

**SYLLABUS**  
**Administration of Justice Spring 2013**

**Administration of Justice (6) Patrol Procedures**

**Section 3110 Instructional building 2004**

**Instructor: Kelly William Enos, M.S.**

**Tuesday 3:30pm – 6:40pm**

**Email: [enoskw@yahoo.com](mailto:enoskw@yahoo.com) Voice Mail: 818-364-7610**

**Office hours: Mon-Fri 12noon to 3pm faculty offices #21**

**Handouts can be obtained on my faculty webpage at the Administration of Justice program website [www.lamission.edu/aj](http://www.lamission.edu/aj)**

Last date to add: February 18

Last date to drop with a "W": May 3

**Student Learning Outcomes:** At the end of the course, student will be able to: 1. Identify current issues that affect patrol in today's society. 2. Explain basic patrol procedures and explain why patrol is the backbone of the police department. 3. Analyze and compare and contrast the effectiveness of the different types of police patrol.

**DESCRIPTION:**

Course covers police procedures related to patrol activities. At the end of the course, students will have gained a basic understanding and knowledge of what police officers must prepare for and what they encounter during patrol duty.

**TEXTBOOK:** Payton, George: Patrol Operations and Enforcement Tactics (One copy on reserve in the library).

**SUGGESTED READINGS:**

**Journals**

Law and Order Magazine

Police Magazine

FBI Law Enforcement Bulletin

**Books**

"The Newhall Incident"; John Anderson

"Street Survival"; Charles Remsberg, Calibre Press

**Attendance:** Regular attendance is the only way to properly satisfy the course requirements. Attendance will be taken throughout the semester. More than 3 absences during the semester may result in a reduced grade or being dropped from the class. Students are expected to arrive for class on time. You are required to make up missing lectures/discussions/class notes by contacting another student in the class and getting his/her notes.

Cell phones: cell phones **WILL** be turned off during class hours.

**Cheating:** Plagiarism, unauthorized material during an examination, changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents and copying other students papers. In academic circles, this is a **SERIOUS** offense and will not be tolerated. Students caught cheating will be dealt with **Harshly**. Refer to the college catalog.

**Plagiarism:** Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources. The following examples of plagiarism are intended to be representative, but not all-inclusive:

- Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof
- Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- Assembling parts from various works and submitting the synthesis or single paper as one's own creation
- Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

**GRADING**

Mid Term	100pts
Research Paper	100pts
Final Exam	100pts
Class participation	50pts
Total	350pts
Extra credit	15pts

100-90= A      89-80=B      79-70=C      69-60=D      59 or Below=F

\*Note: There is a total of 350 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 350. **No make up exams will be given.**

If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (phone #818.364. 7732/TTD 818.364.7861) and bring a letter stating the accommodations that are needed.

**Course Schedule**

<u>Date</u>	<u>Topic</u>
2/5	Introduction to course
2/12	History of Police Patrol
2/19	History of Police Patrol cont'
2/26	The Purpose and Duties of Police Patrol
3/5	The Types of Patrol
3/12	Preparation for Patrol
3/19	Police Communications <b>Field Trip LAPD Dispatch center</b>
3/26	Observation and Perception /Midterm review
4/2	Spring Break
4/9	<b>Mid term exam (Chapters 1 through 7)</b>

4/16	Field Note taking and crime scene recording
4/23	Identification of Persons
4/30	Field Interrogation
5/7	Protective Weapons and Officer Survival ( <b>Paper due</b> )
5/14	Vehicle stops
5/21	Tactics by Call-General and High Risk/final exam review
5/28	<b>Final Exam 5:30pm to 7:30pm (Chapters 8-15)</b>

## RESEARCH PAPER

### Purpose:

To familiarize the student in researching areas of Criminal Justice. Familiarization of special topics in the system of criminal justice and communicate those topics in a well, thought out written paper.

Assignment: Pick only one of the below approved topics in Criminal Justice. You are to research the existing literature of the topic and describe the issue. For example, if you were writing about police use of force, you would define what force is and describe the different levels of force police use and the existing laws governing the use of force. No personal stories or opinions. This is a literature review paper. Read and summarize the issue you want to write about **in your own words**.

Pick one of the below topics related to police patrol:

1. Use of force
2. History of the police
3. Police weapons
4. Police dispatchers
5. Horse, bicycle and foot patrol

Read and summarize the issue you want to write about **in your own words**. Include important details, findings and suggestions. After summarizing, give a short opinion on what you researched and how you think it relates to the real world.

Read and summarize the issue you want to write about **in your own words**. Include important details, factual information, history, findings and suggestions. This is NOT an opinion paper. You are expected to conduct research and explore the existing literature of a given topic.

**Minimum Requirements:** Papers shall be double spaced, 12 size font, and Arial style characters using Microsoft Word. Each paper is required to have a reference or bibliography citing your sources (at least three) in the proper APA style format. Sources of information can include books, articles, videos, Internet, in-person interviews etc. However, only

one web page source may be used in the entire bibliography. The campus library has numerous books and videos on criminal justice topics. Familiarize and remember the rules for citing someone else's work. APA rules apply. If you are not familiar with APA rules for writing papers, go to the library for assistance.

Papers shall be a minimum of 4 pages of text and no longer than 6 pages in length, not including your reference or bibliography page and cover page. Papers that do not meet at least the minimum requirements will not receive credit. Be very familiar with the rules on how to avoid plagiarizing someone else's work.

Paper is due on or before **5-7-2013**. **Late papers will not be accepted.** Grammar, spelling, paragraph structure, complexity of the topic chosen and content will all be considered for your grade. Check the grading rubric on my faculty webpage.

Note: Although it is not required, I highly encourage everyone to submit a rough draft of his or her paper well in advance of the deadline. I will provide feedback and suggestions. There is no limit on how many times you may submit a rough draft. This has been shown to be a proven way to receive full credit for your paper. **TAKE ADVANTAGE OF IT!**