

LAST REVIEW: 2008 - 2009 **NEXT REVIEW:** 2013 - 2014 **STATUS:** A

COURSE TITLE: Parking Enforcement Specialist

COMMON COURSE NUMBER: CJK0442

CREDIT HOURS: 2.5

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 80

(Voc. Course ONLY)

Lecture: 68

Lab: 12

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course is designed to provide students the minimum skills necessary to perform the duties of a Traffic Accident/Crash Investigator (TAI/TCI) and is approved by the Criminal Justice Standards and Training Commission as prescribed by Florida State Statute 316.640.

UNIT TITLES

1. The Role of the Traffic Accident/Crash Investigator
2. Traffic Crash Scene Management
3. Radio Procedures
4. First Responder to Medical Emergencies
5. Traffic Crash Investigation.
6. Interviewing
7. Note-taking and Diagramming
8. Signs of Impairment.
9. Florida Traffic Crash Report.
10. Definitions Relative to the TCI.
11. Traffic Crash Investigation Form(s)and Uniform Traffic Citation
12. Trial Procedures, Courtroom Demeanor, and Testimony.

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

1. In-class exercises
2. Individual presentations
3. Group presentations
4. Written Examinations

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: (highlight in green <u>ALL</u> that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

UNITS

Unit 1 The Role of the Traffic Crash Investigator

General Outcome:

1.0 The student shall: be able to explain the role of the TAI/TCI.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1** The students should be able to state the authority of the TAI/TCI as outlined in Chapter 316.640, F.S.
- 1.2** Explain ethics and professionalism.
- 1.3** Comprehend the responsibilities of TAI/TCIs with regard to providing information and assistance to victims and witnesses of crimes.

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Unit 2 **Traffic Crash Scene Management**

General Outcome:

2.0 The student shall: be able to list the procedures of traffic crash scene management.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1** Evaluate the crash scene for hazards upon approach.
- 2.2** Position patrol vehicle to protect the integrity of the crash area.
- 2.3** Check for the extent of injuries.
- 2.4** Obtain or administer necessary medical assistance.
- 2.5** Determine needs and request assistance, if necessary.
- 2.6** Implement theft prevention measures.
- 2.7** Preserve crash scene when appropriate.
- 2.8** Manage and direct assistance (tow truck, medical personnel, etc.).
- 2.9** Restore traffic flow, which could include alternate routes.
- 2.10** Clear the scene.

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Unit 3 Radio Procedures

General Outcome:

3.0 The student shall: be able to demonstrate appropriate use of the radio for maximum efficiency.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1** Operate and monitor radio frequencies for calls for service and receiving messages.
- 3.2** When communicating via the radio in the presence of a citizen, display care and concern for the public by using appropriate procedures so as to lessen distress and concern.
- 3.2** Identify general radio procedures.
- 3.3** Explain appropriate microphone techniques.
- 3.4** Demonstrate the proper use of a portable radio unit, vehicle radio station, and preparation of a radio message utilizing the basic codes and language that are standard to law enforcement agencies.

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Unit 4. First Responder to Medical Emergencies

General Outcome:

4.0 The student shall: be able to demonstrate proficiency in first responder to medical emergencies techniques

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1** State the TAI/TCI should know when to determine if emergency medical service is needed by asking all parties involved if they have any injuries, and looking for injuries that may not be apparent to the parties involved.
- 4.2** State that the TAI/TCI should only administer, according to agency guidelines, those forms of first aid for which he/she has been trained.
- 4.3** State the signs of sudden cardiac arrest.
- 4.4** Demonstrate mastery of each technique of Cardio-Pulmonary Resuscitation (CPR).
- 4.5** State definition of "shock".
- 4.6** Identify signs and symptoms associated with shock.
- 4.7** State the way to control bleeding in the lower extremities.
- 4.8** State the reasons that use of a tourniquet for controlling bleeding is only as a last resort.
- 4.9** State the definitions and signs for the following medical conditions:
 - a. Heart attack.
 - b. Angina.
 - c. Heart failure.
 - d. Stroke.
 - e. Diabetic coma.
 - f. Insulin shock.
 - g. Seizures.
 - h. Asthma.
- 4.10** Define procedures for gaining access to patients in various vehicular situations, to include:
 - a. Closed upright vehicles.
 - b. Closed overturned vehicles.
 - c. Pinned beneath vehicles.
 - d. Pinned inside vehicles.
 - e. Vehicles with electrical hazards.

