Rio Salado College

LAW ENFORCEMENT TECHNOLOGY

CREDIT BY EXAMINATION
Rio Salado College, a Maricopa County Community College in Tempe, Arizona, is proud to announce its Credit by Examination program in Law Enforcement Technology. This program is for students who are interested in attempting to earn college credit by completing examinations that demonstrate mastery of Law Enforcement course competencies.

Application and Eligibility:

- Applicants must provide:
  - Written verification from their current or former Chief Administrator or state licensing body representative (POST) that they are/were a certified sworn full authority Law Enforcement Officer in good standing
  - Copy of Academy Certificate or Graduation Diploma
  - Copy of POST Certification

Policies:

- Students may attempt to earn up to 39 credits through the Credit by Examination process and apply them toward the requirements for the Law Enforcement Technology Degree program. (See the attached list of exams.)
- These 39 credits constitute the required courses needed for the Certificate of Completion in Law Enforcement Technology. These credits represent 39 of the 64 credits needed for an Associate of Applied Science (AAS) Degree in Law Enforcement Technology.
- Only grades of A, B, C or D earned as a result of this examination will be recorded on the student's academic record, however D grades will not be applicable toward the Law Enforcement Technology Certificate or degree requirements.
- Students may NOT receive credit through the examination process for courses in which they have already received college credit.
- Credit earned through Credit by Examination is transferable within the Maricopa County Community College District. It is strongly recommended that you check with your local college or university regarding credit transferability prior to registering for the exams.

Cost:

- The regular rate for Credit by Examination is $85.00 per credit hour.
- The contract rate for college educational partners is $42.50 per credit hour. (Contact Rio Salado College Partnerships [480-517-8561], for a list of contract partners.)
- The fee is NOT refundable after the exams have been administered.

Process for Applicants Inside of Maricopa County, AZ:

- Officers residing in Arizona can test at the Rio Salado College Tempe location Monday through Friday.

Process for Applicants Outside of Maricopa County, AZ:

- Officers residing outside of Arizona must refer to the proctor information on how to set up a proctor to take the exams
- Once the proctor has received the exams, you will have two weeks to complete the tests.
- You will receive an e-mail notifying you that the exams have been mailed to your proctor.

For more information on the Associate of Applied Science Degree program from Rio Salado, please contact Rio Salado at (480) 517-8580 and ask for an Academic Advisor.

Information about Rio Salado College may be found at: www.maricopa.edu or by calling Rio Salado College Law Enforcement Programs at (480) 517-8561.
LAW ENFORCEMENT TECHNOLOGY
PROCTORING PROCEDURES

Eligibility

You may request to have your exams proctored if you do not live in Maricopa County, Arizona.

Proctoring Process

1. Before you submit your application, you will be responsible for locating a proctor that meets your needs and Rio Salado’s proctoring criteria (see below).
2. Submit a Proctor Request form to the Rio Salado Testing Center for review. The form can be found either online or at the end of this packet.
3. The testing center staff will call the proctor to verify that he/she meets the criteria to be a Rio Salado-approved proctor.
4. If the proctor is not approved, we will send you an email indicating that you need to locate a new proctor.
5. If the proctor is approved, we send all of the testing materials to the proctor.
6. We will send an email to you to confirm that the tests have been sent.
7. Contact your proctor and set an appointment date and time to take your exam(s).
8. Take your exam at the proctoring location as scheduled.
9. The proctor sends the testing materials back to the Rio Salado Testing Center.
10. We receive the exams, check them in and grade them.

Proctor Criteria - Proctors must be from an accredited university, accredited college, or military base and must be an employee of the testing center, assessment center or educational center. Instructors may not proctor exams.

Please note that you may not have your exams proctored at K-12 schools, by a co-worker or supervisor, or at religious institutions. Currently enrolled Rio Salado students may not serve as proctors for other Rio Salado students.

Difficulty Locating a Proctor - Please contact us at 1-480-517-8560 if you cannot find a suitable proctor or have questions about proctor eligibility. We may be able to help you locate a proctor.

