
CENTRAL NEW MEXICO COMMUNITY COLLEGE

CRIMINAL JUSTICE PROGRAM



STUDENT HANDBOOK

REVISED: SEPTEMBER 14, 2022

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VISION, MISSION AND VALUES

Our Vision

To be recognized as a program of excellence that thoroughly prepares students to enter criminal justice professions through a commitment to quality education and ongoing partnerships with local, regional, and national criminal justice organizations.

Our Mission

To educate a diverse and inclusive population of students in the legal, ethical, and sociological complexities of the criminal justice system and highlight the proficiencies, compassion, and maturity necessary to be successful as a criminal justice professional.

Our Values

The Criminal Justice Program is committed to:

- Adherence to the CNMCC mission statement
- Achieving the standard of knowledge, proficiency, and professionalism demanded by the criminal justice system
- Continual assessment and evaluation of the community needs to maintain a program consistent with changes in criminal justice professions

GOALS & OBJECTIVES

Goal 1: Students will demonstrate an understanding of the function of criminal justice in society

Objectives: Students will critically analyze the role of criminal justice in society.

Students will learn the expectations of professional competency in the criminal justice professions.

Goal 2: Students will demonstrate communication skills

Objectives: Students will demonstrate effective oral communication.

Students will demonstrate effective written communication.

Goal 3: Students will employ critical thinking and problem-solving skills

Objectives: Students will actively participate in classes and laboratories that require the application of theories and practical techniques to complete assignments.

Goal 4: Students will demonstrate professionalism

Objectives: Students will practice professional behavior.

PROGRAM PERSONNEL

PROGRAM OFFICE

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FULL TIME FACULTY

John Solomon, MA

PART TIME FACULTY

Diane Dosal, MPA
Erica Gutierrez, MCJ
Lowell "Scott" Harris, BS
Lee Huntzinger, JD
Richard Mathews, BA
Fred Radosevich, BA
Jose Ramirez, MA
Joyce Thompson, BS
Sharon Walton, JD

ADVISORY BOARD

The Advisory Board meets semi-annually. The membership includes Chiefs of Police, Sheriffs, agency directors, instructors, training coordinators, the CNM Criminal Justice Program Director, the CNM Law Enforcement Academy Director, the CNM HWPS Dean and Associate Dean, and others as requested by meeting agendas.

PROGRAM DESCRIPTION

The number of careers in the field of Criminal Justice continues to expand. These careers include law enforcement, corrections, the courts, and security services. The Associate of Applied Science (AAS) degree in Criminal Justice provides the education needed for entry level employment in these career fields. It may also help achieve promotion after gaining employment.

This program offers a varied schedule of courses to meet individual needs, including traditional classes at varied times at the different campuses, on-line courses, an investigations and patrol lab, and internship programs with local criminal justice agencies.

Past graduates are currently employed as New Mexico State Police Officers, Rio Rancho Police Officers, Albuquerque Police Officers, U.S. Park Service Rangers, Crime Scene Investigators, Border Patrol Agents, Victim's Advocates, Cold Case Analysts, and Children, Youth and Family Department Investigators. Others have transferred to 4-year Criminal Justice, Political Science, and Pre-Law programs both in New Mexico and out of state.

PROGRAM CURRICULUM AND COURSE DESCRIPTIONS

https://catalog.cnm.edu/preview_program.php?catoid=48&poid=11164&returnto=7364

CREDIT FOR PRIOR LEARNING (CPL) OPTIONS

Credit for Prior Learning (CPL), also known as Prior Learning Assessment (PLA), describes several methods used by CNM to assess college-level learning that a student obtained outside of the Institution in order to award college credit towards a degree or certificate program. Please refer to <https://www.cnm.edu/student-resources/transfer/credit-for-prior-learning> for additional details.

INFORMATION FOR TRANSFER OF CREDIT

To receive transfer credit for career and technical courses, the student must request that the CNM's Records Office refer the transcript(s) to the appropriate academic division for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made. Demonstration of competence is required for all transfer credit more than ten years old.

