

**Police Organization and Administration**

D212

Tuesday 2:30 – 5:15 p.m.

**Spring 09**

**Office Hours:** Tuesday 10:15 & Wednesday 12:45-1:45

**Telephone:** (860) 892-5739

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## 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 which impact on the contemporary law enforcement organization (i.e., federal regulations, political structures, community needs, press, etc.) Students will be exposed to theoretical perspective, practical applications and designs in an environment that encourages discussion, writing and networking with local and state agencies.

## Objectives of the course are...

1. Familiarize students with some of the various management styles and administrative techniques used in criminal justice organizations.
2. Expose students to the complexities inherent in the administration of criminal justice organizations.
3. Develop the student's understanding of both internal and external stimuli which operate in and impact on criminal justice organizations.
4. Develop the student's appreciation for the role of law enforcement in modern society.
5. Develop the student's understanding of the increasing need for education, training, and professionalism within criminal justice organizations.
6. Awareness of events in the world around us by reviewing current events specifically relating to the topic "police organization and administration".
7. Develop reading, writing, and oral communication skills:  
 Reading / study assignments will be given out weekly. The assignments, in total, will cover the entire text. Students will be expected to complete reading the entire text by the end of the semester.

## Course Outline

1/27	Review of Syllabus Course Expectations		
2/03	Lecture	Read Chapter 1- 3	
2/10	Handout Town Demographics, Develop Groups	Quiz#1	
2/17	Groups Describe Town Demographics	Read #7	Utilize Chapter 7 to problem solve and identify who you are philosophical or what styles are you adapting for the foundation of your agency.
2/24	Building your Facility	Read #4	Pay particular attention to 3 subsystems within the Agency. The architect will speak with you about the relationship between function and structure.

3/03	Groupwork: Mission Statement, Functions, Building, Information, Literacy Speaker. Write up each.	Chapters #4 & 7 - Outlines
3/10	Staffing Issues – Lecture	Read # 5,6,13 Create Timeline for Portfolio Project
3/24	Staffing Issues	Groupwork on staffing issues, organizational chart, number of employee's sworn & civilian with rational – submit outlines 5, 6, 13.
3/31	Group Conference	Read # 8 & 9 Groupwork continues
4/07	Leadership/Management Speaker	Read #10 Design Management style for organization and provide rationale. Submit outlines – 8 & 9.
4/14	Communications/Information Management Systems/Technology	Speakers. Submit outlines – 10.
4/21	Work Session – No formal Class	I will be in the office during class hours to assist you with questions or provide resources during all work sessions.
4/28	Presentations Begin @ 10:45	Presentations constitute your Final exam. After all presentations are completed, each group must submit a completed portfolio with all course materials, in place. Organization of the portfolio will be discussed in class.
5/05	Presentations Begin @ 9:30	

Instructor reserves the right to amend outline without notice and/or as necessary.

**Course Evaluation:**

Quiz (1)	5%
Essay (3) 3/10, 3/31, 4/14	30%
Oral Presentation	20%
Portfolio	15%
Peer Evaluation	10%
Outlines (4)	20%

## Policy Statements

### Disabilities Statement

If you have a hidden or visible disability which may require classroom or test-taking modifications, please see one of your instructors as soon as possible. If you have not already done so, please be sure to register with Chris Scarborough.

## THERE IS A ZERO TOLERANCE POLICY FOR ACADEMIC PLAGERISM

### Penalty for Academic Dishonesty or Plagiarism

Plagiarism is the unacknowledged use of another person's **words** or **ideas** in your writing. Whether conscious or not, plagiarism is a serious offense. Evidence that you did not write material that you submit under your name can result in failure for the entire course.

### Academic Integrity Policy (Revised 8 January 2003)

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the following policy in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

### Definitions of Academic Dishonesty

#### *General Definition*

*(Student Discipline Policy, section 2:10, Board of Trustees of Connecticut Community Colleges)*

Academic Dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination, (b) collaborating with others in work to be presented, contrary to the stated rules of the course, (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own, (d) stealing or having unauthorized access to examination or course materials, (e) falsifying records of laboratory or other data, (f) submitting, if contrary to the rules of a course, work previously presented in another course, and (g) knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## **Academic Dishonesty in a Service Learning, Practicum, Internship, Co-operative, or Fieldwork Environment**

Conduct in community settings entered by a student as part of coursework must be equally characterized by integrity and honesty. Dishonest conduct proscribed under this policy includes but is not limited to (a) making false statements to community partners about the student's skills, credentials and accomplishments, (b) making false statements to community partners or the instructor about progress in the work the student has agreed to do in the community, including supplying false documentation of work, (c) failing to abide by the rules and policies of the community partners that the student agreed to accept as a condition of entrance into the community setting, (d) failing to return materials belonging to the community partner or instructor, (e) violating the ethical principles common to professional researchers, including violation of confidentiality or anonymity agreements with research subjects, deceiving or harming research subjects, or coercing participation in research.

## **Class Attendance Policy**

Instructional staff assigned to all sections of credit bearing courses at Three Rivers are required to take attendance at each class meeting and retain accurate records of attendance for at least three calendar years. The manner in which attendance is taken is determined at the professional discretion of the instructor. In certain instances, these records are furnished to the Financial Aid Office and the International Student advisor.

## **Course Policy**

"Regular on-time attendance in the course is expected. There is much that happens during class time that adds to your educational experience beyond what you can learn from just reading and writing in solitude. **To come to college is to join a community of learners.** An athlete who does not attend practice risks losing his/her position on the team. A musician who does not attend rehearsals is usually not allowed to participate in the performance. So, too, it is questionable whether students who develop the habit of missing classes are really part of the class and therefore deserving of credit. Here, then is the attendance policy of the course." (p. 79)

## **Attendance Policy**

"I will send around an attendance sheet at the beginning of each class. You are responsible for making sure you sign the attendance sheet each day. You may miss one class without penalty. Beginning with your second absence you will lose one percentage point from your final cumulative grade. Save your absence for a legitimate emergency. If you are absent I will assume you have good reason for being gone. Therefore I do not need doctor's notes or other documentation letting me know why you are absent. If a major emergency arises, let me know by email. Excessive absences – three or more – will result in failure for the course.

If you are absent from class you are still responsible for the work assigned that day as well as the information given out that day. Please attempt to contact fellow classmates to find out what you missed before contacting me." (p. 78)

\* Adopted from O'Brien (etal) (2008) The course syllabus: A learning approach. San Francisco, Ca., Jossey-Bass, p. 78 & 79.

## Withdrawal

An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the College. Students may withdraw in writing or verbally at the Registrar's Office, for any reason until the end of the 13th week of classes. Financial Aid students and International students withdrawing from all courses must notify respectively the Financial Aid Office and the International Student advisor through the end of the semester

## Additional Responsibilities

Students are expected to participate in class discussions, role play and material review. Participation enhances the learning experience and allows students and instructors the opportunity to learn from each other.

Students are reminded that classroom demeanor is a vital part of participation. Students should behave appropriately at all times and are expected to practice common courtesy, recognizing each person's right to learn in an atmosphere that is respectful and conducive to learning. **Students who violate the rules of courtesy, and/or professional demeanor may be asked to leave.**

## Grading Policy

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

## Cell Phone

Students are notified that cellular phones and beepers 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 or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.