Cost - Rio Salado does not charge a fee to send exams to proctors. However, most proctors charge a fee for their services and you are responsible for paying any applicable charges.

Timeframe - The timeframe required for your proctor to receive the exams depends on the accuracy of the information you provide. Exams are sent to proctors within 7 days of their confirmation. You will have 2 weeks to complete each group of exams.

Expedited Service - We do not offer overnight or priority mail services, nor do we fax exams to proctors. We will make every effort to verify the proctor quickly and to send the materials out promptly. However, we cannot guarantee an arrival date for tests.

Contact Information - Please call the testing center at 480-517-8560 if you have any questions or concerns.
Certificate of Completion in Law Enforcement Technology  
List of exams - Total 39 credit hours

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*These tests cover topics that have demonstrated competencies that need to be measured. **An evaluation form will be sent to your Chief Administrator.** He/She will assign an appropriate assessing authority to complete this evaluation. This evaluation will be sealed and returned to Rio Salado Testing Center. Final grades will NOT be credited until this evaluation has been returned. The exams contain twenty-five questions instead of forty, thus the evaluation is worth 37.5% of your overall grade.

♦ LET 150 and LET 151 grade will be the average of the written test and evaluation. This score will be recorded for both LET 150 and LET 151.
NOTE: These topics are provided to officers to assist them in preparing for the Credit by Examination Process. It is not intended to provide areas of test questions, but instead, it will provide competency areas that relate to specific courses. Officers should also refer to the "Credit by Examination Summary" page enclosed in the packet for additional resources.

LET 100 Introduction to Law enforcement Technology 1 credit
Overview of law enforcement and administration of criminal justice. Includes management and supervision techniques and professionalism topics.

LET 102 Criminal Investigation 4 credits
Overview of specialized techniques for the investigation of various types of crimes. Includes technology in police data processing operations as well as the nature and structure of various types of specialized crimes and crime groups. Also introduces techniques for interviewing and interrogation.
Study Guide: (1) Techniques and procedures for interviewing and interrogation of witnesses, victims and suspects. (2) Techniques for investigating narcotics and dangerous drugs. (3) Techniques for investigating deaths. (4) Techniques for investigating other major crimes. (5) Knowledge of importance and types of evidence related to criminal investigations. Academy notes “Criminal Investigation”

LET 106 Patrol Procedures 2 credits
Overview of the types and purposes of police patrol; including vehicle patrol and routine patrol procedures, mediation, and management of crisis situations. Emphasis on citizen protection, crime prevention, and identification and apprehension of suspects.
Study Guide: (1) Crime scene approaches and security. (2) Basic types of police patrol, including patrol responsibilities. (3) Types of responses to "crimes-in-progress". (4) Handling of non-criminal calls. Academy notes.

LET 109 Criminal Law 2 credits
Overview of the basic concepts and terminology of statutory law.

LET 111 Tactical Driving 2 credits
Overview of basic defensive driving techniques, dynamics of moving vehicle, the driving task, and driving a vehicle under hazardous conditions. Includes theory of high-speed vehicle control while in pursuit, methods to successfully stop fleeing vehicles, psychological and physiological factors, liability issues, and methods for reducing the risks of pursuit.
Study Guide: (1) Knowledge of the issues involved in "pursuit" and "emergency" driving situations. (2) Legal requirements, issues and liabilities concerning police officers' driving. (3) Good driving habits for non-emergency driving. (4) Non-driver factors impacting officers’ accidents including vehicle movements. Academy notes “LE Driver Training Reference Guide 2000”

LET 119 Community Relations 1 credit
Includes media relations, child protective services, equal employment opportunity, the importance of ethics and professionalism for good community relations, and educating the community in the area of crime prevention.
Study Guide: (1) Knowledge of concepts of specific crime prevention programs. (2) Media relations. (3) Role of police officer in community relations. (4) Ethical issues for police officers that impact community relations. Academy notes “The Police in the Community”.

LET 125 Legal Aspects of Law Enforcement 2 credits
Overview of the basic guidelines of the United States and state constitutions, focusing on those parts which deal with the rights of the individuals. Also covers laws of arrest common civil and criminal liabilities experienced by law enforcement officers and agencies, the civil process, rules of evidence, and courtroom proceedings.
Study Guide: (1) Applicability of the Bill of Rights and the amendments of the U.S. Constitution. (2) Explain constitutional concepts. (3) Identify and explain the purpose and application of rules of evidence. (4) Courtroom testimony. (5) Differentiation between adult and juvenile court systems. Academy notes

LET 127 Field Problems 2 credits
Practical application of the knowledge and skills of police procedures needed to respond to various types of law enforcement problems. Emphasis on responding to simulated problem situations dealing with officer safety, interpersonal skills, problem solving, and paperwork.
**LET 143  Physical Conditioning and Wellness**  3 credits
Emphasis on developing physical fitness for the participants through mental and physical conditioning, structured exercise, and classroom education. Basic elements of strength training, aerobic conditioning, flexibility, and nutrition.

**Study Guide:** (1) Impact of physical conditioning on police officers. (2) Types of ailments/diseases that have high rates among police officers. (3) Concepts of diet and nutrition and how they relate to conditioning. (4) Stress issues. Academy notes

**LET 145  Arrest / Defense Tactic**  5 credits
Proper use of lethal and non-lethal defensive tactics, techniques of stopping and approaching suspects in vehicles and on foot, and the custody and transportation of prisoners. Emphasis on basic safety and protection for both the officer and violator during initial contact, arrest and transportation.

**Study Guide:** (1) Use of deadly force. (2) Basic principles of defensive tactics, including impact weapon target areas. (3) Subduing prisoners including the use of handcuffs, reasonable force and carotid control techniques. Academy notes

**LET 150  Firearms I**  3 credits
Overview of the legal justification for firearms usage, firearms safety and nomenclature, basic firearms usage techniques, unloading and reloading techniques, presentation, night firing techniques, judgmental shooting situations, care and cleaning as it pertains to the officers' service weapons, and choice of revolver or semi-automatic

**Study Guide:** (1) Loading and unloading a service handgun. (2) Cleaning and servicing a service handgun. (3) Proper techniques in using a service handgun. Academy notes

**LET 151  Firearms II**  2 credits
Overview of the legal justification for firearms usage, firearms safety and nomenclature, basic firearms usage techniques, unloading and reloading techniques, presentation, night firing techniques, judgmental shooting situations, care and cleaning as it pertains to the officers' service weapons, and choice of revolver or semi-automatic pistol.

**Study Guide:** (1) Loading and unloading a service handgun. (2) Cleaning and servicing a service handgun. (3) Proper techniques in using a service handgun. Academy notes

**LET 155  First Aid**  2 credits
First aid in a law enforcement environment, including basic functions of the major organs of the human body, impaired breathing, cardiac conditions, resuscitation, control of bleeding, movement of injured persons, shock injury, childbirth, extrication of victims in confined or hazardous locations, and legal and civil issues associated with rendering emergency care.

**Study Guide:** (1) Treatment of injuries as first responder. (2) Recognizing symptoms so as to determine treatment methods. (3) Rescue breathing and CPR. (4) Legal aspects of providing first aid. Academy notes, Red Cross’s Community “First Aid” Manual

**LET 190  Human Communications and Relations**  1 credit
Overview of human communications and human relation, with special emphasis on techniques used to overcome problems of communication. Instruction includes verbal judo, techniques of interview and interrogation, legal aspects of Miranda, and crowd control communication.

**Study Guide:** (1) Elements of basic communication skills. (2) Appropriate communication skills in dealing with the elderly, visually and hearing impaired, and death notifications. (3) Barriers to effective communication. (4) Factors contributing to negative responses from the public. Academy Notes

**LET 202  Traffic Procedures**  2 credits
Overview of traffic procedures. Includes citations and warnings, traffic control, accident investigation, and dealing with impaired drivers.


