

Careers in **EMERGENCY SERVICES**

Certificates

- *Correctional Officer*
- *Fire Science*

Associate in Applied Science

- *Corrections Administration*
- *Corrections Administration-Jail Administration*
- *Criminal Justice Administration*
- *Criminal Justice Pre-Service*
- *Fire Science Administration*

Associate

- *Criminal Justice-Generalist*

Partnership Programs

- *Alpena Community College*
- *Mid Michigan Community College*
- *North Central Michigan College*
- *Davenport University*
- *Franklin University*
- *Madonna University*

See information on our partnership programs on the web at
www.kirtland.edu/partnerships/emergencyservices.htm

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills. In the certificate programs there are no English, reading, or mathematics requirements, however, these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results require them to begin with DEV courses.*

- ENG-10000 Writing Lab (if required) Mathematics: _____
 English: _____ Reading: _____

FOR MORE INFORMATION, PLEASE CONTACT THE CAREERS IN EMERGENCY SERVICES DEPARTMENT:	
Shawn Ott	989-275-5000, extension 283
Jerry Boerema	989-275-5000, extension 323

CORRECTIONAL OFFICER

Certificate of Completion (CCRR1)

Minimum Credits: 32
Contact Hours: 32-34

Introduction

The Correctional Officer certificate prepares graduates for jobs in a prison system as a corrections officer. This one-year certificate of completion incorporates the 15 semester hours of corrections, criminal justice, psychology, sociology, and human relations credits required by the Michigan Department of Corrections. All candidates must maintain a 2.0 cumulative GPA or better, with a C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may be used toward a corrections administration degree.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-10900	Introduction to Corrections	3
CJS-11000	Careers in Criminal Justice	1
CJS-11100	Legal Issues in Corrections	3
CJS-11200	Client Growth & Development	3
CJS-17000	Correctional Institutions & Facilities	3
CJS-17103	Correctional Officer's Report Writing	1
CJS-17200	Client Relations in Corrections	3
CJS-24000	Criminology	3
CJS-	CJS elective with advisor approval	3

General Education

Communications (3-4 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3

Life Skills (3 credits):

CIS-10500	Introduction to Computers	3
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CORRECTIONS ADMINISTRATION

Associate in Applied Science (DCRA0)

Minimum Credits: 64

Contact Hours: 66-73

Introduction

The Corrections Administration program is concerned with all segments of the criminal justice system. The major emphasis is placed on corrections history, development, sentencing, incarceration, community-based programs, diversion, probation, parole, prisoner's rights, offender violence, supervision, and corrections of the future. Graduates are prepared for jobs within a prison system. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-10900	Introduction to Corrections	3
CJS-11000	Careers in Criminal Justice	1
CJS-11100	Legal Issues in Corrections	3
CJS-11200	Client Growth & Development	3
CJS-17000	Correctional Institutions & Facilities	3
CJS-17103	Correctional Officer's Report Writing	1
CJS-17200	Client Relations in Corrections	3
CJS-20800	Criminal Justice Internship (Maximum of 9 credits)	3
CJS-21100	Narcotics Investigation	3
CJS-24000	Criminology	3
CJS-27000	Community Based Corrections	3
CJS-	One elective from below	3
<i>Select 3 hours from the following:</i>		
CJS-10200	Physical Training I	3
CJS-10800	Firearms	3
CJS-24500	Social Deviant Behavior	3
CJS-28001	Institutional Jail/Prison Administration	3

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403 or ENG-10602	English Composition II w/Computers OR Technical Writing w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities/Social Science (11-13 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
SOC-10100	Introduction to Sociology	3
	Humanities elective	2-4

Life Skills (3 credits):

CIS-10500 or OIS-10401/02/03	Introduction to Computers OR Keyboarding I A, B, & C	3
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Math/Natural Scienc3 (6-9 credits):

MTH-12000	Intermediate Algebra or higher	3-4
	Science Elective AND Lab	3-5

CORRECTIONS ADMINISTRATION – JAIL ADMINISTRATION

Associate in Applied Science (DCRA1)

