

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONT.

COURSE OUTLINE

COURSE TITLE	INTRODUCTION TO CUSTOMS ADMINISTRATION		
CODE NO:    ___	LAS106	SEMESTER:	THIRD
PROGRAM:    ___	LAW & SECURITY ADMINISTRATION		
AUTHOR:      ___	LOU SALVALAGGIO		
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CHAIRPERSON

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## 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 Excises. 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. develop an understanding of the GST and Free Trade Agreement, and its repercussions on Canadian society and Canada's economic problems (Cross Border Shopping);
5. understand the three key components of the course – orientation, facilitation, and verification, and apply them to the workings of a Customs Port;
6. determine their own level of tolerance and the importance of communication skills (KINESICS);
7. 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.  
b) Why we need Customs and Immigration at our borders.
2. a) Roles and responsibilities of Customs  
b) GST - its impact on Canadians / how it works.  
c) The Cross Border shopping phenomena.
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
13. Field Trip (time permitting)

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;

2.5 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;

2.8 Explain how the Goods and Services Tax works, and its effect on the importing community;

2.9 Compare Canadian and U.S. prices on certain goods;

2.10 Discuss the Cross Border Shopping phenomena.

INTRODUCTION TO CUSTOMS ADMINISTRATION

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 Discuss admissability of persons seeking admission into Canada;

3.5 Discuss Selective referrals and Mandatory referrals;

3.6 Explain Point of Finality;

3.7 Determine admissability-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

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 Customs Tariff Act;

4.5 Discuss aspects of the Excise Act;

## INTRODUCTION TO CUSTOMS ADMINISTRATION

### LEARNING ACTIVITIES

### REQUIRED RESOURCES

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.

### 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;

## INTRODUCTION TO CUSTOMS ADMINISTRATION

### LEARNING ACTIVITIES

### REQUIRED RESOURCES

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

6.8 Participate in and demonstrate frisk procedures;

6.9 Explain, re-emphasizing, Point of Finality.

### 7.0 SEARCH AND SEIZURE

Upon successful 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 Identify and explain steps in the communication process;

## INTRODUCTION TO CUSTOMS ADMINISTRATION

### LEARNING ACTIVITIES

9.4 Discuss how to remove barriers to good communication;

9.5 Apply effective communication techniques in dealing with the public;

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:

10.1 Prepare a well-written report;

10.2 Discuss the 5 W's of report writing;

10.3 Explain the importance of timeliness, and accuracy of reports and note-taking;

10.4 Discuss a properly maintained notebook;

10.5 Explain the use of a notebook in court;

10.6 Prepare non-commercial Customs documentation;

10.7 Calculate duties and taxes;

10.8 explain personal exemptions;

10.9 Discuss allowances for returning residents, settlers and seasonal settlers;

10.10 Explain "Forced Collection" entries;

10.11 Discuss departmental "D" memoranda.

### 11.0 CUSTOMS COMMERCIAL SYSTEM

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

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

### REQUIRED RESOURCES

- TBA

- Handouts

- "I DECLARE" pamphlets

- TBA

- Handouts



## INTRODUCTION TO CUSTOMS ADMINISTRATION

### LEARNING ACTIVITIES

### REQUIRED RESOURCES

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:

- TBA
- Handouts

12.1 Explain the FTA in brief;

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

12.3 Discuss blueprint for future programs of the Customs 2000 concept;

12.4 Explain objectives for future customs activity;

12.5 Discuss a variety of scenarios and how Customs 2000 will affect the commercial importer, air travellers, highway travellers, and enforcement;

12.6 Discuss red door/green door pilot projects.

### 13.0 FIELD EXERCISE

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

- TBA
- Handouts

13.1 Observe day to day customs activity on site;

13.2 Coordinate formal classroom training to actual situations at port of entry;

13.3 Identify new proposals to help facilitate international traffic;

13.4 Discuss theory vs. actual situations.

## INTRODUCTION TO CUSTOMS ADMINISTRATION

### EVALUATION METHODS

1.	Two compulsory tests	50 %
2.	In-class participation (Role playing/Debates)	15 %
3.	Essay (Enforcement)	15 %
4.	In-class quiz and in-class written synopsis	20 %
		100 %

The grading system will be as follows

A+	= 90 - 100
A	= 80 - 89
B	= 70 - 79
C	= 60 - 69
R	= Below 60 (Repeat Course)

#### \*\*\*NOTE\*\*\*

- \* Students must be present (ie. in class) for participation and quiz (marks deducted for inattendance)
- \* 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

## VII. SPECIAL NEEDS NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.