COURSE SYLLABUS
AJ160
POLICE ORGANIZATION AND ADMINISTRATION
Spring 2013 Section 3114

Instructor: Kelly William Enos, M.S.
Office hours: Mon-Fri 12noon to 3pm faculty offices #21
Class hours: Tuesday 6:50pm to 10:00pm Instructional building 2001
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Handouts can be obtained on my faculty webpage at the Administration of Justice program website www.lamission.edu/aj

Last date to add: February 15
Last date to drop with a "W": May 3

DESCRIPTION:

Effect of organizational structure and administrative procedure of the implementation of police function; assessment of processes of recruitment, career advancement and leadership; administrative problems of staffing, supervision and morale.

Student Learning Outcomes: At the end of the course, students will be able to: (1)analyze the structure and organization of a police agency and distinguish between the different police functions such as leadership, recruitment and career advancement. (2). Identify police problems such as staffing, supervision and morale. (3). Describe the characteristics of the police culture.

TEXTBOOK: Policing Today by Schmalleger (One copy on reserve in the library).

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/Electronic devices: Any and all electronic devices **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. Any student caught cheating will be dealt with harshly. Refer to the University 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

Date	**Topic**
2/5	Course introduction
2/12	History of policing (Chapter 1)
2/19	Police and the Criminal Justice System (Chapter 3)
2/26	Law Enforcement Agencies (Chapter 4)
3/5	Personnel Issues (Chapter 5)
3/12	Police Subculture (Chapter 6)
3/19	Patrol, Peacekeeping and Investigations (Chapter 8) Midterm review
3/26	**Midterm Exam (Chapters 1-8)**
4/2	Spring break
4/9	Intelligence, Information (Chapter 9) Community Policing (Chapter 10)
4/16	Policing and the law (Chapter 11)
4/23	Policing and the law cont
4/30	Civil Liability/ Police Discretion (Chapter 12 and 13) **Paper due**
5/7	Deviance, ethics (Chapter 14)

5/14	Use of force
5/21	Use of force (Chapter 15) final exam review
5/28	**Final exam (chapter 9-16) 8pm to 10pm**

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 only one of the below topics related to police organizations:

1. Use of force
2. Lawsuits against the police
3. Police corruption
4. Federal law enforcement agencies

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 **4-30-2013**. **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 page.

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!