



Gov. Alfonso D. Tan College
Institute of Criminal Justice Education
Maloro, Tanguib City



On-the-Job Training And Community Immersion Manual For Criminology Students

LAW ENFORCEMENT CODE OF ETHICS

As Law Enforcement Officer, my fundamental duty is to server mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty; equality and justice.

I will keep private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations

of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With the compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never accepting gratuities.

I will recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives, and ideals, dedicating myself before God to my chosen profession.....law enforcement.

INTRODUCTION

The demand of 21st century is a challenge to every educational institution, that it is a high time to maintain a stronger level of competency in the field of profession both in public and private sector. Practically, all institutions continuously search to produce a well-rounded individual who may be needed to man the various services in the country or abroad.

To cope up with the competency needs of the time, Governor Alfonso D. Tan College offering Bachelor of Science in Criminology introduce this On-the-Job Training and Community Immersion Manual for Criminology Students to serve as tool to enrich students' knowledge and skills acquired not only inside the classrooms and school laboratory but also in the actual field of work.

It is therefore necessary that OJT conducted in relation with the rules and regulations of the particular agency where the students will be trained. Such experience acquired is very essential in producing highly competitive graduates to face the future and challenges in the field of promoting peace and order which is the foundation of economic stability in the country.



GOV. ALFONSO D. TAN COLLEGE

VISION

GADTC is integral to Tangub City's becoming a center for learning and eco-cultural tourism by producing God-centered citizens committed to be the light of the world.

MISSION

To provide opportunities for continuing education for faculty and staff, providing upgraded facilities for quality and research-based instruction to students towards community engagement and linkages to industry.

Core Values:

Integrity
Compassion
Excellence

Quality Policy

Commits to nurture the academic excellence through quality instruction, establish research and community extension programs that facilitate the transfer of knowledge and skills, foster leadership and promote self-reliance among the people.

To achieve this, GADTC shall:

1. Conform to the requirements set by CHED and other regulatory accrediting bodies.
2. Ensure that the curriculum programs must be relevant to the industry needs

3. Facilitate opportunities for professional growth and development of all faculty and staff to deliver quality instruction and services.
4. Provide socially relevant experiences and activities for the total development of students.



Institute of Criminal Justice Education (CJE)

VISION

The Institute of Criminal Justice Education envisions to be a purveyor of disciplined, loyal, highly competent, research literate and God – centered law enforcers ready to serve God and humanity.

MISSION

The Institute of Criminal Justice Education commits to produce reputable law enforcement professionals who have the strenght of character, effective interpersonal, communication and leadership skills, socio and eco – cultural concern and unwavering dedication to serve.

Rationale of the OJT/Community Immersion 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 On the Job Training Program and Community Immersion in order to meet the demands of globalization as it impacts on the rapidly changing and interdisciplinary fields of criminal justice.

On the Job Training and Community Immersion is a one semester program which will be undertaken by the students in the First semester of the 4th year level and they will be assigned to different areas in the community.

Objectives of the OJT/Community Immersion Program for BS Criminology

In pursuance of the ICJE mission, integrated and sequential courses of study shall be planned utilizing didactic, instruction, discussion, demonstration, laboratory practice, simulation, individual learning and on-the-job training and community immersion with the objectives of:

1. Fostering higher concepts of citizenry, accountability and leadership and an understanding of one's moral and legal responsibility to his fellowmen, his community and his country;
2. Preparing the students for careers in crime prevention, law enforcement and scientific crime detection work;
3. Inspiring and instilling in the students the value of service to humanity;
4. To be aware of the crime problems including knowledge of causal theories, and the implications of crime statistics; and
5. Implementing the student's contribution to "policy visibility"

Policies and Standards for the OJT/Community Immersion

A. ADMISSION POLICIES:

Admission of students to undergo OJT through Community Immersion shall undergo the Internship Training Acceptance (ITA). A certification of eligibility to undergo OJT shall be certified by the registrar upon the recommendation of the dean.

