the assigned materials. Due to the quality and nature of delivery of the materials, the assessment team was able to complete the assessment by mid-day. In the early afternoon of the second day, the team conducted an exit-interview/debrief with the staff and administration of the training academy.

**Course Descriptions****Summary of Credit Recommendations**

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| <b>Program:</b> Basic Recruit Training              |                   |
| Advanced Criminal Investigation                     | 3 credits         |
| Basic First Aid & CPR                               | 1 credit          |
| Constitutional Law                                  | 2 credits         |
| Health and Wellness                                 | 1 credit          |
| Interpersonal Communication                         | 1 credit          |
| Interpersonal Communications and Special Population | 2 credits*        |
| Introduction to Criminal Investigation              | 3 credits         |
| Introduction to Criminal Justice                    | 1 credit          |
| Introduction to Defensive Tactics                   | 2 credits         |
| Introduction to Firearms                            | 2 credits         |
| Introduction to Police Patrol and Procedures        | 3 credits         |
| Introduction to Policing                            | 2 credits         |
| Introduction to Spanish for Police Officers         | 1 credit          |
| Traffic Accident Investigation                      | 2 credits         |
| Traffic Control & Enforcement                       | 2 credits         |
| Vehicle Operations                                  | 2 credits         |
| Victimology                                         | 2 credits         |
| <b>TOTAL</b>                                        | <b>32 Credits</b> |

|                                   |           |
|-----------------------------------|-----------|
| <b>Program:</b> C.I.D In-Service  |           |
| Advanced Investigative Techniques | 2 credits |

|                                               |           |
|-----------------------------------------------|-----------|
| <b>Program:</b> Instructor Development Course |           |
| Basic Instructor Development                  | 2 credits |

\* indicates upper level credit

**Course Descriptions****Advanced Criminal Investigation** (3 credits, lower division)

**Program:** Basic Recruit Training  
**Location:** Knoxville Police Department Training Academy, Knoxville, TN  
**Length:** 47 hours  
**Dates:** August 2001 through June 2009

**Objectives:** Explain procedures to follow at the scene of a suspected major criminal occurrence. Identify the elements of crimes against persons including assault, criminal homicide, kidnapping and false imprisonment, robbery and sexual offenses. Identify the elements of crimes against property including theft, arson, and burglary. Explain the procedures that should be followed by the first officer responding when conducting a preliminary investigation at the scene of a violent crime. Explain the procedures to follow when conducting a homicide investigation including those cases involving serial killers and cold cases. Explain the procedures to follow when conducting a preliminary investigation of a suspected burglary. Explain procedures to follow at the patrol officer level when conducting an investigation of specialized crimes including bank robbery, auto theft, forgery & fraud, and pawn shop violations. Identify the techniques that should be used by the patrol officer to effectively enforce and prosecute vice related offenses such as prostitutes and gambling. Explain the characteristics of a Sudden Infant Death Syndrome (SIDS) victim and procedures to follow when responding to the scene of a possible SIDS case. Identify the chemicals commonly used in the production of methamphetamine and the methods it can be ingested. Explain the procedures to follow when at the scene of a suspected methamphetamine laboratory. Identify procedures to follow to conduct an at scene firearms investigation. Explain the basic principles that are used by investigators when conducting computer crime investigations involving children.

**Instruction:** Students must complete no fewer than: four hours of "Major Criminal Occurrences," three hours of "Elements of Crimes Against Persons," three hours of "Elements of Crimes Against Property," six hours of "Violent Crimes Against Persons Investigations," three hours of "Homicide Investigations," four hours of "Burglary Investigation," nine hours of "Specialized Investigations (Bank Robbery, Pawn Shop, Auto Theft, Forgery, & Fraud)," two hours of "Vice Crimes Investigations (Prostitution & Gambling)," two hours of "Sudden Infant Death Syndrome," four hours of "Methamphetamine Laboratory Investigations," two hours of "At Scene Firearms Investigations," and five hours of "Internet Crimes Against Children Investigations." Instructional methods for this course include lecture (supplemented by PowerPoint presentation and study handout), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits are recommended.

