INSTRUCTIONAL PACKAGE

CRJ-130
Police Administration

Effective Term
Fall 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2021

COURSE PREFIX: CRJ-130   COURSE TITLE: Police Administration

CONTACT HOURS: 3   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This is a second-year course designed to provide criminal justice students with an understanding of a principal component of the criminal justice system, the police. Students will study the various administrative, operational, organizational, and managerial aspects of a law enforcement agency at a local level. This course will provide students with the conceptualization of police operational and logistical models and the application of those models to the provisions for providing services to the public.

COURSE DESCRIPTION:

This course is a study of the organization, administration, and management of law enforcement agencies.

PREREQUISITES/CO-REQUISITES:

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

Credit level CRJ 101 with a C or better as a final grade

REQUIRED MATERIALS:

> Peak, K.J., Gaines, L.K., & Glensor, R.W. (2019). *Managing and Leading Today's Police: Challenges, Best Practices, & Case Studies*. Upper Saddle River, NJ: Pearson Prentice Hall.

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

CRJ 130 - Police Administration does not have additional costs other than textbook, tuition, and fees.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

All criminal justice courses whether traditional, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's myHGTC account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online ***require*** students to complete some, if not all, coursework – assignments, exams, and other activities - through an online environment in D2L. Traditional in the classroom and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students ***must*** be aware of the calendar and mindful of updates and announcements; therefore, a student ***must*** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L), and not the result of a broken computer or server connection, you should contact Student Online Support OIT Help Desk at (843) 349-5340.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or e-mails as well as postings or other communications will ***not*** be tolerated. At the discretion of the professor of record, the inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2017-2018, pp. 31-37).

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette.](#)

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Week 1	**UNIT I – Organizations as Living Entities**
	Material Covered: Peak et al. (2019), Chapters 1-2, pages 3-38.
	• **Student Outcome:** Develop a mission statement for a police department.
	• **Student Outcome:** Develop an organizational evaluation process for police performance and productivity based on personnel assigned to a patrol division.
	• **Student Outcome:** Develop an organizational chart for a police department.
	• **Student Outcome:** Develop position descriptions for the officers assigned to a patrol division (i.e., officer, sergeant, lieutenant, and captain).
	Assessment: Assignment #1
	1-A. Write and send the professor of this class a professionally written email explaining that you have read and understand the instructional package for this course. Note: This is a graded exercise, do your best (no word requirement).
	1-B. PRACA-24 Pre-Quiz
Week 2	**UNIT I – Organizations as Living Entities**
	Material Covered: Peak et al. (2019), Chapters 2-4, pages 39-84.
	• **Student Outcome:** Develop a mission statement for a police department.
	• **Student Outcome:** Develop an organizational evaluation process for police performance and productivity based on personnel assigned to a patrol division.
	• **Student Outcome:** Develop an organizational chart for a police department.
	• **Student Outcome:** Develop position descriptions for the officers assigned to a patrol division (i.e., officer, sergeant, lieutenant, and captain).
	Assessment: Assignment #2
	2-A. Develop a Mission Statement for a police department similar to the size and scope of the Myrtle Beach Police Department. Your Mission Statement should be brief, while still encompassing the department's core values, goals, and your (Chief of Police) expectations (350 words minimum).
	2-B. Develop a Professional Code of Conduct to guide police officers in your department (200 words minimum).
Week 3	**UNIT I – Organizations as Living Entities**
	Material Covered: Peak et al. (2019), Chapters 5-6, pages 87-132
	• **Student Outcome:** Develop a mission statement for a police department.
	• **Student Outcome:** Develop an organizational evaluation process for police performance and productivity based on personnel assigned to a patrol division.

	• **Student Outcome:** Develop an organizational chart for a police department. • **Student Outcome:** Develop position descriptions for the officers assigned to a patrol division (i.e., officer, sergeant, lieutenant, and captain). **Assessment:** Assignment #3 3-A. Develop Job Descriptions for patrol officers, sergeants, lieutenants, and captains employed by a city similar to the Myrtle Beach Police Department. 3-B. Develop an Organizational Chart for a police department with 300 employees. Chart must be organized and clearly identify positions and responsibilities of all employees. **Note:** You will present your organizational chart in class during week #7.
Week 4	**UNIT II –Managing the Work of Police** **Material Covered:** Peak et al. (2019), Chapters 7-8, pages 133-160. • **Student Outcome:** Based on patrol areas, methods, and mechanisms, develop a time schedule for shift assignments and coverage for the personnel assigned to patrol division within a police department for 24-hours a day over a 30-day period. • **Student Outcome:** Formulate and develop a budget for a patrol division within a police department including capital purchases such the vehicles identified for the patrol areas, and expenditures based on operations and personnel including salaries, benefits, equipment, gas, and any other typically necessary for the operations. **Assessment:** Assignment #4 4-A. Midterm Exam (Chapters 1-8) 4-B. Develop an assessment tool (Employee Performance Evaluation) to analyze and evaluate patrol officers' past performance (1 year). Your tool should clearly outline departmental expectations and be able to highlight or identify an employee's strengths and or weaknesses.
Week 5	**UNIT II –Managing the Work of Police** **Material Covered:** Peak et al. (2019), Chapters 9-10, pages 161-178. • **Student Outcome:** Based on patrol areas, methods, and mechanisms, develop a time schedule for shift assignments and coverage for the personnel assigned to patrol division within a police department for 24-hours a day over a 30-day period. • **Student Outcome:** Formulate and develop a budget for a patrol division within a police department including capital purchases such the vehicles identified for the patrol areas, and expenditures based on operations and personnel including salaries, benefits, equipment, gas, and any other typically necessary for the operations.