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- f. Vehicles involving hazardous materials.
- 4.11** State the TAI/TCI must locate the subject requiring treatment by looking for the possible injured parties.
- 4.12** State the TAI/TCI must verbally ask about possible injuries.
- 4.13** State the TAI/TCI must access the scene for possible hazards.
- 4.14** State the TAI/TCI must identify potential hazards, to include:
 - a. Fallen power lines.
 - b. Roads.
 - c. Body fluids.
 - d. Vehicle fluids.
 - e. Open contaminated cargo.
 - f. Precarious cargo.
 - g. Chemicals.
 - h. Loads.
- 4.15** State the TAI/TCI must evaluate the nature and extent of injury or condition by conducting an initial assessment.
- 4.16** Demonstrate assessment of the various conditions and explain what measures should be taken for each.
- 4.17** State the TAI/TCI must know the standard first aid equipment, to include:
 - a. Bandages and band aids.
 - b. Compresses.
 - c. Eye-patches.
 - d. First aid cream.
 - e. Triangular bandages.
 - f. Burn ointment.
 - g. Sting kit.
- 4.18** State the TAI/TCI must know what protective equipment (i.e. gloves, face shield, bio-hazardous bags, protective eye-shields) is to be used and when.
- 4.19** State the TAI/TCI will search for information regarding potential medical conditions looking for medical alert jewelry, or by asking the victim or bystanders.
- 4.20** List the general care steps for burns.

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Unit 5 Traffic Crash Investigations

General Outcome:

5.0 The student shall: be able to list the basic principles of traffic crash investigation.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1** State that the TAI/TCI should not violate any rights of a citizen guaranteed by the Bill of Rights of the United States Constitution.
- 5.2** List the basic principles of traffic crash investigation, to include:
- a. Giving first aid.
 - b. Protecting the crash scene.
 - c. Clearing the area to prevent another crash.
 - d. Taking statements.
 - e. Collecting and measuring evidence.
 - f. Diagramming the scene.
 - g. Determining the primary collision factor.
 - h. Completing the crash report.
 - i. Providing testimony, when necessary.
- 5.3** Locate drivers and independent witnesses by questioning bystanders.
- 5.4** Receive the basic information from people either involved in the crash, or who witnessed the crash, as to what happened, who was involved, where it happened and how it happened.

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Unit 6 Interviewing

General Outcome:

6.0 The student shall: be able to conduct interviews to determine the who, what, when, and where of the traffic crash.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1** State the primary factors that influence the success of an interview.
- 6.2** State independent witnesses should be interviewed as soon as possible to avoid having them leave the scene.
- 6.3** State independent witnesses must be interviewed separately from parties involved in the crash to avoid collaboration and testimony corruption.
- 6.4** State drivers should be interviewed separately to avoid confrontation.
- 6.5** List each driver's interpretation of the crash events to determine if the accounts confirm the statements of other drivers, witnesses and physical evidence.
- 6.6** State that note taking, tape recording and written statements are the three procedures used for interview and interrogation documentation.
- 6.7** State the definitions of a "confession", an "admission", a "witness" and an "independent witness".
- 6.8** Know the duty of the TAI/TCI to collect and examine for validity, accuracy, and correctness, as defined in Chapter 316.540, F.S., driver licenses, vehicle registrations and proof of motor vehicle insurance from the drivers.
- 6.9** Demonstrate the correct and incorrect way to conduct an interview employing the use of interpersonal skills in courtesy and human diversity through the use of tone of voice, language, mannerisms, attitude and respect or tolerance for others.
- 6.10** State that courtesy is an important element in criminal justice work because it:
 - a. Affects public relations.
 - b. Reflects on the agency.
 - c. Creates support.
 - d. Reflects self-respect.
 - e. Relaxes involved parties

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Unit 7 Note-taking and Diagramming.

General Outcome:

7.0 The student shall: be able to understand importance of good note taking and diagramming.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1** Discuss the following procedures necessary for good note taking:
- a. Use a notebook and pen.
 - b. Write legibly.
 - c. Use a standard format.
 - d. Use correct spelling and numbers
 - e. Use a field sketch.
 - f. Use abbreviations.
 - g. Be timely.
 - h. Listen and write.
- 7.2** State the four reasons field notes are used.
- 7.3** State the TAI/TCI should document the independent witnesses' names, addresses, and telephone numbers for future contact.
- 7.4** State the independent witnesses' accounts of the crash events should be listed as they occur.
- 7.5** Explain the importance of diagramming.
- 7.6** List the equipment used in sketching/diagramming.
- 7.7** Identify information to be included in the field sketch.
- 7.8** Construct a field sketch of a crash scene.
- 7.9** Explain the difference between the field sketch and the diagram.

Unit 8 Signs of Impairment

General Outcome:

8.0 The student shall: be able to recognize the signs of impairment.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1** Know the signs of alcohol impairment may include, but are not limited to:
- a. A smell of an alcohol beverage on breath or clothing.
 - b. Slurred speech.
 - c. Imbalance.
 - d. Constricted or dilated eye pupils.
- 8.2** Know that the signs of chemical impairment often mimic the characteristics of alcohol.
- 8.3** Know the pre-existing medical conditions that may be confused with alcohol impairment.
- 8.4** Know the definition of driving under the influence of an alcoholic beverage, and chemical substances listed in Chapter 877.111, F.S., or any substance controlled under Chapter 893, F.S.
- 8.5** State that "normal faculties" are the ability to walk, talk, judge distance and make judgments.