**Advanced Investigative Techniques** (2 credits, lower division)

**Program:** C.I.D In-Service  
**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 24 hours

**Dates:** August 2001 through June 2009

**Objectives:** Understand the components of DNA and the dynamics of DNA and latent evidence. Demonstrate how to recover latent prints from various surfaces. Demonstrate how to identify, properly collect, and preserve potential DNA evidence. Understand the Polygraph process and its use in investigations. Understand who can authorize and issue a search warrant, and on what grounds. Understand what situations are reasonable in the scope of a search. Understand the probable cause needs to be established in order for an affidavit for a search warrant to be issued. Identify potential sources of DNA evidence. Understand how to properly detect, gather, and store blood evidence. Understand the ALS (Alternate Light Source) principle of evidence detection. Demonstrate advanced ability to effectively use firearms in an advanced setting (seated behind a desk, seated inside a vehicle, multiple targets, etc.). Demonstrate ability to qualify at both day and night light levels with duty handgun and shotgun, strong and weak handed. Understand the difference between perception and reality when dealing with the media. Demonstrate ability to properly deal with media – broadcast, print, electronic.

**Instruction:** Students must complete no fewer than: eight hours of “CID In-service Firearms,” eight hours of “Forensic Studies,” four hours of “Media Relations,” two hours of “Search Warrants,” and two hours of “Use of TBI in Investigations.” Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion. Evaluation methods include practical application and written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

#### **Basic First Aid & CPR (1 credit, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 16 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course explores the components of Heart Saver First Aid with CPR and the use of the AED. The student will examine liability, obligation to assist, patient refusal, universal precautions, biohazard waste, donning and proper removal of latex gloves, patient evaluation, clearing an obstructed airway, the signs and symptoms of patients with allergic reactions, heart attacks, diabetic emergencies, stroke and fainting. In addition the student will examine treatment of shock, controlling bleeding; treatment of spinal injuries, strains, sprains, fractures; insect/animal bites, chemical contact/ingestion, and burns. They will also examine CPR for infant, child and adult, as well as the proper use of the AED. Finally the student will examine treatment for heat and cold emergencies and blood born pathogens. The student will demonstrate an understanding of basic first aid techniques needed in emergency medical situations. The student will be able to describe major applicable legal aspects related to providing emergency care as a first responder. The student will demonstrate an understanding of normal and abnormal states for each vital sign and how to check for each. The student will be able to identify the medical identification symbol and perform a complete patient assessment. The student will demonstrate an understanding of the three techniques for maintaining an open airway for an adult, perform mouth to mouth, mouth to nose and mouth to mask using a one way valve mask for pulmonary resuscitation for an adult. The student will demonstrate an understanding of an AED and deployment. The student will demonstrate an understanding of cardiopulmonary resuscitation for an adult as well as for an infant and a child. The student will be able to identify various types of bleeding as arterial, venous or capillary, locate and record the pulse using the radial, carotid, femoral and brachial arteries. The student will demonstrate an understanding of the most common methods of transmission for each type of communicable disease. The student will be able to identify the three most common classifications of human immunodeficiency virus (HIV) infection in terms of symptoms. The student will be able to relate that medical attention should be sought following contact with body fluids of suspected HIV infected persons or upon receiving bite marks from individuals. The student will demonstrate an understanding of blood born pathogens and how to prevent exposure. The student will demonstrate an understanding of the first responder techniques needed in emergency medical situation. The student will be able to describe major applicable legal aspects related to providing emergency care as a first responder. The student will demonstrate an understanding of normal and abnormal states for each vital sign and how to check for each. The student will be able to identify the medical identification symbol and perform a complete patient assessment. The student will demonstrate an understanding of the brain as the control center for breathing and the functions of each of the components of the respiratory system. The student will demonstrate an understanding of the three techniques for maintaining an open airway for an adult, perform mouth to mouth, mouth to nose and mouth to mask using a one way valve mask for pulmonary resuscitation for an adult. The student will demonstrate an understanding of the cardiopulmonary resuscitation for an adult as well as for an infant and a child. The student will be able to identify various types of bleeding as arterial, venous or capillary. The student will demonstrate an understanding of the most common methods of transmission for each type of communicable. The student will be able to identify the three most common classifications of HIV infection in terms of symptoms. The student will be able to relate that medical attention should be sought following contact with body fluids of suspected HIV infected persons or upon receiving bite marks from individuals. The student will be able to demonstrate an understanding of an AED.

**Instruction:** Students must complete no fewer than: six hours of “Advanced First Aid,” two hours of “Blood Born Pathogens,” four hours of “CPR Technology/AED,” and four hours of “First Aid.” Instructional methods for this course include lecture (supplemented by PowerPoint presentation and study handout), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit are recommended.

