

#10578  
Spring11

**CJS K250 Police Organization and Administration**

Monday & Wednesday 2:00 – 3:15  
Room E218

Tricia Sauter, Professor  
Office Hours: Thursday 12:30-2:00  
[psauter@trcc.commnet.edu](mailto:psauter@trcc.commnet.edu)  
892-5739

Text: Cordner & Scarborough, Police Administration 6<sup>th</sup> ed  
Students must have access to internet and email.

## **Course Goals and Objectives**

### **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.

## Course Outline:

1/24 Review of syllabus Course Expectations  
1/26

1/31 Lecture Read #1- 3  
2/3

2/7 Handout Town Demographics, Develop groups, **Chapter outlines 1-3**  
2/9

2/14 Groups describe town demographics Read #7  
2/16 **Essay #1 due:**

Utilize Chapter 7 to problem solve and identify who you are philosophical or what styles are you adapting for the foundation of your agency.

2/21 HOLIDAY  
2/23 Building your facility Read #4

Pay particular attention to 3 subsystems w/in the agency. The architect will speak with you about the relationship between function and structure.

2/28 Student Conferences for review of work thus far  
3/2 Student Conferences for review of work thus far

3/7 Staffing Issues – lecture Read # 5,6,13  
3-9 Staffing Issues – **Chapter Outline 5, 6, 13**

3/21 Group work: organizational chart, number of employee's sworn & civilian with rational.  
3/23 Class Discussion and "ELMO" review **Essay #2 due:**

3/28 Leadership/Management  
3/3 Leadership/Management Read # 8 & 9 & 10

4/4 Class Discussion on styles  
4/6 Class Discussion on styles

Design Management style for organization and provide rationale.

4/11 Communications/Information management systems/technology **Chapter Outlines 8-10**  
4-13 Communications/Information management systems/technology

4/18 Student Conferences  
4/20 Student Conferences **Essay #3 due**

4/25 **Presentations** begin  
5/11 **Presentations** end

**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.

**Course Evaluation:**

Essay (3)	22.5%
Oral Presentation	20%
Portfolio	25%
Peer Evaluation	10%
Chapter outlines (3)	22.5%

**Disabilities Statement:****Disabilities Statement**

Students with disabilities are guaranteed reasonable accommodation under the provision of the ADA of 1992. Disclosure of a disability must be voluntary. In instances where students have disabilities that are not discernable, valid and reliable documentation to verify eligibility for accommodation is required and must be submitted to the Student Development offices of Student Services. Please call 383-5217 for more information or to schedule a confidential meeting with one of our disability service providers.

**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

## **College Withdrawal Policy**

### **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. **The deadline for Withdrawal Spring 2011 is MAY 9, 2011**

## **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.

Gratuitous cutting is strongly discouraged. Your instructor will counsel you to withdraw if you exhibit poor attendance and or punctuality. Poor attendance is defined as anything beyond 6 hours of class. You are urged to contact your instructor prior to missing a class.

**YOU are responsible for all lecture or class notes and all work missed during your absence. YOU are encouraged to get contact information from a classmate to ensure you have access to all missed material.**

## **Academic Dishonesty**

### **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

### **Cellular Phones and Beepers**

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.

### **Early warning notification:**

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.