

**COURSE SYLLABUS**  
**AJ160**  
**POLICE ORGANIZATION AND ADMINISTRATION**  
**Spring 2014 Section 3115**

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

**Office hours:** Monday and Friday 12noon to 3pm faculty offices #21

**Class hours:** Monday 3:30pm to 6:40pm Instructional building room #2001

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**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 21

Last date to drop: February 23

**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**

2 quizzes	20 pts each
Midterm exam	100pts
Plan of Action report	100pts
Profile paper	25pts
Police Museum visit	25pts
Final exam	100 pts
Total points	390pts
Extra credit	15 pts

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

**\*Note: There is a total of 390 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 390.** 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**

<b><u>Date</u></b>	<b><u>Topic</u></b>
2/10	Course introduction
2/17	President's day, no class
2/24	History of policing (Chapter 1)
3/3	Personnel issues (Chapter 5)
3/10	Group exercise on Morale/ <b>Quiz 1&amp;5</b>
3/17	Ethics, Corruption/ Group exercise on corruption (Chapter 14)
3/24	Patrol, Peacekeeping and Investigations (Chapter 8) Midterm exam review/Jeopardy game/ <b>Profile paper due</b>
3/31	Cesar Chavez day, college closed
4/7	Spring break
4/14	<b>Midterm Exam (Chapters 1, 5, 8, 14)</b>
4/21	Policing and the law (Chapter 11)
4/28	Policing and the law cont'

5/5	Civil Liability/ Police Discretion (Chapter 12 and 13)
5/12	Community Policing/Intelligence, Information (Chapters 9&10)
5/19	Class video on LAPD/Police subculture (Chapter 6) <b>Quiz 11&amp;12/Plan of Action report due</b>
5/26	Memorial day, college closed
6/2	Use of force (Chapter 15) final exam review/Jeopardy game
6/9	<b>Final exam (Chapter 6, 10, 11, 12, 13, 15) 5:30pm to 7:30pm</b>

### **Required Assignments**

**1. Profile of an admirable police officer.** Select either someone you know in law enforcement or create a fictional character. Write a one to two page focused profile of this individual whose values, skills and actions you greatly admire and that make him/her an example of a professional police officer. The criteria used to assess or grade your paper will be based on qualities as the clarity, completeness, and persuasiveness of the profile, not the identity of the individual chosen. Reports are to be written in Microsoft WORD.

**2. Los Angeles Police Historical Society Museum, Highland Park**

You are to go on a tour of the museum and learn as much as you can about the early history of policing in Los Angeles. After your visit, write a two page report in Microsoft WORD of what you thought and experienced at the museum. It is required that a photograph of you at the museum be attached to the report. Check the museum for days and times of operation at [www.laphs.org](http://www.laphs.org)

**3. A Plan of Action for Transforming the Webster Police Department into a High Performance Organization**

**Background**

The Webster Police Department is your typical law enforcement agency. It consists of several units and bureaus including patrol, detectives, traffic, and special units of assignment. It has approximately 130 sworn police officers not including administrative staff. It serves a population of approximately 40,000 residents.

The people of Webster are unequivocal in their expectations of the police. They want the police to move assertively against crime, but do so with integrity and respect for the dignity of citizens. They also want lines of communication between the police and the communities they serve established and kept open. Lack of communication today implies, for many, a lack of concern. This, and the persistence of high crime, has undermined the public's confidence in the Webster Police Department. And there is justification for this lost faith.

Further handicapping efforts to control crime in the City of Webster has been a set of serious problems that have beset the WPD for some years prior to the current administration.

- Morale at all levels of the organization has been low stemming from discipline and rewards systems viewed as capricious and unfair, leading to a police culture characterized by cynicism and distrust.
- Low pay, lack of clear career paths and difficulties attracting good police candidates have led to growing attrition.
- A history of corruption
- Lack of trust from the public

## **Assignment**

Your assignment is to conduct research that addresses the above areas and create a plan of action report to help the Webster Police Department's mission to serve the people of Webster. You must recommend necessary changes in operations, resources, marketing and rewards to transform the Webster Police Department into a model of what a police department should be. The plan of action report MUST contain the following areas:

### **Project Guidelines**

Your final project will be between 4-6 pages in length (not including the Cover Page, Introduction page, Table of Contents, and bibliography page). Each chapter should be at least two pages in length. The body of your project must follow the below outline:

- I. Cover page
  - II. Table of Contents
  - III. Introduction page
  
  - IV. Chapter 1: How can moral be restored and improved?
    - a. Key research findings related to this issue
    - b. Recommendations based on the empirical research to address this issue
  
  - V. Chapter 2: How can corruption be addressed and prevented?
    - a. Key research findings related to this issue
    - b. Recommendations based on the empirical research to address this issue
  
  - VI. Conclusions and summary
  - VII. Bibliography page
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- Bibliography section is the last page of the report and must be written in APA citing your sources of information.
  - The report must be double spaced using 12 size font, Times Roman font in Microsoft WORD.
  - You must use at least three sources of information **for each chapter**. They can be books, peer-reviewed journals, videos, and one website. Only ONE website may be used in the entire bibliography. That website must end with the letters .gov or edu. or org. You may NOT use your textbook as a resource.
  - Although it is not required, you are encouraged to submit a rough draft of your plan to receive feedback. Examples of a plan of action report and grading rubric are posted on my faculty website under AJ160 resources page.