Police Organization and Administration
CJA 3230
3 Credit Hours

Course Information

Course Description:

This course is designed to provide the foundation for understanding the American law enforcement system by introducing essential elements of American law enforcement organization and practices. The main focus of the course is to examine the development of early policing and modern law enforcement system; recruitment and training process; the structure and function of the police; legal issues that affect policing; and current issues and problems in the field of law enforcement.

Course Objectives:

- Understand the history and development of law enforcement - How formal law enforcement was created
- Identify the process of recruitment, selection, and training in law enforcement
- Understand issues and problems in law enforcement
- Identify the structure and operation of American police organization
- Examine methods of problem solving and decision making
- Understand the Constitution and laws that influence policing
- Assess the types of police behavior, subculture, and stressors
- Understand police-community relations

Prerequisites and Co-requisites:

- Prerequisite for students who major in Criminal Justice Administration: completed and received passing grade in CJA 1100.
- For other students, this course does not require introductory knowledge of law enforcement. However, some familiarity with the law enforcement system including concepts, organization, and functions will facilitate the student achieving the objectives of this course.

Specific Course Requirements:

- You should be familiar with browsing through the internet because you need to search for additional information related to this course and assignments.

- This course requires essay writing to complete assignments. Therefore you need to be able to use word processor software such as Word or WordPerfect - being able to use word processor implies that you know most of the basic functions.

- You also need to learn how to navigate inside RODP course site. For example, how to download assignment documents from this course site to your computer and upload finished assignment documents from your computer to this course site.

Textbooks, Supplementary Materials, Hardware and Software Requirements

Please visit the Virtual Bookstore to obtain textbook information for this course: RODP Bookstore - http://rodp.bkstr.com

Students are **required** to purchase a textbook **AS SOON AS** class begins.

Supplementary Materials:

   No purchase of supplementary material is needed. However, the following lists can be helpful as additional materials.

- Darl H. Champion, Sr. and Michael K. Hooper, Introduction to American Policing. Glencoe/McGraw-Hill.
- Heath Grant and Karen J. Terry, Law Enforcement in the 21st Century. Pearson Education, Inc.
- Henry M. Wrobleski and Karen M. Hess, An Introduction to Law Enforcement and Criminal Justice. Wadsworth.
- John M. Scheb& John M. Scheb, II, Criminal Law and Procedure. Wadsworth Thomson Learning.
- William G. Doerner, Introduction to Law Enforcement: An Insider's View. Butterworth-Heinemann.

Lecture Notes:

- A lecture note for each chapter is available in *Course Contents ->Course Modules*.
- The lecture notes contain an outline and a brief summary of the textbook but don't cover everything in the textbook.
- The notes include the information from fourth and fifth edition of the textbook.
- The notes also include some additional information not covered by the textbook.
- **Read all appropriate chapters and lecture notes before you attempt any assignment or quiz.**

Hardware Requirements:

The minimum requirements can be found at: http://www.rodp.org/current-students/technical-support

Software Requirements:

- The minimum requirements can be found at http://www.rodp.org/current-students/technical-supportt
- Specific software requirements for this course include any word processor such as Microsoft Office Word.
- You may need Acrobat to read some materials you find in the internet.

Course Ground Rules

- **Students are required to purchase a textbook as soon as the class begins.**
- Students are responsible to learn computer skills necessary to do assignments and participate in course activities such as how to navigate course site and how to use word processor.
- Utilize the **textbook, lecture notes, and other resources** (such as related websites provided in the textbook and suggested readings posted in the *Course Modules*) to understand the course topics comprehensively.
- Study according to the course schedule.
- Read all of the assigned textbook pages and associated lecture notes before you begin any assignment or quiz.
- Use email for fast and efficient communication with the instructor.
- Enter the course title in all e-mails for a more timely response.
- Participation in all the course activities is required.
- Observe course netiquette at all times.

Instructor Information

Please see the separate page inside the course to find instructor contact information.