CRIMINAL BACKGROUND

Internship electives generally require a background check in order to be placed with criminal justice agencies. In these instances, a felony conviction is a disqualifier for internship and there is no appeal process. However, internships are considered an elective and are not a prerequisite for graduation.

Having a criminal history can be a barrier for employment in some criminal justice jobs. It is important to thoroughly research the career path being pursued to understand any limitations or disqualifiers that might be presented. You can refer to <https://www.cnm.edu/depts/office-of-verification-and-compliance/documents/felonyconvictionsguide2018.pdf> for details on this and other programs.

TERMINAL PERFORMANCE OBJECTIVES

CRIMINAL JUSTICE DEGREE COMPETENCIES

Upon completion of the AAS in Criminal Justice, graduates will be able to:

1. Apply the essential technical skills needed in criminal justice professions
2. Use critical thinking for problem solving in a professional and ethical manner
3. Write complete and effective reports for appropriate use by criminal justice authorities
4. Correctly explain criminal justice functions nationally and within New Mexico

PROFESSIONAL CONDUCT

All Criminal Justice program students must understand the grave responsibility of serving the citizens of their community. As such, it is required that all students exhibit the highest standards of professional demeanor during classes, labs, internships, and in the community. Rude, demeaning, prejudicial, confrontational, or unprofessional behavior will not be tolerated. All students, Faculty, staff, internship supervisors, and community members will be treated with respect. Vulgar language, offensive humor, insults, and intolerant statements are not permitted during any CNM activities.

The topics discussed in Criminal Justice classes are sensitive and may trigger an emotional response in some individuals. Some students may have experienced or witnessed violence or other forms of trauma. Students are not obligated to reveal their own experiences. Additionally, sensitive topics can bring about strong words and heated debate. It is important that all participants maintain a professional demeanor to support a positive learning environment. To ensure that this occurs, BE RESPECTFUL and remember that disagreements should be handled through constructive dialogue.

UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT

Students are required to wear CNM Criminal Justice Program polo shirts during laboratory courses (CJUS 2255L - Investigations Lab, and CJUS1320 - Patrol Procedures Lab). They are not required in any other classes, but students are invited to wear them if they desire. These shirts are available for purchase at the CNM Bookstore and are covered by student fees, which means they can be paid for with financial aid funding if necessary.

There are certain activities during classes and laboratories which require wearing personal protective equipment (PPE), such as gloves, coverall suits, or safety vests. There are also activities that will require being issued equipment items such as handcuffs, flashlights, and a duty belt. These items are provided by the program for students at no cost. Additionally, internship sites may require specialized PPE and/or uniform items.

If a student refuses to wear these uniform, equipment and/or PPE items, they will not be allowed to participate in the class or lab activity, and this can be detrimental to their grade. If there are exceptional circumstances that inhibit a student using any equipment and/or PPE items, it should be brought to the Instructor and/or Program Director's attention immediately.

DISCIPLINARY MATTERS THAT CAN RESULT IN A REFERRAL TO THE DEAN OF STUDENTS OR COURSE FAILURE

- a. Treating others in a discourteous or disrespectful manner.
- b. Consistently arriving late or leaving early from internship sites without approval.
- c. Fighting with or assaulting others.
- d. Threatening or intimidating others.
- e. Promoting racist or anti-government beliefs, behaviors, or symbols.
- f. Stealing, destroying, defacing, or misusing internship, classroom, or lab site property.
- g. Possession of deadly weapons on internship, classroom, or lab site property.
- h. Any behavior that causes disruption to the classroom learning environment as deemed by program faculty.
- i. Violation of CNM policies or directives.

STUDENT SUSPECTED OF IMPAIRMENT

Illegal drug and alcohol use on campus or at an internship site is prohibited. Impairment, or potential impairment, places the safety of students, faculty, and the public at an unacceptable risk.