Minimum Credits: 64

Contact Hours: 69-75

Introduction

The Corrections Administration - Jail Administration program is concerned with all segments of the criminal justice system. The major emphasis is placed on a 160-hour Local Corrections Academy, dealing with booking, intake and release, suicide awareness, report writing, prison behavior, correctional law, custody and security, PPCT defensive tactics, interpersonal communication, fire and safety, cultural diversity, sexual harassment, ethics, and stress management. Graduates are prepared for jobs within the local jail systems. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of "C" or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the corrections curriculum. Students have the opportunity to plan for transfer to a four-year college or university.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-10900	Introduction to Corrections	3
CJS-11000	Careers in Criminal Justice	1
CJS-17200	Client Relations in Corrections	3
CJS-20800	Criminal Justice Internship (Maximum of 9 credits)	3
CJS-21100	Narcotics Investigation	3
CJS-24000	Criminology	3
CJS-26007	Corrections Academy	10
CJS-27000	Community Based Corrections	3
One elective from below:		
CJS-10200	Physical Training I	3
CJS-10800	Basic Firearms	3
CJS-11100	Legal Issues in Corrections	3
CJS-17000	Correctional Institutions & Facilities	3
CJS-24500	Social Deviant Behavior	3
CJS-28001	Institutional Jail/Prison Administration	3
CJS-11200	Client Growth & Development	3

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403 or ENG-10602	English Composition II w/Computers OR Technical Writing w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities/Social Science (11-13 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
SOC-10100	Introduction to Sociology	3
	Humanities elective	2-4

Life Skills (3 credits):

CIS-10500 or OIS-10401/02/03	Introduction to Computers OR Keyboarding I A, B, & C	3
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Math/Natural Science (6-9 credits):

MTH-12000	Intermediate Algebra or higher	3-4
	Science Elective AND Lab	3-5

CRIMINAL JUSTICE ADMINISTRATION

Associate in Applied Science (DCJA0)

Minimum Credits: 60

Contact Hours: 62-69

Introduction

Criminal Justice Administration is a program concerned with all branches of law enforcement - federal, state, local, and private agencies - in crime prevention, law enforcement, detection and apprehension of criminals, deterrence of delinquency, corrections, probation, and parole. Graduates are prepared for jobs in any law enforcement agency for positions other than a certified police officer, i.e., corrections, dispatch, juvenile officer. All candidates must maintain a 2.0 cumulative GPA or better, with a grade of C or better in all CJS courses. A mandatory dress code is in effect for all students enrolled in the criminal justice administration curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may be used toward a Corrections Administration degree. Students should contact a criminal justice advisor for further questions.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) must provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-11000	Careers in Criminal Justice	1
CJS-17000	Correctional Institutions & Facilities	3
CJS-20800	Criminal Justice Internship*	3
CJS-24000	Criminology	3
<i>Select 18 hours of electives from below</i>		
CJS-10200	Physical Training I	3
CJS-10800	Firearms	3
CJS-10900	Introduction to Corrections	3
CJS-11100	Legal Issues in Corrections	3
CJS-11200	Client Growth & Development	3
CJS-17103	Correctional Officer's Report Writing	1
CJS-17200	Client Relations in Corrections	3
CJS-21100	Narcotics Investigation	3
CJS-24500	Social Deviant Behavior	3
CJS-27000	Community Based Corrections	3
CJS-28001	Institutional Jail/Prison Administration	3

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403 or ENG-10602	English Composition II w/Computers OR Technical Writing w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities/Social Science (11-13 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
SOC-10100	Introduction to Sociology	3
	Humanities elective	2-4

Life Skills (3 credits):

CIS-10500 or OIS-10401/02/03	Introduction to Computers OR Keyboarding I A, B, & C	3
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Math/Natural Science (6-9 credits):

MTH-12000	Intermediate Algebra or higher	3-4
	Science Elective AND Lab	3-5

CRIMINAL JUSTICE PRE-SERVICE

Associate in Applied Science (DCJP0)

Minimum Credits: 67

Contact Hours: 91-96

Introduction

Criminal Justice Pre-Service is a program leading to certification by the Michigan Commission on Law Enforcement Standards (MCOLES). Upon completion of Police Academy and successfully passing a mastery exam administered by MCOLES, students will be eligible for employment as law enforcement officers in most police agencies in Michigan and some other states. Candidates in this program must maintain a GPA of 2.0 or better, with a C or better in all criminal justice courses. A mandatory dress code is in effect for all students enrolled in the criminal justice curriculum. Students have the opportunity to plan for transfer to a four-year college or university, and credits may also be used toward the criminal justice administration degree.

