

Police Organization and Administration (AJ 160)

Instructor	Raymond Jatkowski	Phone	(310) 342-3109
Office	POPP	E-mail	Jatkowrs@wlaac.edu
Office Hours	By appointment only	Semester	Spring 2015, Section 7589, 7:35 am to 9:00 am Tuesday & Thursday

Text:

Management and Supervision in Law Enforcement, 5th Edition, by Wayne W. Bennett and Karen M. Hess

Description:

The effect of the organizational structure and administration procedures on the implementation of police functions, career advancement and leadership and morale as a law enforcement employer.

Instructional Methods:

Lecture (Take Notes), videos, tapes and/or power point
Class discussions on textbook and lectures
Current events discussion
Law Enforcement information, training bulletins, reports and information
Career opportunities discussion and resources
Statistical information
PC 832 Textbook

Student Learning Objectives:

- A. Identify key theoretical approaches to ethical leadership as applied to public safety.
- B. Articulate the need for ethical leadership skill development for all those employed as public safety practitioners.

College Policies and Standards

Professional Conduct in Our Classroom Community

The West LA College faculty, Los Angeles Community College District, Los Angeles Police Department staff and administrators dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Attendance

Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a

student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid. If you miss a class, make sure you obtain the notes from a classmate. Should you have an emergency situation that forces you to not attend, please contact me? Class discussions and participation is important and counts towards your grade. Your opinion is important also in fact just as important as mine so let's share thoughts and points of view. If you don't understand something, please ask me in class and/or come see me in my office. If you see something in the paper, TV, or hear it on the radio with regards to the subject matter being discussed in the classroom, then let's discuss it in class.

Dropping a Class

Student wanting to drop a class should drop online at www.wlac.edu; click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, Student Services Building, 3rd floor, Room SSB 320, dsps@wlac.edu. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity

Cheating.

Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

Collaboration.

Working together on projects, papers, exams or other forms of assessment which are to be completed individually. Except if a student is assigned to and/or part of a squad, which consists of several students working together as one, the instructor may assign a project, examination or other forms of assessment to that squad working together as an individual.

Plagiarism.

Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work. Except, if you are assigned to a squad working together as one individual. For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.

Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the aforementioned policies.

Cell Phone and Other Communication Devices

If you bring your cell-phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom. Devices of this type should be placed on vibrate and never visible during class time.

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, or approved by the instructor, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

Electronic Mail

Electronic mail is the official method of communication for delivery of college information. Student email addresses will be recorded in the college's electronic directories and records. If you need to update an email address, visit www.wlac.edu; click "For Students," then "Student Information System." Once you log in, you can change your email by clicking "edit" at the top of the page next to your email address.

Instructional Support and Monitoring

Monitor your academic progress online at www.wlac.edu click "Counseling, Assessment and Orientation," then on the DegreeWorks icon, or visit the Counseling Office in A13.

For instructional support and assistance with research projects, visit the Learning Skills Center, Learning Center Intake Desk, HLRC 1st floor, (310) 287-4404.

Evaluation:

Your grade will consist of the total amount of points that you acquire on your exams, quizzes, projects and class participation. These will be graded as follows:

400-350 points	A
349-299 points	B
298-248 points	C
247-197 points	D
196 & below	F

Make-up exams and quizzes may be provided upon my approval. You will be expected to complete a project (class presentation). Projects must be coordinated with me. Projects shall be about both of the **Student Learning Objectives** as they relate to the subject matter and course instruction. Projects shall be no less than ten minutes in length and you can use whatever instructional aid available to present your project. Projects shall be completed on the provided dates set aside as described in the daily schedule.

