**Unit Strategic Plan**

**2021-2023**

**Name of Program/Department: Criminal Justice / Law Enforcement**

**Mission Statement:**

The Criminal Justice Department contributes to the fulfillment of the college’s mission by offering quality undergraduate education that enables students to complete Associate Degrees in Criminal Justice and/or Associate in Applied Science Degrees and Certificates in Law Enforcement. It is a comprehensive professional and career program that enriches intellectual, political, cultural, and civic dialogue and understanding through its diversified curriculum.

The department will:

* meet the educational needs of students planning to transfer to universities
* prepare students considering criminal justice careers
* provide education for students employed in the field who are seeking advanced education
* provide access to instruction through traditional and distance learning modes of delivery
* evaluate courses for relevancy
* ensure a professional and knowledgeable faculty

***Accessibility:***

Currently the program has a Program Coordinator (PC), L-19 (Part-time Staff), and 4 adjunct practitioners (visiting instructors) with a variety of training, education, and background knowledge in the field of Criminal Justice. Students have been given the option at all campuses to enroll either online or in a traditional setting. Currently, due to the COVID-19 and Delta Variant pandemic, online courses have been making while the traditional course rooms have not reached enough students to make a class. The online courses have been meeting and exceeding expectation, even requiring some classes to increase the number of allowed seats and/or the starting of a new class (different CRN class) altogether.

Between the last three semesters the average online classes hosted by the Criminal Justice Department has been 8 with a high total class offered at one term of 11 course rooms. The average number of students in each course has been 15 students per course room. The remote/distance learning courses have helped to expand the college’s ability to grow even allowing students from outside of the State of Alabama and military personnel who are deployed abroad to attend classes on the online format.

***Headcount Enrollment by Current Umbrella CIP program and Award Sought:***

Fall 2020 – Summer 2021 = 229

C140 Law Enforcement (AAS)

Total= 52

T061 Criminal Justice (AS)

Total= 209

***Program Viability 43.0101 Law Enforcement – continues to exceed state requirement***

Summer 2018 - Summer 2019 - Summer 2020 -

Spring 2019 Spring 2020 Spring 2021

34 43 52

***Three-year average = 43***

***Productivity – Credit Hour Production***

Fall 2018 – Summer 2019 = 702 hours

Fall 2019 – Summer 2020 = 732 hours

Fall 2020 – Summer 2021 = 768 hours

* One full-time faculty working on 50/50 FT to PT ratio.
* 80% of CHP was generated by the program coordinator, who is the only full-time faculty

***Program Review Data Summer 2018 – Spring 2019***

Graduates/Leavers Employed in Field 75 %

Satisfied or Very Satisfied with Program 88 %

* Data from 84% response rate

**Internal Conditions:**

1. **Technology**

Currently PC, L-19, and adjunct instructors are working remotely. Currently there is no additional technological issues or requests within the department.

1. **Budget**

Office space at Shelby Campus was requested at an estimated cost of $1800. The PC requested marketing material which has been approved and uploaded to Office Depot website. Request for $1,616.80 dollars to be allowed to purchase police/crime scene supplies from Sirchie Company, for course room project and lab in both Criminalistics and Advance Criminalistics (See below list).

1. **Staffing**

PC has been contacting high schools to boost dual enrollment within the CRJ program. Currently PC production hours are 50 - 60 hours a week and L-19 Stephens has been meeting and exceeding 38 hours pay scheduled requirements. L-19 has been donating additional time and hours above her required part-time hours of 19 hours per week.

The addition of L-19 Sheila Stephens has benefited the program by aiding the new program coordinator in advising, new student orientations/registration, and online course development. Current projections are showing a possible need to move L-19 to a full-time status possibly by next physical budget year based upon program continued growth and student enrollment in the program.

1. **Resources**

Currently the PC has been working closely with the Jefferson State Community College Police Department in continued education. The PC has also been attending training and presentations with the Alabama Fraud Examiner Association. This organization provides excellent training through live remote presentations. Common topic area is new technology, white collar crime, and investigative techniques. These course topics are relevant to current crime trends and are relative to current course material within both the C140 A.A.S. in Law Enforcement and the T061 A.S. in Criminal Justice. The training is also beneficial for both the long and short certificates available in the department’s program.

