

Sul Ross State University  
Department of Homeland Security and Criminal Justice  
**CJ 4330 W01 Law Enforcement Administration**  
FALL 2019 Web-based Course

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Course Description:

A contemporary overview perspective of law enforcement administration including theory of administration and management, as well as the practical application of the concepts of policing, managing police agencies, and critical issues in police administration.

Objectives:

Students will gain a working knowledge the theories and perspectives of police administration and the ability to understand the role of administrators, managers, and supervisors within a law enforcement agency. Students will have an awareness of the theories and processes of leadership and management, and the styles and approaches to effective leadership. Additionally, students will gain an understanding of human resources management as applied to police agencies, including labor relations. Upon completion of this course, students should be able to understand how administrators effectively deal with communication, planning, budgeting, conflict resolution, as well as motivating employees and accountability of those employees, the focus of homeland security in police management and other current issues in managing law enforcement agencies.

**Criminal Justice Undergraduate Program Student Learning Outcomes (SLOs)**

**UG-CJ-SLO1: Student will be able to demonstrate knowledge of specific areas of the U.S. Constitution as it relates to specific legal liabilities.**

**UG-CJ-SLO2: Student will be able to demonstrate knowledge of criminological theories, and apply those theories to an analysis of practical criminal justice events.**

**UG-CJ-SLO3: Student will be able to demonstrate a working knowledge of the specific language of the Criminal Justice System, ability to identify the individual parts and costs associated with the Criminal Justice System, and demonstrated knowledge in recognizing the political influences on the CJ system.**

Required Text:

Gaines, Larry K., and Worrall, John L., (2011) *Police Administration, 3<sup>rd</sup> Ed.*. Delmar Cengage Learning. ISBN: 9781439056394

*Distance Education Statement:* Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Requirements – Students will:

This is a Blackboard class and students will be expected to participate frequently with class discussions and complete all assignments in a timely manner. Students are responsible for logging into the class frequently to ensure full participation in class. Any technical problems experienced that hinders a student from logging in should be reported to me promptly so that the problem can be fixed, assignments completed and proper credit given. If you are having any problems, please email me right away or contact me at the CJ office.

Grading:

Final Grades in this course will consist of student's performance on Discussion Questions, Tests, and one current events summary. All tests must be completed on time as there will be no make-up exams given. The Tentative Course Schedule provides the dates for these exams. The final exam will be available only during finals week.

Discussion Questions:

Students will be expected to log in frequently, possibly several times each week, to actively participate in class discussions. Participation will involve responding to each discussion question as well as responding to information posted by other students. Students are required to participate and are expected contribute considerably to discussion boards. Students will need to draw on their own personal experiences, knowledge gained from reading the textbook, prior coursework, and any other source that would make a positive contribution to discussions. Each week there will be 1-2 discussion questions posted on Blackboard. The Assignment section will provide students with the guidelines for discussion content. All responses for discussion shall remain professional and courteous at all times.

Current Events Summary:

Students will be required to select one current event related to criminal procedure, summarize the event and main points associated with it, and post the summary to the discussion board.

Plagiarism:

Integrity is essential in the criminal justice field. Each student is expected and required to do their own work. Any cheating or plagiarism on any assignments in this class will result in a grade of "F".

*Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartz, M. Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. E-mail: [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu) The mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8691.*

## **FALL 2019 Tentative Course Schedule**

Course Introduction (Introduction to assignments and Blackboard, begin reading chapters)

- Aug 26 – Aug 30** Read Chapter 1 – Introduction to Police Administration. Chapter 1 - covers the role of an administrator and a look at the mission of police including a historical perspective of the police mission. Accomplish the Discussion Assignment 1.
- Sep 2** **LABOR DAY HOLIDAY**
- Sep 3 – Sep 6** Read Chapter 2 – The Environment of Administration. Chapter 2 deals with organizational environments including the interaction of police with governmental organizations, the community, and the media. Accomplish the Discussion Assignment 2.
- Sep 9 – Sep 13** Read Chapter 3 – Police Administration and Homeland Security. Chapter 3 delves into what homeland security is and how it has shaped the role of law enforcement agencies in safeguarding the homeland. Accomplish the Discussion Assignment 3.
- Sep 16 – Sep 20** **(2 Chapters)** Read Chapter 4 – Foundations of Police Organization. This chapter discusses classical organizational theory and traditional police management. Accomplish the Discussion Assignment 4. Read Chapter 5 – Contemporary Organizational Theories and Management Systems. This chapter discusses organizational theories, management systems, and organizational structure. Accomplish the Discussion Assignment 5.
- Sep 23 – Sep 27** **Test 1 (Chapters 1, 2, 3, 4, and 5)** Read Chapter 6 – Police Leadership. Chapter 6 explores leadership theories and styles including the role of police chief as a leader. Accomplish the Discussions Assignment 6.
- Sep 30 – Oct 4** Read Chapter 7 – People in the Police Organization. Chapter 6 takes the reader through motivations, behavior, and culture within the police organization. Accomplish the Discussion Assignment 7.
- Oct 7 – Oct 11** **(2 Chapters)** Read Chapter 8 - Communication, Negotiation, and Conflict Resolution. Chapter 8 offers information on manners and mode of communication, conflict and conflict resolution, and negotiation within an organization. Accomplish the Discussion Assignment 8. Read Chapter 9 – Managing Stress and Fatigue. This chapter discusses types and effects of stress in policing, and strategies to manage stress and fatigue within organizations. Accomplish the Discussion Assignment 9.
- Oct 14 – Oct 18** **(2 Chapters)** Read Chapter 10 – Police Human Resources Management. Chapter 10 deals with human resource management in police agencies including recruitment, selection, training and performance appraisal. Accomplish the Discussion Assignment 10. Read Chapter 11 – Labor Relations. This chapter discusses policed unions including job actions, collective bargaining, and grievances. Accomplish the Discussion Assignment 11.

<b>Oct 21 – Oct 25</b>	<b>Test 2 (Chapters 6, 7, 8, 9, 10, and 11)</b> Read Chapter 12 – Control and Productivity in the Police Setting. Chapter 12 covers control and productivity. Accomplish the Discussion Assignment 12.
<b>Oct 28 – Nov 1</b>	Read Chapter 13 – Planning, Programming, and Budgeting. Chapter 13 discusses planning, decision-making, policing strategies through analysis, and the budget process. Accomplish the Discussion Assignment 13.
<b>Nov 4 – Nov 8</b>	<b>(2 Chapters)</b> Read Chapter 14 – Accountability. This chapter covers accountability of the organization. Accomplish the Discussion Assignment 14. Read Chapter 15 – Change. This chapter discusses organizational change including assessments, design, risks, and approaches to organization change. Accomplish the Discussion Assignment 15.
<b>Nov 11</b>	<b>VETERANS DAY HOLIDAY</b>
<b>Nov 12 – Nov 15</b>	<b>Test 3 (Chapters 12, 13, 14, and 15) (No class discussions)</b>
<b>Nov 18 – Nov 22</b>	Complete all Assignments. Review for Final Exam (On your own)
<b>Nov 25 – Nov 29</b>	<b>THANKSGIVING BREAK</b>
<b>Dec 4</b>	<b>Last Class Day</b>
<b>Dec 6 – Dec 11</b>	<b>FINAL EXAM (Comprehensive – Everyone must take the Final Exam)</b>
<b>Dec 13</b>	<b>Fall Commencement (Friday at 7pm, Pete P. Gallego Center)</b>