



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

CHED MEMORANDUM ORDER (CMO)

No. 21

Series of 2005

**SUBJECT: CRIMINAL JUSTICE EDUCATION: POLICIES AND
STANDARDS FOR THE CRIMINOLOGY PROGRAM**

In accordance with the pertinent provisions of Republic Act No. 7722 otherwise known as the "Higher Education Act of 1994", there shall be a rationalized **CRIMINAL JUSTICE EDUCATION (CJE)** in the country that shall include degree programs in **CRIMINOLOGY, LAW ENFORCEMENT ADMINISTRATION, CORRECTIONAL ADMINISTRATION, INDUSTRIAL SECURITY ADMINISTRATION and FORENSIC SCIENCE**, among others, in order to meet the demands of globalization as it impacts on the rapidly changing and interdisciplinary fields of criminal justice. This set of policies and standards shall focus on the **CRIMINOLOGY PROGRAM**.

Article I

Section 1. Scope and Coverage

The field of criminology is a study of crime and the various agencies of justice as they operate and react to crime, criminals and victims. It is therefore the mission of the **CRIMINOLOGY PROGRAM** to provide the community with professionally competent and morally upright graduates who can deliver efficient and effective services in crime prevention, crime detection and investigation, law enforcement, and custody and rehabilitation of offenders, among others.

Higher Education Institutions (HEIs) offering the Criminology program are envisioned as significant educational institutions actively and continually involved in producing graduates who have the knowledge and skills in addressing the problem of criminality in the country and the competence to meet the challenge of globalization in the field of criminology.

Thus, the Commission on Higher Education hereby adopts and promulgates these revised policies and standards for the degree of **BACHELOR OF SCIENCE IN CRIMINOLOGY (B.S. Criminology)**.

Article II

AUTHORITY TO OPERATE

Section 2. Bachelor of Science in Criminology (B.S. Criminology)

Higher Education Institutions (HEIs) shall operate the Criminology Education program only upon issuance of the corresponding authority.

Article III

PROGRAM SPECIFICATIONS

Section 3. Degree Name: Bachelor of Science in Criminology (B.S.Crim.)

Section 4. Program Description:

4.1. Objectives

The program aims to:

- 4.1.1 foster the values of leadership, integrity, accountability and responsibility while serving their fellowmen, community and country;
- 4.1.2 prepare the students for careers in crime prevention, law enforcement, scientific crime detection and correctional administration;
- 4.1.3 encourage research and inquiry on the nature, causes treatment or punishment of criminal behavior and how criminal justice agencies respond to crime, criminals and victims.

4.2 Career Opportunities

A graduate of B.S Criminology is prepared for careers in crime prevention, law enforcement, scientific crime detection, and correctional administration.

Article IV

COMPETENCY STANDARDS

The graduates of Bachelor of Science in Criminology must possess the following competencies:

1. broad cultural background and thorough knowledge and understanding of constitutional guarantees;
2. knowledge, skills, attitudes and values essential to the practice of Criminology in the fields of criminalistics, law enforcement administration, criminal sociology, criminal law and procedure, correctional administration, ethics and community relations and defensive tactics;
3. knowledge and understanding of crime problems including causal theories and the implications of crime statistics;
4. adequate knowledge of the organization and operation of law enforcement agencies and how it forms part of the Criminal Justice System;
5. scientific knowledge and skills to investigate, analyze and preserve physical evidence relating to the commission of crime as well as identify and present the same in court;
6. adequate proficiency and technical knowledge in the fields of Criminalistics such as: Police Photography, Dactyloscopy, Questioned Documents Examination, Polygraphy, Ballistics, Forensic Science and Toxicology; and
7. knowledge and understanding of elements of crimes as provided under existing laws, including the impassable penalties and principles of criminal evidence.

Article V

CURRICULUM

Section 5. Curriculum Description

- a. The B.S. in Criminology has a total of 165 units. The Program is comprised of the General Education components, professional courses and practicum (On-the-Job Training/Community Immersion).

- b. The General Education courses are in accordance with the requirements of CHED Memorandum Order No. 59, series 1996 – The New General Education Curriculum (GEC).
- c. There must be professional courses with a total of 104 credit units.
- d. A one-semester, 540 hours Practicum 1& 2/Community Immersion with 6 credit units is a requirement where in the students are assigned to different areas of the community. The unique feature of the program is the student's contribution to "police visibility".

Section 6. Curriculum Outline

A minimum of 165 academic units is required for graduation for the Bachelor of Science in Criminology (B.S.Crim), distributed as follows:

	No. of SUBJECTS	UNIT EQUI- VALENT	TOTAL UNITS
1. GENERAL EDUCATION COURSES			61 UNITS
1.1 Language and Literature	7		21
English	4		12
English 1 – Comm. Skills 1/Study and Thinking Skills in English		3	
English 2 – Speech and Oral Communication		3	
English 3 – Technical Report Writing 1		3	
English 4 – Technical Report Writing 2		3	
Filipino	2		6
Filipino 1 – Sining ng Pakikipagtalastasan		3	
Filipino 2 – Pagbasa at Pagsulat sa Iba't-ibang Disiplina		3	
Literature	1		3
Literature 1 – Philippine Literature/ Literatura 1 – Panitikan ng Filipinas		3	
1.2 Mathematic	2		6
Math 1 – College Algebra		3	
Math 2 – Plane Trigonometry		3	
1.3 Natural Science	2		10
Nat. Sci. 1 – General Chemistry		5	
Nat. Sci. 2 – Forensic Chemistry and Toxicology		5	
1.4 Humanities and Social Sciences	5		15
Philo. 1 – Logic		3	
Soc. Sci. 1 - Political Science with Phil. Constitution.		3	
Soc. Sci. 2 – General Psychology		3	
Soc. Sci. 3 – Society and Culture with Pop. Ed.		3	
Soc. Sci. 4 – Basic Economics with TAR		3	
1.5 Computer	1		3
Computer 1 – Computer Application		3	
1.6 Mandated Subjects	2		6
Philippine History		3	
Life and Works of Rizal		3	

2. PROFESSIONAL SUBJECTS	33		104
A. Sociology of Crimes and Ethics	6		18
Criminology 1 Introduction to Criminology and Psychology of Crimes		3	
Criminology 2 Philippine Criminal Justice System		3	
Criminology 3 Ethics and Values		3	
Criminology 4 Juvenile Delinquency and Crime Prevention		3	
Criminology 5 Human Behavior and Crisis Management		3	
Criminology 6 Criminological Research and Statistics		3	
B. Law Enforcement Administration (LEA)	6		18
LEA 1 Police Organization & Administration with Police Planning		3	
LEA 2 Industrial Security Management		3	
LEA 3 Police Patrol Operations with Police Communications Systems		3	
LEA 4 Police Intelligence		3	
LEA 5 Police Personnel and Records Management		3	
LEA 6 Comparative Police System		3	
C. Crime Detection and Investigation (CDI)	6		18
CDI 1 Fundamentals of Criminal Investigation		3	
CDI 2 Traffic Management and Accident Investigation		3	
CDI 3 Special Crime Investigation		3	
CDI 4 Organized Crime Investigation		3	
CDI 5 Drug Education and Vice Control		3	
CDI 6 Fire Technology & Arson Investigation		3	
D. Criminalistics	6		23
Criminalistics 1 Personal Identification		4	
Criminalistics 2 Police Photography		4	
Criminalistics 3 Forensic Ballistics		4	
Criminalistics 4 Questioned Documents Examination		4	
Criminalistics 5 Polygraphy (Lie Detection)		4	
Criminalistics 6 Legal Medicine		3	
E. Criminal Law and Jurisprudence (CLJ)	5		15
CLJ 1 Criminal Law (Book 1)		3	
CLJ 2 Criminal Law (Book 2)		3	
CLJ 3 Criminal Procedure		3	
CLJ 4 Criminal Evidence		3	
CLJ 5 Court Testimony		3	

F. Correctional Administration (CA) CA 1 Institutional Corrections CA 2 Non-Institutional Corrections	2	3 3	6
G. Practicum 1 & 2 On-the-Job Training and Community Immersion	2	6	6
3. PHYSICAL EDUCATION (P.E.) P. E. 1 Fundamentals of Martial Arts P. E. 2 Disarming Techniques P. E. 3 First Aid and Water Survival P. E. 4 Marksmanship and Combat Shooting	4	(2) 2 (2) 2 (2) 2 (2) 2	(8) 8
4. NATIONAL SERVICE TRAINING PROGRAM (NSTP) NSTP 1 NSTP 2	2	(3) 3 (3) 3	(6) 6
5. SUMMARY OF UNITS General Education Courses Professional Subjects Physical Education (PE) National Service Training Program (NSTP)	19 33 (4) 4 (2) 2		61 104 (8) 8 (6) 6
TOTAL	(52)-58		(165)-179 units

Section 7. Program of Study

7.1 Bachelor of Science in Criminology

The institution may enrich the sample/model program of study depending on the needs of the times, provided that all prescribed courses/competencies required in the curriculum outline are offered and pre-requisites and co-requisites are observed.

FIRST YEAR

1 st Semester	SUBJECTS	Units	Lecture (Hrs)	Lab. (hrs)
English 1	Communication Skills 1/Study and Thinking Skills in English	3	3	0
Filipino 1	Sining ng Pakikipagtalastasan	3	3	0
Math 1	College Algebra	3	3	0
Soc. Sci. 1	Political Science with Philippine Constitution	3	3	0
Computer 1	Computer Application	3	3	0
Soc. Sci. 2	General Psychology			
Criminology 1	Introduction to Criminology and Psychology of Crimes	3	3	0
PE 1	Fundamentals of Martial Arts	3 (2) 2	3 (2) 2	0
TOTAL		(21)-23	(21)-23	0

2 nd Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
English 2	Speech and Oral Communication	3	3	0
Filipino 2	Pagbasa at Pagsulat sa Iba't-ibang Disiplina	3	3	0
Math 2	Plane Trigonometry	3	3	0
LEA 1	Police Organization and Administration with Police Planning	3 3	3 3	0 0
Criminology 2	Philippine Criminal Justice System	3	3	0
Criminology 3	Ethics and Values	3	3	0
LEA 2	Industrial Security Management	(2) 2	(2) 2	
PE 2	Disarming Techniques			
TOTAL		(21)-23	(21)-23	0

SECOND YEAR

1 st Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
English 3	Technical Report Writing 1	3	3	0
CLJ 1	Criminal Law (Book 1)	3	3	0
Nat. Sci. 1	General Chemistry	5	3	6
LEA 3	Police Patrol Operations with Police Communications Systems	3 3	3 3	0 0
LEA 4	Police Intelligence	3	3	0
Criminalistics 1	Personal Identification	4	3	2
PE 3	First Aid and Water Survival	(2) 2	(2) 2	
TOTAL		(21)-23	(18)-20	8

2 nd Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
English 4	Technical Report Writing 2	3	3	0
Criminology 4	Juvenile Delinquency and Crime Prevention	3	3	0
CD1 1	Fundamentals of Criminal Investigation	3	3	0
Criminalistics 2	Police Photography	4	3	2
CLJ 2	Criminal Law (Book 2)	3	3	0
Nat. Sci. 2	Forensic Chemistry and Toxicology	5	3	6
PE 4	Marksmanship and Combat Shooting	(2) 2	(2) 2	(0)
TOTAL		(21)-23	(18)-20	8

SUMMER				
	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
Soc. Sci. 3	Society and Culture with Pop. Ed.	3	3	0
Phil Hist.	Philippine History	3	3	0
Philo. 1	Logic	3	3	0
TOTAL		9	9	0

THIRD YEAR				
1 st Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
Lit 1	Philippine Literature/Panitikan ng Filipinas	3	3	0
Soc. Sci. 4	Basic Economics with TAR	3	3	0
LEA 5	Police Personnel and Records Management	3	3	0
CDI 2	Traffic Management and Accident Investigation	3	3	0
Criminalistics 3	Forensic Ballistics	4	3	2
Criminalistics 4	Questioned Documents Examination	4	3	2
CA 1	Institutional Corrections	3	3	0
TOTAL		23	21	4

2 nd Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
Rizal Course	Life and Works of Rizal	3	3	0
Criminalistics 5	Polygraphy (Lie-Detection)	4	3	2
CA 2	Non-Institutional Corrections	3	3	0
CDI 3	Special Crime Investigation	3	3	0
Criminology 5	Human Behavior and Crisis Management	3	3	0
CDI 4	Organized Crime Investigation	3	3	0
CLJ 3	Criminal Procedure	3	3	0
TOTAL		22	21	2

FOURTH YEAR				
Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
A 6	Comparative Police System	3	3	0
I 5	Drug Education and Vice Control	3	3	0
I 6	Fire Technology and Arson Investigation	3	3	0
minialistics 6	Legal Medicine	3	3	0
minology 6	Criminological Research and Statistics	3	3	0
J 4	Criminal Evidence	3	3	0
J 5	Court Testimony	3	3	0
TP 1		(3) 3		
TOTAL		(21)-24	21	0

Semester	SUBJECTS	Units	Lecture (hrs)	Lab. (hrs)
acticum 1 & 2	On-the-Job Training and Community Immersion (Students shall be required to submit Case Analysis or Case Research as part of the Practicum requirement)	6		540
STP 2		(3) 3		
TOTAL		(6) - 9		540

Section 8. Practicum: On-the-Job Training and Community Immersion Requirement

A one-semester Practicum/Community Immersion is required in the Bachelor of Science in Criminology program. It will be undertaken by the students in the 2nd semester of the 4th curriculum year level and they will be assigned to different areas of the community. The unique feature of the program is the student's contribution to "police visibility".

Students undergoing Practicum shall submit a research report which shall be a Case Study or a Case Analysis. The report will integrate the theories into the practicum experiences in the place where the students have been assigned. It should reflect the student's involvement in the enforcement of the law. The research report shall be submitted after the semester, to the faculty committee and approved by the Head of the Criminology department, as a requirement of the course.

There shall be a link-up of the school with accredited police or security training centers, DILG, NBI, NAPOLCOM, PNP, Crime Laboratory, Corrections and Rehabilitation Training Center, Fire Stations, Probation and Parole Administration, Banks, Bureau of Immigration, or any public

institution or private commercial establishment where the practicum and community immersion of the students shall be conducted.

The instructor and the coordinator assigned to supervise the Practicum and Community Immersion shall maintain an accurate record of activities of students undergoing the said program.

The school shall ensure ample protection to life and limb of students through insurance which will be taken on the student's account, and other appropriate safety nets.

