

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Customs Procedures

**CODE NO. :** CJS423 **SEMESTER:** 4

**PROGRAM:** Law and Security

**AUTHOR:** Frank Caputo

**DATE:** Jan/02 **PREVIOUS OUTLINE DATED:** Jan/01

**APPROVED:**

	_____	_____
	<b>DEAN</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	3	
<b>PREREQUISITE(S):</b>	None	
<b>HOURS/WEEK:</b>	3	

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*For additional information, please contact Judi Maundrell, Dean*  
*School of Health and Human Services*  
*(705) 759-2554, Ext. 603/689*

**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 TO BE COVERED**

- |           |   |
|-----------|---|
| Module #1 | Orientation/Introduction <ul style="list-style-type: none"><li>• Overview</li><li>• Definitions</li><li>• Roles and Responsibilities</li></ul>                        |
| Module #2 | Foreign Affairs <ul style="list-style-type: none"><li>• NAFTA</li><li>• Export &amp; Import Permits</li><li>• Monitor and Control Transborder Flow of Goods</li></ul> |
| Module #3 | Environment Canada <ul style="list-style-type: none"><li>• CITES</li><li>• Exotic Species</li><li>• Export and Import Controls</li></ul>                              |
| Module #4 | Health Canada <ul style="list-style-type: none"><li>• Acts and Regulations</li><li>• Reduce Health and Safety Risks to Canadians</li></ul>                            |
| Module #5 | Canadian Food Inspection Agency <ul style="list-style-type: none"><li>• Traveller's Responsibilities</li><li>• Permits</li><li>• Fees and Services</li></ul>          |
| Module #6 | Transport Canada <ul style="list-style-type: none"><li>• RIV Program</li><li>• Importation of New and/or Used Vehicles</li><li>• Requirements</li></ul>               |
| Module #7 | Postal Procedures <ul style="list-style-type: none"><li>• Commercial Mail</li><li>• Personal Mail</li><li>• Allowances</li></ul>                                      |

- Module #8      Firearms Legislation
- Definitions
  - Canada's Firearms Law
  - Restricted and Prohibited Firearms
  - Non-Resident Requirements
- Module #9      Officer Powers
- Customs Act and Criminal Code
  - Bill C-18
  - Impaired Driving Offences
  - Outstanding Warrants
  - Possession of Stolen Property
  - Abductions
- Module #10     Enforcement Procedures
- Interview Techniques
  - Note Taking and Reports
  - Courtroom Preparation
  - Behavioural Analysis
- Module #11     Personal Safety
- Confrontation Management
  - Communication Model

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

- Hand outs provided
- Note Books

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

Test #1	30%
Test #2	30%
Test #3	40%

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

## 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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 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 postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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.

Under exceptional circumstances (e.g. documented illness) rewrites may be permitted at the discretion of the instructor.

**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.