	Assessment: Assessment #5

5-A.- Using a map of the city of Myrtle Beach, divide the city into patrol areas (zones) based on officer workload, response times, hot spots, and other call generators.

5-B. Include patrol methods and mechanisms based on area demands, (e.g., foot, bicycle, car, SUV, golf cart, truck, etc.) for adequately covering identified areas. |
| **Week 6** | **UNIT III – In the Police Toolkit: Essentials for the Tasks**

Material Covered: Peak et al. (2019), Chapters 11-12, pages 179-228.
- **Student Outcome:** Based on patrol areas, methods, and mechanisms, develop a time schedule for shift assignments and coverage for the personnel assigned to patrol division within a police department for 24-hours a day over a 30-day period.
- **Student Outcome:** Formulate and develop a budget for a patrol division within a police department including capital purchases such the vehicles identified for the patrol areas, and expenditures based on operations and personnel including salaries, benefits, equipment, gas, and any other typically necessary for the operations.

Assessment: Assessment #6

6-A. Create an annual budget for your department (based on org chart). The budget must include capital purchases such as 10% of equipment replacement (patrol fleet, radios, computers, etc.), and all other routine expenditures based on operations and personnel. To include, salaries, benefits, equipment, gas, and any other expenditure necessary for day-to-day operations.

6-B. Develop a thirty-day around the clock shift-schedule for all personnel assigned to the patrol division. The schedule must be based on patrol areas or areas of responsibilities, for example squads, units, etc. (must be in excel). |
| **Week 7** | **UNIT III – In the Police Toolkit: Essentials for the Tasks**

Material Covered: Peak et al. (2019), Chapters 13-14, pages 229-266.
- **Student Outcome:** Based on patrol areas, methods, and mechanisms, develop a time schedule for shift assignments and coverage for the personnel assigned to patrol division within a police department for 24-hours a day over a 30-day period.
- **Student Outcome:** Formulate and develop a budget for a patrol division within a police department including capital purchases such the vehicles identified for the patrol areas, and expenditures based on operations and personnel including salaries, benefits, equipment, gas, and any other typically necessary for the operations. |

	Assessment: Assignment #7 7-A. Class Presentations, student will present their Organizational Chart to the class (participation and attendance required). Student will present and explain their OC to the class and be prepared to answer questions (5-8min). 7-B. Patrol Project ***(Must include all required components)*** 7-C. PRAC-24 Post Quiz
Final Week	Final Exam (Chapters 7-14) In Class Only

*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes; upon completion of this course, students will be able to:

☒Communicate effectively.
☒Think critically.
☒Self and professional development.

Effective Professional and Interpersonal Communication (EPIC)

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

☒Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
☒Apply appropriate language when speaking and writing for their chosen field of study or Industry.
☒Demonstrate appropriate communication techniques when engaging audiences.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Assignments	38%
Projects/Portfolios	32%
Exams & Quizzes	30%
	100%

Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

90-100	A
80-89	B
70-79	C
60-79	D
Below 60	F

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Attendance for ***traditional*** courses will be determined by each student attending and participating in a traditional classroom meeting for the scheduled amount of time. Whereas attendance for ***hybrid*** criminal justice courses will be determined by each student attending and participating in a traditional classroom meeting for time scheduled as well as completing all online graded requirements and/or participating in the scheduled activities for each particular week. ***Online*** attendance, whether completely online or a hybrid, is demonstrated through the student completing the graded requirements and/or participating in the scheduled activities for each week.

2020-2021

Participation in the scheduled activities includes but are not limited to posting an assignment to the Dropbox, responding to a question in the discussion forum, completing an exam, test, or quiz or as directed by the professor of record. ***However, an e-mail cannot be counted as attendance for online criminal justice courses.***

Beginning with the first week of class, the number of class meetings online or in the classroom will be determined based on the 80% attendance requirement. If a student misses 20% of scheduled meetings, whether online or in the classroom, he(she) may be withdrawn by the professor of record for excessive absences without further notice. Please remember the graded requirements or activities are recorded for a score and attendance. Any student missing more than two (2) weeks in a row without notification will be withdrawn for excessive absences. Please be advised that for an online or hybrid format, simply logging into the course does ***not*** constitute participating for the purposes of attendance**.**

Again, should any student ***not*** follow the announced attendance guidelines, which complies with the College Attendance Policy, he(she) will be withdrawn from the course. A grade of "W" or "WF" will be assigned in accordance with course withdrawal procedures of Horry- Georgetown Technical College" (HGTC, 2017-2018, p. 47). Again, students withdrawn due to excessive absences will ***not*** be readmitted to the course regardless of reason or excuse.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:
1.   **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2.   Online **tutoring** and academic support resources.
3.   Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:
1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!

2020-2021

2. Use the [Online Resource Center (ORC)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

2021-2022

Dr. Melissa Batten, VP Student Affairs
Title IX Coordinator
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources
EEO and Title IX Coordinator
Building 200, Room 212A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu