**Police Administration**

**CJ 370-01  
Fall 2018  
SYLLABUS  
3 Credit hours**

**Instructor**:

Michael Sherzer Office Hours:

Mott 407--B Tuesday 9:00 - 3:00

269-749-7537 Friday 9:00 - 3:00

[msherzer@olivetcollege.edu](mailto:msherzer@olivetcollege.edu) Other times by appointment

Emailing me is probably the best way to get in touch with me.

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Class meeting: Monday & Thursday 10:50 – 12:10 Mott 401

**Course Description:**

*Prerequisite: C or higher in CJ 110 or CJ 111*

An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

**Required Reading:**

Police Administration**. Ninth edition.** ISBN: 978-1-38-90322-7

Gary W. Cordner, Kathryn E. Scarborough

Burrage L:ibrary link: <http://olicat.olivetcollege.edi/cgibbin/spydus.exe/MSGTRN/OPAC/BSEARCH>

**Academic Support Services**, **Student Resource Center**, **and Technical Support Services:**

Academic support services are available to students in Mott 209. You may reach the center by phone at 269-749-6637. The center is open Monday-Friday 8:30 a.m. until 5:00 p.m.

Technical support (ITS) is available by phone at 269-749-7666 or by visiting the lower level of the Burrage Library. ITS is open during the fall and spring semester Monday-Friday from 8:00 a.m. until 5:00 p.m.

During summer semester the business hours are:  Monday-Friday from 8:00 a.m. until 4:00 p.m.

**Blackboard:**

Many of your assignments will be submitted through blackboard. Each assignment will have a due date posted in the assignment. If you are unfamiliar with blackboard or are having problems, check with IT first. If they cannot assist you, please let me know. **If blackboard is not working, you must either email me the assignment, or submit a paper copy of the assignment on the due date for credit.** If you present a paper copy, you are expected to keep an electronic copy for future reference.

**Program Outcomes:** Through projects, debates, scenarios, and /or papers, students will identify issues in society, analyze synthesize and evaluate information to reach conclusion in criminal justice organizations and occupations. This course support this program outcome.

**Course Learning Outcomes:**

At completing this course, students will demonstrate the following learning outcomes:

|  |  |
| --- | --- |
| Objective | Assessment |
| 1. Demonstrate an understanding of budgeting | In class projects, chapter questions,  Test |
| 1. The student will be able to contrast the difference between leadership and management | Reading assignments,  chapter questions,  Classroom discussion  Scenerio, papers  Test |
| 1. Understand the role of organizational culture, and its impact on police departments, and society as a whole | Reading assignments,  chapter questions,  Classroom scenarios, discussion, papers, test. |
| 1. Understand the role of unions and how a police chief interacts with them. | Reading assignments,  chapter questions,  Classroom scenarios, discussion, papers  Test. |
| 1. Recognize the importance of organizational planning | Reading assignments,  chapter questions,  Classroom scenarios, discussion, papers  Test. |

**Criminal Justice Learning Outcomes:**

Students will demonstrate a professional, entry level competence in written and verbal communications through research papers.

Students will demonstrate the ability to identify complex problems in society through reading, papers, classroom scenario’s and test.

Critical thinking through projects scenarios and research papers, students will demonstrate an understanding of criminal justice issues by analyzing, synthesizing, and evaluating information to reach a conclusion.

**Process:**

1. This course includes lecture, class discussion and in class scenario’s to emphasize concepts.
2. Theme papers will be assigned in the semester to address social and political issues in a police environment. To the extent possible the topics will be geared to current events.
3. Chapter questions will be presented to ensure a baseline for class discussion.
4. Power points will be presented in class and are available on blackboard.
5. You will be challenged in class, through questions and scenarios, on the complexity of running a police agency.

**Late Work Policy:**

To earn full credit for assignments you must submit the work on the date and time indicated on the syllabus. I will not accept late work. All assignment are posted and many allow you to work ahead. I suggest you take advantage of the opportunity to work ahead when possible. It is he responsibility of the student to submit all work on time. If you present a paper copy, you are expected to keep an electronic copy for future reference.

**Assessment:**

Your course work will be evaluated as follows:

|  | Weight |  |
| --- | --- | --- |
| Chapter Questions  8 responses @ 25 points each  200 points possible | 21% | In an effort to encourage full reading and understanding of the material, students are required to submit a response to a question at the end of the chapter. This response will be a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author. This will allow the instructor to assume you have a basic understanding of the concepts presented, thus lecture will be more dialogue based and will include information from outside the chapters. The papers are due at the beginning of the class period as outlined in the syllabus. Papers will be will be posted on blackboard on the date and time indicated. This is not a group project. The outline will be your original work. |
| Test  4 test @ 100 points each  400 points possible | 42% | There will be 4 (100-point) tests during the semester. The test will cover assigned readings, handouts, lectures, and other classroom activities related to the assigned chapter. The test will not cover information in past or future chapters. The test questions will be multiple choice, true & false, matching, fill in the blanks, and/or short essay.  Please note that I reserve the right to administer quizzes or exams if deemed necessary.  These are usually deemed necessary only when and if students have not read the required materials.  Point value as assigned per quiz/exam. |
| **Paper:**  One paper 100 points  100 points possible | 10.5% | You will write a 7-10 page paper on a topic provided to you. The paper will be your original work, and have at a minimum 5 sources. The paper will be written in the APA style. Topics for the paper are provided in class. You may find information on APA style from the link below: A rubric will be shared with the class, and will be available on blackboard.  APA RESOURCE: <http://www.apastyle.org/apa-style-help.aspx> |
| **Group work**  5 exercises @ 20 points each  100 points possible | 10.5% | Periodically, the class be divided into groups and assigned various scenarios and dilemmas. The group will be expected to form a position on the issue and then defend the issue against the other groups. This is designed to be an opportunity for a free flow of opinions. Each student will receive up to 20 points for their participation. **You cannot make up this assignment if you miss.** |
|  |  |  |
| Extra Credit  28 sessions @ 1 point per session  28 points possible |  | You can earn extra credit through attendance and participation. You will be awarded 1 extra credit point for each day you attend class. To be eligible for the attendance extra credit, you need to attend 24 of the 28 scheduled classes. Excused absences are not counted against you. Sickness is not considered an excused absence, but considered as part of the four you can miss. Arriving late for class will be counted as ½ day missed. In other words for every two times you arrive late, it will count as one absence. |
|  |  |  |
| Theme Paper  3 @ 50 points each  150 points possible | 16% | Three papers will be submitted based on a topic provided by the instructor. An attempt will be made to select topics that reference a current event in law enforcement management. Students will be provide with at least a two week notice on the topic |

This course is based on a 950 point system and breaks down as follows:

**GRADING SCALE:**

A total of 950 points may be earned during the semester. At the end of the semester, grades will be assigned according to this scale:

|  |  |  |
| --- | --- | --- |
| 100-93% | 950-883 | A |
| 92.99-90% | 882-855 | A- |
| 89.99-87% | 854-826 | B+ |
| 86.99-83% | 825-778 | B |
| 82.99-80% | 777-760 | B- |
| 79.99-77% | 759-731 | C+ |
| 76.99-73% | 730-693 | C |
| 72.99-70% | 692-665 | C- |
| 69.99-67% | 664-636 | D+ |
| 66.99-63% | 635-598 | D |
| 62.99-60% | 597-570 | D- |
| 59.99-0% | 569-000 | F |
|  |  |  |

**Classroom and Other Policies and Expectations:**

1. This is a 3-credit course over fifteen weeks. You are expected to engage in a minimum of **128 hours** of course-related learning activities, averaging approximately 8.5 hours per week. Expect to spend approximately (2.5) hours per week engaging in class time (discussions, lectures, etc.) and an additional six (6) **hours per week** reading each chapter, researching topics, completing assignments, and writing papers.
2. Attendance and class participation are very important and highly encouraged. You are required to take all tests on the appointed date. **Excused make-ups may be allowed in cases of emergency and prior notice and arrangement. Unexcused make-ups, if and when allowed, will be penalized by the loss of one full grade per day.**
3. You are expected to come to class on time, and if you have to leave early, let me know ahead of time. This facilitates good communication and understanding and is a sign of maturity and responsibility. If you get up during the class and leave the room, please take all material you bought with you as the door will be closed and locked.
4. The Professor reserves the right to close and lock the door to the classroom if students arriving late, or getting up in the middle of class to leave create a disruption to the class or the professor.
5. **Cell phones will not be used in class and do not belong within eyesight of the student.**
6. Notification of illness, unofficial dropping of class, lengthy absences because of work schedules or other reasons are helpful and appreciated.
7. Please don’t hesitate to ask me questions about your assignments or to discuss your concerns.
8. We will follow the Olivet college policy on weather. If class is cancelled by the instructor it will be posted on blackboard the day of class. Use your best judgment to determine if the weather is too severe to attend class.

**Academic Integrity Policy:**

We adhere to the Academic Integrity Policy of Olivet College.  Please see your student handbook for particulars.   Plagiarism occurs in many ways, some examples (and this is not an exclusive list) of plagiarized work are as follows:  submission of a paper you submitted in another class (without permission from both instructors), failure to cite concepts, quotes or paraphrases within text, failure to add a bibliography, using someone else's ideas without attribution, cutting and pasting from the web without attribution.  These are just a few examples.  If you have a question, ASK ME.