B. ACADEMIC POLICIES:

1. **Academic Load:** A student undergoing OJT through Community Immersion Program shall not carry the load in the approved curriculum in that semester.
2. **Attendance:** All student-trainees are required to complete the program for a minimum period of 540 hours.
3. **Examination:** A periodic written examination is given to determine their academic standing during Prelim, Midterm and Final Schedule.
4. **Periodic Evaluation:** A periodic evaluation shall be conducted by the OJT Instructor using the prescribed Evaluation Tool.
5. **Report Requirement:** Each OJT Student is required to submit a Narrative Report of his/her accomplishment duly supported by documents/evidences such as memorandums, pictorials, citations, etc. The report shall 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 activity. A Case Study or a Case Analysis shall likewise be submitted after completing the 540-hour OJT and Community Immersion.
6. **Grading System:** Each school will adopt its own grading system. However, the OJT grade shall be derived from the following computation:

a. Pre-Immersion Phase	=	30%
(Including Written Exams)		
b. Actual Immersion Phase	=	60%
(Periodic Evaluation)		
c. Post Immersion Phase	=	5%
(Submission of Reports)		
d. Physical Agility	=	5%
TOTAL	=	100%
7. **OJT Awards:** At the end of the program, award shall be given to students with exemplary performance and shall be awarded by the school. The criteria for selecting the awardee/s shall be as follows:

- a. Must have obtained a final grade of 90 and above
- b. Must be recommended by the Site Supervisor and Coordinator;
- c. Special awards as determined by the partner agency such as but not limited to honesty, skills developed, and the like.

C. POLICIES ON OJT UNIFORM OR OJT ATTIRE

1. General Policies On OJT Uniforms

- a. All students who are undergoing OJT required to come up to their respective office assignments in complete uniform in the manner prescribed by the school.
- b. The uniform must be worn from Monday to Friday and on all official OJT function.
- c. The OJT uniform should not be worn in various combinations to make address for street wear, for play or for occasions not connected with OJT activities.
- d. The school ID card is a must in any OJT uniform. The school student ID to be valid must have the following characteristics.
 - 1. The prescribed ID from must be used, complete and of the prescribed size.
 - 2. The ID picture must be of prescribed size, may be colored or black and white, the student facing the front, without any accessories on the entire head like hat, or any head gear or eye glasses.
 - 3. The period of validity of the ID must be still in effect or has not expired.
 - 4. It must bear the genuine signatures of the student and school registrar.

2. Prescribed Uniform for OJT Students

The OJT uniform will depend on the prescribed uniform adopted by the educational institution. However, uniform for OJT should be essentially and materially different from the uniform of the uniformed personnel of the Department of Interior and Local Government (DILG) and the Armed forces of the Philippines (AFP). See CHED RO 2, HERO Memo No. 33, S. 2000.

Duties and Functions of the Partner Agencies

1. Orient the OJT students about the Dos & Don'ts in the workplace.
2. Guide the OJT students on matters related to office work in preparation for the professional life of the interns.
3. Evaluate the performance of the OJT students every period.
4. Make available their facilities to OJT students for hands-on-training.
5. Provide other activities that will make them learn and enhance their skills and knowledge.
6. Monitor the interns while on duty.

Duties and Functions of OJT Instructors of ICJE

1. Identify the office/s where the students will be deployed.
2. Prepare a MOA/Letter & Coordinate to the identified partner agency.
3. Prepare the list of OJT students for the approval of the VP for Academics Affairs.
4. Orient the OJT students prior to the deployment.
5. To accompany the OJT students for proper turn-over to the partner agencies.
6. Monitor regularly OJT students in the work place.
7. Receive weekly report from the OJT students.
8. Meet the OJT students every end of the week or as scheduled for feed backing.