Article VI
COURSE SPECIFICATIONS

Section 9. Description of Courses

9.1 General Education Courses

A. Language and Literature

English 1 – Communication Skills 1/Study and Thinking Skills in English

This course covers the development of communicative competence in English with emphasis on effective reading, writing and listening skills. It is designed to develop language learning strategies, effective communication techniques, and academic study skills. Lessons and activities involve development of oral and written communication skills in different social contexts, reading skills enhancement and effective use of reference and resources.

This course aims primarily to develop students with effective language and thinking skills and language-learning strategies necessary for academic studies.

3 units:1 hour Lecture/unit; 3 hours/week
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English 2 – Speech and Oral Communication

This course gives the students an understanding of the basic principles of speech and voice production and proficiency in their use; speech skills common to all forms of oral communication; the selection and evaluation of materials for speech, and organizational thought, voice, action, and speaker-listener relations. Emphasis is given on the development of oral communication skills for effective presentation and debate, both formal and informal.

3 units:1 hour Lecture/unit; 3 hours/week
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English 3 – Technical Report Writing-1

This course studies and distinguishes types and purposes of technical reports in criminology and the use of appropriate terms and phraseologies to meet the needs of readers. Spelling, capitalization, mechanics and techniques of writing reports of cases are investigated, both forms and content. It includes application of principles of appropriate report writing: brevity, clarity, completeness, and accuracy of facts, and presentation according to prescribed format and style. (Pre-requisite: English 1 and 2)

3 units:1 hour Lecture/unit; 3 hours/week
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English 4 – Technical Report Writing 2

This course gives the students training in investigative report writing including the structure and format of making reports and feasibility studies.

It covers fundamentals and styles of report writing; form and contents of police reports, including simple legal forms; manner of handling standard police forms; technique sequences of blotter entries; preparation of arrest and crime reports; fundamentals of records management and the Decimal System of reports and document filing; study of Uniform Crime Reports and care and custody of confidential files; criminal statistics and wanted forms (carpeta and its contents and formats); the follow-up control system and the use of electronic processing. (Pre-requisite: English 1, 2, and 3)

3 units:1 hour Lecture/unit; 3 hours/week
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Filipino 1 – Sining ng Pakikipagtalastasan

Pag-aaralan ang Filipino bilang isang wikang dinamiko na gagamitin sa komunikasyong pasalita at pasulat. Lilinangin ang apat na makrong kasanayan sa pakikinig, pagsasalita, pagbasa at pagsulat sa pamamagitan ng iba't ibang teksto at konteksto.

3 units:1 hour Lecture/unit; 3 hours/week
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Filipino 2 – Pagbasa at Pagsulat sa Iba't ibang Disiplina

Ang kursong ito ay magbibigay-pokus sa pagbasa at pagsulat bilang kasangkapan sa pagkatuto. Ituturo sa kursong ito ang mga estratehiya sa pagbasa ng iba't ibang genre ng mga tekstong nakasulat. Lilinangin din ang mga kasanayan sa pag-unawa lalo na ang kritikal na pag-unawa, gayundin ang kasanayan sa pagsulat ng iba't ibang sulating akademik. Magiging batayang paksa ang ukol sa humanidades at agham panlipunan, at agham at teknolohiya.

3 units:1 hour Lecture/unit; 3 hours/week
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Literatura 1- Ang Panitikan ng Filipinas /
Literature 1- The Literature of the Philippines

Pag-aaral sa iba't ibang anyo ng literatura sa pamamagitan ng pagbasa sa ilang tekstong pampanitikan na hango sa iba't ibang rehiyon ng Filipinas at iba't ibang panahon ng kasaysayan ng bayan.

This is a study of literary forms or genres as exemplified by selected literary texts from various regions of the Philippines written at different periods in Philippine literary history.

3 units:1 hour Lecture/unit; 3 hours/week
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B. Mathematics

Mathematics 1 – College Algebra

This is a study of fundamental operations in pure and applied mathematics involving algebraic expression, fractions, linear and graduated equations, basic statistical concepts involving collection of crime, data tabular and graphical presentation of data, measures of central tendencies and dispersions, variance and sampling procedures.

3 units:1 hour Lecture/unit; 3 hours/week
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Mathematics 2 – Plane Trigonometry

This is a study of trigonometric functions, identities, measurement of angles, solution of triangles, logarithms, radian measure and mil measure.

3 units:1 hour Lecture/unit; 3 hours/week
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C. Natural Sciences

Natural Science 1 – General Chemistry

This course deals with the basic concepts in elementary chemistry and principles of chemical reactions. It includes the study of common elements with particular attention to application in criminal investigation, the study of descriptive chemistry of metals, chemistry of carbon and carbon compounds and their principles, and laboratory techniques used in the identification of metallic elements. Requires lecture, recitation and laboratory.

5 units: Laboratory 2 units: 3 hours/unit; 6 hours per week
Lecture 3 units: 1 hour/unit 3 hours per week
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Natural Science 2 – Forensic Chemistry and Toxicology

This course deals with the application of chemistry in the identification of physical evidence. It includes collection, preservation, examination and study of blood, semen and other body fluids for DNA, gunpowder and explosives, hair and textile fibers, chemical aspects of document examinations, problems of glass fragments and glass fractures, moulage, metallurgy, petrography as applied to crime investigation, study of nature, physiological action, chemical and physical properties, dosage, treatment and detection of poisons. Requires lecture, recitation, and laboratory.

5 units: Laboratory 2 units: 3 hours/unit; 6 hours per week

Lecture 3 units: 1 hour/unit 3 hours per week

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D. Humanities and Social Sciences

Philosophy 1 – Logic

This course is a specially outlined study of the basic principles of philosophy and its branches covering psychology, ethics and theodicy. It also covers an introduction to formal logic to develop the students' skills in forming clear and systematic thought, conducting inquiries and carrying out abstract logical and critical thinking.

3 units: 1 hour Lecture/unit; 3 hours/week

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Social Science 1 – Political Science with Philippine Constitution

This is a study of the basic concepts of political science (i.e. power, state government, ideology, nation, political forces), the types of political systems and the processes of political development. The principles and concepts of political sciences especially as they apply to the Philippines, the historical development of political institutions from pre-Spanish times to the present with special emphasis on the new constitution.

3 units: 1 hour Lecture/unit; 3 hours/week

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Social Science 2 – General Psychology

This is an introductory course to the study of psychology as a science of human behavior. Discussions of different theories, principles, and concepts aim to give the students basic knowledge of human behavior and focus on the fundamental questions of how and why we think, feel and behave the way we do; how we get along with one another; and why we become the unique individuals that we are.

3 units: 1 hour Lecture/unit; 3 hours/week

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Social Science 3 – Society and Culture with Population Education

The course deals with the basic structures of human societies, the main forces that hold groups together or weaken them, as well as the conditions that transform social life. Also discussed are the development and characteristics of Filipino culture, the personal and social values of Filipinos, the historical influence on cultural variations, the structure of Filipino culture viewed in terms of adaptability to change, and an understanding of different cultures in today's world with emphasis on population, social change and rural development.

3 units:1 hour Lecture/unit; 3 hours/week
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Social Science 4 – Basic Economics with Taxation and Land Reform

This course is an introduction to Economics, the basic concepts of microeconomics, money and banking, economic growth and development and international economics. Also discussed are the basic concepts of taxation and land reform.

3 units:1 hour Lecture/unit; 3 hours/week
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E. Computer Education

Computer 1 – Computer Application

The course presents an application of computer hardware, software, and information systems as applied to the practice of the profession. This serves as an introduction to computers as data processing tool. Students are given basic training in word processing, spreadsheet and Internet among others.

3 units:1 hour Lecture/unit; 3 hours/week
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F. Mandated Subjects

Philippine History

This course provides a general survey of the history of the Filipino people from the pre-colonial times to the present. It analyzes the causes and impact of colonization and traces the stream and growth of Filipino nationalism and cultural heritage.

3 units:1 hour Lecture/unit; 3 hours/week
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Rizal Course: Life and Works of Rizal

This course deals with an analysis, evaluation and interpretation of Rizal's life, his birth and parentage, education and travels. The student is initiated to a reflective study of Rizal's thoughts, ideas as revealed in his novels, poems and essays. It also includes discussion on the validity, applicability and usefulness of Rizal's ideas to contemporary Philippine society.

3 units:1 hour Lecture/unit; 3 hours/week
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G. Physical Education

P E 1 – Fundamental of Martial Arts

The course deals with the study of judo, karate-do, and arnis as a means of self-defense for law enforcement officers. It includes the instructions on safety falls, kickback throws, fighting stances, pushing and open hand strikes, hand grips and grabbing, head lock and hammer lock, training and conditioning of the body through calisthenics, developing force and flexibility.

2 hours a week; 1 semester; (2 units)
=====

P E 2 – Disarming Techniques

The course deals with the study and practice of martial arts as a means of self-defense for law enforcement officer. The study puts emphasis on special instructions in physical conditioning, unarmed defense tactics, offensive and defensive procedures, pistol disarming, defense against knife and club attacks. It also includes the application of the different principles of karate-do, aiki-do, long stick, police baton, taekwon-do, Thai boxing and other forms of martial arts.

2 hours a week; 1 semester; (2 units)
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P E 3 – First Aid and Water Safety and Life Saving

The course revolves around the basic principles of first aid in emergencies: application of artificial respiration and treatment of shock; first aid in cases involving burns, bone injuries, poisoning, strokes, fainting and convulsion, immobilizing and transferring the victim to a place of safety, and transporting the injured to the hospital. It also includes a special instruction in swimming and forms of rescue operation, resuscitation in the recovery of submerged victims, safety measures and accident prevention.

2 hours a week; 1 semester; (2 units)

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P E 4 – Marksmanship and Combat Shooting

The course deals with combat shooting course for police officers; practice in the use of handguns, riot guns, armalites and machineguns in defense combat; firing at moving and stationary targets; training in firearms shooting positions; practice in quick draw techniques and night firing.

2 hours a week; 1 semester; (2 units)

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(Note: Please see attached Professional Course Description and Specifications as "Annex A")

MINIMUM REQUIREMENTS FOR POLICE SCIENCE LABORATORY

1. DACTYLOSCOPY		
Item	Quantity	Unit
Magnifying Glasses	50	Pcs.
Fingerprint Brushes	24	Pcs.
Fingerprint Rollers	6	Pcs.
Glass Slabs	6	Pcs.
Fingerprint Cameras	2	Units
Horseshoe Fingerprint Lens for Classification	6	Pcs.
Fingerprint Pointers	6	Pcs.
Lifting Tape	6	Pcs.
Fingerprint Mounters	6	Pcs.
Fingerprint Tables	6	Pcs.
Fingerprint Ink	6	Bottles
Fingerprint Cards or Chart	6	Pcs.
Fingerprint powders of different colors	1	Bottle

2. POLICE PHOTOGRAPHY

Item	Quantity	Unit
Cameras 35 mm with Tripod and Accessories	2	Units
Cameras 4 x 5 with Stand and Accessories	2	Units
Dryer	1	Unit
Enlargers (projection)	1	Unit
Contact Printer	1	Unit
Cutter	1	Unit
Timer	2	Units
120 mm Camera	1	Unit
Reels - Stainless : 1 pc - 120 mm;	3	Units
Reels - 135 mm.	2	Units
Developing Tanks	2	Units
Trays for developing & fixing	3	Units

3. FORENSIC BALLISTICS

Item	Quantity	Unit
Bullet Comparison Microscope	1	Unit
Stereoscopic Microscopes	1	Unit
Shadowgraph	1	Unit
Bullet Recovery Box	1	Unit
Analytical Balance	1	Unit
Revolvers	3	Units
Shotgun	1	Unit
Rifle	1	Unit
Camera (120mm)	1	Unit
Ammunition File	1	Unit
Taper Gauges	2	Unit
Caliper	2	Unit
Drawing Instrument	1	Set
Trigger Pull Measuring Device	1	Unit

4. QUESTIONED DOCUMENTS

Item	Quantity	Unit
Picca Test Plates	2	Unit
Elite Test Plates	2	Unit
Typewriting Protractor	2	Unit
Space Test Plates	2	Unit
Camera, 35 mm for Questioned Documents with stand	1	Unit
Stereoscopic Microscopes	1	Unit

Enlarger	1	Unit
Dryer	1	Unit
Paper Cutter	1	Unit
Ultra Violet Rays Machine	1	Unit
Infra Red Rays Machine	1	Unit

5. LIE DETECTION		
Item	Quantity	Unit
Polygraph Machine	1	Unit
6. FORENSIC CHEMISTRY		
Item	Quantity	Unit
Test Tube 30 ml.	10	Pcs
Test Tube Holder	1	Dozen
Test Tube Rack	1	Dozen
Erlenmeyer Flask, 250 ml.	1	Dozen
Funnel 75 mm	1	Dozen
Evaporating Dish 75 mm	1	Dozen
Bunsen Burner	1	Dozen
Graduated Cylinder 50 ml.	1	Dozen
Beaker 600 ml.	1	Dozen
Beaker 400 ml.	1	Dozen
Beaker 250 ml.	1	Dozen
Beaker 100 ml.	1	Dozen
Calcium Chloride Tube	1	Dozen
Clay Triangle	1	Dozen
Cobalt Glass	1	Dozen
Crucible & Cover	1	Dozen
Crucible Tong	1	Dozen
Florence Flask 1,000 ml.	1	Dozen
Iron Clamp	1	Dozen
Mortar & Pestle	1	Dozen
Reagent Bottle 500 ml.	1	Dozen
Burette Acid 100 ml.	1	Dozen
Burette Alkali 100 ml.	1	Dozen
Burette Clamp	1	Dozen

Article VII
GENERAL REQUIREMENTS

Section 10. Program Administration

The College of Criminal Justice shall be a distinct and separate college headed by a full-time Dean who must be a holder of Doctoral Degree in Criminology or other allied courses such as Psychology, Sociology, Law, Public Safety, National Security Administration, Correctional Administration and Police Administration. He must have had at least 5 years teaching and 3 years administrative/supervisory experience.

The Criminology Department shall be under the College of Criminal Justice. It shall be administered by a full-time department head who must be a graduate of B.S. Criminology and at least M.S. in Criminology; a registered Criminologist; and with at least 3 years teaching and 1 year supervisory experience.

In case the College of Criminal Justice has only a Criminology Department, the College dean may serve as Department Head in concurrent capacity.