This policy demonstrates the School of Health, Wellness and Public Safety's commitment to safeguard the health of students and the public and provides a safe place for students to learn.

HWPS Student Handbook – Impairment Policy

<http://www.cnm.edu/programs-of-study/health-wellness-public-safety/suspected-impairment>

CNM OBSERVED HOLIDAYS

The College typically observes the following holidays:

- Martin Luther King Day - 3rd Monday in January
- Memorial Day - last Monday in May
- Juneteenth – June 19
- Independence Day - July 4
- Labor Day - 1st Monday in September
- Thanksgiving Day - 4th Thursday in November
- Day after Thanksgiving 4th Friday in November
- Winter Break - specific days are determined each year by the Governing Board.
- The holiday is observed on the calendar day designated with the exception of the following:
 - When a holiday falls on a Saturday, it will normally be observed on the preceding Friday.
 - When a holiday falls on a Sunday, it will normally be observed on the following Monday.

INCLEMENT WEATHER POLICY

The Criminal Justice Program (including Internships) follows the CNM closures.

Please refer to:

- Weather Line Phone Number: 505-224-4766
- <https://www.cnm.edu/depts/mco/communications/campus-alerts-and-closures> has the option for students to sign up for text alerts.

STUDENT RECORDS (FERPA)

CNM faculty and staff treat your educational records with privacy as dictated by federal law. The Family Educational Rights and Privacy Act (FERPA - also known as the Buckley Amendment) is legislation that was originally passed in 1974 and is federal law designed...

- to protect the privacy of student's education records,
- to establish the right of students to inspect and review their education records,
- And to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (Definition established by the *American Association of Collegiate Registrars and Admissions Officers* 1980)

Due to FERPA and with respect to your privacy, we cannot share your educational information with parties including your parents, spouse, classmates, or legal authorities. If you would like to sign a waiver which allows us to share your personal information, please contact Enrollment Services at (505) 224-3224.

CONFIDENTIALITY OF CRIMINAL JUSTICE INFORMATION

Students are sometimes exposed to sensitive information during classes, labs and internships. It is expected that this information will be treated with the discretion required by Criminal Justice professionals and not disseminated unnecessarily or in casual social interactions. Some internships may require a non-disclosure/confidentiality agreement due to the nature of the information the student will be exposed to. These agreements are binding to the host agency as well as CNM and violations can result in disciplinary action.

INTERNSHIPS AND COMMUNITY PARTNERS

A primary goal of the Criminal Justice program is to find career paths for students as well as meet job market needs in the community. As such, the program offers internship opportunities with our community partners. Our list of partners and potential internship placements continues to grow and new opportunities are constantly being explored.

Students participating as interns are representing the Criminal Justice program and CNM as a whole. It is imperative that anyone considering an internship maintain the highest moral and ethical standards and exhibit professionalism at all times. Specifically, this includes:

- Wearing professional attire suitable for the work environment as required by the host agency
- Wearing any applicable PPE, equipment, and/or uniform items required by the host agency
- Arriving and departing the work site on-time
- Treating others with courtesy and respect
- Completing work assigned by the host agency supervisor properly and within required deadlines

Anything less will not be tolerated and can lead to termination of the internship and possible referral to the Dean of Students for disciplinary action. Refer to Appendices A – D for further information on the process of applying for and obtaining an internship.

PROGRAM POLICIES

ELECTRONIC DEVICE POLICY

Students are expected to turn their cell phones to silent or on vibrate when attending program classes and labs. Individual Faculty can allow or restrict cell phone use during classes and labs. However, any situation requiring a student to have use or access to a cell phone during class should be communicated to Faculty if it would otherwise be restricted, and attempts will be made to accommodate the student. Any issues with this policy should be brought to the Program Director's attention immediately.