Prerequisites

Applicants admitted to the Pre-Service program must be qualified according to the rules and regulations of MCOLES and follow their policies and procedures. This program has special entrance requirements: 1) possess a valid Michigan motor vehicle operator's or chauffeur's license; 2) have no felony convictions; 3) have a high school diploma or GED; 4) interview by appointment with a criminal justice advisor before entering the program; 5) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 6) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 7) have a physical examination before enrolling in Physical Training class; 8) successfully complete the MCOLES literacy and physical agility exams before entering Police Academy. A complete physical examination and hearing and vision tests are also required prior to entering the Police Academy.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-10200	Physical Training I	3
CJS-11000	Careers in Criminal Justice	1
CJS-20800	Criminal Justice Internship	3
CJS-24000	Criminology	3
CJS-24500	Social Deviant Behavior	3
CJS-26600	Police Academy	21

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403 or ENG-10602	English Composition II w/Computers OR Technical Writing w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities/Social Science (12 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
PSY-20200	Abnormal Psychology	3
SOC-10100	Introduction to Sociology	3

Life Skills (3 credits):

CIS-10500 or OIS-10401/02/03	Introduction to Computers OR Keyboarding I A, B, & C	3
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Math/Natural Science (6-9 credits):

MTH-12000	Intermediate Algebra or higher	3-4
	Science Elective AND Lab	3-5

POLICE ACADEMY

The Academy is a 17-week, 40-hour per week, MCOLES (Michigan Commission on Law Enforcement Standards) certified program that covers the following: **Investigation** - Introduction to investigation, substantive criminal law, criminal procedure, investigation, court functions and civil law, crime scene process, special investigation, and investigation of domestic violence; **Patrol Procedures** - Patrol operations, interpersonal relations and conflict mediation, patrol techniques, report writing, and juveniles; **Detention and Prosecution** - Receiving and booking process, case prosecution, and civil process; **Police Skills** - First aid, firearms, police physical skills, and emergency vehicle operation; **Traffic** - Motor vehicle law, vehicle stops, traffic control and enforcement, operating under the influence of liquor, and motor vehicle traffic crash investigation; **Special Operations** - Emergency preparedness/disaster control, civil disorders, and tactical operations.

Note: *Students should refer to www.kirtland.edu/partnerships/emergencyservices.htm for more information about articulation agreements that are in place with other colleges.

ASSOCIATE IN CRIMINAL JUSTICE –GENERALIST Minimum Credits: 60 (DCJG0)	Contact Hours: 62-67
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Introduction

The Associate in Criminal Justice - Generalist degree is designed for students who plan to transfer to a four-year college or university, and to help students transferring in from other colleges to meet requirements for entry into the Kirtland Regional Police Academy.

Students planning to transfer to a four-year college or university must consult with their advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's advisor and with approval of the appropriate dean or associate dean. Substitutions are only made in accordance with the specific requirements of the baccalaureate degree-granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e. psychology elective, biology elective, etc.) where deemed appropriate. This degree satisfies the requirements of the MACRAO Transfer Agreement as defined in the handbook section of this catalog.

Prerequisites

Applicants admitted to the Criminal Justice - Generalist program must meet the following special entrance requirements: 1) possess a valid Michigan motor vehicle operator's or chauffeur's license; 2) have no felony convictions; 3) have a high school diploma or GED; 4) interview by appointment with a criminal justice advisor before entering the program; 5) provide personal background information and sign release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 6) sign and abide by Criminal Justice Code of Conduct, which includes a mandatory dress code; 7) pass a physical examination before enrolling in physical training class.

Note: Students must maintain a GPA of 2.0 or higher and earn a –C– or better (2.0) in all Criminal Justice classes.

Course	Title	Credits
CJS-10000	Introduction to Criminal Justice	3
CJS-24000 (or SOC-24000)	Criminology	3
	Criminal Justice electives with advisor approval	0-4

General Education

Communications (12-13 credits):

CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403	English Composition II w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities (11-13 credits):

	Select a course from ART, MUS, or THE	2-3
	Select a course from Journalism, Languages, or Literature	3-4
HIS-10500 or HIS-10600 or HIS-20100 or HIS-20200 or HIS-20300 or HIS-20400	History of World Societies to 1500 OR History of World Societies Since 1500 OR United States History to 1865 OR United States History Since 1865 OR Michigan History OR The American Civil War	3
PHL-20100 or PHL-21000	Intro to Philosophy OR Intro to Ethics	3

Social Science (15-16 credits):

GEO-10000 or POL-20000 or POL-20100	World Geography OR International Relations OR Comparative Government	4 3 3
POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
PSY-20200	Abnormal Psychology	3
SOC-10100	Introduction to Sociology	3

Math/Natural Science (6-9-14 credits):

MTH-13000	College Algebra or higher, excluding MTH-20500 and MTH-20600	3-4
	Select two Science Electives with Labs	6-10

FIRE SCIENCE

Certificate of Completion (CFFT0)

Minimum Credits: 30

Contact Hours: 30

Introduction

The Fire Science certificate prepares graduates for positions as public safety officers. This one-year certificate of completion will be in addition to the Associate in Applied Science – Pre-Service Degree and will satisfy the public safety requirements for those candidates wishing to pursue a career in public safety. All candidates for the Public Safety certificate must complete a total of 30 credit hours and maintain a cumulative grade point average of 2.0 or better with a “C” or better in all CJS and FFT courses. A mandatory code of conduct, including dress code, is in effect for all students enrolled in this curriculum.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required.