#### **Basic Instructor Development (2 credits, lower division)**

**Program:** Instructor Development Course

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 36.5 hours

**Dates:** August 2001 through June 2009

**Objectives:** Identify seven steps of the training process. Distinguish between training and education. List and define the four methods of conducting and the three basic components of task analysis. Define instructional goal, instructional objective, and task analysis. Define three components of an instructional objective. Identify the purposes for developing and utilizing a lesson plan. Define the three types of learning. Identify the six psychological laws of learning. List and describe the three methods of adult learning. Identify the eight characteristics of the adult learner. Define platform manner. Relate the effectiveness of training aids to public speaking. Identify tasks to develop lesson plans. List five of the communication process types of non-verbal behavior. Explain information mix. Define the five basic rules of listening. Define the rules of leadership. Identify and define the reasons for using instructional aides, class critiques, handouts and different classroom layout styles/configurations.

**Instruction:** Students must complete no fewer than: two hours of “Communication in Teaching,” two and one-half hours of “Five Minute Presentations,” four hours of “How Adults Learn,” one hour of “Intro and Overview,” four hours of “Lesson Plan Development,” two hours of “Mechanics of Instruction,” two hours of “POST Rules and Regulations,” four hours of “Public Speaking,” two hours of “Role of the Police Instructor/Effective Presentations,” one hour of “Small Group Presentations,” two hours of “Task Analysis,” two hours of “Task Analysis/Lesson Plan Workshop,” and eight hours of “Twenty Minute Class Presentations.” Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion. Evaluation methods include practical application and written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

#### **Constitutional Law (2 credits, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 34 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course introduces students to the impact of the Bill of Rights on State Policing. Special attention will be paid to the Fourth, Fifth, and Sixth Amendment. This course examines key issues that have been decided by the Court, such as Miranda, right to jury trial, right to an attorney, double jeopardy, search and seizure procedures and double jeopardy. Students must demonstrate a thorough knowledge of the amendments, be able to identify and explain key doctrines, landmark court cases and their impact on policing procedures. Students must demonstrate a thorough understanding of the rights of each citizen. Students must demonstrate a thorough knowledge on the procedure of obtaining a search warrant, length of validity, identify the grounds on which a warrant may be issued and who must serve the warrant, protocol on items seized, know what “knock and announce” means and its relationship with Tennessee.

**Instruction:** Students must complete no fewer than: four hours on the Bill of Rights in relation to police work (Fourth, Fifth, Sixth, and Fourteenth amendments, four hours on the structure and roles of the federal government and the protections of the First Amendment., twenty hours on search and seizure procedures, four hours on the Fifth and Sixth Amendment for police officers, and two hours on search warrants. Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

#### **Health and Wellness (1 credit, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 76 hours

**Dates:** August 2001 through June 2009

**Objectives:** The student will be introduced the concept of physical fitness and wellness and the role that its importance in the area of policing. The student will examine the benefits of a healthy lifestyle; the importance to balance in wellness identifying the three major components: flexibility, strength, and cardiovascular conditioning. The students will also be introduced to psychomotor skill development, common law enforcement physical tasks, and participate in physical training daily.

Demonstrate an understanding of wellness/physical fitness as it relates to law enforcement as prescribed by the Cooper Institute. Know the health related components of wellness/physical fitness. Know the motor related components of wellness/physical fitness. Know the three components of wellness/physical fitness and will demonstrate these principles during physical training. Demonstrate an understanding of overall fitness and the importance of wellness/fitness to officer survival. Know the three major components of wellness/physical fitness and demonstrate them by: participating in stretching exercises to include – Neck Stretch, Overhead Arm Stretch, Chest Stretch, Abdominal Stretch, Trunk Rotations, Groin Stretch, Thigh Stretch, Hamstring Stretch. Participating in strength conditioning exercises to include: Pushups; Sit-ups; Steam Rollers; Iron Mike; Superman; V – Ups; Knee Benders; Jumping Jacks; Body Builders; Tactical Firearms Position; Flutter Kicks; Sky Divers; Mule Kicks; Ski Jumps; Medicine Ball Drills; Turn and Balance; Pull-ups. Participating in cardiovascular conditioning exercises to include: Indian Runs; Running Hills and Stairs; Sprinting Drills; Low Crawl Drills; High Crawl Drills; Mountain Climbers.