ANY STUDENT WHO VIOLATES ANY OF THE RULES STIPULATED IN THIS SECTION TITLED "ACADEMIC INTEGRITY" WILL RECEIVE AN "F" FOR THE COURSE AND COULD BE EXPELLED FROM THE COLLEGE.

DON'T CHEAT  Remember the words of Zazu in The Lion King, "Cheaters never prosper".  (Well, actually, he said "Cheetahs" but you get the gist.)

**Mutual Responsibilities**:

Under the Olivet College Compact we have some mutual responsibilities particularly pertinent to this class which include, but aren't necessarily limited to the following:.

**I am responsible for my own learning and personal development; and I am responsible for contributing to the learning of others.**

All of us need to be sure that we recognize the importance of simply being here.  We are all here to learn.  That means that we all must come to class prepared to use our minds and our voices.  This means reading everything you're supposed to read, listening to one another and reflecting on what we've read, heard and written.  It means coming to class on time and being responsible about attendance.   If you aren't here, we don't hear you, and we don't learn from you.

**I am responsible for behaving and communicating with honesty and integrity; and I am responsible for treating all people with respect**.

We need to talk to one another honestly and respectfully.  You should feel free to express your opinion.  I will listen (and I usually learn) just as you should.  Think about what you say and accept responsibility for the results (and learn from them!)  Be honest, don't cheat.  Don't be late, it interferes with other's learning.  Please tell me if you have a problem with the class, me or another student.  I can't change or mediate problems if I don't know they exist.

**I am responsible for contributing to the quality of the physical environment.**

Let's take care of things.  Being in a nice place makes being there nicer!

I would like to thank Dr. Maria Davis for her initiative in using the Olivet College Compact in her syllabi, and her graciousness in sharing the idea.  In joining this community we have committed ourselves to the principles of the Compact and the obligations entrusted to us to foster a culture of responsibility at Olivet College.   The preceding is a paraphrase of the conclusion to the Compact, endorsed by the entire community in the spring of 1997.

**Proposed Schedule of Assignments:**

This schedule is subject to adjustment for the benefit of the class. You will be informed of any changes when and if they occur.

**Course outline**

**August 20 Introduction to class**

**Chapter 1:** Introduction to Police Management. Pages 4-21

**August 23 Chapter 1** continued

**August 27 Chapter 2:** The Nature of Police Work. Pages 25-43

Select a discussion question from page 42, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**August 30 Chapter 2** continued

**September 06 Chapter 2-3**

Theme paper topic TBA

**Class Scenario**

**September 10 Chapter 3:** Police Goals and Systems. Pages 46-66

**September 13 Chapter 4:** Police Organizational Tasks. Pages 69-104

Select a discussion question from page 103, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**September 17 Chapter 4** continued

**Class scenario**

**September 20 Test Chapter 1-4**

**September 24 Chapter 5:** Principles and Policies in the Police Organization.

Pages 109-140

Select a discussion question from page 139, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**September 27 Chapter 5-6**

**October 01 Chapter 6:** Functions of Police Management. Pages 142-176

Theme paper topic TBA

**Paper topics due**

**October 04 Guest Speakers**

**October 08 Chapter 7:** The Police Executive. Pages 180-209

Select a discussion question from page 208, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**Class Scenario**

**October 11 Test Chapters 5-7**

**October 15 Chapter 8:** Individual and Groups in the Police Organization.

Pages 215-248

Select a discussion question from page 247, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**October 18 Chapter 8-9**

Theme paper topic TBA

**October 22 Chapter 9:** Developing the Police Organization. Pages 251-276

**October 25 Chapter 10:** Leadership in the Police Organization.

**October 29 Chapter 10** continued

Select a discussion question from page 305, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**November 01 Class scenario**

**November 05 Test Chapters 8-10**

**November 08 Chapter 11:** Information in the Police Organization. Pages 311-345

Select a discussion question from page 345, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**November 12 Chapter 11** continued

**November 15 Chapter 13:** Police Strategies and Tactics. Pages 384-413

**Class Scenario**

**November 19 Chapter 13** continued

**PAPER DUE!!!**

**November 26 Chapter 14:** Police and Homeland Security. Pages 418-444

Select a discussion question from page 444, and submit a two page response referencing the chapter material for support. Feel free to use outside sources as well in your response. Please include your personal opinions. You are free to agree or disagree with the author.

**November 29 Chapter 15:** Contemporary Issues in Police Administration.

Pages 447-475

**December 3 Final Exam 8:00 am 10:00 pm**