Duties and Functions of OJT Students

A. GENERAL DUTIES AND RESPONSIBILITIES OF STUDENT-TRAINEES

The student-trainee shall receive, perform and accomplish duties and responsibilities assigned or delegated by the head of office/representative that are related or connected with the functions of the student-trainees, and shall abide with the following duties & responsibilities:

1. Report to the agency in complete uniform;
2. Execute and perform tasks in aid to the regular functions of office employees such as (a) typing work, receiving, assisting and guiding walk-in clientele (b) filing & labelling of documents received and prepared in the office;
3. Submit weekly, monthly and semestral accomplishment report;
4. Perform promptly and punctually all tasks assigned;
5. Join/attend activities of the office where they are assigned as well as the co-curricular Institution where they are enrolled; and
6. Assist each other and work as a team in the workplace.

Note:

No OJT student shall involve himself/herself on tasks pertaining to regular duties of fireman, jail officers and policeman like police raid, buy-bust operation, check-point, arrest and search and the like.

B. CONDUCT AND DISCIPLINE OF STUDENT-TRAINEES

All OJT students shall observe the following conduct and discipline:

1. Observe proper conduct and behavior bearing in mind that as future law enforces, public office is a public trust, and therefore his behavior must be above the level as expected by the members of the community;
2. Cooperate with fellow OJT students for the attainment of common objective;
3. Enforce duties and responsibilities with impartially and without favoritism;
4. Perform duties and responsibilities according to the limit of authority delegated and should not usurp powers;
5. Maintain secrecy unless required by competent authority and for public interest;
6. Respect the rights of others;
7. Perform all tasks assigned with humility;
8. Be morally upright and professionally competent;
9. Maintain good rapport with the members of the community;

10. Be obedient to the lawful order of superior officers;
11. Respect his uniform as symbol of authority;
12. Report to duty not under the influence of liquor nor prohibited/narcotic drugs;
13. Not engage in gambling nor entering in houses of ill-repute;
14. Always be courteous in enforcing his/her duties and responsibilities; and
15. Always practice the time-honored principle of courtesy and exist calls.

C. DISCIPLINARY MACHINERIES

OJT Students who fails to follow the required conduct and discipline shall face the following sanctions:

1. Penalties for major offenses are the following:
 - 1.1. Depriving the student of positions in any accredited student organization or use of school facilities or the right to represent the school.
 - 1.2. Restitution – is a reimbursement or payment for damage, destruction or misappropriation of school property or of any member of the school community. This supplements other principal sanctions.
 - 1.3. Suspension – is a penalty in which the school is allowed to deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school term.
 - 1.4. Dismissal. A penalty of dismissal can be:
 - 1.4.1. Non-readmission. It is a penalty in which an erring student is allowed to complete his/her studies until the end of the term when the offense is committed but will be denied admission in the following term.
 - 1.4.2. Exclusion within the term. It is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable. A summary investigation shall have been conducted and no prior approval by the CHED is required in the imposition of the penalty.
 - 1.4.3. Expulsion. It is an extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Chairman on the Commission on Higher Education.
2. Penalties for minor offenses are the following:

- 2.1. In case of the first offense, warning and admonition by the Dean or the Head of Student Affairs with written apology addressed to the offended party if the act is personal in nature.
- 2.2. In case of second offense:
 - 2.2.1. Conference with parents;
 - 2.2.2. Written reprimand which becomes part of the student's official records;
 - 2.2.3. Public apology. A written letter of apology of the erring student will be posted on the bulletin board. He may also be required to send a letter of apology to the person/party(ies) concerned;
 - 2.2.4. The student will be required to attend counselling at the guidance office.
- 2.3. In case of a third offense the student is charged with a major offense.