Unit 9 Florida Traffic Crash Report

General Outcome:

9.0 The student shall: be able to examine the crash scene and identify the elements that should be included in the Florida Uniform Traffic Report.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1** Determine what type of report, if any, is required.
- 9.2** State the TAI/TCI should survey the extent of the damaged vehicles and/or other property by viewing the area.
- 9.3** Be able to visually estimate the dollar amount of damages to vehicles and/or other property.
- 9.4** 13.04 State that the names, addresses, and telephone numbers of all property owners must be included in the report.
- 9.5** State conditions under which drivers involved in the crash will complete a Driver Exchange of Information form (DHSMV Form 90006).
- 9.6** Observe the total crash scene to locate:
 - a. General geographic directions.
 - b. Evidence of, or most logical point of, perception.
 - c. Evidence of direction/location of travel.
 - d. First point of impact.
 - e. Point of maximum engagement.
 - f. Points of secondary impacts.
 - g. Paths of travel post-collision.
 - h. Point(s) of final rest.
 - i. Fixed objects that are directly or indirectly involved in the crash and/or crash scene such as visual obstructions and access points for other traffic.
- 9.7** Look for landmarks, signage, and roadway markings that did or should have influenced the crash; such as curbs, road striping, medians, safety zones, traffic control devices and traffic information devices.
- 9.8** State the two types of evidence that should be collected on the scene and list examples of each type.
- 9.9** State the six types of surface marks a vehicle may make.

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- 9.10** List factors to be considered when evaluating skid marks to determine vehicular speed.
- 9.11** Demonstrate accurate and meaningful measurement taking at a crash scene.
- 9.12** Demonstrate knowledge and use of the formula and Speed Nomograph for calculating the drag factor.
- 9.13** Demonstrate the knowledge, and use of, the formula for determining speed from a skid mark.
- 9.14** List three reasons why photography is a valuable tool at a crash scene.
- 9.15** List the legal considerations affecting the admissibility of photographs.
- 9.16** List the three types of photographs that should be taken at a crash scene.
- 9.17** Demonstrate the proper use and placement of measuring devices within the area to be photographed.
- 9.18** Demonstrate the correct manner to take photographs.
- 9.19** State reasons for marking finished photographs.

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Unit 10 **Definitions Relative to the TAI/TCI.**

General Outcome:

10.0 **The student shall:** be able to state the definitions relative to the TAI/TCI.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

10.1 State the definitions relative to the TAI/TCI found in Section 316.003, F.S.

10.2 State the following definitions relative to the TAI/TCI:

- a. First harmful event.
- b. Fatal injury.
- c. Incapacitating injury.
- d. Primary collision factor.
- e. Sketch.

10.3 State the following legal definitions relative to the traffic crash investigation:

- a. Admission.
- b. Arrest.
- c. Contraband.
- d. Deposition.
- e. Duces Tecum.
- f. Evidence.
- g. FCIC/NCIC.
- h. Forfeiture.
- i. Infraction.
- j. Jurisdiction.
- k. Jury.
- l. Misdemeanor.
- m. Ordinance.
- n. Probable cause.
- o. Reasonable doubt.
- p. Restitution.
- q. Search.
- r. Seizure.
- s. Subpoena.
- t. Venue.
- u. Witness.

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Unit 11 **Definitions Relative to the TAI/TCI.**

General Outcome:

11.0 **The student shall:** be able to accurately complete the appropriate Florida Uniform Traffic Crash Investigation Form(s) and Florida Uniform Traffic Citation.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 11.1** State the purposes of traffic crash reporting and investigating.
- 11.2** State the uses of a traffic crash report.
- 11.3** Identify the sources of information for each entry on the forms.
- 11.4** State the items to be shown on a crash diagram.
- 11.5** Explain the necessity for analysis of detailed information concerning the crash.

- 11.6** Identify the main causes and/or contributory causes of crash to include people, vehicles and highway environment.
- 11.7** Name the sources available to the TCI for obtaining factual evidence; to include people, vehicles and highway environment.
- 11.8** Name the contributory traffic violation, non-contributory traffic violation and non-traffic violation as the basic types of law violations that occur because of the crash.
- 11.9** State the correct procedure for completing a Uniform Traffic Citation when there is a violation of Chapters 316, 318 and/or 322, F.S., that has resulted in a traffic crash.
- 11.10.** Complete the appropriate traffic crash investigation form according to Florida Statutes.

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Unit 12 Trial Procedure and Testimony

General Outcome:

12.0 The student shall: be able to comprehend trial procedures and demonstrate appropriate behaviors when called upon to give testimony in court.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 12.1** State the importance of court preparation for the TAI/TCI.
- 12.2** Explain the pre-trial hearing/conference responsibilities of the TAI/TCI.
- 12.3** Explain the importance of depositions.
- 12.4** State the appropriate demeanor to display during a hearing/pre-trial conference is to present an image of professional appearance, manner, and bearing.
- 12.5** Explain wearing the proper uniform, having good personal grooming/hygiene, and being aware of habits (i.e. gum chewing, nail biting) are required to make a good personal appearance.
- 12.6** Identify appropriate behavior when giving testimony and/or statements.
- 12.7** Describe tactics used by opposing counsel during cross-examination.
- 12.8** State the techniques the TAI/TCI may use to counteract cross-examination tactics used by the defense counsel.