**LET 203  Report Writing**  2 credits
Overview of types and parts of reports. Includes elements of composition; characteristics of reports; substance; conclusions; statistics; accurate and complete descriptions of persons and property; and the importance of notes, their preservation, and final use.

**Study Guide:** (1) Types of uses of various police reports. (2) Characteristics of well-written police reports. (3) Various parts and purposes of police reports. (4) National classification of police reports. Academy Notes, UCR Manual

**LET 211  Criminalistics**  2 credits
Study of fingerprinting, crime scene processing, preliminary investigations and crime scene processing, preliminary investigations and crime scene management.

**Study Guide:** (1) Responsibilities of first officer on a crime scene. (2) Management of crime scenes. (3) Identify and collect evidence at a crime scene. (4) Resources used in criminal investigations. Academy Notes.

**LET 223  Search and Seizure**  1 credit
Overview of statutes, constitutional requirements, and case law covering search and seizure. Includes procedures for obtaining and serving a search warrant as well as procedures for searching persons, premises and vehicles.

**STUDY GUIDE:** (1) Fourth Amendment. (2) Principles of lawful searches. (3) Search warrants. (4) Limitations to searches. Academy notes
By completing this application, graduates of certified academies may be eligible to earn credit through Rio Salado College's Credit by Examination process. Applicants must provide written verification from their Chief Administrator or state licensing body representative (POST) that they are or were a certified, sworn full authority Law Enforcement Officer in good standing. It is strongly recommended that you check with your college or university regarding credit transferability prior to registering for these exams.

If you do not have your 8 digit student ID number you must first enroll with Rio Salado College by going to [www.My.Maricopa.edu](http://www.My.Maricopa.edu) and follow the steps to complete the process. If you have any questions please contact: (480) 517-8540.

### APPLICANT’S INFORMATION (PLEASE PRINT)

<table>
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<tr>
<th>Last Name:</th>
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<tbody>
<tr>
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<tr>
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<td>City:</td>
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To be completed by applicant’s current or former Chief Administrator or representative of state licensing/certification body (such as POST):

### APPLICANT’S Current or Former CHIEF ADMINISTRATOR (PLEASE PRINT)

<table>
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<td>Rank/Position:</td>
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<tr>
<td>Mailing Address:</td>
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I verify that the above individual applying for this examination process is or was a sworn Law Enforcement Officer with full authority under the laws of the state.

**Officer's Signature:**

**Date:**

### Required Documentation (Please check and attach to this form):

- [ ] Copy of Academy Certificate or Graduation Diploma
- [ ] Copy of POST Certification

**Evaluation from your current or former Chief Administrator must be submitted with the following exams: LET 111, LET 127, LET 150, LET 151, LET 202 and LET 203.**

**Remit by mail to:** Rio Salado College  
Testing Center  
2323 West 14th Street  
Tempe, AZ 85281-6950

**or FAX to:** (877) 377-4715
Please mark which exams you are requesting:

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Credit by Examination Fee:
Contract Partner Rate: $42.50 X _______ credits = $ ____________ or Regular Rate: $85.00 X _______ credits = $ _______

Payment Type:
Check or money order, make payable to Rio Salado College, attach to this application.

Credit Card Payments (circle one):  Visa  MC  AMEX  Discover
Credit Card Number:_________________________________________  Exp Date: ___________  Amount: ___________
3 digit security code (from back of card) ___________
Signature:_____________________________________________________________________________________

If you reside outside of Maricopa County, please provide the following information for the person who has agreed to administer your exams. If you have questions about a proctor’s eligibility, please refer to the Proctoring Guidelines.

PROCTOR’S INFORMATION (PLEASE PRINT)
Name:_____________________________________________________________________________________
Title:_____________________________________________________________________________________
Institution Name:_________________________________________________________________________
Institution Address:_______________________________________________________________________
City: ___________________________________________  State: ___________________________  Zip Code: ___________
Business Phone No.:___________________________  Business E-Mail Address:_____________________

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