Course Guidelines

Syllabus:

- **Students are required to read the syllabus thoroughly at the beginning of the semester.**
- Re-read the syllabus regularly throughout the semester to remind yourself of important dues and rules.
- **When you have a question related to the course, check the syllabus first**. Don't send me an email asking questions that are already covered by the syllabus.

Course Modules:

- Course Modules are the backbone of this course.
- Students are required to visit the *Course Modules* each week.
- Use the *Course Module* as the course schedule and your study guideline.
- Each weekly module includes important information: learning outcomes, key words & concepts, lectures, additional resources, assessments & evaluations, and summary & reflection.

Calendar:

- Students are required to visit *Calendar* site regularly throughout the semester to check important dues.
- It is recommended that students use C*alendar* site as a personal reminder - you can type and enter important dates or memos.

Assignments and Quizzes

Assignments:

- There are 13 assignments throughout the course and students are expected to submit completed assignments by due dates which are posted in the course calendar.

- Unless noted otherwise noted in the course calendar or instructor reminder notes, weekly assignments are available from **Thursdays 12:01am** to **Wednesdays 11:59pm**.

  o **SUMMER SEMESTER:** All due dates for course requirements for the summer semester differ from spring and fall semesters. Due dates for summer semester course requirements will be addressed in the course calendar and the instructor reminder notes.

- When an emergency (such as medical emergency) occurs, please contact the instructor as soon as possible.
- Each assignment has 7-10 essay questions.

- A sample format for the assignment is available in the *Course Modules* - check *Assessments & Evaluation*.
- Multiple or late submission will not be accepted.
- Don't miss any work because each missing work will receive **5 point deduction in participation score**.

- **College students are expected to write with proper grammar, spelling, punctuation, clarity, and organization.** Failing to do so will result in additional points being deducted from your course work. Read the syllabus carefully to become knowledgeable of course requirements, to find out how to complete and submit your assignments, and to determine how written replies or answers should be composed and formatted. Everything you write (assignments, discussions, e-mails) will be graded on how well you write and how well you present the information.

Make sure your computer time is synchronized with the university's time. The university's computer time is the only correct time as far as this program is concerned.

DO NOT wait until 11:59 PM to attempt a submission. Always make sure your assignment is delivered successfully. It is the student's responsibility to learn the basic structure and mechanics for accessing the courses materials, communicating with the instructor and other members of the course, and completing assignments.

All assignments **MUST** be sent through the **DROPBOX.** They **will not be accepted through personal e-mail**. ASSIGNMENTS MUST BE SUBMITTED IN ".doc", ".docx", or "htm" configuration. All other formats cannot be opened and **will not** be accepted. Make sure you have a word processing program that allows you to submit your assignments in the proper configuration. Students are responsible for the purchase of all required hardware, software, and materials necessary for RODP courses.

You must follow the instructions in the course syllabus on how to properly format assignments. Failure to follow the instructions on how to compose and submit assignments will result in a deduction of one letter grade which is the equivalent of 10 points. Incomplete and/or incorrect answers will result in additional points being deducted from your grade. Multiple submissions or late submission of assignments **will not be accepted.**

Failure to submit an assignment will result in a -5 grade.

Instruction to complete and submit assignment

1. Download an assignment file to your computer.
2. Open the assignment file and change the file name - your last name + assignment number (Jones 001).
3. Write your answer under each question and save it by clicking on s*ave* icon.
   - See notes below for formatting instructions.
4. Go back to the RODP course Dropbox site.
5. Upload your finished assignment.
6. **The instructor is not responsible for the failed delivery of an assignment.   Always make sure that your assignment is delivered successfully. The instructor will not accept the failed submission as an excuse.**
7. Revisit the Dropbox site to check comments from the instructor
8. A graded assignment will be available by end of day Sunday. Notify the instructor if you don't have a grade posted by the end of day Monday.
9. Follow the below listed guidelines when formatting your paper and the answers to the questions:

- Include your name, course number, semester, and assignment number and title at the top left corner.
   - Example:
      - John Doe
      - CJA-3020
      - Fall 2012
      - Assignment #7 (Police Use of Force)
- Include **questions** and points for each question in your assignment.