Directory of Partner (Cooperating) Agencies/Training Partners

1. Law Enforcement Pillar

- a. Philippine National Police (PNP)
- b. Bureau of Fire Protection (BFP)
- c. Land Transportation Office (LTO)

2. Prosecution Pillar

- a. Public Attorney's Office (PAO)

3. Court Pillar

- a. Regional Trial Courts (RTC)

4. Correction Pillar

- a. Bureau of Jail Management and Penology (District, City, Municipal Jail)
- b. Department of Social Welfare and Development (DSWD)

5. Community Pillar

- a. Department of Social Welfare and Development

6. Other Related Agencies

Program of Activities for the OJT & Community Immersion

A. PRE-IMMERSION PHASE (16 Hours)

1. To prepare OJT MOA between the school and the cooperating agency
2. To orient the OJT students regarding the OJT programs
3. To coordinate with the cooperating agencies

B. ACTUAL IMMERSION PHASE

1. Law Enforcement Administration (96 Hours)

Learning Objectives:

- ✦ To expose and orient OJT with the practices concerning police organization and administration
- ✦ To expose and orient OJT with the principles and practices involving security management, strategies and operations
- ✦ Exposure on police patrol operations and operating communication system for the police
- ✦ To learn the concept and principles of intelligence
- ✦ To learn the proper reception, handling, keeping, filing and retrieving of police and law enforcement records
- ✦ Compare local versus international policing such as those in US, Australia, Asia, England, INTERPOL, ASINAPOL

2. Criminal Sociology, Ethics & Values (96 Hours)

Learning Objectives:

- ✦ To discover causes of criminalities and the different behavior of criminals

- ✧ To make students aware of the flow of criminal justice system
- ✧ Adopt the values of public servant
- ✧ To discover causes of juvenile
- ✧ To make the students aware on how to handle crisis both natural and man-made crisis
- ✧ To enhance knowledge on criminological research; case analysis and statistics

3. Criminalistics (88Hours)

Learning Objectives:

- ✧ Learn and perform; Proper taking of fingerprint impression; Proper searching, recording, developing, lifting and processing fingerprint impression that are latent
- ✧ Learn the process of the application of photography in criminal investigation and other aspect of photographic use in law enforcement
- ✧ Learn the process of collecting firearms evidence and its examination using scientific equipment
- ✧ Learn the process of collecting different document standards and its examination using scientific equipment and chemical analysis
- ✧ Learn how to conduct polygraph examination; purpose and placement of polygraph attachment and its concept
- ✧ Exposure on how is autopsy and other medico legal examination is conducted

4. Criminal Detection and Investigation (160)

Learning Objectives:

- ✧ To learn the fundamentals of criminal investigation
- ✧ To learn how to conduct traffic enforcement, direction and control and traffic accident investigation
- ✧ To learn the basic concepts of crime investigations using special and scientific approaches on crimes against person, property and high profile crimes and violations of special statutes
- ✧ To be oriented and familiar with organized and transactional crime and how it is being investigated
- ✧ To be oriented with the different classes of illegal drugs, precursors and essential chemicals and its effect

- ✦ To learn the chemistry of fire and how fire is suppressed, control and investigate

5. Criminal Law and Jurisprudence (40 Hours)

Learning Objectives:

- ✦ To gain knowledge on the different principles affecting criminal liabilities, and its penalties; To learn more about crimes and its elements
- ✦ To gain and enhance knowledge on criminal procedure especially on the rules on arrest, search and seizures and preliminary investigation
- ✦ To know how to appreciate evidence and its admissibility
- ✦ To be acquainted with the roles of the different person inside the court with emphasis on the role of police investigator

6. Correction Administration (48 Hours)

Learning Objectives:

- ✦ To learn the principles and concept of Jail/Prison Management and Operation
- ✦ To learn and acquaint with principles, concept and administration of noninstitutional correction

C. POST-IMMERSION PHASE (8 Hours)

- ✦ Assessment of the effectiveness of the OJT program
- ✦ Preparation of Written Report
- ✦ Preparation of narrative report concerning OJT activities
- ✦ Identification of the most outstanding OJT students
- ✦ Identification and Evaluation of the cooperating agency re: good partners for criminology OJT
- ✦ Present certificate of appreciation and recognition