Section 11. Faculty

- 11.1 Faculty members teaching General Education courses shall have at least master's degree in their field of specialization.
- 11.2 Faculty members teaching professional courses shall be holders of at least Master's and baccalaureate degrees in Criminology, registered professionals, practitioners for at least three (3) years and preferably with at least one (1) year of teaching experience.
- 11.3 Baccalaureate degree holders in any related field of specialization with Master's degree in any of the following related fields - Public Safety Administration, National Security Administration, Police Science, Police Administration, or Criminal Justice and with at least one (1) year of teaching experience can teach the professional courses.
- 11.4 Provided, however, that those without the appropriate graduate degree shall be given a period of *three (3)* years within which to earn their master's degree;
- 11.5 At least 50% of the professional courses offered should be taught by full-time faculty members.
- 11.6 Faculty members in technical fields of Criminalistics such as Questioned Documents, Forensic Ballistics, Police Photography

and Dactyloscopy shall have at least two (2) years work experience and/or related training in said fields.

11.7 Faculty members shall be encouraged by the school to undertake research and other related developmental activities for purposes of professional growth.

11.8 For effective instruction in laboratory courses, the ratio of technical instructor to students should not be more than one is to forty (1:40).

Section 12. Library

12.1 Library Personnel

A. Qualifications of Head Librarian:

1. Appropriate or relevant professional training;
2. Registered librarian;
3. Master's degree (compliance within next three years)

B. Number of library staff

1. One full time professional librarian for every 1,000 students
2. A ratio of 1 librarian to 2 staff/clerks

12.2 Library Holdings (**Note: Please see attached "ANNEX B" for Additional Textbooks and References, Foreign-Authored & Published**)

1. Basic Collection

- a. 3,000 volumes for start-up school (50% of the holdings should be distinct titles)
- b. 5,000 volumes after two-years of operation (50% of the holdings should be distinct titles)

2. Inclusion of Basic Collection

- a. General References
- b. Cultural
- c. Filipiniana
- d. Humanities
- e. Social Science
- f. Science and Technology
- g. General Education courses should have at least five (5) titles per course

3. Professional Book Holdings

At least 3 titles per professional course published within ten (10) years.

4. Periodical Collection

In addition to reference books, the library shall maintain a regular subscription to at least one (1) year international and one (1) year local appropriate professional publications such as Journals and Bibliographies. The school is encouraged to subscribe to Magazines, Newspapers, Monographs and other periodicals.

The school shall make provisions for the gradual acquisition of back issues of professional publication.

5. Library Space. The library should accommodate at least five percent (5%) of the total enrollment at any one time.
6. Networking. Libraries shall participate in inter- institutional activities and cooperative programs whereby resource sharing is encouraged.

Section 13. Physical Facilities and Equipment

- 13.1 There shall be a separate office with amenities for the dean/chairman/faculty and staff.
- 13.2 Classrooms. They must be well-lighted and well-ventilated. They should be equipped with adequate facilities such chairs, instructor's podium/table, white/black boards and others.
- 13.3 Laboratory. They should be provided with adequate water supply, specific laboratory equipment, lighting and ventilation.
- 13.4 Specialized Laboratory. The following shall be maintained: (1) gymnasium or facility for defensive tactics, (2) interrogation room with a one-way mirror for criminal investigation, (3) a dark room for police photography, (4)a crime laboratory for questioned document and ballistics, (5) an observation room, (6) permanent crime scene room and other instructional rooms, (7) target range, and (8) swimming pool..

In the event that the school cannot comply with the provision for an appropriate target range with different types of firearms and ammunitions for firearms practice, provisions for the use of a swimming pool for first-aid and water safety, life-saving equipment for fire drill, pumps and accessories for suppressing fire, a Memorandum of Agreement with appropriate government agencies or private entities shall be considered as a substantial compliance with these requirements.

Section 14. Research and Publications

- 14.1 The school shall encourage deans, faculty members and students to conduct independent or joint scholarly research on crime and crime prevention and other related issues to help solve problems affecting the community.
- 14.2 Students who are enrolled in the last curriculum year of the program shall be required to complete a research paper to form part of the practicum requirements or its equivalent as a partial requirement for graduation. Such research may be published in a publication which the college shall maintain.
- 14.3 The college shall provide and maintain a budget for its research activities and publication.

Section 15. Instructional Standards

The college shall at all times maintain high standards of instruction. A system of supervision shall be instituted and implemented for the purpose of evaluating teacher's competence.

Section 16. Admission Requirements

Applicants who have satisfied all the admission and/or transfer requirements of the school/program including **drug and psychological testing** shall be allowed to enroll.

As a general rule for transfer of students, the study load and sequence of subjects shall be as prescribed in the curriculum.

Section 17. Transitory Clause

Incumbent deans who are Master's degree holders must, upon approval of this CMO, earn their doctoral degree within a period of five (5) years. Otherwise, the incumbent shall be replaced by a doctoral degree holder as required by this CMO.

All existing B.S. Criminology programs must comply with other requirements within 2 years upon issuance of this CMO.

Section 18. Repealing Clause

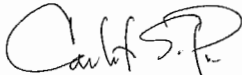
Any and all CHED issuances which are contrary to or inconsistent with any of the provisions herein are hereby deemed repealed, rescinded and or modified accordingly.

Section 19. Effectivity Clause

This CMO shall be implemented beginning School Year 2005-2006.

PASIG CITY, PHILIPPINES June 29, 2005

For The Commission:


CARLITO S. PUNO
Acting Chairman

PROFESSIONAL COURSE DESCRIPTIONS AND SPECIFICATIONS

A. Sociology of Crimes and Ethics

- I. **Course Name: Criminology 1 - Introduction to Criminology and Psychology of Crimes**
- II. **Course Description:** This course presents an overview of the different schools of thought in criminology; theories that explain criminal behavior; techniques for measuring the characteristics of criminals, crime, and victims; the interrelatedness of theory, policy, and practice in the criminal justice system; and, current issues and studies in criminology.
- III. **No. of Units:** 3 units: 1 hour lecture/unit
- IV. **No. of Hours Per Week:** 3 hours
- V. **Rationale:** The study of this course is of vital importance to the student for it provide a bird's eye view in the process of studying criminology as a body of knowledge and to other allied subjects. It treats primarily on the analysis of the causes of crime, the development of laws in controlling and preventing crimes and the punishment of treatment of criminal offenders.
- VI. **Objectives:** At the end of the course, the student should be able to:
1. Know the importance, purposes, nature and scope of criminology as a field of interest
 2. Define criminology, crime, criminal, law, criminal law and other important concepts in understanding criminology
 3. trace the development criminology by discussing the theories of crime causation
 4. recognize the contributions of the pioneers of criminology regarding the explanation of crime causation
 5. explain the criminal formula or the birth of crime
 6. understand the Philippine criminal law and to know about R.A. 6506.
- VII. **Course Outline:**
1. Introduction and Criminal Etiology
 2. Community, Family and the Criminal World
 3. Introduction to Law Enforcement Administration
 4. Introduction to Criminalistics
 5. Victimology: The Study of Victims of Crime
 6. Introduction to Criminal Law, Correction Administration and Republic Act No. 6506

VIII. Laboratory/Equipment

IX. Texts and References

- Akers, Ronald (1997), Criminological Theories, Rexbury Publishing Company, L.A. California
- Bonn, Robert (1984), CRIMINOLOGY, McGraw-Hill Book of Companies, New York
- Conklin, John (1992), Criminology, Macmillan Publishing Company 4th Ed., New York, Maxwell Macmillan, Canada
- Dekesedery, Walter (1996), Contemporary Criminology, Wadsworth Publishing Company, Belmont California
- Hagan, Frank (1990), Introduction to Criminology, Nelson-Hall, Inc. Second Edition
- Martin, Randy, et al (1990), Criminological Thought: Pioneers Past and Present, Macmillan Publishing Company, New York
- Seigel, Larry (1983), CRIMINOLOGY, West Publishing Company St. Paul, New York
- Tradio, Cirilo (1994) Introduction to Criminology, Central Law Publishing Company, Inc., Quezon City, Philippines

- I. Course Name: **Criminology 2 - Philippine Criminal Justice System**
- II. Course Description: The study of the five pillars of criminal justice in the Philippines – law enforcement, the prosecution, the courts, the corrections and the community. It also covers their respective functional relationships as well as individual roles in the administration of the justice system in the solution of crimes.
- III. No. of Units: 3 units: 1 hour Lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to meet the needs of the students in preparation for their higher subjects, to help the students understand the system as an instrument for crime prevention and control. It will also make the students know the objectives and goals of its criminal justice pillar and its relationship as a whole system. To encourage the students to know by heart their role as a member of the society.
- VI. Objectives: At the end of the course, the students should be able to:
1. list down the pillars of the criminal justice system;
 2. explain the general function and operation of the criminal justice system;
 3. identify the loop holes and recommended solution to some problems;
 4. explain fully the importance of the five pillars of the CJS;
 5. analyzed the objectives of the CJS; and
 6. evaluate their respective responsibility in the maintenance of peace and order in their own community.
- VII. Course Outline:
1. Introduction
 2. The Law Enforcement Pillar
 3. The Prosecution Pillar
 4. The Court Pillar
 5. The Correctional Pillar
 6. The Community Pillar
- VIII. Laboratory/Equipment

IX. Texts and References

- Isaias, A.J. The Criminal Justice System in the Philippines Setting. Manila. 1985
- Tradio, C.M. Introduction to Criminal Justice System. Manila National Bookstore. 1986.
- Aguilar, N.M. Criminal Actions, Prosecution and Remedios. Quezon City. Central Professional Books. 1998.
- Tradio, C.M. Law Enforcement: Philippine Criminal Justice System. Quezon City. Central Professional Books. 1997.
- Mathias, W.J. et al. Foundation of Criminal Justice. Engelwoods Cliffs, New Jersey. Prentice Hall. 1980
- Aquino, B.A. Administration of Justice in the Philippines. Quezon City. UP Law Center. 1994
- Narvasa, A.R. Handbook on the Courts and the Criminal Justice System. 1996
- Lacey, N. Criminal Justice. USA. Oxford University Press. 1994

- I. Course Name: **Criminology 3 – Ethics and Values**
- II. Course Description: This course gives emphasis on a humanity-oriented discipline intended to develop an understanding of the norms of appropriate action in public safety and their stand on the basic issues including the legal and moral duties of public safety officers towards the community, based on Presidential Decree No. 62.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to serve as a guiding vision to every student who is a would-be police officer. Police Ethics is envisioned to achieve and maintain professional police officers to become honest, efficient and competent Law Enforcers worthy of public respect and trust.
- The POLICE 2000 is deemed necessary for the moral and spiritual transformation of the newly organized PNP for more effective and efficient organization.
- VI. Objectives: At the end of the course, the students should be able to:
1. appreciate the importance of the PNP code of professional conduct and ethical standards and police community relation in the success of every law enforcement agency;
 2. evaluate similarities and differences of the PC-INP with present PNP concerning the core of values and virtues;
 3. analyze the concepts of the law enforcement code of ethics and its practice or application with the contemporary days;
 4. identify the inefficiency and incompetence of the PNP and to restructure it into a more responsive type of organization; and
 5. analyze and upgrade the capabilities of the PNP through the value of the law enforcement code of ethics, the professional conducts, ethical standards, and the ways o police community relation.
- VII. Course Outline:
1. Foundation of Police Ethics
 2. Ethics and the Philippine National Police Organization
 3. Police Community Relation: Concepts and Structures
 4. Police Community and Human Relations
- VIII. Laboratory/Equipment

IX. Texts and References

Agas, J. Notes on Police Community Relation. Manila, Philippines

Miller, L (1998). The Police in the Community: Strategies for the 21st Century. 2nd Edition. California West.

Peak, K (1999). Community Policing and Problem Solving: Strategies and Practices.

Wycoco, R. Notes on Police Community Relations. Manila, Philippines.

Republic Act 6713

News Papers, PNP Journals and Magazines

- I. Course Name: **Criminology 4 – Juvenile Delinquency and Crime Prevention**
- II. Course Description: This course deals with the etiology of delinquent and criminal behavior and the factors that bring about juvenile delinquency; prevention and control of teenage crime and manner of combating it; influence of community institutions on delinquency; organization of civic and government councils for the prevention of juvenile delinquency; establishment of recreation and character building agencies; counseling and guidance clinics for juveniles and police juvenile control bureaus; study of juvenile courts; probation service and correctional institutions; study of social welfare agencies and the laws applicable.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to meet the needs of criminology students in studying the nature, extent and sociological knowledge that are significant in dealing with juvenile related cases. Students would be able to understand more the basic realities underlying the causes and effects of crime and delinquency. Finally through this course, they would be able to familiarize themselves with the legal provisions guaranteeing the welfare of the young generation.
- VI. Objectives At the end of this course, the students are expected to:
1. state the nature and extent of juvenile delinquency in the Philippine society;
 2. explain the significant psychological, biological and sociological theories concerning the etiology of crime and delinquency;
 3. discuss the importance of family to the character building of a child;
 4. discuss the various institutional factors relevant to the development of criminal behavior of minors;
 5. state the significant legal provisions guaranteeing the right and welfare of the youth in the Philippine society;
 6. enumerate the basic rights and duties of every minor; and
 7. apply the knowledge they have acquired to prevent or minimize the development of juvenile delinquency.
- VII. Course Outline:
1. Introduction to Juvenile Delinquency
 2. Factors Affecting the Development of Juvenile Delinquency
 3. The Juvenile Justice System: The Art of Diversion
 4. The Legal Parameter of the Juvenile Justice System

VIII. Laboratory/Equipment

IX. Texts and References

- Haskell, M and Yablonsky, L, Crime and Delinquency. Macnally and Coy. USA. 1970
- Regoli, R and Hewit, J. Delinquency and Society: A Child Centered Approach. McGraw – Hill Inc. USA. 1991
- Binder, A et al. Juvenile Delinquency: Historical, Cultural and Legal Perspective. Macmillan Publishing Company. New York. 1988
- Carlota, S and Carlota, A. Legal and Psychological Perspective on Philippine Juvenile Delinquency. UP Law Center. 1983

- I. Course Name: **Criminology 5 - Human Behavior and Crisis Management**
- II. Course Description: The course focuses on understanding abnormal behavior in relation to crime and the adoption of strategies and tactics in dealing with potential and actual crisis. It includes the art of negotiation and the application of appropriate force during an emergency situation.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The study of human behavior is essential in criminology, as it provide knowledge and information on the dynamics on the different kinds of human behavior that may pose a threat to public safety.
- Crisis management is equally important for the students to learn the strategies and techniques in handling and dealing with the threats of various crisis situations.
- VI. Objectives At the end of the course, the student should be able to:
1. explain the dynamics of normal and abnormal behavior;
 2. evaluate signals of maladaptive behavior that could endanger public safety;
 3. correctly assess the precipitating agents of maladaptive behaviors;
 4. identify, predict, and control criminal behavior;
 5. discuss and apply the causes of crisis and the proper interventions; and
 6. apply psychological principles in the processes of crisis management.
- VII. Course Outline:
1. The Nature of Human Behavior
 2. Abnormal Behaviors and Crimes
 3. Fundamentals of Crisis Management
 4. Tactical Approaches to Crisis Management
- VIII. Laboratory/Equipment
- IX. Texts and References

Baron R. (1995). Psychology. Massachusetts, Allyn and Bacon Publishing, 1st edition

Bartol, C. (1995) Criminal Behavior: A Psychosocial Approach, N.J., 2nd edition

Coleman, James. Abnormal Psychology and Modern Life (6th ed). JMC Press Inc., 1980

The PNP/AFP Crisis Management Doctrine

The PNP Rules of Engagement

White, Jonathan (1998), TERRORISM: An Introduction, West/Wadsworth Publishing Company, Belmont, C.A.