EMAIL COMMUNICATION AND PROFESSIONALISM

CNM email and Brightspace are the mechanisms by which the students and faculty in the Criminal Justice Program communicate outside of class. Faculty and staff will respond to email less than 72 hours after receiving it. Faculty are not expected to respond on the weekends unless a faculty member has requested or allowed communication at that specific time.

Email communication will be professional in tone and language, will be non-threatening, non-inflammatory and free of vulgar language between faculty and students. Should a student send an inappropriate or threatening email, it will be forwarded to the Program Director as well as the Dean of Students to initiate student code of conduct procedures.

SOCIAL MEDIA

Social media in all forms presents ethical and legal vulnerabilities to students and professionals in criminal justice. Although the student may own the social media account individually, academic integrity, confidentiality, and FERPA violations place the student at liability of disciplinary action and civil action. While enrolled in any CNM Criminal Justice Program course, the following activities are specifically prohibited:

- Sharing confidential or proprietary information about CNM, including course materials and exams not approved by the lead instructor
- Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups

A reminder that while engaging social media platforms it is important to take steps to ensure people do not misinterpret your personal opinions for those of CNM. While you are certainly free to voice your opinion as a private citizen, it is generally poor form and not best practice to utilize the name of your school or make disparaging comments about your school's community partners publicly.

PROGRAM COMPLETION ELIGIBILITY REQUIREMENTS

Students must pass all Criminal Justice (CJUS) classes with a minimum grade of 70% (C) to be eligible for program completion.

RECOMMENDED SEQUENCE OF REQUIRED CRIMINAL JUSTICE CLASSES

This recommended sequence is designed to help you progress through your studies by building upon foundational principles as well as meeting pre- and co-requisite requirements.

Term 1

CJUS 1110 – Introduction to Criminal Justice (3 credit hours)

CJUS 1120 – Criminal Law (3 credit hours)

CJUS 2120 – Criminal Courts and Procedure (3 credit hours)

Term 2

CJUS 1330 – Constitutional Policing (3 credit hours)

CJUS 1143 – Report Writing (3 credit hours)

Term 3

CJUS 2140 – Criminal Investigations (3 credit hours)

CJUS 2255L – Investigations Laboratory (1 credit hour)

CJUS 2150 – Corrections Systems (3 credit hours)

Term 4

CJUS 2130 – Police and Society (3 credit hours)

CJUS 1320 – Patrol Procedures (3 credit hours)

In addition to these required classes, there will be six general education courses (18 – 19 credit hours) and four Criminal Justice elective courses (12 – 14 credit hours) required to complete the 60-credit AAS degree. Refer to https://catalog.cnm.edu/preview_program.php?catoid=49&poid=11427 for further detail.

APPENDIX A

CNM Internship Programs for Criminal Justice

The mission of the Internship program at CNM is to provide a variety of practical experiences for advanced students in their chosen criminal justice career field. These internships will include law enforcement, corrections and security. Students can earn 3 credit hours of criminal justice electives and gain valuable experience in the field. The main goal of this program is to allow students to gain some experience that will help them prepare to work in their chosen field upon graduation.

CNM Eligibility Criteria for Departmental Approval:

- Students who participate in this program must be in the final two semesters of their Associates Degree
- Minimum of a 2.5 GPA
- Completion of any application required by the on-site organization/agency
- Completion of any criminal background checks required by the organization/agency
- Must be a positive representative of the CNM Criminal Justice Program

Evaluation Criteria:

- Students who participate in the program must participate with the on-site program a minimum of 12/15 hours per week within the semester for 12 weeks for a total of 135 hours.
- The participating organization must identify a liaison that will communicate and coordinate with the CNM Criminal Justice program. This person will keep CNM informed of any problems or changes that may occur during the student's participation.
- CNM prefers that the organization use similar criteria for evaluation that they use for their employee performance system. This evaluation must be documented and will be interpreted by the on-site supervisor and CNM instructor of record to meet the A-F grading criteria.
- It will be the responsibility of the student participant to bring a copy of the written performance objectives developed by the site organization at the beginning of the semester to the designated CNM instructor.
- The supervising organization may assign the intern to the following:
 - Observation and participation in volunteer activities
 - Orientation and training
 - Assign individual projects that benefits the organization
- The CNM instructor of record will notify the on-site liaison when final grades are due.

