

Course Number: CJ 4210

Course Title: Police Organization & Management

Course Description:

An in-depth examination of the administrative and leadership practices necessary in the operation of a contemporary police organization. In part, this course will demonstrate and discuss the application of modern management theory in the police environment. The focus here is on the operation of an urban police department (100+ officers) and the functional components of such an agency. 3 credits. (3 plus 0)

Prerequisites: CJ 1300.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Explain the historical evolution of American policing and the nature of police work; basic police management practices; and organizational tasks.
2. Describe key organizational principles from a traditional perspective and describe the roles and management styles of the police executive.
3. Relate motivational concepts of the individual and of groups in the police setting; describe leadership theory and the function of leadership in police organizations.
4. Describe and apply concepts utilized in the strategic management of police organizations to include such items as information management, performance evaluation, police strategy and tactics, organizational improvement, and future issues in police administration.

College of Professional Studies
CJ 4210 Police Organization and Management
Course Syllabus

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <https://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Cordner, G. and Scarborough, K. (2013). *Police administration* (8th ed.). Cincinnati, OH: Anderson Publishing a member of the Lexis Nexis Group.

Grading Events & Grading Criteria

Unless otherwise specified, all assignments must be submitted via Blackboard

Course Preparation Quiz	10
Discussion Board (5 x 10pts)	50
Class Assignments (3 x 50pts)	150
Research Paper	100
Midterm Exam	100
Final Exam	100
Total	510

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

A	510 – 450 Points
B	449 - 400
C	399 - 350
D	349 - 300
F	299 and below

Participation Points (Discussion Board) - 50 points

A total of 10 points will be awarded each module for attention and participation in class. Completing Discussion Board questions and posting comments on at least FIVE (5) other student's thread will determine participation.

Make-up Exams:

Make-up exams are given **exclusively at your instructor's discretion**. If you realize that you are going to be unable to complete an exam, to qualify for consideration for a make-up exam, you must inform me of your absence before the scheduled exam date. It is up to the student to make arrangements for the make-up exam. Students who do not notify the instructor before the exam is given will not be allowed to take the exam. Please note, the format of make-up exams are subject to drastic change.

Indiana Institute of Technology Center for Criminal Sciences CJ 4210 Case Study Guidelines

Written projects are designed to aid you in critically thinking about a variety of criminal justice topics and to get you engaged in the problem solving process. They will be utilized in class to stimulate discussion and to prompt any questions you may have about the criminal justice system. The class projects are to be word processed, size 12 font, double spaced with one inch margins around the page (default). Papers will be written in paragraph form with no bullet points or numbering. Your responses should be thorough and scholarly. Avoid jargon and street language as you are completing each of the responses to these questions. For instance, "cop" is generally unacceptable, "police officer" is preferred. A person may be "mentally ill" or "legally insane", not "nuts". It is your responsibility to upload the paper as a Word attachment into Blackboard. Students should verify that the document is complete when uploaded (checking attachment). Attachments that cannot be opened or are blank are considered late. Papers should be 500+ words in length (total for all topics) and shall reference the text formally at least four times. Remember 500 words is the minimum standard. The word count shall consist of the students work only and does not include re-writing the questions over. Do not use any other source including internet sites. Do not plagiarize. A word count shall be included at the end of the paper. Remember this is not a book report. This is a written analysis and critical review of topics.

Scoring Rubric –50 points total.

- Length, grammar construction of paper – 10 points
 - Paper less than 500 words, poor grammatical usage, poor document construction – 0- 2 points
 - Paper 500 + words, many grammatical problems, moderate document construction 3 - 6 points
 - Paper 500+ words, few grammatical problems, good paper construction 7-10 points
- Theoretical Sourcework – 10 points
 - No theoretical component, insufficient cites used, internet sources, no bibliography, theory cited not explained. Uses no references, the wrong references (internet, Wikipedia) or uses the same cite repeatedly. 0 - 2 points
 - Theoretical component lacking substance. Theory referenced but not explained mistakes with theory/citations. References not clearly marked. Some overlap on citations used. 3 - 6 points
 - Well cited, four references well marked in the text including page numbers, Citations/theory cited correctly. Bibliography well documented. 7 - 10 points
- Critical thought 10 points
 - No expansion of theory – no insight. Does not relate own experience/observations to paper. 0 - 2 points
 - Some expansion of theory – little to moderate insight. Relates experience somewhat accurately. 3- 6 points
 - Expands theory to own experiences and observations. Questions/confirms text/citations with own insight. 7- 10 points.
- Fits Assignment Parameters 20 points
 - Assignment not followed. Does not address topics as noted. 0 – 7 points
 - Follows some aspects of assignment, but does not address all topics sufficiently 8 – 13 points
 - Addresses all aspects of assignments and goes beyond parameters as spelled out in the assignment 14 – 20 points

