

# **Police Organization and Administration**

CJS 250  
Spring 2014

Three Rivers Community College  
574 New London Turnpike  
Norwich, Connecticut, 06360

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Office Hours:

M 9:00 to 12:00

W 9:00 to 1:00

Other times by appointment only.

I. **Course Title:** Police Organization and Administration

II. **Course Information:**

A. CJS K250

B. Room: D211

C. Day/Time: T/R 9:30 am to 10:45 am

III. **Course Description:**

This course exposes the student to the complexities inherent in the administration of modern law enforcement organizations by presenting and analyzing a variety of management styles and administrative techniques used in such organizations. Students will examine many of the internal and external factors that impact contemporary law enforcement organizations (e.g., federal regulations, political structures, community needs, press, etc.). Students will be exposed to theoretical perspectives, practical applications and designs in an environment that encourages discussion, writing, and networking with local and state agencies.

IV. **Course Goals:**

**Demonstrate knowledge of key areas of consideration for Management Professionals within the Law Enforcement Professions.**

- Analyze quantitative data to draw a picture of social/political and legal context in which they are to operate.
- Effectively articulate the quantitative data to others.
- Utilize knowledge from quantitative data to develop logical relationships between constituencies and mission, building design, leadership style, staffing, recruitment, technology and resources for a law enforcement agency.
- Formulate an underlying philosophical foundation by developing a mission statement and code of ethics.

**To assess what information is needed to answer questions and solve problems and to retrieve, evaluate, and use that information effectively.**

- To identify information needed to answer questions
- To access information efficiently
- To evaluate information and its sources for specified purposes
- To apply ethical, social and legal principles when accessing and using information.

**To understand and convey ideas in diverse contexts using reading, writing, speaking and listening.**

- To comprehend and evaluate written passages.
- To write clearly.
- To speak clearly.
- To understand lectures, arguments, and other speech.

**Instructional Methods:**

- A. Lecture
- B. Discussion
- C. Practical Exercises

**V. Required Text:**

Police Administration, 8<sup>th</sup> Edition. Gary W. Cordner, Anderson Publishing, ISBN 978-1-4557-3118-3.

**VI. Disabilities Statement:**

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 860-215-9289. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

**VII. Course Outline:**

The following is a tentative class schedule. This is subject to change depending on the time required to cover the material and the needs of the students.

**Course Outline:**

- Week #1 – January 23, Introduction to Course/Instructor Chapter 1
- Week #2 – January 28/30, Chapter 2, Moon Explorer Exercise
- Week #3 – February 4, Chapter 3, Case Study #3
- Week #4 – February 11/13, Chapter 4, Ethics Exercise
- Week #5 – February 18/20, Chapter 5, Case Study #1

Week #6 – February 25/27, Chapter 6,  
 Week #7 – March 4/6, Chapter 7  
 Week #8 – March 11/13, Chapters 8, Case Study #2  
 Week #9 – March 18/20 Spring Break, **No Class**  
 Week #10 – March 25/27, Chapter 9, Case Study #4  
 Week #11 – April 1/3, Chapter 10  
 Week #12 – April 8/10, Chapter 11  
 Week #13 – April 15/17, Chapter 12  
 Week #14 – April 22/24, Chapter 13,  
 Week #15 – April 29/ May 1, Chapter 14,  
 Week #16 – May 6/8, Chapter 15, Case Study #5  
 Week #17 – May 13/15 Final Project Due

## **IX. Evaluation Procedures**

Your final grade will be determined by a combination of the following assignments:

Case Studies (5) at 20 points each	total 100 points
Chapter Questions (10 @ 10 points each)	total 100 points
Midterm Exam (1) at 400 points	total 400 points
Final Project (1) at 400 points	<u>total 400 points</u>
	Total 1000

**Case Studies:** The case studies are listed in the syllabus and will be completed in class.

**Chapter Questions:** Ten chapters are required out of the total of fifteen chapters. You are required to complete three of the five questions of the ten chapters you select.

**Midterm Exam:** Exam will be take-home essay.

**Final Project:** The final project will require that the student design a police department as provided by the guidelines that will be provided in class.

**Grades:** All grades will be posted on myCommNet. The grades will be expressed in a point value. For example: an exam is worth 400 points, a grade of between 0 and 400 points will be recorded. The total amount of points earned during the semester will correspond to the grade scale listed below.

## **X. Final Grade Scale**

A	=	94 - 100
A-	=	90 - 93
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F	=	00 - 59
W	=	Withdrawal
I	=	Incomplete
P / F	=	Pass / Fail
AU	=	Audit

## **XI. College Withdrawal Policy**

Students may withdraw from a course by May 12th, by completing a withdrawal form. The form must be submitted to the Registrar's Office.

## **XII. Instructor's Attendance Policy**

Consistent attendance at class meetings is crucial to success in this course. You are expected to attend all classes in order to receive full benefit from instruction.

## **XIII. Academic Dishonesty**

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

## **XIV. Electronic Devices etc.**

Students are notified that cellular phones are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone, the student should speak to the instructor prior to class so that together they can arrive at an agreement.