



**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- 20 percent
- Mid Term Exam- 40 percent
- Final Exam- 40 percent

The following semester grades will be assigned to students:

| <u>Grade</u> | <u>Definition</u> | <u>Grade Point Equivalent</u> |
|--------------|-------------------|-------------------------------|
| A+           | 90 – 100%         | 4.00                          |
| A            | 80 – 89%          | 3.00                          |
| 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.

***NOTE: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.***

**VI. SPECIAL NOTES:**

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

*It is the departmental policy that once the classroom door has been enclosed, the learning process has begun. Late arrivals will not be granted admission to the room.*

**VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.