Referencing – types of quotes:

- Direct – As stated by the Jacobson, “student discourse is an important part of the learning process and the culture of the classroom” (Jacobson pg. 583).
- Indirect – Jacobson (1998 pg. 583) notes that teachers should encourage student centered discourse to facilitate a learning community in their classroom.

Example – from another class.

The mission of corrections is to protect society. This protection is accomplished by a variety of means. Corrections techniques include such things as “incapacitation in jails or prisons, treatment programs and efforts at rehabilitation, electronic surveillance and probation or parole” (Seiter, pg. 12). I find it interesting that the text that the mission does not include rehabilitation. Don’t we have an obligation to rehabilitate and protect the offender? I did notice that treatment programs were listed as techniques in corrections. I feel the real mission is to provide treatment to offenders so that they are functioning members of society. The old three strike laws and the philosophy of putting non-violent offenders in jail did not work. I hope the textbook stresses programs focused on treatment and rehabilitation.

Since the example used one reference you would still have to reference at least three more times in subsequent questions. There were 127 total words used to address this topic. You would need at least 373 more for subsequent questions in the weekly project. Notice the question is not counted in the wording count.

APA Assistance - <http://owl.english.purdue.edu/owl/resource/560/01/>

Final Research Paper Guidelines

The research paper for CJ 4210 will address any topic found in **Chapter 10, Leadership in the Police Organization, Chapter 12, Evaluating Police Performance, or Chapter 13, Police Strategies and Tactics**; If you have any questions about the appropriateness of a topic, please contact me at your earliest convenience. It is your responsibility to upload the paper as a Word attachment into Blackboard using SafeAssign. **The scoring rubric used will be the same as for the case studies, simply doubled.**

By this stage of your academic career you have written several papers for a variety of your classes. This is expected to be your best writing effort in a criminal justice class. The format to be followed is described below:

1. This will be a scholarly effort;
2. **1000 word minimum**, excluding the title page, abstract, and the reference page;
3. Word-processed, size 12 font, Times New Roman;
4. Double spaced, with a one inch margin around the page;

5. There will be a title page, abstract, the paper, and a reference page with this assignment;
6. APA citation style will be used for both in text citations and for your reference page. Consult Purdue OWL as a quick and ready resource for the citation style of the American Psychological Association (APA);
7. Your effort and thoughts will be supported by a minimum of six scholarly sources (journal articles from **peer reviewed** journals);
8. You will receive a scoring sheet describing how your paper will be graded sometime during the first two weeks of class. Pay particular attention to those scoring requirements;
9. Please use the spell check feature of your computer and proofread your paper. Better yet, have someone you trust to provide you with a good critique of your paper (including the proofreading) before you turn the paper. **Proofreading errors, spelling error, and incomplete sentences will be cause to immediately return the paper to you without a score.**

Writing Construct

From a format perspective, please use the following headings:

- 1) Introduction – this will include a problem statement and at least one research question.
- 2) Literature review – this is a review, comparison and contrasting of the current state of the knowledge in your chosen topical area. This means the review and citation of at least six scholarly articles;
- 3) Methods – this section describes how you are going to go about the task of gathering and analyzing the data that will allow you to describe or explain your findings. While you could elect to conduct a quantitative study, I would suggest a qualitative design for ease of completion
- 4) Findings – this section is as titled, what you found from your data collection;
- 5) Conclusions – interpret your findings and add your personal commentary to your research here.

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide documentation to substantiate the need for extra time in the event that the session's normal length is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed.

The deadline cannot go past one (1) session. All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct and effective way to email your course instructor (or classmates) is by using the Send Email function from the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event that you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email; it does not provide you with the check email function. All of the emails your classmates and instructor sent to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.