

CRIMINOLOGY 108 Directed Policing (70740)
Fall 2019
Instructions to Students

General Information

Course instructor: Chief Neil Dadian

Background: I am a retired 34-year Sheriff's Captain of the Fresno County Sheriff's Office including being a former CRIM 108 student and reserve deputy sheriff. I was retired for a little over a year and I am now the chief of police for the City of Kingsburg. I am an adjunct faculty member at Fresno State and your professor for this course.

Law Enforcement Customs and Courtesies

Proper address: When dealing with faculty, the proper form of address is, "professor." However, when dealing with law enforcement professionals, it is proper to address them by their rank. In my case, the proper form of address for students is, "chief." Previous to my appointment as police chief, the proper form of address was, "captain." It is expected that you conduct yourself to a higher standard than the average Fresno State student and that begins with properly addressing people.

The proper form to address me in person, via telephone, emails, or other forms of communication is "Chief Dadian" or "Professor Dadian."

When dealing with members of the Fresno County Sheriff's Office or any other law enforcement agency, all proper courtesies will be rendered. All members will be addressed by their rank such as deputy, sergeant, lieutenant, etc.

General Instructions

All students must pay close attention to these instructions and follow them completely. All of these instructions are designed to make things easier on me processing your application for consideration into CRIM 108. This in turn will help you get accepted into CRIM 108. The more you help me, the more you actually help yourself.

This is not your typical college course. You are in fact actually applying for a part-time job with the Fresno County Sheriff's Office, and by applying to get into this course, this is the first step in that process. You need to take seriously the directions and process, and do as directed.

NAME: Use your legal name. That is the name on your birth certificate. If you legally have more than one last name as documented in your birth certificate, marriage license, or other legal process, that is fine. If you use more than one last name in a social setting or for cultural reasons, DO NOT use it to complete these forms. I only want what is on your birth certificate or other legal documents such as a marriage license, dissolution order signed by a judge, other legal name change, etc. If your legal name is different than the name on the Fresno State roster or your driver's license, you need to note that and the reasons why.

Grammar: Use proper capitalization, punctuation and spelling. Be as complete as possible. Provide a complete address where requested. Do not leave out the city, zip code, apartment numbers, etc. These seem like obvious things but numerous students have made these mistakes. Look at the formatting requested and follow it exactly.

The forms contain text boxes that allow you to type the information from your computer or other word processing software. Use these boxes. DO NOT HAND WRITE except when initialing or signing your name on those forms where requested and noted.

When initialing and signing your name on the Course Information Form use BLUE INK ONLY.

Email: When communicating with me only use your Fresno State student email. Make sure your name is on your email. If you have some moniker email name, make sure it is professional. If I get an email from a student and the name on the email is lounglizzard420@... or 44bulletsprayer@... I will delete it without opening. I am a professional and I expect to deal with fellow professionals. I expect to see your name. Also, use proper sentence structure, capitalization, punctuation, and spelling when communicating with me on email. You are writing to me and you want into my profession. Write to me as an educated professional, not like you are sending me a text message.

Remember, you are being evaluated on how well you take direction, follow instructions, and complete your work. I will evaluate you, and judge you, based on how well you follow these instructions. You will be known by your written work long before anyone at the Sheriff's Office sets eyes on you so act like the professional you want to be!

I cannot afford to spend time on students who cannot or do not follow basic instructions and do not turn in professional grade work.

Failure follow instructions to the letter will most likely result in your application being rejected.

Course Information Form

Complete the Course Information Form as follows:

- Download the form to your computer.
- Type your name at the top of the form using the text box.
- Read the form completely.
- Click on each link and read completely the information on the POST website. Read all of the information on that webpage that the link takes you to, then click on ALL of the links on that webpage and read the information contained therein. This will take some time. It is important that you learn as much as you can about the peace officer application, testing, hiring, and training process. If you are unable to click on the link, cut and paste the link into your web browser. You can always visit <https://post.ca.gov/Home>
- Use the text box to type your first and last name.
- Use the text box to type the date.
- If for some reason your computer does not allow you to use the text boxes, find and use another computer.
- Print the form.
- Initial in blue ink where required.
- Sign your name in blue ink at the bottom.
- Upon completion of the form convert the document into one, color PDF file.
- Save the file with the following information:

Last Name, First Name Fall 2019 Course Information Form

Here is an example of what your PDF Course Information Form name should look like:
Smith, Jane Fall 2019 Course Information.pdf

The form is 7 pages. I do not want 7 separate PDF files. I want one PDF file with 7 pages.

Use proper capitalization on your name.

Do not use underscores.

DO NOT send me a *Word* document. If you do, I will reject it.

Student Screening Form

Complete the Student Screening Form as follows:

- Download the form to your computer.
- Read the form completely.
- Fill out the form completely.
- Use the text boxes to type the information.
- If for some reason your computer does not allow you to use the text boxes, find and use another computer.
- The text boxes can only hold so many characters before the font is auto-reduced. If you need more room, use a separate piece of paper and type the information on that separate sheet of paper. Refer to the original question on the separate piece of paper, then continue your response.
- Use the text box to type your first and last name at the bottom of the form.
- Use the text box to type the date.
- Use the electronic signature to legally sign the form. **IF THE FORM IS NOT SIGNED I WILL REJECT IT!**
- Upon completion of the form convert the document into one, color PDF file including any additional pages you may have added.
- Save the file with the following information:
Last Name, First Name Fall 2019 Student Screening Form

Here is an example of what your file name should look like:

Smith, Jane Fall 2019 Student Screening Form.pdf

Use proper capitalization on your name.

Do not use underscores.

DO NOT send me a *Word* document. If you do, I will reject it.

Note: All questions must be answered or I will reject and return the form. If you are not sure, find out ... do not guess. I would rather wait for an accurate form than have questions unanswered. That will only cause a delay in your enrollment, if I allow you to enroll at all. Unanswered questions lead me to believe that you are being deceptive. If you have any questions about the content of your information, please email me and we will plan a time to speak if I cannot answer your question over email.

DO NOT take a picture of your documents and convert it to a PDF. If you do, I will reject it.

Emailing the forms

Once you have completed and signed both the Student Screening Form and the Course Information Form in blue ink and converted both forms into PDF files, in the proper format, with the proper file names, return both documents to me in the same email. DO NOT send them in separate emails. Use the following format in the Subject line of the email: "New Student Last Name, First Name"

Here is an example of what the Subject line should look like:

New Student Smith, Jane

It will take me several days to screen you, generally a week or more, so please be patient. Sending to me twice or emailing me and asking if I got it will not make the process go faster. In fact, the opposite since I will have to respond to your questions. Once I have all questions answered to my satisfaction, I will issue you a permission number. Please be patient. I have plenty of room so being first does not matter. Being accurate does!

ALL emails shall be sent to me at my Fresno State email address, nedadian@csufresno.edu from your Fresno State email address. I will not accept emails from personal email accounts.

Chief Neil Dadian