**Instruction:** Students must complete no fewer than: three and one-half hours of “Physical Fitness, Nutrition and Lifestyle and Developing a PT Program,” sixty-six and one-half hours of “Physical Training Practical,” four hours of “Stress Management,” and two hours of “Stress Management & Dysfunctional Employees.” Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and practical application exercises. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit is recommended.

#### **Interpersonal Communication (1 credit, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 18 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course teaches students how to maximize their verbal, written and listening skills to produce positive results in a variety of situations. Explores the relationship between the media and police, as well as the police/family relationship. Upon completion students should understand the function of the Office of Public Information and the relationship between the police and media. Students should know and be able to demonstrate the three purposes of public speaking, the four roles of the instructor, the three parts of speech. Students must be able to demonstrate the proper use of the radio equipment in effective communication. Students must know and demonstrate the characteristics of a well written report, the five basic steps in report writing, and the four principles of clear writing. Another aspect of communication is the ability to actively listen. Students should be able to describe the difference between hearing and listening using the four stages of the listening process. Be able to differentiate between anticipating and assuming in the listening process. Describe the two models of the communication process. Know the relationship between asking good questions and listening. Employ the techniques to assist in memory, know the eight manipulative speaking tactics. Know the guidelines for instructional listening, telephone etiquette, the three reasons to listen with respect and the benefits of repeating what the other person said. Understand and communicate gestures and their meaning in our culture and the significance of body language. In recognizing that policing is a high stress job and this stress can effect family relationships, students will learn practical steps for strengthening family relationships and be able to identify qualities of a strong family.

**Instruction:** Students must complete no fewer than: six hours of “Active Listening,” two hours of “Basic Radio Communication,” two hours of “Dealing with the Media,” two hours of “Police and Family Relations,” two hours of “Public Speaking,” and four hours of “Report Writing.” Instructional methods for this course include lecture (supplemented by PowerPoint presentations), practicum, and guest speakers. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit are recommended.

#### **Interpersonal Communications and Special Population (2 credits, upper division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 22 hours

**Dates:** August 2001 through June 2009

**Objectives:** Upon completion student should be able to identify the common held beliefs and attitudes regarding people with mental illness. Assess the weakness and strengths of current mental health philosophies and practices. Student should be able to define mental health, mental illness, and disability and the basic premise of the Americans with Disability Act, and its impact on the delivery of police services. Identify the most common interactions between police and the mentally ill and demonstrate the ability to successfully negotiate these situations. Recognize the various types of mental illness and the characteristics of people who have them. Define crisis situations and identify the way it differs for the mentally ill. Identify unpredictable and dangerous behavior, identify situations when the mentally ill can be arrested to maintain the safety of the public, know the criteria for involuntary commitment, know and follow departmental procedures when making an arrest and/or interviewing the mentally ill. Demonstrate proficiency in processing the proper paper work when making contact with people with mental illness.

**Instruction:** Students must complete no fewer than: two hours of mental illness and the police response, two hours of understanding mental illness, two hours of the ADA and police response to calls and incidents, two hours of non-custodial police options: Counseling, release and referral, and voluntary emergency commitment, four hours of custodial police options: arrest, involuntary emergency evaluation, and involuntary commitment orders, two hours of a community policing response to people with mental illness, and two hours of problem solving response to people with mental illness. Instructional methods for this course include lecture (supplemented by PowerPoint presentations), overheads, video, and role-playing. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit is recommended.

### **Introduction to Criminal Investigation** (3 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 42 hours

**Dates:** August 2001 through June 2009

**Objectives:** Explain the organization of the Criminal Investigative Division and its various units. Explain the basic requirements for determining if a crime has been committed and which unit of the Criminal Investigation Division is responsible for its investigation. Explain the procedures to follow in order to conduct a thorough, methodical, and well documented preliminary investigation. Identify the management procedures that should be followed by the first officer responding to a crime scene. Explain the actions that should be taken by the first officer responding to a crime scene in order to preserve the scene and the physical evidence that is discovered. Explain the responsibilities of the patrol officer when conducting a preliminary investigation of a missing person. Explain the importance of gathering intelligence information in the field and the techniques used for obtaining information from citizens in the community as well as confidential informants. Demonstrate the ability to gather investigative information by use of the National Crime Information Center (NCIC) system and the Tennessee Information Enforcement System (TIES). Differentiate between interview and interrogation and explain methods for conducting each. Explain the differences between verbal and non-verbal communication, indicators of deception, and importance of developing sound listening skills. Explain the proper procedures for documenting the confiscation of property and evidence.