PNP Master Plan, unpublished

Notes and review materials in Criminology, unpublished

The PNP Website, www.pnp.gov.ph

- I. Course Name: **Criminology 6 – Criminological Research and Statistics**
- II. Course Description: This subject explores the different ways in which criminological research is carried out. It includes the different styles of criminological research (e.g. case study, policy-related, action-based), different types of research designs, and the use of statistics.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: Analysis of crimes and criminal behavior needs scientific basis. Following scientific methodology in gathering facts about crimes and criminal behavior and consequently analyzing them assures objectivity and impartiality of those involved in solving crimes. This course therefore will orient the criminology students on the basic principles and methods of conducting research which he or she can apply in the practice of his or her profession in the future. Furthermore, the knowledge he or she will gain from statistics will help him or her analyze research data scientifically.
- VI. Objectives: At the end of the course, the students should be able to:
1. discuss and apply basic methods of research in their field;
 2. apply statistical tools in the analysis and interpretation of research data; and
 3. conduct and submit a research paper at the end of the term.
- VII. Course Outline:
1. Nature and Scope of Criminology Research
 2. Research Methods
 3. Writing the Research Report
 4. Descriptive Statistics
- VIII. Laboratory/Equipment
- IX. Texts and References:
- Best, John. Research in Education. Singapore: Simon and Schuster, 1998.
- Calmorin, Laurentica. Statistics in Education and the Sciences. Manila: Rex Bookstore, 1997.
- King, Roy. Doing Research on Crime and Justice. Oxford: Oxford University Press, 2002.

B. Law Enforcement Administration (LEA)

- I. Course Name: **LEA 1 – Police Organization and Administration with Police Planning**
- II. Course Description: The course deals with the study of principles underlying the police organization and management of the police with particular focus on the Constitutional mandate, Republic Act 6975 and Republic Act 8551, together with previous laws and issuances relating thereto. It includes the organizational structure and administration of the Philippine National Police, both national and local levels. Emphasis is given on direction, supervision, coordination and control of all local police forces as a homogenous body under a single command. It includes the basic management functions insofar as these are applied to the police organization.

Police Planning is integrated into this course, and it is designed to equip the students with knowledge on the development of effective plans, particularly on strategies and tactics for effective operations. The emphasis is on the special techniques and procedures applicable to unusual needs like unusual criminal activities, civil disturbances, special community events, disaster plans, and civil defense.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

V. Rationale: The course is designed to meet the needs of law enforcers, police managers and criminology students concerning the entire functions of recruiting and training staff and the maintenance of a favorable working condition in the police force. It will also present a working knowledge on how police records are administered and managed.

VI. Objectives: At the end of the course, the students should be able to:

1. understand the concept of Personnel Administration and Personnel Management;
2. appreciate the various issues and practices in Police Management;
3. state the police administrative principles and the functions of management;
4. explain the significant of management theories concerning police organization and administration;
5. discuss the activities of the police organization in the areas of recruitment and selection, appointments and promotion, performance evaluation, training and career developments;
6. recognize the system of personnel management adopted in the Philippine National Police Organization;
7. state the legal basis of personnel and records management in the PNP; and
8. explain the classifications, filing system of police records and the administrative reporting procedures in the PNP.

VII. Course Outline:

1. Understanding Police Personnel Management and Supervision.
2. Staffing Activities in the Police Service
3. Personnel Management in the Philippine National Police
4. Records Management in the Philippine National Police

VIII. Laboratory/Equipment

IX. Texts and References

- Felkenes, George T. Effective Supervision. San Jose California.: Prentice hall, 1977
- Iannone, Nathan. Supervision of Police Personnel. New Jersey: Prentice Hall and Technology, 2001
- Reborg, Roy and James Kuyendall. Police Management. Los Angeles, California: Roxbury Publishing Company, 1997.
- Swanson, Charles, Police Administration. New York: Macmillan Publishing Company, 1988.
- Territo, Leonard. Police Personnel: Selection Process. New Jersey: Prentice Hall and Technology, 1997
- Thiabult, Edward. Pro-Active Police Management. New Jersey: Prentice Hall and Technology, 1990
- Tradio, Cirilo. Law Enforcement: Philippine Criminal Justice System. Quezon City, Philippines. Central Professional Books, Inc. 1994

- I. Course Name: **LEA 2 – Industrial Security Management**
- II. Course Description: The study covers the organizational set-up, administration and operation of security agencies, special police and investigation agencies.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: This course deals with the study of the Private Security Agency Law and its implementing rules and regulations; loss prevention and assets protection program; and the different methods and techniques used by security agencies in their law enforcement activities.
- Security agencies are actively engaged in the protection of life and property, as well as in the maintenance of peace and order in their respective jurisdiction, hence, criminology students should understand and appreciate their peace-keeping role which is now an integral part in the study of law enforcement.
- VI. Objectives: At the end of this course, the students should be able to :
1. explain the legal basis of industrial security in the Philippines;
 2. explain the different types as well as the three major divisions of security;
 3. memorize the professional code of ethics and code of conduct for security personnel and security agencies, as well as the general orders for security guards;
 4. discuss the qualifications, attributes, functions and the different types of security agencies authorized by law;
 5. identify the authorized ranks, positions and staffing patterns of security agencies; and
 6. discuss the different methods and techniques employed in the management of security agencies.
 - 7.
- VII. Course Outline:
1. Introduction to Industrial Security
 2. Physical Security
 3. Personnel, Document and Information Security
 4. Risk Analysis and Security Hazard
 5. Security Survey, Inspection and Investigation
- VIII. Laboratory/Equipment

IX. Texts and References:

Agas, Juan L. Notes on Industrial Security Management (Reviewer)

Cael, Basilio G. Terrorism, Kidnapping, Assassination. Samapaloc, Marry Jo Publishing House, Inc. 2002.

De Leon, Sixto O. Security Guard Manual. Quezon City. JMC Press, Publishing Company Inc. 1979.

I. Course Name: **LEA 3 – Police Patrol Operations with Police Communications System**

- II. Course Description: The course covers the organizational set-up of a patrol force, its functions and responsibilities, to include types of patrol, strategies, tactics and techniques; patrol supervision; and, its functional relationships with other police units. It includes study of the various systems of police communications like the telephone, radio, TV and teletype; techniques in transmission of messages thru the various media and its application to the requirements of police administration and operations; use of police call boxes and 2-way radio. It also includes instruction on the use of modern electronic gadgets on the transmission of messages such as the use of signal lights and flares.

Police Communication System is integrated to this course. It includes the study of the various systems of police communications like the telephone, radio, TV and teletype; techniques in transmission of messages thru the various media and its application to the requirements of police administration and operations; use of police call boxes and 2-way radio. It also includes instruction on the use of modern electronic gadgets on the transmission of messages such as the use of signal lights and flares.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

V. Rationale: In recent years, the police mission in contemporary society has become incredibly varied and complex, and law enforcement agencies are growing and evolving to a deeper essence of functions and responsibilities at a rapid pace. With the creation and operation of patrol, it remains the organized first and foremost for crime prevention and this task is the sole responsibility of the patrol force of a police organization. All other police services and activities exist for the exclusive purpose of supporting and enhancing the patrol effort, therefore, patrol is the essence of police functions. As we prepare the criminology students in searching for their true vocation – law enforcement, the discipline in the curriculum.

VI. Objectives: At the end of the course, the students should be able to:

1. appreciate and explain the deeper essence of the study of patrol organization, operation and management;
2. empathize with police officers on patrol duty and realize the basic police role in crime prevention work;
3. familiarize themselves with the different types of patrol methods, tactics and techniques in relation to the accomplishment of police roles;
4. develop their initiative in the productive use of patrol resources in their interaction with the community; and

5. qualify the difference of law enforcement from maintenance of peace and order including the distinction between crime prevention and crime repression.

VII. Course Outline:

1. Introduction to Police Patrol
2. Police Patrol Method
3. The Integrated Patrol System of the Philippine National Police
4. Contemporary Policing Strategies

VIII. Laboratory/Equipment

IX. Texts and References

Adams, Thomas F. (1985) Police Field Operations. Prentice-Hall, Inc., New Jersey.

Isaias, A. J. (1994) Notes on Police Patrol: A Study of the Crime Prevention in the Philippine Setting. Metro Manila.

Avelino I. Jr. (1998) Integrated Patrol System: Police Visibility and Crime Deterrence. Manila.

Swanson, Charles R. et. al. (1998) Police Administration, Prentice-Hall, Inc., New Jersey.

Tradio, Cirilo M. (1996) Introduction to Criminal Justice System: Philippines. Rex Printing Company, Inc. Quezon City.

NAPOLCOM Memorandum Circular. Standard Operating Procedure on Patrol Procedure. 1995.

- I. Course Name: **LEA 4 – Police Intelligence**
- II. Course Description: The course focuses on a comparative study of military and police intelligence functions and operations, types of police intelligence, phases of intelligence cycle; modus operandi (MO) and order of battle regulations (OBR) system for the identification of criminals and other threats to national security.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The importance of intelligence and secret service has become increasingly emphasized. Keen competition among nations and governments continue to unravel with the increasing sophistication even among individuals or organized crime syndicates. Without the complete, accurate and timely intelligence performed by people with specialized training, battles against crime and their causes can be lost, governments are embarrassed and nations fall under the control of powers opposed to the freedom of man and his activities. Internal defense is a primary function of the police, and intelligence is necessary in the planning of policy formulations concerning defense programs carried out through both military and police operations developed in peace and war. It is necessary to protect the individual way of life and freedom of people that is valued so dearly.
- VI. Objectives: At the end of the course, the students should be able to:
1. gain a working knowledge of human aspirations and expectations and how these are exposed to threats;
 2. have a working knowledge on the role of intelligence ad secret service and conceptualization and formulation of plans, programs and police aimed at the protection and advancement of national stability;
 3. gain all aspects of intelligence know-how the doctrines and principles underlying the conduct of intelligence operations and the organizations; and
 4. develop their capability to employ their knowledge gained there from in their chosen field of endeavor after graduation in order to be able to contribute to the over-all task or protecting and advancing national development and progress.
- VII. Course Outline:
1. Nature and History of Intelligence
 2. Police Intelligence Operations
 3. Fundamentals of Cryptography Encoding and Decoding
 4. Introduction to Security and Threat to National Security

VIII. Laboratory/Equipment

IX. Texts and References:

Handbook on National Intelligence and Secret Service. NOTC. MMA (Mimeographed) 1978.

Lecture notes of Police Intelligence, ITU, Camp Crame, Quezon City.

Gilbert, James N. Criminal Investigation, Merrill Publishing Company; Ohio, USA (1980), p. 140

Weston, Paul B. and Wells, Kenneth M. Criminal Investigation. Prentice-Hall: Ohio, USA, (1990).

H.H.A Cooper and Lawrence Redinger Catching Spies, Principles and Practice of Counter Espionage.

Griffin, Samuel B. Sun Tzu, The Art of War. Oxford University Press, Oxford, London.

PNP Office Copy, Coronel, Miguel People's War, Pro – Democracy

PNP Office Copy, PNP National Strategic Action Plan

PNP Office Copy, Intelligence, the Acme of Skill, CIA

- I. Course Name: **LEA 5 – Police Personnel and Records Management**
- II. Course Description: The course includes the study of police personnel management functions from recruitment to retirement; application of NAPOLCOM and PNP rules and regulations; police records management; and preparation of police personnel reports.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to meet the needs of law enforcers, police managers and criminology students concerning the entire functions of recruiting and training staff and the maintenance of a favorable working condition in the police force. It will also present a working knowledge on how police records are administered and managed.
- VI. Objectives: At the end of the course, the students should be able to:
 1. understand the concept of Personnel Administration and Personnel Management;
 2. appreciate the various issues and practices in Police Personnel Management;
 3. state the police administrative principles and the functions of management;
 4. explain the significant of management theories concerning police organization and administration;
 5. discuss the activities of the police organization in the areas of recruitment and selection, appointments and promotion, performance evaluation, training and career developments;
 6. recognize the system of personnel management adopted in the Philippine National Police Organization;
 7. state the legal basis of personnel and records management in the PNP; and
 8. explain the classifications, filing system of police records and the administrative reporting procedures in the PNP.
- VII. Course Outline:
 1. Understanding Police Personnel Management and Supervision
 2. Staffing Activities in the Police Service
 3. Personnel Management in the Philippine National Police
 4. Records Management in the Philippine National Police
- VIII. Laboratory/Equipment

IX. Text and References:

- Felkenes, George T. Effective Supervision. San Jose California: San Jose, California: Prentice Hall. 1977.
- Iannone, Nathan. Supervision of Police Personnel. New Jersey: Prentice Hall ad Technology. 2001.
- Reborg, Roy and James Kuydendall. Police Management. Los Angeles, California: Roxbury Publishing Company. 1997.
- Swanson, Charles, Police Administration. New York: Macmillan Publishing Company, 1988.
- Territo, Leonard. Police Administration: Selection Process. New Jersey: Prentice Hall and Technology, 1977.
- Thiabult, Edward. Pro-Active Police Management. New Jersey: Prentice Hall and Technology

- I. Course Name: **LEA 6 – Comparative Police System**
- II. Course Description: This study covers the comparison of selected police models and their relation with Interpol and UN bodies in the campaign against transnational crimes and in the promotion of world peace.
- III. No. of Units: 3 units; 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: With globalization goes transnational crimes like terrorism, drug trafficking, money laundering, and human smuggling. Transnational crimes cross across borders and the need for bilateral and international cooperation becomes imperative. It is also essential to study trends in policing because the speed by which changes affect the lives of people disturbs traditional values and social arrangements which used to unite people in pursuing common goals in the past. This state of anomie (as Merton termed it) or “normlessness” brings about a new breed of crimes which the police normally is not prepared to face. As we compare our own police system with other models we would be able to gain insights into how to deal with transnational or borderless crimes. Besides, best practices may be adopted from other police models in order to make policing in this country more current and effective.
- VI. Objectives: At the end of the course, the students should be able to:
 1. compare different selected police models in the world, their similarities and differences;
 2. see the need for bilateral and international cooperation in addressing transnational crimes like terrorism, drug trafficking, money laundering, etc;
 3. understand that globalization brings about changes which disturb traditional values and social arrangements;
 4. adopt best practices from different police models of the world.
- VII. Course Outline:
 1. Effects of Globalization
 2. Selected Police Models
 3. The Role of the INTERPOL
 4. Establishing Bilateral and International Cooperation in Addressing Transnational Crimes
 5. Adopting Best Practices for Effective Policing

VIII. Laboratory/Equipment

IX. Text and References:

- Bayley, David H. *Police for the Future*. New York: Oxford University Press, 1994.
- Lorenzo, Harry C. *Policing in a Global Context*. Cabanatuan City: Kingsway, 2003.
- Lorenzo, Harry C. *Modern Trends and Issues in Criminology*. Manila: Integrated Publishing House, 1998.
- Lyman, Michael D. and Gary W. Potter. *Organized Crime*. Second Edition. New Jersey: Prentice Hall, 2000.
- Richards, James R. *Transnational Criminal Organizations, Cybercrime, and Money Laundering*. London: CRC Press, 1999.

