

Administration of Justice



LOS ANGELES MISSION COLLEGE

November 2008

CERTIFICATE IN CRIME AND INTELLIGENCE ANALYSIS

Are you looking for an interesting and challenging career in law enforcement? Crime and Intelligence Analysis is an emerging career that uses analysis, research and statistical methods to predict and prevent crime. Most analysts work in law enforcement agencies. The demand for crime and intelligence analysis is rising because of the United States focus on crime and terrorist activity. Cal State Fullerton's Certificate in Crime and Intelligence Analysis provides specialized training in this emerging field. You will learn how to identify and define crime trends, problems and patterns, and to use your research and analysis to create tactics and strategies that lead to an

effective police response.

Graduates of this program receive four key benefits that validate their Crime and Intelligence Analysis expertise. These include:

- A certificate from the California Department of Justice designating you as a Certified Crime & Intelligence Analyst
- A certificate from Cal State Fullerton demonstrating completion of this program
- "On-the-job training" through a 400-hour practicum/internship with a law enforcement agency
- National certification that is recognized in other states.

Certificate Requirements

To be eligible for the certificate, students must meet and

document the following requirements on the application for the program:

- Completion of an Introduction to Criminal Justice and a Criminal Law class from an accredited program of study or a letter of verification of such working knowledge from an employer/instructor (students may complete these prerequisite classes while enrolled in initial certificate classes)
- Knowledge of basic computer applications and skills, such as word processing, spreadsheet documents, and data entry, documented through a program of study or letter of verification from an employer. For further information, go to csufextension.org

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www.lamission.edu/aj

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818-364-7610

Our location:
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Internet courses coming to Administration of Justice

Starting in Spring of 2009, the AJ program will be scheduling on-line courses in Administration of Justice. These courses are designed for some students who work fulltime and cannot attend traditional in-room classrooms. AJ1 (intro to AJ) will be offered on-line and

taught by Dr. Jessica Hart from California State University, Los Angeles. Dr. Hart was on the faculty in the Criminal Justice department at the university.

Students should familiarize themselves with the dynamics of on-line learning by going to the college's website and

learning how to take an on-line class. Enrollment in this class has already begun.

This class is also transferable and articulated to Cal State L.A.'s department of Criminal Justice and CSUN's department of Sociology.

Glendale Police hiring for Communications Operator

Police Communications Operators perform a full range of radio-telephone operational duties in dispatching public safety personnel and equipment. Essential Functions of the Police Communications Operator include the following: Receives, identifies and accurately evaluates emergency and routine calls for police services, routes 911 calls for Fire and EMS services, refers calls to other agencies and makes required notifications as appropriate.

Monitors and maintains the status of all police personnel and units as to location and availability. Determines appropriate personnel and equipment to be dispatched using voice radio and computer aided dispatch system. Responds calmly and effectively in emergency and stress situations. Develops speed and accuracy in performing job duties & responsibilities, including operating radio consoles, computer terminals and associated communications

equipment, performing minor maintenance as required. Monitors multiple police, fire and emergency radio frequencies. Assists Community Service Officers assigned to the Jail with searches of arrestees on an as-needed basis. Minimum requirements are a high school diploma and ability to type 30 words per minute. For more information, go to their site at www.ci.glendale.ca.us



Glendale Police hiring for Police Cadet

This temporary, unclassified, part-time position consists of a variety of non-hazardous support functions at the Glendale Police Department, while attending college. Essential functions of the position include, but are not limited to: maintaining property and evidence control; inventory control; answering phones; maintaining equip-

ment; filing, copying, and researching documents; fingerprinting and photographic processing; interviewing; making public appearances and conducting department tours; serving subpoenas; report writing; computer data entry; traffic control; transportation; and parking enforcement.; and providing customer service in person

and over the phone to the public and other city departments. Minimum qualifications are 18 years of age, high school diploma, currently enrolled in 9 units or more in college with a GPA of 2.0. Also a background check. For more information, go to their website at www.ci.glendale.ca.us



Burbank Police hiring for Police Cadet

Burbank Police department is currently accepting applications for Police Cadet. Police cadets are responsible for non-hazardous duties such as taking reports, booking evidence, answering phones, assisting in investigations, assisting in community programs and assisting other law enforcement officers. Salary

range is from \$13.05 to 16.30 hour. Applicants must be U.S. citizens or permanent resident alien with citizen application in process. Applicants must be at least 18 with a high school diploma and enrolled in college. Must also have a valid California driver's license.

For more information, go to their website at www.ci.burbank.ca.us

