



ADM Justice 160 online



WEST LOS ANGELES COLLEGE

Administration of Justice

ADM-Justice 160: Police Organization and Administration

Fall 2015

Associate Professor: C. Flournoy Williams, MSA

Section: 8014 (CSU) 3 unit

Office Location: Online

Class Time: Online

Office hours: Online

Classroom Location: Online

Phone: (310) 287-4246

Email: Private Message

Course Description: The effect of the organizational structure and administrative procedures on the implementation of police functions, assessment of the recruitment and hiring process, career advancement and leadership, and administrative problems of staffing and morale as enforcement employer are examined.

- Analyze the police use of discretion.
- Understand and define the role of police unions and trade organizations.
- Differentiate between the actions of an individual and a team.
- Describe police leadership and recognize different management styles.
- Understand and evaluate police performance for evaluations.
- Identify different police strategies and tactics.
- Identify current topics and issues in police management

Required textbook:



Management and Supervision in Law Enforcement, 6th Edition

Karen M. Hess; Christine Hess Orthmann

Textbook ISBN-10: 1-4390-5644-7

Textbook ISBN-13: 978-1-4390-5644-8



There will be a variety of assignments for this course to accommodate different learning styles. All assignments must be well written, and they will be graded on composition as well as content. All assignment must be turn in via ETUDES and you will need access to a computer with Internet service. Computers are available in the campus library (HLRC) and computer lab with connection to the Internet are reasonably accessible, and available on campus.

Participation: Each student has the responsibility to participate each and every class discussion. The instructor takes no responsibility for conveying information to students who are not in attendance or participating. Field trips may be required. Note the following:

- Ensuring all assignments will be turned into the instructor on time.
- Completing weekly reading assignments.
- Completing weekly discussion questions
- Completing other assignments as assigned.
- Completing weekly quizzes

Assigned Reading: Students will be expected to read each of the reading assignments assigned per week. Chapters should be read before the start of each week, there will be a chapter quiz each week.

Discussion Assignments: Weekly discussion assignments must be posted in the discussion during the assigned week. Discussions must be posted in the correct thread i.e., week one discussion question in week one discussion classroom thread in order to be scored. Postings placed in the wrong discussion room thread will not be graded and will not be scored. No Late discussion postings after the indicated due date and time. Your grade will be based on your context and collaborating with the class in the discussion.

Exams: Course exams will provide opportunities for students to show their individual mastery of the material. We will cover one chapter each week, then have a weekly quiz on the current chapter, 10 questions from the chapter total of 10 questions. Use course material and chapter readings to prepare for exams and weekly quizzes.

Each quiz is made up of questions taken from the textbook. The quiz will be available starting on Friday and must be completed by Sunday at 11:55pm of the same week. Once you start the quiz you will have 10 minutes to complete. Exams / quizzes are not reviewable.

Group Project: The purpose of this project is to develop problem solving and decision making skills in interpersonal contexts. Field trips maybe required.

Portfolio: End of course reflection paper and cumulative assignments.

Extra Credit (EC): Class extra credit will be at the discretion of the instructor based on class assessments and opportunity during the term.

Plagiarism: Written work that you hand in is assumed to be original unless your source material is documented appropriately as per MLA or APA. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. Cheating and plagiarism are serious academic offenses. Students should read the section on cheating and plagiarism found in the WLAC catalog. A student who is dishonest in this respect will be excluded from the course

Attendance: Student(s) who fail to participate in the classroom during a course week will be deemed absent for that week. The absence will be annotated as absent unexcused (AU), unless the instructor has been informed beforehand and deemed the absence as absent excused (AE). A student who has not participated for three (3) consecutive days regardless if the absences were deemed AU or AE may be recommended for administrative withdrawal to the main campus. Emails sent to the instructor during a "course week" without actual classroom participation will not count as classroom participation or attendance.

Make-up Policy: No assignment or exam will be accepted after the indicated due date and time. No early or make-up assignments or exams.

Withdrawal Policy: It is the student's responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses. Please read withdrawal policy, which can be found at: www.wlac.edu

Grading: Each assignment, quiz, exam or project will have a point count so you will know how it adds to your final grade. Check the grade book for your points. In order to calculate your grade, add up the total points you received and divide that by total points possible.