C. Crime Detection and Investigation

- I. Course Name: **CDI 1 – Fundamentals of Criminal Investigation**
- II. Course Description: The course covers the concepts and principles of Criminal Investigation including the modern technique in Crime Detection and Investigation. This also includes modern techniques in processing the crime scene involving murder, homicide, rape, robbery, etc. It also aims to study the concepts and general principles of arrest, searches and seizure, and the rights of the accused during custodial investigation.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: Through this course, Criminology students would be able to develop or enhance their knowledge concerning crime detection and investigation. The course is primarily designed to help students understand the basic principles of investigating crimes, the legal requirements in apprehending and prosecuting criminal offenders, and the methodologies in scientific collection and processing of forensic evidences.
- VI. Objectives: At the end of the course, the students should be able to:
1. state the foundations or basic principles of criminal investigation;
 2. explain the legal sanctions and/or requirements that should be observed in conducting investigation of criminal cases;
 3. identify, enumerate and discuss the elements, tools and phases of criminal investigation;
 4. discuss the standard processes and techniques of identifying, tracing, locating, and apprehending suspects including the systematic method of collecting and preserving evidence; and
 5. appreciate the importance of utilizing scientific knowledge in the field of criminal investigation for successful detection and prevention of crimes.
- VII. Course Outline:
1. Introduction to Criminal Investigation
 2. The Tools of Criminal Investigation
 3. Standard Operations in Criminal Investigation
- VIII. Laboratory/Equipment

IX. Texts and References

- James, Gilbert. Criminal Investigation. Columbus, Ohio: Charles Merrill Publishing Co., 1986.
- Tradio, Cirilo M. Handbook of Criminal Investigation. Quezon City, Manila, Philippines. 1997.
- Myren, Richard H. Investigation for Determination of Facts. California: Books/Cole Publishing Company, 1989.
- Burstein, Harvey. Criminal Investigation. California: Books/Cole Publishing Company. 1999.
- Sadili Sr. Virgilio M. and Romeo L. Peña. Comprehensive Criminal Investigation Procedure. 1998.
- West, Paul B. and Kenneth M. Wells. Criminal Investigation: Basic Perspectives. Prentice – Hall, New Jersey. 1990.
- De Leon, Hector. Textbook on the 1987 Philippine Constitution. 1994.
- The Revised Rules of Courts of the Philippines. 1997 Edition.
- The PNP Investigation Manual. Camp Crame, Quezon City. 1996.

I. Course Name: **CDI 2 – Traffic Management and Accident Investigation**

II. Course Description: The course includes fundamentals of traffic safety education, enforcement, engineering, techniques in vehicular and pedestrian direction and control, techniques in point and inter-sectional vehicle-volume determination for emergency and priority control; study of different traffic decrees, codes in national and local levels; techniques in the preparation of selective enforcement plans and policies for special and emergency traffic situations; methods and procedures in the use of the hand signals and electric signal lights; techniques in accident investigation; determination of reaction-time and brake-in-time, and application of scientific aids in hit-and-run cases.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

V. Rationale: This course deals with two phases of study which are traffic operation and the investigation of accidents. It has been further coupled with the study of laws governing traffic and with proper approach to would-be violators. This course was formulated to meet the needs of criminology students on the development of knowledge about traffic investigation and the familiarization of the provisions of Republic Act No. 4136 as they prepare themselves to their longing search of their true vocation law enforcement.

VI. Objectives: At the end of the course, the students should be able to:

1. explain the rationale of traffic enforcement action;
2. to have a full grasp on the concept of enforcement system;
3. describe the different kinds of police accident and their corresponding enforcement action;
4. familiarize themselves on different laws that has pertinence to traffic management;
5. explain and apply the technical concepts of traffic accident investigation in their everyday life;
6. adopt themselves on psychological behavior and ethical standard of a traffic officer in dealing with traffic violators;
7. familiarize themselves on various laws regarding traffic enforcement and imposition of corresponding penalty with out court intervention;
8. acquaint themselves on the proper procedures in apprehending traffic violator; and
9. acquaint themselves on various problems on traffic law violators.

VII. Course Outline:

1. Traffic Operation and Enforcement
2. Traffic Laws and Traffic Control
3. Traffic Accident Investigation
4. Planning the Traffic Accident Investigation

VIII. Laboratory/Equipment

IX. Texts and References

Bragado, Felino A. (1998), Trafficology. The Science of Traffic, Manila, 1998.

Cael, Basilio G. (2000), Police Operations the Basic Police Responsibilities, Makati City, 2000.

Bragado, Felino A. (1997), Traffic Operation and Accident Investigation, Manila.

Land Transportation and Traffic Code, Central Book Supply, Inc., Sta. Cruz, Manila.

I. Course Name: **CDI 3 – Special Crime Investigation**

II. Course Description: A special study of modern techniques in the investigation of crimes penalized under special laws.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

V. Rationale: The administration of criminal justice in the field of law enforcement is initiated by special crime investigation. Where the investigative machinery fails, cases are dismissed and suspects are often acquitted of the charges. This failure disturbs the minds of the lovers of peace and justice. There must be a call for a more systematic and a more scientific way of investigating cases that constitutes a serious crime. The course imparts to the students of criminology every investigative technique in order to promote a fast pace in the solution of special crimes. A guide for every student to the challenge "if the LAW has made you a WITNESS. Remain a man of SCIENCE. You have no VICTIM to avenge, NO GUILTY or INNOCENT person to RUN or SAVE. You will bear WITNESS, within the limits of SCIENCE."

VI. Objectives: At the end of the term, the students are expected to:

1. recognize the job of an investigator and its responsibilities;
2. identify special cases of crimes and its elements and be able to appreciate the need of special techniques as result of special training on investigation;
3. distinguish the techniques and procedures in the investigation of special cases involving persons, properties and other cases;
4. organize crime scene investigation, crime scene search, crime scene sketch and care of physical evidences;
5. categorize the methods used in identification of the deceased;
6. apply the proper documentation, collection handling and preservation of evidence to preserve its value;
7. document a crime scene investigation involving special cases and apply them in their chosen profession.

VII. Course Outline:

1. Introduction to Special Crime Investigation
2. Investigation of Special Crimes Related to Persons
3. Investigation of Special Cases Related to Property and Other Special Cases

VIII. Laboratory/Equipment:

IX. Text and References:

- Fisher, B. A. J. (2000). Techniques of Crime Scene Investigation (6th ed.). California: CRC Press.
- Gilbert, James N. (1989). Criminal Investigation. Publishing Co., Bell and Howell Company.
- Swanson, C. R., Charmein, N. C. & Territo, L. (2000). Criminal Investigation (7th ed.). Boston. McGraw-Hill.
- Tradio, C. M. (2000). Handbook of Criminal Investigation and Detection with Criminal Evidence (3rd ed.). Quezon City. Central Professional Books.

- I. Course Name: **CDI 4 - Organized Crime Investigation**
- II. Course Description: This is a study of the nature of organized crimes, their attributes and categories. The study includes international and local organized groups.

This also focuses on crimes committed by a person, group of persons, or corporations while undertaking legitimate profession or business occupation.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

V. Rationale: Organized crimes are subjected by their origin; it is commonly executed to the pursuit of profits through grand designs. It is commonly referred as the enemy within the 2nd government, the 5th state or the crime confederation.

VI. Objectives: The purpose of this study is to open the minds of students towards crimes in the modern world, which includes but not limited to:

1. Transnational crimes – which are committed involving several states or countries, crimes which exceeds borders.
2. Terrorism – committed in pursuit of an “ideology” considered as a body of ideas, reflecting the said needs and aspirations of an individual or group, a class or culture.
3. Cyber Crimes or Technology Crimes – which seeks to explain how modern technology is used to perpetuate criminal activities, guided by the E-Commerce Act and other Cyber Laws in the Philippines (RA 8792)
4. Organized Syndicates – viewed to let students understand the operational aspect of organized syndicates operating domestically and internationally, the (MO) and motivation.
5. Other related crimes not yet defined by statutes which are lacking behind closed doors ex: jueteng.

VII. Course Outline:

Unit I – Transnational Crimes

A. Specific Objectives: This unit:

1. Seeks to explain the concept of borderless crimes.
2. Typologies and its mode of operations.
3. Set of laws which treat the act, defined under international statutes and treaties.

B. Topics:

1. Concepts and nature of transnational crime.
2. Types and mode of operations and executions.
3. Pertinent international treaties and rules treating a particular act.

Unit II – Terrorism

- A. Specific Objectives: This unit serves to discuss topics on:
 - 1. Origin of terrorism
 - 2. How political ideologies terrorize the world
 - 3. Religious Fanaticism as the source of terrorism
 - 4. Kidnappings as a terrorist activity.
- B. Topics for discussion
 - 1. Different definitions of terrorism and how it originates
 - 2. Pertinent political ideologies which causes terrorism;
 - Ex. a) Tianamen massacre?
 - b) East Timor Invasion
 - c) Who is Mao Zedong (Mao Tse Tung)?
 - d) Joseph Stalin of Russia?
 - e) The Tibet Location?
 - f) Who is Haile Sellasie of Ethiopia?
 - g) Where is Vietnam?
 - h) Who is Ho Chi Minh?
 - i) Th all attack
 - j) Others
 - 3. How terrorism is committed?
 - 4. Who uses terror?

Unit III – Cyber or Technology Crimes (cybercrimes)

- A. Specific Objectives – Guided by RA 8792 – This topic seeks to discuss the rationale of E-Commerce and other Cyber Laws – affecting the country; its significance to criminological inquiry; student’s reactions on some pertinent issue.
- B. Topics:
 - 1. The Act RA 8792: its rationale (Sec.1 to Sec. 42)
 - 2. Consumers protection
 - 3. Piracy
 - 4. Other copyright issues
 - 5. Hocking and Crocking
 - 6. Service provider liability
 - 7. Cyber squatting
 - 8. Cyber crimes and other scams
 - 9. Trademark issues
 - 10. Patent issues
 - 11. Privacy
 - 12. Banking and Securities
 - 13. Jurisdiction
 - 14. Rules on Electronic Evidences
 - 15. How are electronic crimes committed?

Unit IV – Organized Syndicates

- A. Specific Objectives – This particular unit aims to discuss in rationale the types of syndicate organization operating with grand designs; and let the student react on the set of MO and motivations.

B. Topics:

1. What is crime confederation?
2. The MOB, MAFIA, Cosa Nostra and other ethnic groups operating as syndicates.
3. Structure of organized crimes
4. how organized group works?
5. Characteristics of organized syndicates
6. Generic types of organized crimes.
7. Composition of organized crimes.
8. Controlling the operation of organized crime.

Unit V – Other Related Crimes not yet Defined by Statute

- A. Specific Objectives – This topic serves as the springboard for students to determine whether a certain act controlled by certain rules can be considered a crime, organized to conceal but profit in the expense of another.
- B. Topics:

1. Case Citations
2. Reaction papers

Unit VI – Methodology:

The whole course will be deliberated through lectures and citations of relevant events, propounding motivational questions to elicit student's reactions and class participations.

Evaluation of the extent of learning will be through participative recitations, quizzes and periodic examinations. With a basic requirement for the course, completion of one reaction paper based on factual events.