1. **Enrollment**

(current numbers)

Years 2018-2019 2019-2020 2020-2021

Totals 188 203 261

Current numbers are showing an overall increase in student enrollment for the 2020-2021 year.

1. **Facilities**

The program has limited access to campus facilities such as classroom space due to the majority of course work being held online/remote. The program coordinator has private office space located in the George Layton Building on Jefferson State Campus, located on Carson Road, and has access to office space at the Shelby Campus in General Studies Building, room 216A, adjunct offices. A designated office at Shelby has been requested in the current budget along with office supplies and technology. There is also a request to move the department’s Program Coordinator’s office from the Carson Road campus to the Chilton County campus.

**External Conditions (such as state funding, accrediting agencies, advisory committees, postsecondary policy changes):**

There is no accrediting body for academic criminal justice programs. Various criminal justice and law enforcement agencies have their own training and certifying entities, i.e., Alabama Peace Officers Standards and Training Commission (APOSTC), Alabama Board of Pardons and Paroles, Alabama Department of Corrections, FBI, ATF, DEA, US Probation, etc. This is an academic program that enhances practitioner education but does not certify students as “law enforcement” officers. Many students pursue higher education in the theoretical field of justice sciences/social science, law and other related areas. Jefferson State does, however, offer certification for Crime Scene Investigators who complete the Crime Scene Investigation program and Basic Interviewing Tactics for students who complete the Interview and Interrogation program. These students are, by and large, already working in law enforcement and are being sponsored by their agencies.

The Criminal Justice-Law Enforcement Advisory Committee is comprised of upper management and professionals from local and state agencies as well as private companies, including the Birmingham Police Department; Jefferson, Shelby and Blount County Sheriff’s Departments; City Action Partnership, Alabama Peace Officers Standards and Training Commission, and Security Engineers, Inc. The committee meets at least two to three times per year (at least twice) and provides useful feedback on educational and training needs, current job market information as well as constructive suggestions for improving the program.

**2019-2020 Accomplishments:**

* Prior Program Coordinator revised the Advisory Committee section of student handbook/catalog.
* Prior Program Coordinator was able to meet with Advisory Committee by zoom during the shelter in place orders.
* Prior Program Coordinator assisted in interviewing and selection of new coordinator
* Dr. Robert Bland Ph.D. was selected as new coordinator of the Criminal Justice and Law Enforcement programs
* Prior Program Coordinator Cecilia Tubbs M.S. retired
* New Program Coordinator updated the Criminal Justice/Law Enforcement webpage.
* L19 and PC continued marketing program at High School Career Fairs and speaking to High School groups during Career Days.
* Social Media page was established to promote the program, students, and alumna

**Unit Goals (2020-2021):**

**Goal 1: Maintain up-to-date curriculum to prepare students for employment, advancements in employment, or continuing their education at four-year institutions**

1. **Objectives** 
   1. Review course competencies on an annual basis and revise as necessary based on input from faculty, graduates, employers, and/or advisory committee members.
   2. Review curriculum on an annual basis with input from faculty, employers, former graduates and/or advisory committee members. Recommended changes will be presented to and approved by the department faculty as well as the college’s curriculum committee.
   3. Work with L19 to develop and offer more Internet courses.
   4. Allow for lab and practical exercise in both Criminalistics and Advance Criminalistics. The course will cover crime scene detection, preservation, and collection. These practical exercises will require the purchase of supplies which are currently not available to the department to help meet the learning objectives for students.
2. **Method of Assessment**
   1. Assessment of course competencies and the curriculum will be considered met based on the judgment of the faculty and advisory committee members.
   2. Student surveys will also be assessed for instructor assessments on delivery of course curriculum.
3. **Additional Funding Requests**

* 1. Funding to hold annual advisory committee meeting: approximately $150
  2. Funding to purchase supplies from Sirchie Website: approximately $1,616.80

**Goal 2: Continue professional and program development**

1. **Objective**

1. Ensure that program faculty stay abreast of relevant issues, recent developments, current trends, changes affecting the system, and job market trends
2. **Method of Assessment**
3. Faculty Individual Action Plans (IAP)
4. Attend Criminal Justice-Law Enforcement related professional development
5. **Additional Funding Requests**

a. Estimated costs to attend state and regional conferences $2000.00

($500.00 for state conference and $1500 for regional conference)

**Goal 3: PC to continued work on having and developing a CRJ office at the Shelby County Campus**

1. **Objective**
   1. Enhance student accessibility for meetings and advising
   2. Create more efficient workspace for program coordinator, L-19, and adjunct(s)
2. **Method of Assessment**
3. Establish office space at Shelby Campus
4. **Additional Funding Requests**
5. Estimated costs total $1800

**Desk $ 400**

**Chair $ 200**

**Computer $1,000**

**Filing Cabinet $ 200**

**Goal 4: PC to continue to market and recruit students to the CRJ program(s) through High School Dual Enrollment and Prior Learning Assessment- for certified professional law enforcement officers.**

1. **Objective**
2. Review, revise, and update program advising material as needed and distribute to students; with material containing SAC’s accreditation logo

1. Collaborate with Enrollment Services, advisors, faculty, and administrators to more efficiently advise students
2. Meet with high school officials for dual enrollment information on the CRJ program and the Law Enforcement certificate with Jefferson State Community College.
3. Meet with police department administration on officer recruitment and using the Prior Learning Assessment for college credit.
4. **Method of Assessment**
5. Advising material revised, updated, and distributed in CRJ classes and placed in key locations during registration period
6. **Additional Funding Requests**
7. Estimated costs: $500.00 printing costs of advising material through Office Depot

**Goal 5: PC requesting supplies for hands on learning/training in practical exercises for students learning crime scene process and basic forensic analysis of a scene.**

1. **Objective**

1. The itemized list of supplies are for the department’s Criminalistic and Advance Criminalistic course room. The request is for the purchase of said items to be used in the development and teaching of crime scene preservation, crime scene documentation, criminal evidence detection, and criminal evidence collection.
2. The supplies are required to deliver a more hands on approach of learning for students who are going into the career field or already are in the career field and are present to fine tune their forensic specialty/skills.

**2. Method of Assessment**

1. Material will be utilized in practical crime scene collection by students enrolled in the Criminalistics and Advance Criminalistics courses

**3.Additional Funding Requests**

1. Estimated costs: $1,616.80 (see itemized list below)

**Items to be purchased from Sirchie Company who we already have had a pre-existing account with.**

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Cost |
| Retractable Steel 3-meter Tape Measure | 3 individual @ $10.95 each | $32.85 |
| Fiberglass Reel Tape Measure 100 ft | 2 individual @ $29.45 each | $58.90 |
| Single Wheel Measuring Roller | 1 individual @$108.20 | $108.20 |
| Barrier Tape (Crime Scene) | 1 case @ $15.45 | $15.45 |
| Latent Print kit | 10 individuals @$48.15 each | $481.50 |
| Electro-Fume Iodine kit | 1 individual @$115.00 | $115.00 |
| Evidence Envelopes | 1 case @ $95.90 | $95.90 |
| Luminol Spray | 1 individual @ $26.60 | $26.60 |
| Shake-N-Cast kit | 1 case @18.60 | $18.60 |
| Gunpowder Particle kit | 1 individual @ $109.20 | $109.20 |
| Sterile Swabs | 1 case @ $102.90 | $102.90 |
| Latex Gloves (no powder) XL | 5 individuals @ $35.40 | $177.00 |
| Latex Gloves (no powder) Med | 5 individuals @ $35.40 | $177.00 |
| Evidence Tape | 1 individual @ $7.70 | $7.70 |
| Distilled Water 1oz bottles | 40 individuals @ 2.25 | $90.00 |
|  | Total | $1,616.80 |