A=100-90% B= 89-80% C= 79-70% D= 69-60% F= 59- 0%

Week	Chapter Reading	Assignment
Week 1 Aug 31	Part I: <u>MANAGEMENT, SUPERVISION, AND LEADERSHIP: AN OVERVIEW.</u> Chapter 1: Management, Supervision and Leadership.	Quiz-10pts Discussion -Intro 10tps Accept terms of syllabus
Week 2 Sept. 7	Chapter 2: The Organization and Structure of American Policing.	Quiz-10pts Discussion

Week 3 Sept. 14	Chapter 3: The Police Mission: Getting the Job Done.	Quiz-10pts Discussion-10pts Memo -25pts
Week 4 Sept. 21	<u>Part II: BASIC MANAGEMENT/PERSONAL SKILLS.</u> Chapter 4: Communication: A Critical Management Skill.	Quiz 10pts Discussion- 10pts
Week 5 Sept. 28	Chapter 5: Decision Making and Problem Solving.	Quiz Discussion Job Description-25pts
Week 6 Oct. 5	Chapter 6: Time Management: Minute by Minute.	Quiz-10pts Discussion-10tps
Week 7 Oct. 12	<u>Part III: MANAGERS AND THE SKILLS OF OTHERS.</u> Chapter 7: Training and Beyond.	Quiz-10pts Discussion-10pts Time log analysis:80pts
Week 8 Oct. 19	Chapter 8: Promoting Growth and Development.	Quiz-10pts Discussion-10pts
Week 9 Oct. 26	Chapter 9: Motivation and Morale.	Quiz-10pts Discussion- 10pts
Week 10 Nov. 2	<u>Part IV: MANAGING PROBLEMS.</u> Chapter 10: Discipline and Problem Behaviors.	Quiz-10pts Discussion-10pts Interview: 50pts
Week 11 Nov. 9	Chapter 11: Complaints, Grievances and Conflict.	Quiz-10pts Discussion-10pts
Week 12 Nov. 16	Chapter 12: Stress and Related Hazards of the Job	Quiz-10pts Discussion 10pts

1. Memo:

Your police department is suffering from an internal communications problem. Information is not being disseminated to the rank and file. What procedure would you use to determine the extent of the problem? What techniques would you use to solve the problem?

Write a one-page memo explaining your findings and solutions. Include the full reference citation for each source.

2. Citizen complaints

The format of this assignment should be done as a 2 page memo, 1.5 spacing.

Survey local newspapers (or Web news) or interview police officers to determine the extent of citizen complaints against police officers. What is the process for answering citizen complaints?

3. Consultant group

I have hired your consultant group to design a new police or sheriff agency.

Write a white paper (20-25 pages), which will include your

Organizational design plan,

Organizational chart and your rationale for design,

Job descriptions,

Rank structure,

Budget,

Policy and procedure

Your white paper will be accompanied by a PowerPoint presentation. **Create** a 10-slide Microsoft® PowerPoint® presentation with voice over narration that illustrates an organizational design plan and include an organizational chart and your rationale for the design. **The PowerPoint should highlight your paper.**

Include your commentary and references in the notes section of each slide.

Format your presentation consistent with APA guidelines.

Include by not limited to the following:

Policy and procedure

Job descriptions

Rank structure

Budget

4. Job Description

Write a job description/ announcement for the position of police officer/ deputy sheriff. Use research gleaned from pertinent websites and course readings, the information gathered in your interviews, and your own ideas as to what criteria might be used.

Format your job description consistent to a real job.

5. Your TIME LOG Analysis: A Written Assignment

This is a rather simple assignment. I know because I did it. Make copies of the time log sheet provided. Follow the analysis instructions on the pages prior. Use a 30 minute timer to keep track of your time for a total of 48 hours. Two day will

"snapshot" of your week. Whereas it is not totally accurate representation of your life, it does give you some perceptions and ideas as to how your time is being spent over a complete day.

Note: that this 48 hour period includes BOTH your work time and off work time. The only time you will not keep exact track of is when you are sleeping (who wants to wake up every 30 minutes to write down you woke yourself up?). Also note that your 48-hour period needs to take place during the week and not on the weekend.

Once you have completed the time logs for the 48-hour period, analyze them. Ask yourself the questions found on the page before this one in the course pack.

Once analyzed, type a three (3), double-spaced summary of your findings from the completed time logs. Share your discoveries and disappointments along with what you will do to maximize your time your family and yourself. Be specific. Turn in a copy of your time logs.

I have read the syllabus, and I accept its terms.