VIII. Laboratory/Equipment

IX. Texts and References

The E-Commerce Act and other Laws @ cyberspace by Vicente B. Amador 2002

Past and Present Terrorism by Philip Steels, New Discovery Book, 1992

Fundamentals of Criminology, Romel K. Manwong

Political Crimes, Ideology and Criminality, 1992

Beware of White Collar Crimes, Level Macasaiano, 1997

Terrorism, Kidnapping, Assassination by Prof. Basilio G. Cael

Internet Investigations in Criminal Justice by Cynthia B. Leshin

Organized Crime; Michael D. Lyman & Gary W. Potter, 1997

Toxic Terror Assessing Terrorist use of Chemical & Biological Weapons by Jonathan B. Tucker, 2000

Disaster and Terrorism, Richard W. Velde, 1976

- I. Course Name: **CDI 4 -Drug Education and Vice Control**
- II. Course Description: This course studies the Drug Abuse Prevention and Education Program of the government that includes recognition, nature and extent of drug problems; causes and influence of drug abuse; origin, identification and classification of commonly abused drugs, prohibited and regulated drugs and symptoms of drug abuse. This course also includes preventive drug abuse education and information program in schools and communities; and treatment and rehabilitation program for drug dependents. (Pre-requisite: Crime Detection 1)
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: This course is designated to meet the needs of the students in preparation for higher education concerning the social problem on drugs. The students will be involved to interact with authorities and the community with the program on drug education because the subject is responsive to the needs of time. It will likewise assimilate information to achieve the ultimate goal of drug abuse prevention program, which is "a drug free community". The common understanding of the students, parents and the community of the drug problem and its attendant vices will help abate its dangers.
- VI. Objectives: At the end of the course, the student should be able to:
1. appreciate the legal aspects of drug education and drug law enforcement;
 2. describe fully the adverse effects of drugs towards the individual, the environment and the public;
 3. evaluate the meaning, scope, and objective of the Dangerous Drug Law;
 4. explain the causes and influences of drug abuse;
 5. understand the basic identification, classification and the effects of dangerous drugs;
 6. identify the treatment and rehabilitation approaches against drug abuse;
 7. realize the control of drugs and its related vices.
- VII. Course Outline:
1. Understanding the Drug Problem
 2. Drug Classification, Identification, Properties and their Effects
 3. Counter-Actions Against the Drug Problem
 4. Legal Control of Drugs and its Related Vices
- VIII. Laboratory/Equipment

IX. Texts and References:

- Coleman, James. Abnormal Psychology and Modern Life, 6th ed. JMCPress Inc.
- Dungo, Jesus (1988), Notes on Drug Education and Vice Control Philippine College Criminology, Manila, Philippines
- Sotto, vicente III (1994), A Vision for a Drug Free Philippines, Mary Jo Educational Supply, Sampaloc, Manila
- Sharma, B.R. (1977), Forensic Science in Criminal Investigation, Central Law Agency, University Rd, Allahabad
- Republic Act 9165
- Manual on Illegal Drugs, Narcotics Command, PNP Crim Notes on Drug Education – Reviewer in Criminology
- Luis, Reyes, Revised Penal Code of the Philippines
- Report on the National Conference-Workshop on Drug Abuse Prevention and Control. November, 1996, Manila
- NARCOM Annual Reports

- I. Course Name: **CDI 5 –Fire Technology and Arson Investigation**
- II. Course Description: The entire course covers the principles of technology of fire and its behavior. It also emphasizes fire investigation and the role of firefighters during fire suppression and investigation, the study of Fire and Building Code, and law on destructive arson including arson investigation.
- III. No. of units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to provide criminology students with the basic technological concepts and the fundamental principles of investigating acts of incendiarism. The course is offered to meet the demands promulgated in Presidential Decree 1185, which states that:
1. fire prevention education shall be undertaken continuously in all school levels;
 2. education institutions shall endeavor to include fire technology and fire engineering in their curricula course;
 3. in order to maximize efforts in disseminating national fire consciousness in the prevention of fires, a copy of the PD 1185 and its implementing rules and regulations shall be provided to all educational institutions and offices; and
 4. in order to effectively implement all effects, full personnel supports of all educational institutions and offices is necessary and therefore enjoined.
- VI. Objectives: At the end of the course, the students should be able to:
1. state the basic principles of fire technology;
 2. determine the significance of studying technology of fire and arson investigation;
 3. describe satisfactorily the methods of fire investigation;
 4. explain the legal provisions relative to the investigation of acts involving incendiarism; and
 5. discuss the legal aspects of arson.
- VII. Course Outline:
1. The Technology of Fire
 2. The Causes of Fire
 3. Fire Control and Extinguishments
 4. Fire and Arson Investigation
- VIII. Laboratory/Equipment:

IX. Texts and References:

- Abis, Paz V. Fires in the Philippine Setting. Manila, Philippines: PCCr., 1986.
- Reyes, Luis. The revised Penal Code. Manila, Philippines: Rex Book Store, 1998.
- Aquado, C.L. Basic Course in Fire Fighting: Sta. Maria, Bulacan: FETI Printing and Trading, 2000.
- Quintiere, J.G. Fire Behavior. New York: Delmar Publishing Co., 1998.
- Diamantes, D. Fire Prevention. New York: Delmar Publishing Co., 1999.
- Redsicker, David. Practical fire and Arson Investigation. Elsevier, New York: Bob Stern Publishing co., 1997.

A. Criminalistics

- I. Course Name: **Criminalistics 1 - Personal Identification**
- II. Course Description: The course covers the fundamental study of ancient and modern methods of personal identification with emphasis on Dactyloscopy, Orthodontology and Palmistry, which embraces the identification and comparison of fingerprint patterns and ridge characteristics; the scientific method of recognition, development and preservation of latent prints; and the recording and classifying of fingerprints that include the Henry System and the FBI Extension.
- III. No. of Units: 4 units: 3 units lecture (1 hour/unit)
1 unit lab (2 hours/unit)
- IV. No. of Hours Per Week: 3 hours for Lecture
2 hours for Laboratory
- V. Rationale: The value of the science of fingerprint identification in provoking an infallible method of identifying persons and criminals and its significance to crime detection is so well known, and its reliability is so firmly established. Hence, identification thru Dactyloscopy is by far the most widely used by law enforcement agencies because of its simplicity and its effectiveness.
- VI. Objectives: At the end of the course, the students should be able to:
1. trace the historical development of fingerprint identification;
 2. explain the different ordinary and scientific methods of personal identification;
 3. define and explain the basic principles involved in the study of fingerprint;
 4. identify, illustrate and explain the different fingerprint patterns;
 5. identify and illustrate the various ridge characteristics;
 6. define and explain the methods of classifying fingerprint patterns;
 7. develop and lift latent fingerprint impressions;
 8. conduct the proper recording of fingerprint impressions; and
 9. file fingerprint classification.
- VII. Course Outline:
1. Fundamentals of Personal Identification
 2. Introduction to fingerprint Identification
 3. Fingerprint Characteristics and Formations
 4. Real Fingerprint Impressions
 5. Chance Fingerprint Impressions
 6. Collection, Preservation, Documentation, Identification and Court Presentation of fingerprint Evidence
 7. Classification of fingerprints

VIII. Laboratory/Equipment

Magnifying Glasses
Fingerprint Brushes
Fingerprint Rollers
Glass Slabs
Fingerprint Cameras
Horseshoe Fingerprint Lens for Classification
Fingerprint Pointers
Lifting Tape
Fingerprint Mounters
Fingerprint Tables
Fingerprint Ink
Fingerprint Cards or Chart
Fingerprint powders of different colors

IX. Texts and References:

- Apostol, Sergio A. F. Essential of Evidence. Quezon City: Central Publishing Co., Inc., 2.
- Benneth, Wyne W. and Karen H. Jess. Criminal Investigation, vol. 2. California, U.S.A.: West/Wadsworth Publishing Company, 2998.
- Cruz, Eugenio C. Jr. Reviewer on Criminalistics. Manila: r.p., 1996.
- Fisher, Barry, et. al. Techniques of Crime Scene Investigation. New York: Elsevier Science Publishing Co., Inc., 1987.
- Gilbert, James N. Criminal Investigation. New Jersey: Prentice Hall International Ltd., 1998.
- Hoover, John Edgar, ed. Hoover, John Edgar, ed. The Science of Fingerprints. U.S.A.: n.p., n.d.
- Weston, Paul B. and Kenneth M. Weston, Paul B. and Kenneth M. Wells, Criminal Investigation-Basic Perspective. New Jersey: Prentice Hall, Inc., n.d.
- Solis, Pedro. Legal Medicine. Quezon City: R.P. Garcia Publishing Co., 1987.

- I. Course Name: **Criminalistics 2 – Police Photography**
- II. Course Description: The course deals with the study on the history of photography, technical photography and forensic photography.
Police Photography shall also cover the study of the Advance Photo System and its application in police work.
- III. No. of Units: 4 units: 3 units lecture (1 hour/unit)
1 unit lab (2 hours/unit)
- IV. No. of Hours Per Week: 3 hours for Lecture
2 hours for Laboratory
- V. Objectives: At the end of the course, the students should be able to:
1. summarize the historical development of photography;
 2. appreciate the significance of photography in the field of law enforcement and criminal investigation;
 3. explain key terminologies technically used in the field of photography;
 4. describe the basic parts of a camera and their basic functions;
 5. formulate the concepts and kinds of light, lenses and film, the uses and purposes of filters, exposure guides and the different characteristics of films and photographic papers;
 6. discuss fully the systematic procedure of crime scene photography; and
 7. discuss and demonstrate the basic process of developing, printing and enlarging of the film and photographs to be used in court presentation.
- VI. Course Outline:
1. Introduction to Photography
 2. Photographic Rays
 3. The Camera and its Accessories
 4. Lens, Films and Filters
 5. Chemical Processing
 6. Investigative Photography

VII. Laboratory/Equipment:

Cameras 35 mm with Tripod and Accessories
Cameras 4 x 5 with Stand and Accessories
Dryer
Enlargers (projection)
Contact Printer
Cutter
Timer
120 mm Camera
Reels – Stainless : 1 pc – 120 mm;
Reels – 135 mm.
Developing Tanks
Trays for developing & fixing

VIII. Text and References:

- Bartolo, Christopher and Liza Salinas Bartolo. (1994). Investigative Police Photography, Baguio City.
- Cruz, Jr. Eugene C. (1994), Reviewer in Criminalistics, Philippine College of Criminology, Manila.
- Garcia, Mauro J. Notes in Photography, University of Baguio, Baguio City.
- Gayoo, Georgino P. (1993). Police Photography Manual, RDC Penayes Educational Services, Cebu City.
- Hinkle, C. C. (1990). Mug Shots: A Police Artist's Guide to Remembering Faces, Boulder, Colorado: Paladin Press.
- Layon, P. P. (1998). Criminalistics. Manila: Rex Book Store.
- Seferstien, R. (1990). Criminalistics: An Introduction o Forensic Science. Englewood Cliff, N. J. Prentice Hall.
- Scott, C. C. (1969). Photographic Evidence, St. Paul, Minnesota, West Publishing Company.
- Samsone, Sam J. (1986), Police Photography, Anderson Publishing Company, Ohio.
- Tradio, C. M. (1997). Compendium on Criminalistics. Manila: Central Law Book.

I. Course Name: **Criminalistics 3 – Forensic Ballistics**

II. Course Description: The course involves a scientific study of firearm identification with the use of laboratory examination. The subject gives emphasis on the study of ammunitions, projectiles, gunpowder, primer and explosives, including the use of the bullet comparison microscope. It also deals with the principles in the microscopic and macroscopic examination of firearm evidences and the preparation of reports for legal proceedings in the solution of cases involving firearms.

III. No. of Units: 4 units: 3 units lecture (1 hour/unit)
1 unit laboratory (2 hours/unit)

IV. No. of Hours Per Week: 3 hours for lecture
2 hours for laboratory

V. Rationale: The course is not only relevant to the law enforcement profession but also in other professions related to investigation. Hence, the course is modified to prepare the student in an effective and efficient investigation in the future.

At present, Forensic Ballistic plays a vital role in the speedy and fair administration of justice. Results of Ballistic examination will give us valuable clues in determining the crime gun which will in turn result to the possible identity of the gunman.

VI. Objectives: At the end of the course, the student should be able to:

1. explain the importance of Forensic Ballistics in the field of law enforcement in our country;
2. discuss and identify the different types, kind, make and classification of firearms;
3. identify the pioneers on the discovery of firearms, including their respective contributions;
4. classify different types of ammunition, explosives and its components;
5. discuss in the class and individual characteristic of firearms;
6. explain the different functions of the various parts of the firearms;
7. recognize the various laboratory equipment necessary in the examination of firearms;
8. recognize the various laboratory equipment necessary in the examination of firearms; cartridges, fired bullets, and allied matters; and
9. prepare reports and present pieces of evidence during court proceedings on time.

VII. Course Outline:

1. Introduction and Historical Background
2. Firearms and Ammunitions
3. (Bullets, cartridge Cases, Primers and Gunpowder)
4. Arms Manufacturing Process Related to Firearm Identification

5. Preliminary Firearm Investigation (Crime Scene Search for Ballistic Exhibits)
6. Ballistic Report Writing

VIII. Laboratory/Equipment

Bullet Comparison Microscope
Stereoscopic Microscopes
Shadowgraph
Bullet Recovery Box
Analytical Balance
Revolvers
Shotgun
Rifle
Camera (120mm)
Ammunition File
Taper Gauges
Caliper
Drawing Instrument
Trigger Pull Measuring Device

IX. Texts and References

- Del Rosario, Domingo., Forensic Ballistics: Firearms Investigation and Identification, 3rd Edition, KSY Enterprises (Phils).
- Lajom, Fidel P., Criminalistics, Rex Book Store, Manila, Philippines
- Tradio, Cirilo M., A Compendium on Criminalistics 4th Edition.
- Tan V. & Hogg, T.V. (1983). Modern small arms. London: Bison Books
- Minnery, J. (1990). CIA: catalog of clandestine weapons, tools and gadgets. Boulder, Colo.: Paladin Press.
- Kusler, P.A. (1991). Business Partners: the Best Pistol/ammunition combination for personal defense. Colorado: Paladin Press.

- I. Course Name: **Criminalistics 4 - Questioned Documents Examination**
- II. Course Description: The course covers the scientific methods of identification and examination of questionable documents, handwriting examination, detection of forgery, falsification and counterfeiting of documents which stress the procedures of restoring and deciphering erasures and obliterations; examination of documents by means of visible light, ultra-violet and ultra-red radiation and colored powders; recognition and selection of standards; and examination of questionable typewriting, computerized documents and other forms of modern printing.
- III. No. of Units: 4 units: 3 units lecture (1 hour/unit)
1 unit laboratory (2 hours/unit)
- IV. No. of Hours Per Week: 3 hours for lecture
2 hours for laboratory
- V. Rationale: Forgeries and falsification of documents are crimes against public interest punishable by our laws. Bank robbers and payroll snatchers whose activities are newspaper headlines commonly commit these crimes. While few people realize the importance of a document, it is imperative for law enforcement agents to have a thorough knowledge about document examination, whether in criminal investigation, legal proceeding and/or various civil applications. The study of the subject will give the students a working knowledge in the investigation and/or examination of a questioned document.
- VI. Objectives: At the end of the course, the students should be able to:
1. explain and define questioned documents;
 2. explain the words and phrases used in questioned document examinations;
 3. discuss the different classification of questioned documents;
 4. prove indications of genuineness and falsification of documents;
 5. identify and see the different instruments used in document examinations; and
 6. familiarize the laws on forgeries, falsifications of documents and counterfeiting.
 - 7.
- VII. Course Outline:
1. Introduction to Questioned Documents
 2. Document and Questioned Document Examination
 3. Handwriting Identification and Examination
 4. Standards and Exemplars
 5. Investigation and Detailed Examination of Signatures
 6. Forgery, Counterfeiting and Falsification
 7. Writing Materials
 8. Writing Instruments
 9. Typewriting Identification and Examination

VIII. Laboratory/Equipment

Picca Test Plates
Elite Test Plates
Typewriting Protractor
Space Test Plates
Camera, 35 mm for Questioned Documents with stand
Stereoscopic Microscopes
Enlarger
Dryer
Paper Cutter
Ultra Violet Rays Machine
Infra Red Rays Machine

IX. Texts and References

Osborn, Albert S., Questioned Document 2nd edition, January 1921.