POLICE ORIENTATION AND PREPARATION PROGRAM

POPP

MISSION STATEMENT

"The Police Orientation and Preparation Program (POPP) fostered by LAPD, LAUSD, LACCD, will provide an advanced, specialized, exploratory learning experience in an environment commensurate with the academic, intellectual, physical, and social needs of high school student's intent on establishing careers in law enforcement"

OVERVIEW

POPP has been established to ignite a cadet's spark of interest in law enforcement and provide a secure fast-track pathway from high school to community college to a career in law enforcement. Established in 2009, the program is cushioned by the support of Los Angeles Unified School District, Los Angeles Police Department, and Los Angeles Community College District. Classes will be taught at the LAPD Ahmanson Recruit Training Center where high school students will be cross enrolled in required high school classes as well as college level criminal justice classes, all in compliance with the California High School graduation requirements and the specialized introductory curriculum of the Community College criminal justice major.

EDUCATIONAL PHILOSOPHY

The approximate three year path from a high school interest in law enforcement as a career and the actual application to become a recruit are fraught with doubts, fears and distractions. POPP offers students an up-close view of Academy structure and

expectation. Established on the LAPD recruit campus, POPP puts students in close proximity to the real world that awaits. Cadets are thrust into an immersion environment where contact with actual recruits, recruit trainers and a hierarchy of LAPD staff, LAUSD personnel and college instructors with law enforcement resumes are available as established and credible guides into the future. Students will succeed NOT because they have a vague, limited view, television induced desire to become a police officer, but because they embrace educational expectations, disciplinary requirements, physical challenges and program focus. Reinforced with role models at every turn, POPP lays a solid foundation turning thematic education into purposeful pursuit. POPP students must value their education and understand the importance of personal character, honorable behavior and academic integrity. They are expected to behave in a manner consistent with that expected of police personnel. POPP students are expected to be diligent, trustworthy and committed to the core values of the Los Angeles Police Department.

GUIDELINES FOR POPP CADETS

1. ETHICS (HONESTY/RESPECT)

Cadets will be expected to be outstanding representatives of POPP by respecting others as they would expect others to respect them. The privilege of participating in the program should not be tarnished by unacceptable behavior.

A. Bullying: POPP will not tolerate any behavior that infringes on the safety and well-being of students and staff. Disciplinary action will be handled in accordance with the California Educational statute that addresses a problem that could lead to termination from the program.

B. Sexual Harassment: Following California State statutes, harassment of students or staff is a violation of state and federal laws. Such activity will lead to termination from the program.

C. Discrimination: Differentiated treatment on the basis of sexual orientation, gender, ethnicity, religion, under California State guidelines, can lead to termination from the program.

Knowing and not reporting the actions of others regarding the items above can lead to disciplinary action.

2. MORALITY (KNOWING RIGHT FROM WRONG)

Cadets are expected to establish a moral compass that helps them differentiate between that which is right and that which is wrong. Whether specific in the code of the program or not, cadets will be helped to establish core beliefs that address this issue.

A. Influence of others: Cadets are expected to honor their own set of values and not be influenced nor distracted by unhealthy outside influences.

B. Leadership: By example, Cadets are expected to be, at all times, POPP role models.

C. Drugs, Alcohol Weapons will lead to automatic termination from program

3. ACADEMIC INTEGRITY (EFFORT/PREPARATION/ATTENDANCE)

POPP staff and instructors are dedicated to the education and experiential activities that will enhance cadet's capabilities and skills. Cadets must reciprocate by being prepared for class, attending regularly, and putting their full effort into its success.

A. Cheating: Not tolerated in any form. Copying or allowing another cadet to copy from you will lead to disciplinary action.

B. Plagiarism: Cadets will be expected to understand the full concept and consequences of duplicating material without attribution and understand the consequences including zero grades on project, parent notification, parent conference and possible exclusion from program.

4. THE INTERNET (LAWFUL USAGE)

Code specific to the use and abuse of the internet has been established. Cadets are required to understand and adhere to that code and understand the established consequences to non-adherence. A full explanation of Internet etiquette will be posted in the classroom and discussed.

A. Use of the internet will be restricted to only sites appropriate for the particular classroom assignment. Material used from the internet must be given attribution.

B. Using the internet for any purpose other than that which is assigned will lead to parent conference and possible exclusion from the program. A full explanation of Internet etiquette will be posted in the classroom and discussed.