- Double space between the question and the first line of the answer
- Double between the end of the answer and the next question.
- Answers are required to be written in **essay format** - use complete sentences.
- Answers should address parts of each question.
- Most 10 points-questions require at least 7-10 sentences to answer adequately. Questions of a greater value will require more extensive answers.
- Don't write an answer in one long paragraph. Begin a new paragraph when the topic of the answer changes.
- **Single-space** the text.
- Use **12 points** and serif typeface such as Courier or Times Roman.
- Leave **1" margins** all around.
- **Left justification**.
- Don't copy the textbook or lecture note word by word. You need to answer questions in your own words to convince the instructor that you fully understand the issues and statements of the topic.
- Clarity of your answer will be counted in your grade.
- Check the spelling and the grammar before you submit your assignment.
- **There will be a significant penalty for not following these instructions.**

Quizzes:

- There is no mid-term or final exam.
- Throughout the semester, there are 13 quizzes.
- Each quiz is available for one week **(Thursdays 12:01am to Wednesday 11:59pm).**
- **Summer Semester: quizzes are available as noted in the course calendar and Assessments tool.**
- Each quiz has 25 questions - multiple choice and true/false.
- The quizzes are closed-book test and have a **30 minute** time limit.
- Make sure your computer time is synchronized with the RODP computer.
- Students have **only one access to each test** and need to allocate enough time to take a test without interruption.
- Students need to study both textbook and lecture note before taking any test.
- Students are expected to take and complete each test by due date.
- Don't miss any work because each missing work will receive **5 point deduction** in participation score.
- Check the results of a quiz by visiting the site the following week. The score will be posted on the following Monday or Tuesday.
- When an emergency (such as medical emergency) occurs, please contact the instructor as soon as possible.

Discussion

If we were in the classroom, class participation would be an integral part of the course work and would count toward your grade. Since we are not in a classroom, we as a class will participate in discussions. Weekly topics are listed for discussion and everyone is expected to participate in the discussion sessions. I have found that grades tend to go up depending upon the level of participation during discussions. Participation in discussions is a very easy way to improve your grade. Approximately 13% of your final grade is accrued through the discussion sessions. You are (1) required to provide your personal comments/position/opinion on each subject as well (2) why you agree or disagree with at least two other students' responses. Don't be the last one every week to post comments. That would seem to imply you are simply copying all the other students and it does not allow other students to comment on your postings. All comments are to have substance. Limiting your postings to "I agree or I disagree" will not suffice.

If another student or the instructor asks you a question about your postings, you must answer the question. Failure fail to answer the student/instructor will result in a deduction of points. Discussions mean that we discuss!!! That means you will

have to review all comments. I am sure there will be differing opinions, but please be respectful with your comments. Your weekly comments regarding the topic of discussion must be entered prior to Wednesday at 11:59 PM. Failure to follow these guidelines will result in a loss of discussion (participation) points.

Class Participation:

- Since there is no on-campus meeting, your class attendance and participation will be graded by consistent class activities. For example, if a student misses an assignment, it is very logical to infer that the student has not studied the assigned chapter of the textbook.
  - Each missing work will receive **5 point deduction** in participation score.
- Visit website of this course every day to check any announcement or email.

Assessment and Grading

Grading Procedure:

- Your grade will consist with assignments, quizzes, discussion, and class participation.
- Each student will have an opportunity to accumulate 3010 points. The accumulated scores will be divided by 3010 and the corresponding letter grade will be posted as your final grade.