**Instruction:** Students must complete no fewer than: four hours of "Introduction to Criminal Investigative Division," four hours of "Introduction to Criminal Investigation," six hours of "Preliminary Investigation," four hours of "Crime Scene Management," four hours of "Crime Scene Preservation and Rules of Criminal Evidence," two hours of "Investigating Missing Persons," four hours of "Criminal Intelligence," six hours of "NCIC/TIES Use in Investigations," four hours of "Interview and Interrogation," and three hours of "Property and Confiscations" in the Basic Academy. Instructional methods for this course include lecture (supplemented by PowerPoint presentation and study handout), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits are recommended.

### **Introduction to Criminal Justice** (1 credit, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 15 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course provides an introduction to the criminal justice system. Topics explored are the state and federal court system. The course explores the history of lawmaking focusing on Tennessee laws. Students will examine determine whether a crime has been committed and the proper procedures in obtaining evidence, apprehending a suspect and knowledge of jurisdictional issues. This course will explore civil liability using court cases and federal and state statutes. At the end of this course students should be able to demonstrate knowledge of how laws are made in particular laws in Tennessee, the history of law making, and the elements necessary for a particular crime. Students should know the difference from an alibi and justification, the elements of quality courtroom testimony and demonstrate the ability to deliver quality testimony. Students should be able to identify the various criminal investigation units and the crimes they are responsible for investigating. Students should demonstrate a thorough knowledge of civil liability and the federal and state statutes governing civil liability in relation to policing.

**Instruction:** Students must complete no fewer than: six hours of "Civil Liability," one hour of "Courtroom Preparation and Testimony," six hours of "Introduction to Law," and two hours of "Introduction to State (Tennessee) Law." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit is recommended.

### **Introduction to Defensive Tactics** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 82 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course examines the police use of non-deadly force and the components of subject control. The student will know the differences between the use of non-lethal and deadly force and be able to analyze the use of force by utilizing a Force Continuum. Define the terms of escalation and de-escalation and their importance in an officer's Use of Force. Know his/her responsibility in Use of Force reporting. Demonstrate proficiency in Escape Techniques. Demonstrate proficiency in Empty Hand Control Techniques. Demonstrate proficiency in Ground Fighting Techniques. Demonstrate proficiency in Handgun Retention Techniques. Know the policy and procedure prescribed by the Knoxville Police Department for handcuffing a subject. Know the six (6) exceptions to the Knoxville Police Department Handcuffing Policy. Demonstrate proper searching procedures. Demonstrate proper handcuffing procedures. Identify the role of Impact Weapons in Use of Force Encounters. Identify acceptable less than lethal targets associated with baton usage. Demonstrate proficiency with the Expandable Baton. Identify the role of O.C. Spray in Use of Force Encounters. Know the history of O.C. Spray. Demonstrate proficiency with O.C. Spray. Know and demonstrate with proficiency how to administer first aid and decontaminate a subject who has been contaminated. Know chemical agent terminology, comprehend chemical agent types, exposure symptoms, first aid and decontamination procedures, dissemination methods and factors influencing effectiveness and use of agents, and demonstrate procedures for donning a gas mask. Identify the role of the Taser in Use of Force Encounters. Identify the parts of the X26 Taser. Know and demonstrate proficiency with the Taser.

**Instruction:** Students must complete no fewer than: fifty five and one-half hours of "Defensive Tactics," sixteen and one-half hours of "Impact Weapons," two hours of "O.C. Spray," and eight hours of "Riot Control." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and practical application exercises. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Introduction to Firearms** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 80 hours

**Dates:** August 2001 through June 2009

**Objectives:** The student will be introduced to police handgun, police shotgun and firearms safety as well as the use of lethal force. The student will examine the use of deadly force, the force continuum, ammunition, firearms nomenclature, on-duty/off-duty firearms procedures, and handgun/shotgun safety procedures. Demonstrate an understanding of the firearms safety procedures that must be followed while on and off duty. Know the common types of ammunition used in criminal justice and comprehend the use of the various types for handguns and shotguns. Know safety precautions and basic principles for handling and firing a handgun and will demonstrate these principles on the firearms range using the Knoxville Police Department's required handgun. Know the safety precautions and basic principles for handling and firing a shotgun and will demonstrate these principles on a firing range using the Knoxville Police Department's required shotgun. Demonstrate an understanding of the firearms safety procedures that must be followed while on and off duty by naming the firearms safety procedures for on duty. Know the common

types of ammunition used in criminal justice and comprehend the use of the various types for handguns and shotguns by: listing four components of a firearm cartridge; identifying the most commonly used handgun ammunition; identifying the most commonly used shotgun ammunition and the range and impact capabilities of each; describing the range and penetrating capabilities of handgun ammunition; explaining the necessary procedures for care and maintenance of ammunition. Know safety precautions and basic principles for handling and firing a handgun and will demonstrate these principles on the firearms range using the Knoxville Police Department's handgun by: listing safety precautions that must be followed when handling and firing a handgun on the range; identifying handgun major parts; properly cleaning a handgun; naming the steps of safely drawing a handgun from a holster; properly drawing a handgun; properly holstering a handgun; describing positions for use while firing a service handgun; properly acquiring shooting positions; describing proper grip of a handgun; properly gripping a handgun; explaining sight alignment; properly acquiring sight alignment; describing trigger control; describing the procedure for loading and unloading ammunition for a service handgun while maintaining awareness of target; properly loading and unloading of ammunition or a service handgun; firing a service handgun, following the basic principles on a firearms range, utilizing the course of fire approved by the Tennessee POST and Knoxville Police Department; describing the concepts of proper decision-making in a discretionary shooting exercise. Know the safety precautions and basic principles for handling and firing a shotgun and will demonstrate these principles on a firing range using the Knoxville Police Department's required shotgun by: identifying shotgun major parts and the function of each part; identifying the safety checks to be performed on a shotgun; describing the procedure of loading ammunition for a shotgun; describing the procedures for properly unloading a shotgun; describing the procedure for loading and unloading of ammunition for a shotgun; describing the proper position for firing a shotgun; acquiring the proper position for firing a shotgun; explaining aiming a shotgun; properly aiming a shotgun; firing a shotgun, following the basic principles on a firearms range, utilizing the course of fire approved by the Tennessee POST and the Knoxville Police Department; applying the concepts of proper decision making in a discretionary shooting exercise; firing at least eight rounds using buckshot on the approved shotgun course of fire; properly cleaning a shotgun.

**Instruction:** Students must complete no fewer than: two hours of "Ammunition and Ballistics," twenty-three hours of "Basic Firearms," four and one-half hours of "Care and Cleaning," one hour of "Firearms Safety," two hours of "Impact Munitions," four hours of "Intermediate Action Drills," four hours of "Liability and Use of Force," two and one-half hours of "Modern Pistol Techniques," and thirty-seven hours of "Practical Firearms Drills." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and practical application exercises. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Introduction to Police Patrol and Procedures (3 credits, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 52 hours

**Dates:** August 2001 through June 2009

**Objectives:** Identify the basic responsibilities of the patrol unit and the skills necessary for the management of a patrol beat. Define directed patrol and identify the various categories of directed patrol. Recognize environmental hazards that allow criminal activity to occur and suggest ways to prevent crime by concept designs. Identify city codes and ordinances that are important to the patrol officer conducting routine patrol. Explain the history of terrorism, types of terrorist groups, and the initial response(s) of the patrol officer who is a first responder to a scene of a suspected terrorist incident. Identify the problems associated with organized street gangs and methods for the patrol officer to deal with them. Explain the method for the patrol officer to conduct a tactical approach and effectively communicate with citizens in a tactical situation. Discuss the procedures for conducting an asset seizure including use of proper documentation.

**Instruction:** Students must complete no fewer than: two hours of "Asset Seizures," two hours of "Beat Management," four hours of "City Codes," fourteen hours of "Crime Prevention Technology," two hours of "Directed Patrol," four hours of "Gangs and Gang Activity," eight hours of "Homeland Security," four hours of "Introduction to Patrol," four hours of "Tactical Approaches," and eight hours of "Tactical Communication and Unknown Risk Traffic Stops." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits are recommended.

