

Honolulu Community College
University of Hawaii
874 Dillingham Blvd. Honolulu, Hawaii 96817
www.honolulu.hawaii.edu (808) 845-9129

ADMINISTRATION of JUSTICE



PROGRAM DESCRIPTION: This program is designed to prepare the student for entry-level positions in the Administration of Justice career field i.e.. law enforcement, courts, corrections or private security. Courses are also provided to meet the training needs of the in-service professional. A student at Honolulu Community College who completes (12) units of Administration of Justice work, may receive up to (12) additional units for completing basic recruit training for police or corrections as required by government agencies.

- DEGREE OFFERED: Associate in Applied Science
- RECOMMENDED PREPARATION: Word processing, oral and written English skills.
- COST: Books - \$200 per semester
- TECHNICAL STANDARDS: Can be found at <http://tech.honolulu.hawaii.edu/aj>

WORK SKILLS AND APTITUDES NEEDED: Administration of Justice career fields range from strenuous and hazardous positions, which are physically demanding to those of a more investigative or academic nature. Ability to make rational decisions; work independently and perform well under physical and mental stress; communicate effectively, orally and in writing; work well with others; observe and remember detail; good physical health, eyesight, and hand-eye coordination; honest; dependable; qualify to possess and carry firearms and ammunition.

WORK SETTING: Indoors and outdoors; shift work including weekends and holidays and overtime.

EMPLOYERS: City & County (Police Department), State (Corrections, Sheriff, and Attorney General's Office), Federal (FBI, Secret Service, Drug Enforcement, and Customs), military, and private (security).

GENERAL REQUIREMENTS: Virtually all of the career fields require the following:

- High level of honesty and integrity
- Medical examination
- Detailed background investigation

EMPLOYMENT OPPORTUNITIES: Shortage of qualified applicants for entry-level police officer positions; shortage of applicants for correction officer positions; surplus of applicants for customs inspector positions. Outlook depends on expansion of protective service forces, public financial support, growth in world trade, anti-terrorism efforts and the need for increased security, along with replacement needs. In Hawaii, much faster than average employment growth is expected, and nationally, faster than average employment growth is forecast for police officers and detectives through the year 2010 as society becomes more security-conscious and concerned about drug-related and terror crimes increases. Most positions require passing aptitude, attitude, strength, and general health exams, and character and background investigations.

ADDITIONAL INFORMATION: Please contact the Administration of Justice Department at 845-9227 or go to the website at <http://www.hcc.hawaii.edu/~bobv/bobv4.htm>

CAREERS IN THE CRIMINAL JUSTICE SYSTEM*

I. CAREERS IN THE LAW ENFORCEMENT

Federal Law Enforcement

Air Safety Investigator
Alcohol, Tobacco, Firearms Explosives Inspector or
Special Agent
Department of Homeland Security
Deputy U.S. Marshal
Diplomatic Security Special Agent
Drug Enforcement Special Agent
Federal Bureau of Investigation Special Agent
Federal Protective Service Officer/Criminal Investigator
Fish & Wildlife Service Special Agent
Immigration & Naturalization Service Border Patrol
Agent, Criminal Investigator, Deportation Officer,
or Inspector
Inspector General Investigator
Internal Revenue Service Criminal Investigator or Internal
Security Inspector
Intelligence Revenue Criminal Investigator or Support
Analyst
Labor & Pension Compliance Investigator, Dept. of Labor
Naval Investigative Service/Criminal Investigator
(also other Armed Forces Investigators and Police)
Park Police (United States)
Postal Service Inspector
Secret Service Agent or Uniformed Officer
Securities Compliance Examiner

State and Municipal Law Enforcement

Deputy Sheriff
Environmental Conservation Officer
Investigator (State, County, Municipal)
Police Officer (Municipal)

II. CAREERS IN THE COURTS

Attorney/Lawyer
Bailiff (Court Officer)
Court Administrator
Court Clerk, Liaison Counselor, Reporter
(Short-Hand Reporter), or Representative
Domestic Violence Counselor
Judge
Paralegal/Legal Assistant
Pretrial Services Officer, U.S. District Courts
Release-on Own-Recognizance (ROR) Interviewer
Research Analyst/Statistician
Support Services Coordinator
Site Supervisor
Victim Services Personnel

- Child and Youth Counselor
- Crisis Counselor
- Homicide Victim Counselor
- Runaway Counselor
- Victim Services Specialist

III. CAREERS IN CORRECTIONS

Correctional Treatment Specialist
(Federal Prison)
Corrections Counselor or Officer
Juvenile Justice Counselor or
Probation Officer
Parole Officer
Pre-Release Program Correctional
Counselor, Employment Counselor,
or Halfway House Manager
Juvenile Probation Officer
Warden

IV. CAREERS IN FORENSIC SCIENCE/ CRIMINALISTICS

Criminalistics

Arson Specialist
Ballistics Specialist
Document Specialist
Fingerprint Specialist
Polygraph Specialist
Serology Specialist
Toolmark Specialist

The Crime Laboratories

Bureau of Alcohol, Tobacco, Firearms
and Explosives
Drug Enforcement Administration
Federal Bureau of Investigation
U.S. Customs Service
State and Local Laboratories

V. CAREERS IN PRIVATE SECURITY

Diverse Employment Opportunities

Commercial Security
Industrial Security
Institutional Security
Retail Security

Job Responsibilities

Administrator/Manager
Investigator
Protective Service
Technician

*Further education and/or training required for some of these career fields