Compilation of Handouts on Forensic Identification. Integrated National Police,
Training Command Criminalistics Laboratory.

The Revised Penal Code, Annotated by Luis B. Reyes.

Lessenberry, D.D. College Typewriting. South-Western Publishing Co.

Pamaran, Manuel R. Trial Practice in Philippine Courts. 3rd ed. Quezon
City: Central Lawbook Publishing, Reprinting, 1990.

- I. Course Name: **Criminalistics 5 – Polygraphy (Lie Detection)**
- II. Course Description: This course deals with the study of lie detection and interrogation. It covers the methods and techniques of conducting polygraph examination and other conventional methods of detecting deception. The focus of the study is on the uses of the polygraph instrument and the standard procedures of polygraph examination including modern deception detection techniques.
- III. No. of Units: 4 units: 3 units lecture (1 hour/unit)
1 unit laboratory (2 hours/unit)
- IV. No. of Hours Per Week: 3 hours for lecture
2 hours for laboratory
- V. Rationale: This course is designed to meet the demands of modern criminal investigation. The use of scientific lie-detection methods is increasing as crime detection and investigation becomes more sophisticated.
This course will familiarize the students with the fundamentals of polygraph use and polygraphic techniques and operations such as chart marking, chart-probing, and chart interpretation.
- VI. Objectives: At the end of the course, the students should be able to:
1. state the significance of studying the human nervous system physiology in relation to lie detection;
 2. make an outline of the historical development of Lie Detection;
 3. identify and define the underlying principles of each scientific method of detecting deception;
 4. enumerate the principal uses, objectives, and technical procedures of polygraphy;
 5. formulate questions, describe chart markings, and interpret chart probing; use the interrogation techniques as applied in polygraphy;
 6. enumerate completely the qualifications and the responsibilities of the polygraph examiner; and
 7. explain the legal implication of observing the ethics of criminal interrogation.
- VII. Course Outline:
1. Introduction to Forensic Psycho-Physiology and Historical Development of Lie-Detection
 2. Lie Detection Methods other than Polygraphy
 3. Fundamentals of Polygraph Science
 4. The Polygraph Technique
- VIII. Laboratory/Equipment
- Polygraph Machine

IX. Texts and References:

Matte, James Allan. Forensic Psychophysiology Using the Polygraph. JAM Publications. New York. 1996.

Lajom, Fidel P. Criminalistics. Manila. Rex Bookstore. 1998

Tradio, Cirilo M. Compendium on Criminalistics. Manila. Central Law Book. Inc., 1997.

John Reid and Fred Inbau. Truth and Deception. 3rd ed.

Batalang, Antonio M. Lie Detection and Interrogation. (Unpublished).

- I. **Course Name: Criminalistics 6 – Legal Medicine**
- II. **Course Description:** This course deals with the application of medical science in crime investigation with emphasis on human anatomy and physiology, the medico-legal aspects of physical injuries, death and crimes, abortion, infanticide, paternity and filiations, impotency, sterility and poisoning.
- III. **No. of Units:** 3 units: 1 hour lecture/unit
- IV. **No. of Hours Per Week:** 3 hours
- V. **Rationale:** The course is designed to meet the demand promulgated in P.D. 1185, as cited in Sec. 2 of its declaration of Policies as follows:
2. Legal Medicine or Forensic Medicine to be undertaken continuously in all Criminalistics courses.
 3. Educational Institution endeavor to include in their curricula subject that deal with Forensic Medicine.
 4. In order to maximize efforts in designating national consciousness in the solution of crimes through scientific detection and investigation.
- VI. **Objectives:** At the end of the course, the students should be able to:
1. explain fully the basic concepts and fundamental principles in the field of Forensic Medicine;
 2. describe fully the method of examination conducted with regards in the Forensic Medicine;
 3. explain fully the different aspects of Legal Medicine;
 4. apply the basic concepts of Legal Medicine in crime investigation and if possible, in their everyday life; and
 5. submit complete and well-written requirements on time.
- VII. **Course Outline:**
- Part I – Introduction to Forensic Medicine
- i. General Consideration
 - ii. Deception Detection
 - iii. Medico Legal Aspects of Death
 - iv. Medico – Legal Aspects of Physical Injuries
 - v. Medico Legal Aspects of Gunshot Wounds
- Part II – Identification, Pregnancy, Delivery, Birth, Abortion and Infanticide
- A. Medico – Legal Aspects of Identification
 - B. Pregnancy, Delivery, Birth, Abortion and infanticide

VIII. Laboratory/Equipment

IX. Texts and References

TEXTBOOK: Solis, Pedro, LEGAL MEDICINE, Quezon City, 1987 (Personal copy, Library copy F 614, 19, S045)

E. Criminal Law and Jurisprudence

- I. Course Name: **CLJ 1 – Criminal Law (Book One)**
- II. Course Description: The course includes a study of the general provisions of the Revised Penal Code, Special Criminal Statutes of the Philippines, Presidential Decrees and Letters of Instructions and cases relative thereto.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is basic in the program of Criminology as it ushers the students to the field of felonies and the respective penalties imposed. Special laws that were passed to strengthen and widen the efficacy of the Penal Code are replete that Revised Penal Code, indeed, has a pervasive effect in the Philippine society in these contemporary times. As future police officers, the students attain a degree of knowledge that will enable them to understand the commission of felonies, the stage that are attendant to the crime, the circumstances that surround each and every criminal act. Needless to say, the course is a basis in the preliminary aspects of police investigation which is a must for every aspiring police officer.
- VI. Objectives: At the end of the course, the student is expected to:
1. define and explain Criminal Law, felonies and the other related concepts;
 2. discuss as well as to explain the source of Criminal Law;
 3. explain the general principle of Criminal Law;
 4. correlate Criminal Law with the Fundamental Law as well as the Law related;
 5. elucidate the constitutional rights of persons and the statutory rights of the accused;
 6. discuss the various circumstances attendant to the act or omission resulting to a felony;
 7. distinguish various terms, concepts, doctrines and principles of Criminal Law;
 8. describe the persons who criminally liable; and
 9. explain the concepts of felonies.
- VII. Course Outline:
1. The General Aspects of Criminal Law
 2. Circumstances Surrounding the Commission of a Felony
 3. Persons Criminally Liable and Concepts of Penalties

VIII. Laboratory/Equipment

IX. Texts and References

- Reyes, L. B. (1998). *The Revised Penal Code*. Manila. Rex Publishing Company, Inc.
- Apostol. (1990). *Essentials of Criminal Procedure*. Manila: Central Law Marketing Inc.
- Buhain, D. D. (1995). *The Revised Penal Code of the Philippines*, Quezon City. Rex Printing Company, Inc.
- Nolledo, J. N. (1996). *Rules on Criminal Procedure*. Manila: Rex Publishing Company, Inc.

- I. Course Name: **CLJ 2 – Criminal Law (Book Two)**
- II. Course Description: The course deals with the study of crimes and penalties. Study of the elements of crimes embodied in the Revised Penal Code Book 2, and the circumstances which affect criminal liabilities. Study of jurisprudence. (Pre-requisite: Book One)
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is crafted in manner that each student should know how the fundamental concept of crimes, its elements and their distinctions with other crimes.
- VI. Objectives: To impart the necessary skills of determining and pinpointing acts that constitute a crime or offense; secondly, the proper appreciation of facts which constitute the elements of an offense or crime; thirdly, to make this facts as evidence; and lastly, to know how to distinguish the elements of each crime punishable by the Revised Penal Code and Special Laws.
- VII. Course Outline:
1. Crimes Against National Security and the Fundamental Law of the State
 2. Crime Against Public Order and Public Interest
 3. Crime Against Public Morals, Persons and Property
 4. Crimes Against Personal Liberty and Security, Property and Chastity, Crimes Against Civil Status of Person and Honor and Quasi Offenses
- VIII. Laboratory/Equipment
- IX. Texts and References
- Nolledo, J. (1997). *The Revised Penal Code, Annotated*.
- Aguilar, N. M. (1998). *Criminal Actions, Prosecution and F3883c. I remedies*. Quezon City: Central Professional Books.
- Reyes, L. B. (1998). *The Revised Penal Code: Criminal Law (Bk. 2) (4th rev. ed.)* Manila: Rex Book Store.
- Nolledo, J. N. (ed). (1997). *The Revised Penal Code of the Philippines wit related laws (rev. ed.)*. Mandaluyong City: National Book Store.
- Force, R. (1998). *Criminal Law (2nd ed.)* Cincinnati, Ohio: South Western Pub. Co.
- Nolledo, J. N. (ed.). (1998). *The Revised Penal Code of the Philippines with related laws*. Manila: National Book Store.

- I. Course Name: **CLJ 3 – Criminal Procedure**
- II. Course Description: The course focuses on the study of the Rules of Court on Criminal Procedure and cases covering the law on arrest, searches and seizures, rules of preliminary investigation, the granting of bail, and the rights of the accused.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: This subject helps the students understand the provisions of the rules of court especially recent amendments of laws. It enables the students to have personal knowledge on how to prepare, commence, and institute criminal actions. It is also intended to teach the proper and correct procedure in the prosecution of offenses including the settlement of disputes within the barangay level. Finally, it prepares the students in their chosen profession, as they will soon play an active and direct role in the prosecution of offenses in court.
- VI. Objectives: At the end of the term, the students should be able to:
1. understand the pertinent provisions of the rules of court and other related circulars of the Supreme Court;
 2. understand and apply the basic principles on the commencement and prosecution of offenses;
 3. understand and explain the two-way, rule in the administration of justice;
 4. classify and differentiate the different procedures as they are applied in the different courts including the classification and evaluation of evidence of proper presentation.
 5. understand and apply the basic principles in the commencement and prosecution of offenses;
 6. appreciate and understand the basic of thorough preparation before actual trial;
 7. apply and use the proper terminologists in the preparation of pleadings;
 8. understand and appreciate the proper decorum during court proceedings; and
 9. accomplish and prepare documentation which are necessary in support of a particular evidence.
- VII. Course Outline:
1. Review of Basic Law Subject
- VIII. Laboratory/Equipment

IX. Texts and References

Revised Penal Code by Reyes, Aquino, Nollado; or Calleja

R.A. 7659, as amended by R.A. 7877

R.A. 7610, as amended by r. A 7658

Revised Rules of Court of the Philippines

R.A. 7160 and Admission Cir. No. 14-93

B.P. Blg. 129, as amended by R.A. 7691 and E.O. 864 and Admission
Cir. No. 09-94

Revised Rules on Summary Procedure

Revised Rule on Evidence

Legal Forms by Tanada and Rodrigo Vols. 1 and 2

Aspects of Jurisdiction by Dean Honorato Y. Aquino, 1999, ed.

R.A. 8294 amending P.D. 1866

- I. Course Name: **CLJ 4 – Criminal Evidence**
- II. Course Description: The course involves the study of the fundamental principles of criminal evidence as embodied in the Rules of Court.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: This course is designed especially in relation to police matters to make evidence available, competent and relevant in any proceeding before any court, tribunal or body exercising quasi-judicial functions.
- VI. Objectives: At the end of this course, the students should be able to:
1. explain fully what are judicial notices, admissions and confessions;
 2. identify and explain what are judicial notices, admissions and confessions;
 3. identify the different kinds of evidence, proof and collateral matters and gives examples for each;
 4. explain fully what is burden of proof. How is it applied in a judicial proceeding, criminal or otherwise and in relation to administrative cases and be able to distinguish the same from the burden of evidence, conclusive and disputable presumptions;
 5. appreciate and explain the procedures in the presentation of evidence in any judicial and quasi-judicial bodies;
 6. explain after understanding the Mode of Perpetuation of Testimonies; and
 7. inter-relate the foregoing with police functions, duties and other police matters.
- VII. Course Outline:
1. General Provisions
 2. What need not to be proved
 3. Rules of Admissibility of Evidence
 4. Burden of Proofs and Presumptions
 5. Presentation of Evidence
 6. Weight and Sufficiency of Evidence
 7. Perpetual of Testimony
- VIII. Laboratory/Equipment

IX. Texts and References

- Tradio, C. M. (2000). Handbook of Criminal Investigation and Detection with Criminal Evidence (3rd ed.) Quezon City: Central Professional Books.
- NBSI Editorial Board (1990). Revised Rules on Evidence. Mandaluyong City: National Book Store
- Jimenez, R.U. (1998). The Law on Search Warrant. Manila: R.M. Pub. House.
- Martin, R.G. (1978). Rules of Court in the Philippines with Notes and Comments: Evidence (vol. V). Manila: National Book Store.
- Francisco, V.J. (1973). The Revised Rules of Court in Philippines: Evidence Rules, 128-130 (vol. VII, Part I) Quezon City: East Pub.
- Padilla, A. (1971). Rules of Evidence Annotated (vol 2) Manila: The Lawyer's Cooperative
- Nolledo, J.N. (1968). Rules of Evidence, powers of Court and Judicial Officers, Attorneys and Admission to Bar, legal fees, costs and others. Manila: National Book Store.
- Morgan, E.M. (1927). The Law of Evidence. New Haven, London: Yale University Press.

- I. Course Name: **CLJ 5 – Court Testimony**
- II. Course Description:___The course includes observation, enactment and the participation of the police officers in the judicial processes.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: This subject helps the students understand the provisions of the rules of court especially recent amendments of laws. It enables the students to have personal knowledge on how to prepare, commence, and institute criminal actions. It is also intended to teach the proper and correct procedure in the prosecution of offenses including the settlement of disputes within the barangay level. Finally, it prepares the students in their chosen profession, as they will soon play an active and direct role in the prosecution of offenses in court.
- VI. Objectives: At the end of the term, the students should be able to:
1. understand the pertinent provisions of the rules of court and other related circulars of the Supreme Court;
 2. understand and apply the basic principles on the commencement and prosecution of offenses;
 3. understand and explain the two-way, rule in the administration of justice;
 4. classify and differentiate the different procedures as they are applied in the different courts including the classification and evaluation of evidence of proper presentation;
 5. understand and apply the basic principles in the commencement and prosecution of offenses;
 6. appreciate and understand the basic of thorough preparation before actual trial;
 7. apply and use the proper terminologists in the preparation before actual trial;
 8. understand and appreciate the proper decorum during court proceedings; and
 9. accomplish and prepare documentation which are necessary in support of a particular evidence.
- VII. Course Outline:
1. Review of Basic Law Subject
 2. Documentation
 3. Actual Court Observation and Preparation of Complaints/Information. Simulated Presentation of Evidence in a Moot Court
- VIII. Laboratory/Equipment

IX. Texts and References

Revised Penal Code by Reyes; Aquino, Nolleto; or Calleja

R.A. 7659, as amended by R.A. 7877

R.A. 7610, as amended by R.A. 7658

Revised Rules of Court of the Philippines

R.A. 7160 and Admission Cir. No. 14-93

Revised Rules on Summary Procedure

Revised Rules on Evidence

Legal Forms by Tanada and Rodrigo Vols. 1 and 2

Handbook on Criminal Investigation by Cirilo M. Tradio

R.A. 8294 amending P.D. 1866

B. Correctional Administration

- I. Course Name: **CA 1 - Institutional Corrections**
- II. Course Description: The course covers an examination of the history, philosophy and objectives of imprisonment and the development of prisons. A study of institutional agencies in the Philippines, to include BJMP which oversees city and municipal jails; provincial jails and the Bureau of Corrections and their institutions in terms of their structures, management, standards, programs and services. A critical analysis of the laws creating these agencies to determine areas for possible improvement.
- III. No. of Units: 3 units: 1 hour lecture/unit
- IV. No. of Hours Per Week: 3 hours
- V. Rationale: The course is designed to alleviate the knowledge and understanding of the students regarding Institutional Correction and Penal Management in the Philippines. To acquaint the students with the handling and treatment of criminal offenders in line with established standards of treating offenders. The course likewise assimilates information to achieve the ultimate goal of rehabilitation and reformation of criminals in an attempt to maintain and ensure public safety.
- VI. Objectives: At the end of the course, the student should be able to:
1. learn the historical development of penology;
 2. discuss the concept of punishment and its purpose;
 3. recognize the role of Corrections in the Criminal Justice System;
 4. orient themselves with the handling and treating criminal offenders;
 5. know the standard rules in treating prisoners set by the United Nation;
 6. explain the classification process through which the rehabilitation, program of prisoners are carried out; and
 7. know the legal aspect influencing the Philippine Correctional System.
- VII. Course Outline:
1. Introduction to Corrections
 2. The Bureau of Corrections and the BJMP
 3. Forms of Correctional Treatment Programs
 4. Institutional Custody, Security, and Control of Prisoners, Emergency Plans, Movement and Transfer of Prisoners
 5. Penal Provisions on Correction
- VIII. Laboratory/Equipment

IX. Texts and References

- Clear, T.R. and Cole G.F. (1986). American Corrections. California: Brooks/Cole Publishing Company.
- Harry, A.E. (1989), Corrections in America, United States: Macmillan Publishing Company.
- Miller, E. (1977), Corrections in the Community, Reston, Virginia, Reston W444 Publishing Company, Inc.
- Tugbo, NB. (1985) Notes on Corrections, Philippine College of Criminology, Manila Philippines.
- The Bureau of Jail Management and Penology. (BJMP) Manual, 1996.

I. Course Name: **CA 2 – Non-Institutional Corrections**

- II. Course Description: The course focuses on Presidential Decree 968, otherwise known as the "Probation Law of 1976 as Amended", establishing a probation system in the Philippines, its historical background, philosophy, concepts and operation as a new correctional system, investigation, selection and condition of probation, distinction between incarceration, parole, probation and other forms of executive clemency, total involvement of probation in the administration of the Criminal Justice System.

This course also treats the study of Act 4103, as amended otherwise known as the "Indeterminate Sentence Law" that created the Board of Pardons and Parole, system of releasing and recognizance, execution, clemency and pardon.

III. No. of Units: 3 units: 1 hour lecture/unit

IV. No. of Hours Per Week: 3 hours

- V. Rationale: This course is design to help students understand the probation system, its operation and linkages with the other pillars of the Criminal Justice System. The Criminal Justice System is the machinery which the society uses in the prevention and control of crimes. It operates by preventing the commission of crimes and apprehending, prosecuting, sentencing and rehabilitating those who cannot be deterred from transgressing, existing laws and established rules of society, its components are composed of the police, prosecution, courts, corrections and the community. Probation system is considered as sub-components of corrections. Probation provides a less costly alternative to the imprisonment of offenders who are likely to respond to individualize, community-based treatment programs.

This course is also designed to help students be knowledgeable on how parole systems as well as other Executive Clemency are being implemented in the country.

VI. Objectives: At the end of the course, the students should be able to:

1. explain fully the basic concepts, principles and philosophy of the Probation System;
2. describe the relationships of the probation administration with the other pillars of criminal justice system;
3. recommend or provide solutions or problems involving probation investigation and supervision;
4. discuss the operations of probation in the country; and
5. apply learned concepts in their everyday life.

VII. Course Outline:

1. Historical Background of Probation
2. Probation Law and other Forms of Probation in the Philippines
3. Parole Investigation and Supervision
4. Executive Clemency

VIII. Laboratory/Equipment

IX. Texts and References

Balacillo, Nestor J. Probation and Parole: A Source Book on Constitutional, Statutory and Decision Principles. Philippine Copyright, 1992.

Cruz, Isagani A. Philippine Political Law. Manila: Central Law Book Publishing Co., Inc., Quezon City, Philippines, 1987. Call No. F. 342.599, C 889. '95

Miguel, Ernesto and Argoso, Levi Mallare, Compilation on Probation and Parole System in the Philippines. First Edition, Superpri Lithographics Corp., 1998. Call No. F.364.623 M 588, 1998.

Ruivivar, Francisco C. Probation Administration. Manila, 1993. Call No. F.364.6, P.94, 1992.

Sangco, Cezar S. Handbook on Probation. JMC Press Inc., Quezon City, Philippines. Call No. F.364.6, 1995.

Methods and Procedures of Probation Investigation and Probation

Methods and Procedures of Parole Investigation and Supervision

Rules and Procedures of the Board of Pardons and Parole

P.D. 968 The Probation Law. Call No. F.342.599, C889, '95

G. Practicum

- I. Course Name: **On-the-Job Training and Community Immersion**
- II. Course Description: The course is intended to develop an understanding and exposure into the Psychology and Sociology of Crimes, Crime Detection and Investigation and Criminalistics, actual operation of a police station/department, jail or penal institution, Fire Departments and Security Agencies, and such other agencies comprising the five (5) pillars of the Criminal Justice System and the relationship between them as a supplement and in conjunction with the academic program; off-campus or practicum program in selected police agencies; actual field work, observation and practice of police tasks, activities or operations, including patrol, traffic, crime investigation, criminalistics, performed internships requiring observations in penal institutions, jails, reformatories in DSWD, NBI, CHR, NAPOLCOM and such other agencies related to the course/program.

The course is also aimed at providing students with an opportunity to understand the economic, social, and cultural reality of the community. It is centered on students getting in touch with themselves as they interact and relate with individuals, groups, and families in selected nearby community. The course is divided into three phases namely: pre-immersion phase, immersion phase and the post immersion phase.

6 units 540 hours 1 semester

- II. Rationale: In line with the PNP for greater police visibility, the inception of the idea of the subject offered in a whole semester during the last curriculum year of the course becomes a reality. Thus, graduating students are required to attend the Practicum program for the whole semester without any academic load to make them fully abreast of the feature of the basic law enforcement and investigative work.
- III. Objectives
1. to acquaint the students enrolled in the course of the basic police and investigative work.
 2. to make them feel the real and factual situations obtaining in the community that needs police protection.

ADDITIONAL TEXTBOOKS AND REFERENCES

Foreign Authored & Published

- Gilbert, J. N. (2004). *Criminal Investigation*. 6th ed.). N.J.: Pearson/Prentice-Hall.
- Saferstein, R. (2004). *Criminalistics: an introduction to forensic science*. (8th ed.). N.J.: Pearson/Prentice-Hall.
- Gudjonsson, G.H. (2003). *The Psychology of interrogations and confessions: a handbook*. England: John Wiley and Sons.
- Cote, S. (Ed.). (2002). *Criminological theories: Bridging the past to the future*. Calif: Sage Pub.
- Lyman, M. D. (2002). *Practical drug enforcement*. (2nd ed.). Florida: CRC Press.
- McDonald, P. P. (2002). *Managing police operations implementing the New York crime control model-compstat*. Australia: Wadsworth/Thomson Learning.
- Bennet, W. W., & Hess, K. M. (2001). *Criminal investigation*. (6th ed.). Australia: Wadsworth/Thomson Learning
- Davis, J. A. (2001). *Stalking crimes and victim protection: Prevention, threat, assessment, and case management*. Florida: CRC Press.
- Frederick, S.; & The Aware Committee on Rape. (2001). *Rape: Weapon of terror*. N.J.: Global Publishing.
- Godwin, G. M. (2001). *Criminal psychology and forensic technology: A collaborative approach to affective profiling*. Florida: CRC Press.
- Hazelwood, R. A., & Burgess, A. W. (2001). *A multidisciplinary approach*. (3rd ed.). Florida: CRC Press.
- Henry, S., & Lanier, M. m. (2001). *What is a crime?: controversies over the nature of crime and what to do about it*. Maryland: Rowman & Littlefield Pub.
- Inman, K., & Rudin, N. (2001). *Principles and practice of criminalistics: the profession of forensic science*. Florida: CRC Press.
- Iannone, N. F. & Iannone, M. I. (2001). *Supervision of police personnel* (6th ed.). New Jersey: Prentice-Hall.
- Kiely, T. F. (2001). *Forensic evidence: science and criminal law*. Boca Raton, Florida: CRC Press.
- Leone, M. C> (Ed.). (2001). *Annual editions: corrections 2001/2002*. (1st ed.). Conn.: McGraw-Hill/Dushkin.

- Peterson, J. K.; Zamir, S. (Ed). (2001). *Understanding surveillance technologies: Spy devices, their origins and applications*. Florida: CRC Press.
- Pope, C. E. (2001). *Voices from the field: Reading in criminal justice research*. Australia: Wadsworth.
- Redsicker, D. R. (2001). *The Practical methodology of forensic photography*. (2nd ed.). Bosa Raton, Florida: CRC Press.
- Russ, J. C. (2001). *Forensic uses of digital imaging*. Florida: CRC Press.
- Walker, S. (2001). *Sense and nonsense about crime and drugs: a policy guide*. (5th ed.). Australia: Wadsworth/Thomson Learning.
- Williams, K. S. (2001). *Textbook on criminology*. (4th ed.). New York: Oxford University Press.
- Adler, F, Mueller, G. O. W. & Laufer, W. S. (2001). *Criminal justice: an introduction*. (2nd ed.) Boston: McGraw-Hill.
- Anderson, T. D. (et al.). (2000). *Every officer is a leader: transforming leadership in police, justice and public safety*. Florida: CRC Press.
- Barker, R. L., & Branson, D. M. (2000). *Forensic social work: Legal aspects of professional practice*. (2nd ed.). New York: Haworth Press.
- Curran, J. M. , Hicks, T. N. & Buckleton, J. S. (2000). *Forensic interpretation of glass evidence*. Florida: CRC Press.
- Ellis, L. (2000). *Criminology: A Global perspective*. Boston: Allyn and Bacon.
- Fisher, B. A. J. (2000). *Techniques of crime scene investigation* (6th ed.). California: CRC Press.
- Hunter, R. D. (2000). *Police community relations and the administration of justice* (5th ed.). New Jersey: Prentice-Hall.
- Jupp, V., Davies, P., & Francis, P. (2000). *Doing criminological research*. London: Sage Pub.
- King, R. D. & Wincup, E. (Eds.). (2000). *Doing research on crime and justice*. Oxford: Press. Oxford University.
- Lyman, M. D., & Potter, G. W. (2000). *Organized crime*. (2nd ed.). N. J.: Prentice-Hall.
- Lemert, C., Winter, M. F. (Eds.). (2000). *Crime and deviance: Essays and innovations of Edwin M. Lemert*. Maryland: Rowman & Littlefield.
- Lilley, P. (2000). *Dirty dealing: the untold truth about global laundering*. London: Kagan Page Ltd.

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- Reader's Digest crime casebook. (2000). London: Reader's Digest Association Ltd.
- Reid, S. T. (2000). *Crime and criminology* (9th ed.). Boston: Mc Graw-Hill.
- Sheley, J. F. (2000). *Criminology: a contemporary handbook*. (3rd ed.). Australia: Wadsworth.
- Schwoebe, A. J. & Exile, D. L. (2000). *Current methods in forensic gunshot analysis*. Florida: CRC Press.
- Shwartz, L. L., & Isser, N. K. (2000). *Endangered children: Neonaticide, infanticide and filicide*. Florida: CRC Press.
- Siegel, L. J. (2000). *Criminology*. (7th ed.). Australia: Wadsworth.
- Stephenson, P. (2000). *Investigating computer-related crime*. Florida: CRC Press.
- Swanson, C. R. Charmelin, N. C. & Territo, L. (2000). *Criminal investigation* (7th ed.). Boston: McGraw-Hill.
- Weston, P. B., Lushbaugh, C. & Wells, K. M. (2000). *Criminal investigation; Basic perspectives* (8th ed.). New Jersey: Prentice-Hall.
- Wilkinson, E. K.; Atkins, A. G. (2000). *Sentenced to death: the truth about Englishman Albert Wilson's sentence and eventual acquittal in the Philippines*. Verlag, Germany: Book of Dreams.
- Wroblewski, H. M. & Hess, K. M. (2000). *Introduction to law enforcement and criminal justice*. (6th ed.). Australia: Wadsworth.
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- Cawthorne, N. (1999). *The world's greatest serial killers*. London: Chancellor Press.
- Fletemeyer, J. R. & Freas, S. J. (Eds.). (1999). *Drowning: new perspectives on intervention and prevention*. Florida: CRC Press.
- Huber, R. A.; Headrick, A. M. (1999). *Handwriting identification: Facts and fundamentals*. Florida: CRC Press.
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- Brookman, F., Noaks, L. & Wincup, E. (Eds.). (1999). *Qualitative research in criminology*. England: Ashgate Pub.

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