

## **CCJS 340: Concepts of Law Enforcement Administration**

**Fall 2007 ~ 3 credits**

**Monday and Wednesday, 12:30pm to 1:45pm, Building and Room TBA**

**Professor: Nicole Romeiser**

**E-Mail: [nromeiser@verizon.net](mailto:nromeiser@verizon.net)**

### **Course Description:**

This course will provide an introduction to the concepts of organization and management as they relate to law enforcement. Principles of structure, process, policy and procedure, communication and authority, division of work, and organizational controls are discussed. The human element in the organization, the use of informal interaction and bureaucracy are also discussed.

### **Required Reading**

Cordner, Gary, W. and Scarborough, Kathryn, E. Police Administration, 6<sup>th</sup> Edition. Anderson Publishing. 2007.

Occasional handouts

### **Office Hours**

By appointment, but I am usually available after class.

### **Course Methodology**

The class will consist of lectures, classroom discussion/activities, visual aids, and guest lecturers. Students are responsible for any information provided in class as well as any information provided in the textbook. All readings should be completed prior to the scheduled class. **Students are expected to arrive on time for every class.** Should students lapse into a pattern of chronic late arrivals and/or failure to complete the reading assignments; closed book, unannounced quizzes will be given.

### **Examinations**

There will be two examinations. The mid-term examination is scheduled for **October 22, 2007**. The final examination is scheduled for **December 17, 2007**. Unless prior permission is given, all students are required to take the examination on the day it is administered. If prior permission is not obtained, students will receive a zero ("0") for that examination. The instructor is not bound to provide the same examination/format for make-up examinations.

### **Position Paper**

What is a Position Paper? For the purposes of this course, it is a three to five page paper in which you advance your position on an issue related to law enforcement administration. It is used to promote change or to support the status quo. In other words it should not be misconstrued with that of a technical report or a term paper. The issue can be concrete or abstract. An example of a concrete issue is that a particular implementation of a technology will or won't live up to it's billing - (e.g., there are no guarantees that computers in cars will improve the quality of police services). Position

papers should be as unbiased (objective) as possible. They are always supported using logic, facts, and/or expert opinion(s). Emotion-based (subjective) arguments should not be used in position papers.

**The due date for the paper is October 29, 2007.** Late and/or handwritten papers will not be accepted and you will receive a zero (“0”) for that assignment. Papers with several grammatical, spelling, or typographical errors will receive lower grades. Proper citations are required.

### **Class Participation**

You are expected to actively and constructively participate in class. Class participation is important to both understanding assigned readings and performing well on other assignments in the class.

### **Grading Criteria**

Mid-Term Examination: 30%

Paper: 25%

Final Examination: 30%

Class Participation: 15%

### **Course Schedule and Reading Assignments**

#### **August 29, 2007**

Course Introduction

Chapter 1: Introduction to Police Administration

#### **September 3, 2007**

No Class

Labor Day

#### **September 5, 2007**

Chapter 1: Introduction to Police Administration

#### **September 10, 2007**

Chapter 2: The Nature of Police Work

#### **September 12, 2007**

Chapter 2: The Nature of Police Work

#### **September 17, 2007**

Chapter 3: Police Goals and Systems

#### **September 19, 2007**

Chapter 3: Police Goals and Systems

**September 24, 2007**

Chapter 4: Police Organizational Tasks  
Chapter 13: Police Strategies and Tactics

**September 26, 2007**

Chapter 5: Principles and Policies in the Police Organization  
Chapter 13: Police Strategies and Tactics

**October 1, 2007**

Chapter 5: Principles and Policies in the Police Organization

**October 3, 2007**

Chapter 6: Functions of Police Management

**October 8, 2007**

Chapter 6: Functions of Police Management

**October 10, 2007**

Chapter 7: The Police Executive

**October 15, 2007**

Chapter 8: Individuals and Groups in the Police Organization

**October 17, 2007**

Chapter 8: Individuals and Groups in the Police Organization  
Review for Mid-Term Exam

**October 22, 2007**

**Mid-Term Examination**

**October 24, 2007**

Chapter 9: Developing the Police Organization

**October 29, 2007**

Chapter 9: Developing the Police Organization  
Chapter 10: Leadership in the Police Organization  
**Paper Due at the beginning of class**

**October 31, 2007**

Chapter 10: Leadership in the Police Organization

**November 7, 2007**

Chapter 11: Information in the Police Organization

**November 12, 2007**

Chapter 12: Evaluating Police Performance

**November 14, 2007**

Chapter 13: Police Strategies and Tactics

**November 19, 2007**

Chapter 13: Police Strategies and Tactics

**November 21, 2007**

Chapter 13: Police Strategies and Tactics

**November 26, 2007**

Chapter 14: Police and Homeland Security

**November 28, 2007**

Chapter 14: Police and Homeland Security

**December 3, 2007**

Chapter 15: Contemporary Issues in Police Management

**December 5, 2007**

Chapter 15: Contemporary Issues in Police Management

**December 10, 2007**

Special Topics

Review for Final Exam

**December 17, 2007**

**Final Examination 11:00am to 1:00pm**

### **Student Responsibilities**

Regarding assignments and examinations, students should always observe the highest standards regarding academic honesty and integrity. Your academic work should be the result of your efforts, thoughts, and ideas. When writing papers or assignments, you should consistently use an appropriate citation style, indicating exactly where you are quoting or have been inspired by the work of others.

Cheating on any assignment or examination will result in the following disciplinary actions: (1) "XF" (a cheating F) will be the grade earned for the course, and (2) possible expulsion from the UMCP's B.A. Program in Criminology and Criminal Justice at the Shady Grove Center, effective the following semester. All cases of academic misconduct will be referred to the Student Honor Council at UMCP. Examples of conduct meriting such disciplinary actions include, but are not limited to, the following: (1) cheating on an examination with or without the assistance of another student or students (2) submitting, as your own work, a paper that is either wholly or partially plagiarized, such as purchasing a paper from an internet site or superficially rewriting the work of others

without proper citation, or (3) collaborating with fellow students on assignments or take-home examinations for which you were instructed to work alone.

Missing a class to participate in a religious observance or to seek medical care constitutes an excused absence. Please inform me in advance, if possible, if you will need to miss a class for such reasons. It remains your responsibility to check with fellow students for missed class notes.

Should a student need accommodations in the classroom or for assignments/examinations due to a verified, documented learning or physical disability, please inform me of your situation immediately, so proper UMCP documentation and accommodation procedures are followed.