### **Introduction to Policing (2 credits, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 50 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course exposes students to the different types of policing and their impact upon the relationship between the community and police, the various cultures the police will be exposed to and the expectations that these cultures will have of the police. Also covered are police ethics and its impact on the community they serve as well as their fellow officers. Students are to be familiar with the three major review commissions on police misconduct and their findings. Be able to define ethics, values and sexual harassment. Identify the four major reasons for corruption, characteristic of an effective police office, be able to define and explain the difference between power, authority, and responsibility. Students are to be knowledgeable of the five steps of the Department's problem solving process. Know the components of the crime triangle its application to the problem solving process. Be thoroughly knowledgeable of the four areas of consideration for the successful implementation of a potential strategy, as well as being able to identify the two key elements in implementing a strategy and the most important steps in the problem solving process. Students must demonstrate their knowledge by participating in problem solving activities, research, investigating and developing problem solving kits. Identify the results sought and assess whether they were obtained and if not why not. Students will be familiar with the laws and policies regarding sexual harassment and the procedure in reporting sexual harassment. Students will be able to define ethnocentricity, stereotype, and fact. Know the benefits of cultural awareness. Identify three low context cultures and three high context cultures and their styles of communication. Know the different types of power.

**Instruction:** Students must complete no fewer than: four hours of "Community Policing," sixteen hours of "Cultural Awareness," four hour of "Ethical Leadership," four hours of "History of Policing," twenty hours of "Problem Solving," and two hours of "Sexual Harassment." Instructional methods for this course include lecture (supplemented by PowerPoint presentations) and practical application exercises. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Introduction to Spanish for Police Officers (1 credit, lower division)**

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 24 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course is designed to increase communication between the police and the Spanish speaking community. Students should be able to demonstrate their proficiency with the Spanish alphabet, primary numbers and key phrases. Demonstrate their ability to understand short phrases in Spanish for the purpose of report and general information. Be able to conduct a misdemeanor and felony stop in Spanish, demonstrate knowledge of legal liability when dealing with non-English speaking population.

**Instruction:** Students must complete no fewer than: twenty-four hours of "Basic Street Spanish." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), video, and handouts. Evaluation methods include practical application and written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit is recommended.

### **Traffic Accident Investigation** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 41.5 hours

**Dates:** August 2001 through June 2009

**Objectives:** Identify basic accident investigation terminology and describe the proper steps to complete the Tennessee crash report. Demonstrate the proper techniques for taking measurements and developing field sketches and scale diagrams at the scene of a vehicle traffic accident investigation. Explain the method for the collection, preservation, and documentation of evidence at the scene of a traffic accident including evidence obtained from the vehicle(s), evidence discovered on the roadway, or evidence collected from the person of vehicle operators. Explain the legal elements regarding leaving the scene of a traffic accident and the procedures to follow in the investigation of hit and run traffic accidents. Demonstrate the ability to utilize various mathematical equations that can assist in the investigation of traffic accidents including speed, velocity, and coefficients of friction. Explain human conditions that can lessen a person's ability to operate a vehicle safely. Demonstrate the ability to prepare a Tennessee Crash Report from traffic accident scenarios provided by the instructor.

**Instruction:** Students must complete no fewer than: four hours of "Advanced Measurement & Diagramming," two hours of "Evidence Collection from Crash Victims," four hours of "Evidence from Vehicles," four hours of "Examining Physical Evidence from the Roadway," two hours of "Hit and Run Investigations," four hours of "Introduction to Tennessee Crash Report," two hours of "Mathematics: Coefficient Equations," two hours of "Mathematics: Equations & Miscellaneous Equations," five and one-half hours of "Mathematics: Speed & Velocity," four hours of "Measurement & Diagramming," two hours of "Report Drawing," two hours of "The Human Factor," and four hours of "Traffic Accident Investigation Report Practicum." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom discussion, and audio/visual supplements. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Traffic Control & Enforcement** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 39 hours

**Dates:** August 2001 through June 2009

**Objectives:** Identify the basic fundamental duties of the traffic control officer and the proper procedures for directing vehicular traffic. Define "commercial vehicle," describe requirements for commercial vehicles operating on public roadways and explain the driver's licensing requirements for operators of commercial vehicles. Explain the history of RADAR, the theoretical basis for the use of RADAR, and the proper techniques for its utilization. Explain the techniques used for the detection and recognition of a DUI impaired vehicle operator. List the elements of the DUI and Implied Consent laws. Demonstrate the ability to properly administer three Standardized Field Sobriety Tests including the Horizontal Gaze Nystagmus Test, Walk and Turn Test, and One-Leg Stand Test. Explain the proper methods for conducting a traffic stop on suspected felonious or violent suspects.

