

# Criminal Justice Institute Hillsborough Community College

## Introduction

The Criminal Justice Institute (CJI) of Hillsborough Community College operates under the statutory authority and regulation of the Florida Department of Law Enforcement (FDLE) and Florida Criminal Justice Standards and Training Commission (CJSTC).

The Criminal Justice Standards and Training Commission was established by the Florida Legislature to oversee employment and training for law enforcement and correctional officers. The mission of the Criminal Justice Standards and Training Commission is to ensure that the citizens of Florida are served by the most qualified, well-trained, ethical and professional officers in the nation.

## Requirements for Employment

All individuals either employed or appointed as a full-time, part-time, or auxiliary law enforcement officer in the state of Florida must meet the following minimum qualifications established by the Criminal Justice Standards and Training Commission and Section 943.13, Florida Statutes:

1. Be at least 19 years of age.
2. Be a citizen of the United States.
3. Be a high school graduate or its equivalent.
4. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement.
5. Not have plead guilty or Nolo Contendere after July 1, 1981, to any felony or misdemeanor involving perjury, false statement or domestic violence, whether or not adjudication was withheld or sentence suspended.
6. Not have received a dishonorable discharge from any of the United States Armed Forces.
7. Have a good moral character as defined by Subsection 943.13 (7), Florida Statutes and F.A.C. 11B-27.0011.
8. Complete a sworn application.
9. Have passed a background investigation.
10. Have been fingerprinted.
11. Have successfully completed a medical examination to include an EKG and drug screen.
12. Have successfully completed a CJSTC approved basic recruit training program.
13. Have achieved an acceptable score on the CJSTC approved Officer Certification examination.
14. Have obtained employment within four years of beginning the CJSTC approved basic recruit training program.

## Disclaimer

The Criminal Justice Standards and Training Commission established **minimum qualifications only**. Law enforcement agencies may have additional qualifications or restrictions for employment or appointment.

The Criminal Justice Institute strongly recommends that all students check with employing agencies for any additional requirements or restrictions **before** seeking admission to the law enforcement program. **The Criminal Justice Institute does not guarantee employment or appointment after successfully completing the law enforcement program.** It is the student's responsibility to seek and obtain employment. Students are encouraged to seek employment with city, county and state criminal justice agencies throughout Florida.

## Law Enforcement Training Program

The **770-hour Law Enforcement Basic Recruit Training Program** is for students seeking a career as a city, county or state law enforcement officer. A law enforcement officer is vested with authority to bear arms and make arrests; whose primary responsibilities are the prevention and detection of crime, and the enforcement of penal, criminal, and traffic laws. Students enrolled in this program are required to successfully complete the following courses:

|          |                            |          |                             |
|----------|----------------------------|----------|-----------------------------|
| CJK 0007 | Intro to Law Enforcement   | CJK 0083 | DUI Traffic Stops           |
| CJK 0008 | Legal                      | CJK 0086 | Traffic Crash Investigation |
| CJK 0017 | Communications             | CJK 0020 | CMS Vehicle Operations      |
| CJK 0011 | Human Issues               | CJK 0031 | CMS First Aid               |
| CJK 0061 | Patrol 1                   | CJK 0040 | CMS Firearms                |
| CJK 0062 | Patrol 2                   | CJK 0551 | CMS Defensive Tactics       |
| CJK 0076 | Crime Scene Investigations | CJK 0422 | Dart Firing Stun Gun        |
| CJK 0071 | Criminal Investigations    | CJK 0096 | Physical Fitness            |
| CJK 0082 | Traffic Stops              |          |                             |

### Class Schedules

Students may attend the law enforcement program either on a full-time or part-time schedule. Students enrolled in the training program full-time attend classes Monday-Friday, 8:00 am – 5:00 pm with some evening classes required. It takes approximately 26 weeks to complete the program while attending full time.

Students enrolled in the training program part-time attend classes Monday-Thursday, 6:00 pm – 10:00 pm and Saturday, 8:00 am – 5:00 pm. It takes approximately 40 weeks to complete the program while attending part-time.

Classes start throughout the year. Students must apply several months in advance of a class starting due to the extensive application procedures and time required to process an applicant for admission.

### Tuition and Fees

Hillsborough Community College is a non-profit, state supported institution. Funding is based on state appropriations, tuition and fees. Tuition and fees are subject to change without notice pending approval of the Board of Trustees and the state legislature.

All tuition and fees are due and payable in full at the time of registration and by the established deadline date for each class. Tuition and fees may be paid by personal check, cashier's check, money order, Master Card or Visa, Financial Aid or GI Bill.

## Financial Aid & Scholarships

The law enforcement program is approved for financial aid and veteran's benefits. Students wanting to use their veteran's benefits should speak with a Counselor at (813) 253-7758.

Students seeking financial assistance must apply by the deadline established for each term/semester:

- **March 15** – summer term (classes starting between May 5 – August 10)
- **May 15** – fall term (classes starting between August 15 – December 5)
- **October 15** – spring term (classes between starting December 5 – May 1)

To apply for financial aid, students must:

- **Request a Federal Student Aid PIN**
- **Complete a Free Application for Federal Student Aid (FAFSA)**
- **Complete a Student Aid Report (SAR)**
- **Submit copies of latest tax returns or parent's tax returns if declared a dependent (1040A, 1040EZ, 1040)**

For additional information visit <http://hccfl.edu/sssem/financialaid/apply.aspx> and <http://www.hccfl.edu/dao/foundation.aspx>.

## Adjunct Faculty

The Criminal Justice Institute employs more than 200 highly qualified law enforcement and public safety instructors from various city, county, and state agencies. All instructors are licensed by the Criminal Justice Standards and Training Commission to train law enforcement officers.

## Location and Facilities

The Criminal Justice Institute of Hillsborough Community College is located at the Ybor City Campus. The Ybor City Campus is situated in the heart of Tampa's Historic Latin Quarter where the campus buildings are architecturally designed to blend with the existing historic structures in Ybor City.

The campus boasts an Administration Building, Student and Faculty Building, Student Services and Library Building, Performing Arts Building, Visual Arts Building and Public Service Technology Building.

The Criminal Justice Institute is located in the Public Service Technology Building at the Ybor City Campus. The Public Service Technology Building features 16 technology equipped classrooms, a computer lab, a criminalistic lab, an interrogation lab, a courtroom, a defensive tactics room, an exercise room, a hazardous materials lab and decontamination lab.

In addition to the Public Service Technology Building at the Ybor City Campus, the Criminal Justice Institute utilizes facilities at the Tampa Police and Fire Training Center and Hillsborough County Sheriff's Office to provide emergency vehicle operations and firearms training.

The Ybor City Campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 275, Interstate 4, State Road 60, and the Lee Roy Selmon Expressway.

## **Associate in Applied Science (A.A.S.) Degree in Criminal Justice Officer Administration**

In a continuing effort to serve the needs of students in technical programs, Hillsborough Community College will award accelerated, articulated credit toward an Associate in Applied Science degree (A.A.S.) in Criminal Justice Technology (Officer Administration) and toward an Associate in Science degree (A.S.) in Criminal Justice Technology to those individuals who have successfully completed a Florida Criminal Justice Standards and Training Commission (CJSTC) approved Law Enforcement Officer Recruit Program and are currently holding CJSTC Certification in law enforcement, OR have completed the training AND have successfully passed the CJSTC State Certification Examination in law enforcement making them eligible for law enforcement certification.

This accelerated credit makes it possible for a student completing a Florida Criminal Justice Standards and Training Commission approved Law Enforcement Officer Recruit Program and currently holding CJSTC certification in law enforcement, OR who has completed the training AND has successfully passed the CJSTC State Certification Examination in law enforcement making them eligible for certification in law enforcement, to receive 33 hours of college credit toward the Associate of Applied Science degree (A.A.S.) in Criminal Justice Technology (Officer Administration) and 15 hours of college credit toward the Associate in Science degree (A.S.) in Criminal Justice Technology (12 awarded credits plus CJE 1000).

Before awarding these credits to a student, the College will establish that the student has received a Law Enforcement Officer Recruit Program Certificate of Completion, AND has passed the State Certification Examination in law enforcement OR holds a current valid CJSTC certification in law enforcement. Whenever a student appears to be eligible for articulated credits under this agreement, the Academic Advisor will be responsible for requesting an F.D.L.E. Automated Training Management System check on the student. This request will be submitted by the Academic Advisor to the Criminal Justice Institute which will be responsible to obtain confirmation of the student's eligibility for the articulated credit and will forward such documentation to the Academic Advisor.

The student must matriculate 15 hours of coursework at Hillsborough Community College on either a full or part-time basis to have these credits noted on his/her official college transcripts.