- 13 assignments: 100 points each
- 13 quizzes: 100 points each
- 13 discussion sessions: 30 points each

Grades	Point Value	Total
13 Assignments	100 points each	1300 points
13 Quizzes	100 points each	1300 points
13 Discussion Boards	30 points each	390 points
		TOTAL POINTS: 2990

Grading Scale:

A   2990 - 2691 points

B   2690 - 2392 points

C   2391 - 2093 points

D   2092 - 1794 points

F   1793 - 0 points

Punctuality:

- Always check the course *Calendar* site for any assignment/quiz due.
- Late submission will not be accepted.   All assignments and quizzes have due dates so the sites will not allow you to have an access after due dates.
- Don't depend on your own clock.
- There are no excuses for late materials (assignments, quizzes, discussions) when we have digital dropboxes and a

week to complete course work. Proactively manage your time. Back up all work on a flash drive, Cloud or Google Docs to prepare for computer crashes, lost flash drives, etc. Digital deaths, accidental erasing, loss, sending assignments in an ancient program or format I cannot open, etc. *will not* garner an excuse for a missed assignment.

Guidelines for Communications

Email:

- Include the course title in the address line for a more timely response.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Chat:

- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestion

Web Resources:

- Columbia Guide to Online Style by Janice R. Walker and Todd Taylor
- Citation Styles Online http://mtsu20.mtsu.edu:880/redirect?http://www.bedfordstmartins.com/online/cite6.html

Library

The Tennessee Virtual Library is available to all students enrolled in the Regents Degree Program. **Suggested Journals**
- American Journal of Criminal Justice
- American Sociological Review
- Crime and Delinquency

- Crime, Law, and Social Change
- Criminal Justice and Behavior
- Criminal Justice Ethics
- Journal of Crime and Justice
- Journal of Criminal Law and Criminology
- Journal of Police and Criminal Psychology
- Journal of Research in Crime and Delinquency
- Police Chief
- Policing
- Policy Evaluation
- Policy Studies
- Social Policy
- Social Problems **Suggested Reading**
- Linda s. Miller and Karen M. Hess. <u>The Police in the Community: Strategies for the 21st Century</u>. (3rd ed.) Wadsworth Thomson Learning, 2002.
- Kenneth J. Peak and Ronald W. Glensor. <u>Community Policing and Problem Solving Strategies and Practices</u>. (3rd ed.) Prentice Hall, 2002.
- Edward A. Thibault, Lawrence M. Lynch and R. Bruce McBride. <u>Proactive Police Management.</u> (5th ed.) Prentice Hall, 2002.
- Thomas F. Adams. <u>Police Field Operations</u>. (5th ed.) Prentice Hall, 2001.
- Nathan F. Iannone and Marvin D. Iannone. <u>Supervision of Police Personnel</u>. (6th ed.) Prentice Hall, 2001.
- Paul M. Whisenand. <u>Supervising Police Personnel: The Fifteen Responsibilities</u>. (4th ed.) Prentice Hall, 2001.
- Paul M. Whisenand and R. Fred Ferguson. <u>The Managing of Police Organizations</u>. (5th ed.) Prentice Hall, 2001.
- M. L. Dantzker. <u>Understanding Today's Police</u>. (2nd ed.) Prentice Hall, 2000.
- Ronald D. Hunter, Pamela D. Mayhall, and Thomas Barker. <u>Police-Community Relations and the Administration of Justice.</u> (5th ed.) Prentice Hall, 2000.
- Roy Roberg, John Crank, and Jack Kuykendall. <u>Police & Society.</u> (2nd ed.) Roxbury Publishing Company, 2000.
- Clemens Bartollas and Larry D. Hahn. <u>Policing in America. Allyn and Bacon, 1999.</u>
- Gary W. Cordner and Robert Sheehan. <u>Police Administration</u>. (4th ed.) Anderson Publishing Co. 1999.John S. Dempsey. <u>An Introduction to Policing</u>. (2nd ed.) West/Wadsworth Publishing Company, 1999.
- Larry K. Gaines, Victor E. Kappeler, and Joseph B. Vaughn. <u>Policing in America. (3rd ed.) Anderson Publishing co., 1999.</u>
- James D. Sewell ed. <u>Controversial Issues in Policing</u>. Allyn and Bacon, 1999.
- William G. Doerner,   <u>Introduction to Law Enforcement: An Insider's View</u>. Butterworth-Heinemann, 1998.
- M. L. Dantzker ed. <u>Contemporary Policing: Personnel, Issues, and Trends</u>. Butterworth-Heinemann, 1997.
- Alfred R. Stone and Stuart M. DeLuca. <u>Police Administration : An Introduction</u>. (2nd. Ed.) Prentice Hall, 1994.
- Geoffrey P. Alpert and Roger G. Dunham. <u>Policing Urban America</u> . Waveland Press, 1988.
- Gary T. Marx. Under Cover: <u>Police Surveillance in America</u> . University of California Press, 1988.
- Frederick A. Elliston and Michael Feldberg eds. <u>Moral Issues in Police Work</u>. Rowman&Allanheld Publishers, 1985.
- Carl B. Klockars. <u>The Idea of Police.</u> Sage, 1985.
- Sidney L. Harring. Policing a Class Society: <u>The Experience of American Cities, 1865-1915</u>. Rutgers University Press, 1983.
- Samuel Walker. T<u>he Police in America</u> . McGraw-Hill Publishing Company, 1983.
- Albert J. Reiss, Jr. The Police and the Public. Yale University Press, 1977.   **Suggested Reading for Academic Writing**