Course	Title	Credits
CJS-11000	Careers in Criminal Justice	1
FFT-10500	Introduction to Fire Fighting	3
FFT-10600	Introduction to Arson Investigation	3
FFT-10700	Fire Fighter Safety & Survival	3
FFT-20500	Fire Fighter I	10
FFT-20600	Fire Fighter II	10



FIRE SCIENCE ADMINISTRATION

Associate in Applied Science (DFFT1)

Minimum Credits: 67

Contact Hours: 68-72

Introduction

Fire Science Administration is a program leading to an Associate in Applied Science degree. The courses in this program focus on meeting the needs of fire service personnel with consideration given to upgrading and enhancing the knowledge and skills of fire fighters. This program is designed to provide competency and leadership skills in the fire service field. Candidates for the Associate in Applied Science C Fire Science Administration degree must complete a **minimum total of 67 credit hours** and maintain a cumulative grade point average of 2.0 or better, with a "C" or better in all CJS and FFT courses. A mandatory code of conduct, including dress code, is in effect for all students enrolled in this curriculum. Students have the opportunity to plan for transfer to a four-year college or university. Students should contact a criminal justice advisor for further questions.

Prerequisites

Applicants admitted to this program must meet the following special entrance requirements: 1) have no felony convictions; 2) have a high school diploma or GED; 3) interview by appointment with a criminal justice advisor before entering the program; 4) provide personal background information and sign a release form to facilitate possible background investigation (information and/or investigation may determine eligibility to enter the program); 5) sign and abide by the Criminal Justice Code of Conduct, which includes mandatory dress code; 6) submit proof of a physical examination, if required; 7) have a physical examination before enrolling in Physical Training class.

Course	Title	Credits
CJS-10200	Physical Training	3
CJS-11000	Careers in Criminal Justice	1
CJS-24500	Social Deviant Behavior	3
FFT-10500	Introduction to Fire Fighting	3
FFT-10600	Introduction to Arson Investigation	3
FFT-10700	Fire Fighter Safety & Survival	3
And upon completion of all prerequisites:		
FFT-20500	Fire Fighter I	10
FFT-20600	Fire Fighter II	10

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403 Or ENG-10602	English Composition II w/Computers OR Technical Writing w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Intro to Interpersonal/Public Comm	3

Humanities/Social Science (8-10 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
	Humanities elective	2-4

Life Skills (3)

CIS-10500 or OIS-10401/02/03	Introduction to Computers OR Keyboarding I-A, B & C	3
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Math/Natural Science (11-12 credits):

BIO-10700	Essentials of Anatomy & Physiology	4
CHE-10003/04	Chemical Science & Lab	4
MTH-12000	Intermediate Algebra or higher	3-4

CAREERS IN EMERGENCY SERVICES PARTNERSHIPS

POLICE ACADEMY

3 + 1 Transfer Agreement – Alpena Community College
 3 + 1 Transfer Agreement – Mid Michigan Community College
 3 + 1 Transfer Agreement – North Central Michigan College

Alpena Community College

Contact: Michael Roy
 989-358-7208
roym@ns.alpena.cc.mi.us

Mid Michigan Community College

Contact: Barney Ledford
 989-773-6622, ext. 230
bledford.@midmich.edu

North Central Michigan College

Contact: James Carter
 Phone # 231-439-6379
jcart@ncmc.cc.mi.us

Kirtland Community College

Contact: Jerry Boerema or Shawn Ott
 989-275-5000, extension 323
boeremaj@kirtland.edu

College & University Contact Information:

Davenport University

Karen Aune, karen.aune@davenport.edu
 989-705-3720

Franklin University

Thom Leiter, leitert@franklin.edu
 1-888-341-6237, ext. 6057

Madonna University

Barry Sherman, bsherman@madonna.edu
 1-800-852-4951, ext. 5546

Kirtland Community College

Jerry Boerema, boeremaj@kirtland.edu
 989-275-5000, ext. 323
 Shawn Ott, otts@kirtland.edu
 989-275-5000, ext. 283

See information on our partnership programs on the web at
www.kirtland.edu/partnerships/emergencyservices.htm