

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONT

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO CUSTOMS ADMINISTRATION

CODE NO: LAS1Q6 SEMESTER: THIRD

PROGRAM: LAW & SECURITY ADMINISTRATION

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APPROVED: _____&"<</ J ^ , :
CHAIRPERSON DATE /i

INTRODUCTION TO CUSTOMS ADMINISTRATION

I. PHILOSOPHY/GOALS:

This course will give the student an overview of the workings and practice of Canadian customs Administration and operations, as well as Canadian Immigration and its policy and procedures. The course will outline a basic introduction of the Customs Act, Criminal Code offences, Immigration Act, Narcotic Control Act, Excise Tax Act, Excise Act, Anti-Dumping Act, and Customs Tariff Act, as it relates to the Department of National Revenue Customs and Excise. The student will be able to recognize violations, complete appropriate reports and assess penalties.

The concepts of orientation, facilitation and verification will be emphasized throughout the course.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. have a working knowledge of rules and regulations that a Customs Inspector uses in his/her administration of duties;
2. develop an understanding of Canadian Immigration and relate it to Customs work;
3. learn to identify various Customs violations, prepare reports and other related enforcement documents;
4. understand the three key components of the course - orientation, facilitation and verification and apply them to the workings of a Customs Port;
5. determine their own level of tolerance and the importance of communication skills (KINESICS);
6. to help foster and achieve compliance with all legislative provisions for which customs and excise has administrative responsibility in an efficient and responsive manner.

INTRODUCTION TO CUSTOMS ADMINISTRATION

III. TOPICS TO BE COVERED:

1 (a). History of Customs & Excise in Canada (How Customs has evolved)

1 (b). Why we need Customs and Immigration at our borders

2. Roles and responsibilities of Customs

3. Primary examination skills

4. 6 major acts Customs enforces:

- a) Customs Act
- b) Immigration Act
- c) Excise Tax Act
- d) Customs Tariff Act
- e) Excise Act
- f) Anti-Dumping Act

5. Powers of a Customs Inspector

6. Secondary examination skills

7. Search and seizure

8. Drug enforcement

9. Effective interpersonal skills (communication)

10. Report preparation/note taking/document completion

11. Customs Commercial System (Harmonized System)

12. free trade/Customs 2000

U. Field Trip

INTRODUCTION TO CUSTOMS ADMINISTRATION

IV. LEARNING ACTIVITIES

REQUIRED RESOURCES

1.0 HISTORY OF CUSTOMS & EXCISE IN CANADA

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

- TBA
- Lecture and discussion

1.1 Explain the differences and similarities of Customs & Excise from the first establishment of Customs in Canada to present time;

1.2 Discuss why Customs and Immigration is required by Canada.

2.0 ROLES AND RESPONSIBILITIES OF CUSTOMS

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

- TBA
- Lecture and discussion

2.1 Explain control of international movement of goods and people;

2.2 Discuss collection of duties and taxes;

2.3 Distinguish the difference between prohibited and restricted items;

2.4 Discuss protection of Canada's economy;

2.b Explain the internal operation of a typical Customs Port;

2.6 Identify and discuss the key components of orientation, facilitation and verification;

2.7 Discuss departmental priority and explain the voluntary compliance theory.

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LEARNING ACTIVITIES

REQUIRED RESOURCES

3.0 PRIMARY EXAMINATION SKILLS

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

TBA
Lectures and discussion

3.1 Demonstrate both lines of questioning (resident and non-resident) in the PIL;

3.2 Establish residency of persons seeking admission into Canada, determine purpose of visit, etc.;

3.3 Discuss what methods are used to obtain information;

3.4 Determine admissibility of persons seeking admission into Canada;

3.5 Discuss selective referrals and mandatory referrals;

3.6 Explain Point of Finality;

3.7 Determine admissibility of goods.

4.0 6 MAJOR ACTS THAT CUSTOMS ENFORCES

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

Customs Act
handouts
guest speakers

INTRODUCTION TO CUSTOMS ADMINISTRATION

LEARNING ACTIVITIES

REQUIRED RESOURCES

4.1 Thoroughly discuss all aspects of the Customs Act as it relates to the duties of a Customs Inspector;

4.2 Discuss aspects of the Immigration Act;

4.3 Discuss aspects of the Excise Tax Act;

4.4 Discuss aspects of the Custom Tariff Act;

4.5 Discuss aspects of the Excise Act;

4.6 Discuss aspects of the Anti-Dumping Act;

4.7 List other Acts of Parliament.

5.0 POWERS OF A CUSTOMS INSPECTOR

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

- Customs Act (98 - 105)

5.1 Discuss authority of right to search a person (98);

5.2 Discuss authority of right to examine goods (99);

5.3 Define definition of Customs Inspector as a peace officer under the Criminal Code;

5.4 Explain power to take samples and detain controlled goods;

5.5 Explain powers of arrest;

5.6 Discuss all other related powers.

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LEARNING ACTIVITIES

REQUIRED RESOURCES

6.0 SECONDARY EXAMINATION SKILLS

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

- TBA
- Dog Demonstration

6.1 Differentiate between examination, inspection, and search;

6.2 Explain arrest procedures;

6.3 Demonstrate rights, cautions, secondary warning, and counselling;

6.4 Participate in a secondary examination;

6.5 Participate in and demonstrate arrest procedures;

6.6 Discuss causes for a personal search;

6.7 Discuss listening skills and the 10 commandments of good listening;

6.8 Participate in and demonstrate trisk procedures;

6.9 Explain, re-emphasizing Point of Finality,

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IV. LEARNING ACTIVITIES

REQUIRED RESOURCES

7.0 SEARCH AND SEIZURE

UPON SUCCESFUL COMPLETION OF
THIS UNIT THE STUDENT WILL *BE*
ABLE TO:

-TBA
-CUSTOMS ACT

- 7.1 Differentiate Civil Action
and Criminal Action Allegations;
- 7.2 Discuss terms of release/
penalties;
- 7.3 Define prohibited and
restricted goods.

8.0 DRUG ENFORCEMENT

UPON SUCCESSFUL COMPLETION OF
THIS UNIT, THE STUDENT WILL BE
ABLE TO:

-TBA
-DOG DEMONSTRATION

- 8.1 Discuss the do's and don'ts
of drug handling
- 8.2 Observe concealment methods
and drug detection;
- 8.3 Discuss food and drug act and
Narcotic Control Act

9.0 EFFECTIVE INTERPERSONAL SKILLS

UPON SUCCESSFUL COMPLETION OF
THIS UNIT, THE STUDENT WILL BE
ABLE TO:

-TBA
-HANDOUTS

- 9.1 Discuss uses of nonverbal
communication
- 9.2 Discuss communication
barriers
- 9.3 Identity and explain steps
in the communication process
- 9.4 Discuss how to remove barriers
to good communication
- 9.b Apply effective communication
techniques in dealing with the public

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LEARNING ACTIVITIES

REQUIRED RESOURCES

9.6 Identify personal tolerance level

10.0 REPORT PREPARATION, DOCUMENT COMPLETION AND NOTETAKING

UPON SUCCESSFUL COMPLETION OF THIS UNIT, THE STUDENT WILL BE ABLE TO:

-TBA
-HANDOUTS
-I DECLARE PAMPHLETS

10.1 Prepare a well written report

10.2 Discuss the b W's ot report writing

10.3 Explain the importance of timeliness and accuracy of reports and notetaking

10.4 Discuss a properly maintained notebook

10.b Explain the use of a notebook in court

10.b Prepare non-commercial customs documentation

10.7 Calculate duties and taxes

10.8 Explain personal exemptions

10.y Discuss allowances tor returning residents, settlers and seasonal settlers

10.10 Explain force collection entries

10.11 Discuss departmental "D" memoranda

INTRODUCTION TO CUSTOMS ADMINISTRATION

IV. LEARNING ACTIVITIES

REQUIRED RESOURCES

11.0 CUSTOMS COMMERCIAL SYSTEM

UPON SUCCESSFUL COMPLETION OF
THIS UNIT, THE STUDENT WILL
BE ABLE TO:

-TBA
-HANDOUTS

11.1 Explain the purpose of
a customs broker operation
and bonded warehouse

11.2 Discuss release documentation
requirements

11.3 Discuss release on minimum
documentation (RMD), release
support system (RSS) and
Customs automated data
exchange (CADEX)

11.4 Explain the basic difference
between commercial and
personal importations

11.5 Discuss bonded carrier
operation

12.0 FREE TRADE AND CUSTOMS 2000

UPON SUCCESSFUL COMPLETION OF
THIS UNIT, THE STUDENT WILL BE
ABLE TO:

12.1 Explain the FTA in brief

12.2 Discuss changes of the FTA /
reduced tariffs, etc.

12.2 Discuss blueprint for future
programs of the Customs 2000
concept

12.4 Explain objectives for future
customs activity

12.b Discuss a variety of scenarios
and how Customs 2000 will affect
the commercial importer, air
travellers, highway travellers and
enforcement

INTRODUCTION TO CUSTOMS ADMINISTRATION

IV. LEARNING ACTIVITIES

REQUIRED RESOURCES

12.6 Discuss red door /
green door pilot project

13.Q FIELD EXERCISE

UPON SUCCESSFUL COMPLETION OF
THIS UNIT, THE STUDENT WILL BE
ABLE TO:

-TflA
-HANDOUTS

13.1 Observe day to day customs
activity on site

13.2 Coordinate formal classroom
training to actual situations
a customs port of entry

13.3 Identify new proposals to help
facilitate international traffic

13.4 Discuss theory vs. real
life situations

INTRODUCTION TO CUSTOMS ADMINISTRATION

V. EVALUATION METHODS:

1. Two compulsory tests	40 %
2. In-class participation (Role playing/debates)	20 %
3. Essay (Enforcement)	15 %
4. In-class quiz and in-class written synopsis	25 %
	100 %

The grading system will be as follows

A = 90 - 100 %

B = 80 - 89 %

C = 70 - 79 %

I = Incomplete

NOTE: * Student must be present (ie. in class) for participation and quiz
 * There will be no make-up tests unless accompanied by a doctor's certificate
 * Attendance will be taken

VI. REQUIRED STUDENT RESOURCES

- Customs Act (available in Bookstore)
- handouts provided
- notebooks