- ▪ Neil J. Salkind. <u>Exploring Research</u>. (fourth edition) Prentice Hall, 2000.
- ▪ Norman D. Hinton. <u>Essay Exam Preparation Guide</u>. Cliffs Notes Incorporated, 1981 or newer version.
- ▪ Kate L. Turabian. <u>A Manual for Writers.</u> (fifth edition) The University of Chicago Press , 1987 or newer version.
- ▪ Lynn Quitman Troyka. Simon & Schuster <u>Handbook for Writers</u>. (third edition) Prentice Hall, 1993 or newer version.
- ▪ David Madsen. <u>Successful Dissertations and Theses.</u>Jossey-Bass Publishers, 1983 or

newer version.

- Donald Zimmerman and Dawn Rodrigues. <u>Research and Writing in Disciplines</u>. Harcourt Brace Jovanovich College Publishers, 1992 or newer version.
- Anne Ruggles Gere. <u>Writing and Learning.</u> (second edition) Macmillan Publishing Company, 1988 or newer version.
- <u>Publication Manual of the American Psychological Association, 5</u>[th] Edition, 2002.

Students With Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support

Telephone Support:

AskRODP Help Desk (toll free number 1-866-550-7637) or go to the AskRODP website at: http://help.rodp.org/

If you are having problems:

- logging into your course
- timing out of your course
- "technical" related issues for D2L (it takes a long time to click around my course)
- using your course web site tools

If you contact Technical Support by phone please be at your computer and be prepared to provide the following information: (If you do not know the information below please call 1-866-550-7637)

- Your username
- Your password
- The URL, (address, "http://...") you are unable to access
- Your instructor's name (Ex.: Dr. Charles Cooper)
- Your course number, section and name (EX: EDU 1120 Introduction to Teaching)
- Are you using a PC or MAC
- Your operating system (Windows 98, NT, 2000, Vista, etc.)
- Browser type and version (EX: Internet Explorer 7)

Do you have a lottery scholarship? To retain Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. You may

qualify with a 2.75 cumulative GPA after 72 attempted hours (and subsequent semesters), if you are enrolled full-time and maintain a semester GPA of at least 3.0. A grade of C, D, F, or I in this class may negatively impact TELS eligibility. Dropping a class after 14 days may also impact eligibility; if you withdraw from this class and it results in an enrollment status of less than full time, you may lose eligibility for your lottery scholarship. Lottery recipients are eligible to receive the scholarship for a maximum of five years from the date of initial enrollment, or until a bachelor degree is earned; students who first received the lottery scholarship in Fall 2009 or later will additionally be limited to 120 TELS attempted hours. For additional Lottery rules, please refer to your Lottery Statement of Understanding form via RaiderNet, review lottery requirements on the web at www.mtsu.edu/scholarships/telsconteligibility_scholarships.shtml, or contact the Financial Aid Office at 898-2830.