

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Customs Procedures  
**CODE NO. :** CJS450 **SEMESTER:** 4  
**PROGRAM:** Law and Security  
**AUTHOR:** Frank Caputo  
**DATE:** Jan. 2007 **PREVIOUS OUTLINE DATED:** Jan. 2006  
**APPROVED:**

	_____ DEAN	_____ DATE
<b>TOTAL CREDITS:</b>	4	
<b>PREREQUISITE(S):</b>		
<b>HOURS/WEEK:</b>	4	

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*For additional information, please contact, Dean*  
*School of Health and Human Services*  
*(705) 759-2554, Ext. 2603*

**I. COURSE DESCRIPTION:**

This course will give the student the ability to deal with a multitude of memoranda that outline the legislation regulations, policies, and procedures that Canada Customs uses to administer Customs Programs. The student will also have an understanding of how Customs interacts with other government departments.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

**Modules:**

- 1. Orientation/Introduction**
  - Overview
  - Definitions
  - Roles and responsibilities
- 2. Foreign Affairs**
  - NAFTA
  - Export & Import Permits
  - Monitor & Control Transborder Flow of Goods
- 3. Environment Canada**
  - CITES
  - Exotic Species
  - Export & Import Controls
- 4. Health Canada**
  - Acts & Regulations
  - Reduce Health & Safety Risks to Canadians
- 5. Canadian Food Inspection Agency**
  - Traveller's Responsibilities
  - Permits
  - Fees and Services
- 6. Transport Canada**
  - RIV Program
  - Importation of New and/or Used Vehicles
  - Requirements
- 7. Postal Procedures**
  - Commercial Mail
  - Personal Mail
  - Allowances

**8. Firearms Legislation**

- Definitions
- Canada's Firearms Law
- Restricted and Prohibited Firearms
- Non-Resident Requirements

**9. Officer Powers**

- Customs Act and Criminal Code
- Bill C-18
- Impaired Driving Offences
- Outstanding Warrants
- Possession of Stolen Property
- Abductions

**10. Enforcement Procedures**

- Interview Techniques
- Note Taking and Reports
- Courtroom Preparation
- Behavioural Analysis

**11. Personal Safety**

- Confrontation Management
- Communication Model

**12. Introduction to the Commercial Process**

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

No text required.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Method of Evaluation:

- In Class Quizzes
- Mid Term Exam
- Final Exam
- In Class Scenario(s)

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

**Students enrolled in Police Foundations or Law and Security Administration will require a minimum of 60% (C) as a passing grade in each course.**

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

**VI. SPECIAL NOTES:**

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.