



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

CRJ 130

Police Administration

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: CRJ 130

COURSE TITLE: Police Administration

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

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:

CRJ 101 – Introduction to Criminal Justice with a final grade of “C” or better

REQUIRED MATERIALS:

This course uses available online education resources (OER) rather than a textbook. The resources used are from verifiable, reliable, and trustworthy Open access materials, websites, webpages, paper repositories, and library databases that are free to the public rather than a purchased textbook.

ADDITIONAL REQUIREMENTS:

CRJ 130 – Police Administration does not have additional costs other than tuition and fees.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

All criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, 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 emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic

misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in College Catalog and Student Handbook (HGTC, 2024, p. 39). Please see the Instructor's Course Addendum for further information.

Originality Score:

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2023-2024) p. 39.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

UNIT I – THE MISSION, ORGANIZATIONAL STRUCTURE, AND EVALUATION OF POLICE DEPARTMENTS

- **Student Outcome:** Describe the nature of police work.
- **Student Outcome:** Describe universal police organizational tasks found in most local law enforcement agencies
- **Student Outcome:** Develop a mission statement for a police department.
- **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).
- **Student Outcome:** Develop an organizational evaluation process for police performance and productivity based on personnel assigned to a patrol division.
- **Student Outcome:** Describe using long-term and short-term goals and objectives to provide direction for the police department and the patrol division.
- **Assessment:** Class Activity and/or Assignment #1

- **Assessment:** Class Activity and/or Assignment #2
- **Assessment:** Class Activity and/or Assignment #3
- **Assessment:** Exam #1

UNIT II – MANAGING AND DEPLOYING RESOURCES – PERSONNEL, EQUIPMENT, AND TECHNOLOGY

- **Student Outcome:** Describe effective approaches to internal and external communications.
 - **Student Outcome:** Describe community policing and problem-solving.
 - **Student Outcome:** Describe the use of citizen input from such approaches as surveys and community meetings as a method to make the response to the community served dynamic and effective.
 - **Student Outcome:** Using mapping, develop patrol areas based on such factors as population, calls for service, crime, hot spots, and response time, and identify and describe the most suitable and appropriate type of patrol method and mechanism for adequately covering the identified areas.
 - **Student Outcome:** Using a police department similar to the size and scope of the Myrtle Beach Police Department, develop an annual budget for the Patrol Division, including routine expenditures based on operations and personnel, including salaries, benefits, equipment, uniforms, assigned weapons, gas, and any other expenditure typically necessary for day-to-day operations.
 - **Student Outcome:** Based on the budget, identify capital purchases such as 2-5% Replacement Asset Value (RAV) for the replacement of such operational equipment as patrol vehicles (fleet), radios, computers, and weapons that support the patrol division.
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- **Assessment:** Class Activity and/or Assignment #4
 - **Assessment:** Class Activity or Assignment #5
 - **Assessment:** Class Activity or Assignment #6
 - **Assessment:** Exam #2

UNIT III – LEADERSHIP IN POLICE OPERATIONS AND SUPERVISION OF PERSONNEL ON THE JOB

- **Student Outcome:** Describe the functions of police management from the executive level to the first-line supervisor.
- **Student Outcome:** Describe the methods to determine the number of officers necessary to adequately cover a jurisdictional area for responding to calls for service and emergency situations.
- **Student Outcome:** Describe the use of workload assessment to determine the number of officers necessary to adequately cover a jurisdictional area for the purposes of responding to calls for service and emergency situations.
- **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:** Develop a code of conduct or professional standards code for a police department.
- **Student Outcome:** Discuss the characteristics or traits of a good or effective leader.
- **Assessment:** Class Activity or Assignment #7
- **Assessment:** Class Activity or Assignment #8

UNIT IV – ETHICAL AND PERFORMANCE CONCERNS FOR LEADERS IN POLICE OPERATIONS AND SUPERVISION

- **Student Outcome:** Discuss the issue of the ethical conduct of a police officer and why are law enforcement officers supposed to be held to a higher standard.
- **Student Outcome:** Discuss the operational issues and ethical concerns facing local law enforcement leadership when using specifically directed enforcement involving such criminal activities as gangs, vice, and drugs (narcotics).
- **Student Outcome:** Discuss the operational issues and ethical concerns facing local law enforcement when dealing with public schools and juveniles.
- **Student Outcome:** Discuss the issues associated with officers' physical and mental fitness.
- **Student Outcome:** Describe the importance of education and training for law enforcement officers.
- **Student Outcome:** Discuss professional standards or internal affairs and the importance of effectively investigating complaints against officers.
- **Assessment:** Patrol Project

- **Assessment:** Class Activity or Assignment #9

UNIT V– LEGAL ISSUES IN POLICE ADMINISTRATION

- **Student Outcome:** Discuss the impact of the U.S. Supreme Court on police operations and investigations.
 - **Student Outcome:** Discuss the implications of the First Amendment for police officers' right to free speech and expression.
 - **Student Outcome:** Discuss the impact of the Americans with Disabilities Act (ADA) and other federal laws on police policies and procedures.
 - **Student Outcome:** Discuss employment discrimination and other issues regarding the hiring and retention of law enforcement personnel.
 - **Student Outcome:** Discuss implications of Garrity v. New Jersey 385 U.S. 493 (1967) and similar cases of professional standards (internal affairs) investigations.
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- **Assessment:** Class Activity or Assignment #10
 - **Assessment:** Exam #3

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

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the **Police Patrol Project**. 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:

(Check all that apply.)

Utilize appropriate communication formats when conveying professional and interpersonal

thoughts and ideas (Assessment #1).

Apply appropriate language when speaking and writing for their chosen field of study or

Industry (Assessment #2).

Demonstrate appropriate communication techniques when engaging audiences (Assessment #7).

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*

Exams/Tests/Quizzes	45%
Assignments/Discussions	20%
Patrol Project	35%
Total	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.

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, and Is also negatively impact academic progression and financial aid status.

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 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):



The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, 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 SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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. You may also call (843) 349-5199.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online](#)

[Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or

requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).