5. STUDENT RESPONSIBILITY AND EXPECTATION (good citizenship/demeanor/adherence to rules/)

Just as each POPP staff member has responsibilities that are in the best interest of each cadet, so too must the cadet enter the program with mind and heart fully embracing the parameter

A. Attendance: Students are expected to attend class daily, be on time and be prepared with proper textbooks and school materials.

B. Behavior: Inappropriate behavior will be disciplined and may lead to program termination.

6. PERSONAL ELECTRONICS:

A. Cell phones, pagers, music players, headphones and computer games must be off and stored in backpacks while on campus, violations will result in temporary or prolonged confiscation.

B. Dress Codes LAPD will supply each student with two uniforms shirts and two pair of uniform pants. Students are expected to keep uniforms neat and clean and to adhere to the dress code and grooming standards that conform to POPP requirements, (complete dress requirements will be discussed at orientation)

Course Schedule:

Day	Topic	Required Reading
Feb. 10	Orientation	Note taking
Feb. 12	The Law Enforcement Organization	Chapter 1, pages 1-26
Feb. 17	The Role of Management and Leadership in Law Enforcement	Chapter 2, pages 27-44
Feb. 19	The Role of Management and Leadership in Law Enforcement	Chapter 2, pages 45-63
Feb. 24	Community Policing	Chapter 3, pages 64-81
Feb. 26	Community Policing	Chapter 3, pages 82-99
Mar. 3	Communications: A Critical Management Skill	Chapter 4, pages 100-111
Mar. 5	Communications: A Critical Management Skill	Chapter 4, pages 112-131
Mar. 10	Decision Making and Problem Solving	Chapter 5, pages 132-147
Mar. 12	Decision Making and Problem Solving	Chapter 5, pages 148-163

Mar. 17	Time Management: Minute by Minute	Chapter 6, pages 164-175
Mar. 19	Time Management: Minute by Minute	Chapter 6, pages 176-187
Mar. 24	Training and Beyond	Chapter 7, pages 188-204
Mar. 26	Training and Beyond	Chapter 7, pages 205-221
Mar. 31	CLOSED/ NO CLASS	Review Chapters 1-7
Apr. 2	MID-TERM EXAM	50 Multi-choice questions
Apr. 7	CLOSED/ NO CLASS	No assigned reading
Apr. 9	CLOSED/ NO CLASS	No assigned reading
Apr. 14	Promoting Growth and Development	Chapter 8, pages 222-237
Apr. 16	Promoting Growth and Development	Chapter 8, pages 238-253
Apr. 21	Motivation and Morale	Chapter 9, pages 254-269
Apr. 23	Motivation and Morale	Chapter 9, pages 270-286
Apr. 28	Discipline and Problem Behaviors	Chapter 10, pages 287-318
Apr. 30	Complaints, Grievances and Conflict (Projects)	Chapter 11, pages 319-349
May 5	Stress and Related Hazards of the Job (Projects)	Chapter 12, pages 350-381
May 7	Deploying Law Enforcement Resources and Improving Productivity (Projects)	Chapter 13, pages 382-416
May 12	Budgeting and Managing Costs Creatively (Projects)	Chapter 14, pages 417-445
May 14	Hiring Personnel and Dealing with Unions	Chapter 15, pages 446-475
May 19	Measuring Performance: Assessment and Evaluation	Chapter 16, pages 476-503
May 21	Challenges in Managing for the Future	Chapter 17, pages 504-529
May 26	Class discussions on the <u>Student Learning Objectives</u>	Class Discussion
May 28	FINAL EXAM REVIEW	Covers Chapters 8-17
June 2	FINAL EXAMINATION	50 Multi-choice questions
June 7	END OF SEMESTER	

EXAMINATIONS:

April 2, 2015, Mid-Term Exam

June 2, 2015, Final Exam

Note: This is only a guideline. Depending on class discussion and time the scheduled topics may be altered. Exams, quizzes and projects dates are subject to change and will be announced in class. You are required to read the chapters as scheduled and you are responsible for the material in the chapters.