**Instruction:** Students must complete no fewer than: one hour of "Commercial Vehicle Enforcement," twenty-four hours of "DUI Detection & Standard Field Sobriety," two hours of "Felony Traffic Stops," six hours of "Radar Operation," and six hours of "Traffic Control & Direction." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Vehicle Operations** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 80 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course explores the components of the police driving and designed to provide the student with the practical skills necessary to operate a police vehicle safely in various situations and conditions. The student will examine defensive driving, the use of seat belts, differences in day and night driving, law and liability, vehicle dynamics, shuffle steering, parking, serpentine, backing, and the S-curve. The student will know the physiological and psychological factors, which impact vehicle operation and control and know basic components of defensive driving and emergency vehicle operations. The student will know what to look for during routine maintenance and inspection of the police vehicle: the basic elements of a pre-ignition check and how the police package vehicle differs from ordinary vehicles, different types of tires, their importance to effective vehicle control and maintenance/inspection procedures to insure efficient and effective use of tires and know basic elements of vehicle dynamics. The student will know various environmental conditions that impact on vehicle operation. The student will demonstrate an understanding of the elements of basic driving skills and know types of skids and their causes. The student will be able to induce and demonstrate how to recover from several types of skids and also demonstrate basic driving skills and techniques while performing various driving exercises. The student will know the physiological and psychological factors which impact vehicle operation and control and know basic components of defensive driving and emergency vehicle. The student will know what to look for during routine maintenance and inspection of the police vehicle. The student will know various environmental conditions that impact on vehicle. The student will demonstrate an understanding of the elements of basic driving skills and know types of skids and their causes. The student will be able to induce and demonstrate how to recover from several types of skids and also demonstrate basic driving skills and techniques while performing various driving.

**Instruction:** Students must complete no fewer than: four hours of "90 Degree turn," two hours of "Angle Parking, T Driveway, Turn Around and Maneuver," eight hours of "Defensive Driving," two hours of "In Car Camera System," one hour of "Law and Liability," four hours of "Left/Right Side Road Turn, Y-Turn, Straight Line Backing," two hours of "Map Usage," four hours of "Night Obstacle Course and Divided Attention," four hours of "Parallel Parking, Bairs Judgment, Shuffle Steering, Straight Line Backing," four hours of "Practical Exercises," four hours of "Seat belts, Air Bags, ABS, Vehicle Familiarization Day/Night Driving," four hours of "Serpentine, S-curve, Obstacle Course," and one hour of "Vehicle Dynamics." Instructional methods for this course include lecture (supplemented by PowerPoint presentation and study handout), classroom and group discussion, and case studies. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.

### **Victimology** (2 credits, lower division)

**Program:** Basic Recruit Training

**Location:** Knoxville Police Department Training Academy, Knoxville, TN

**Length:** 28 hours

**Dates:** August 2001 through June 2009

**Objectives:** This course explores the world of victimization and the role of the police officer in that world. Topics explored are domestic violence, child sexual abuse and neglect, elder abuse, and hate crimes. Students will be able to demonstrate what constitutes child sexual abuse and how it differentiates from statutory rape, what turns an ordinary crime into a hate crime, be able to define child neglect and abuse as well as differentiate between the two. Students will be able to identify the cycle of violence, why individuals stay in physically abusive relationships, know the evidence necessary in obtaining an Order of Protection, as well as the types of Orders of Protection. Students will be able to demonstrate how to safely respond to a domestic violence call, know the five objectives of a family crime scene investigation, types

of evidence necessary for a conviction, identify defensive wounds, as well as know the importance and demonstrate the ability to complete a detailed report to assist in the prosecution of the suspect. Students will critically analyze the impact of arrest on domestic violence, define domestic (according to state law), identify the function of the domestic violence advocate, and know the resources available for victims of domestic violence. Students will understand Tennessee law regarding the seizure of weapons in domestic violence cases. Students will be able to identify and execute the proper procedure when dealing with victim's of elderly abuse. Students will know what the acronym CALM represents and the four techniques associated. Demonstrate the proper procedure when responding to a domestic violence call so as to minimize the risk factor s for officers. Demonstrate knowledge of the types of evidence and the ability to properly document them.

**Instruction:** Students must complete no fewer than: four hours of "Child Sexual Abuse," four hours of "Dynamics of Domestic Violence and the Law," two hours of "Hate Crimes," six hours of "Intervention and Investigation," six hours of "Legal Issues – elder abuse and victim safety," two hours of "Orders of Protection," and six hours of "Role Play." Instructional methods for this course include lecture (supplemented by PowerPoint presentations), guest speakers and in-class exercises. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits are recommended.