Community organizations/agencies who participate in the internship program are encouraged to make recommendations to the CNM Criminal Justice program regarding course preparation for interns applying to their organization and share any other ideas that will make the program better. The goal is to make this a meaningful experience that is a both positive and constructive for all participants.

APPENDIX B

Central New Mexico Community College

Internship Application

Date: _____

Name: _____
Last First Middle

Student I.D. # _____

Address _____
Street and Apt# City State Zip Code

Telephone: _____ Cell Phone: _____

Job Information (for Internship):

Supervisor Name: _____ Telephone: _____

Employer: _____ Fax No. _____

Address: _____
Street City State Zip Code

Job Title: _____ Start Date: _____

Full Time Hours: _____ Part-time Hours: _____

Approvals: This student has fulfilled the prerequisites to enter into an Internship agreement and is in good standing at CNM.

Intern Signature

Coordinator Signature

CNM Instructor Signature

Equal Opportunity Policy

CNM affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation or marital status in any of its policies, practices or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees. This provision includes, but is not limited to, employment, admissions, testing, financial aid and educational services. CNM confirms that the above provision, by its reference to applicable federal, state and local laws, prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state or local laws.

APPENDIX C

STUDENT RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT

INTERNSHIP PROGRAM

Central New Mexico Community College

525 Buena Vista Dr. SE

Albuquerque, New Mexico 87106

Re: Student Participation in Field Activities and use of Personal Vehicle During Term of Internship

Location/Agency _____

Date: Fall Spring Summer (circle term(s)) **Year** _____

I, _____, the named student, am eighteen years of age or older and have voluntarily applied to participate in the above Internship activity and associated travel (the "Activity and Travel"). I acknowledge that the nature of the Activity and Travel may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity and Travel, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release Central New Mexico Community College, an educational institution created pursuant to Chapter 21, Article 16, NMSA 1978, its governing board, officers, employees, agents, attorneys and representatives (collectively, "CNM") from any and all liability to me, my personal representatives, estate, heirs, next of kin, successors and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may relate to, result from, or occur during my participation in the Activity and Travel, except to the extent such claims are proximately caused by negligence or intentional act of CNM. I acknowledge that under all circumstances the liability of CNM shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1 through 41-4-27, as amended. I further agree, to the extent allowable by law, to indemnify and hold harmless CNM from any and all liability that may result from my negligent or intentional act or omission while participating in the described Activity and Travel.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY AND TRAVEL AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature of Student Date

Witness (Internship Coordinator) Date

APPENDIX D

Central New Mexico Community College
Internship Final Grade

We, the undersigned, agree that _____ has ___ has not ___ completed all required objectives. The student earned a grade of _____.

Employer/Supervisor

Date

CNM Instructor

Date

Comments:

Equal Opportunity Policy

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This form will be returned by the student to the CNM instructor by _____.



Criminal Justice Program

Student Handbook Acknowledgement

I, _____ (print name), have been informed of and know where I can locate **ALL PROCEDURES** for the CNM Criminal Justice Program; this includes but is not limited to the standards of conduct, internship expectations, and disciplinary matters.

I can always refer **ALL PROCEDURES** for CNM's Criminal Justice Program found in the CNM Criminal Justice Student Handbook. The handbook is available on the CNMCC website and in all Criminal Justice Brightspace course shells.

If I have any questions, concerns, or issues pertaining to the policies and procedures within the student handbook, I know I must address them with my Instructor and/or the Program Director as soon as possible.

Student Signature: _____ **Date:** _____

Program Director Signature: _____