CCJS 340: Policing  
Fall 2014, Section SG91 ~ 3 credits  
Monday/Wednesday, 12:30pm to 1:45pm, Building III, Room 3219  
Professor: Nicole Romeiser  
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Course Description
This course will provide an introduction to the concepts of organization and management as they relate to law enforcement. Principles of structure, process, policy and procedure, communication and authority, division of work, organizational controls, management liability, and decision making will be discussed. The human element in the organization will also be a significant part of discussions. The use of formal and informal interaction and bureaucracy are also discussed.

Required Reading

Office Hours
By appointment, but I am usually available after class.

Course Methodology
The class will consist of lectures, classroom discussion/activities, visual aids, and guest lecturers. Students are responsible for any information provided in class as well as any information provided in the textbook. All readings should be completed prior to the scheduled class. Students are expected to arrive on time for every class. Should students lapse into a pattern of chronic late arrivals and/or failure to complete the reading assignments; closed book, unannounced quizzes will be given.

Examinations
There will be two examinations. The mid-term examination is scheduled for October 22, 2014. The final examination is scheduled for December 19, 2014 from 8:00am to 10:00am. Unless prior permission is given, all students are required to take the examinations on the day they are administered. If prior permission is not obtained, students will receive a zero (“0”) for that examination. The instructor is not bound to provide the same examination/format for make-up examinations.
Group Research Project and Presentation:
This assignment will require students, as a group, to research a topic related to law enforcement administration and to present it to the class.

For this assignment, students will submit a type written lesson plan consisting of a cover page, lesson objectives, lesson outline, and a reference sheet (using APA style). Text should be double spaced with one inch margins. The oral presentation component of this assignment will be 5-7 minutes in length. This assignment must include a minimum of five references from professional journals and scholarly websites. Students are not allowed to use Wikipedia or the textbook as references.

If a PowerPoint (or any type of media) is used a copy must be submitted with your project.

Topics, specific presentation dates, and group members will be determined and assigned the third week of class. The instructor will provide a list of possible topics. This assignment will be graded on the lesson plan (cover page, lesson objectives, outline, and reference sheet) and the content and quality of the presentation. A rubric will be provided. Each group will turn in a type written rough draft of your lesson objectives by October 8, 2014.

Group projects will be presented in class on December 3, 2014, December 8, 2014, and December 10, 2014. A late project will be downgraded 5% for every day it is not received. Group projects will not be accepted via e-mail.

Homework Assignments
If homework is assigned, it is due no later than five minutes after the class period begins. Assignments will not be accepted via email. Any student who does not turn in the homework assignment by the time specified will receive a zero for the assignment.

Class Participation
You are expected to actively and constructively participate in class. Class participation is important to both understanding assigned readings and performing well on other assignments in the class. Students are encouraged to bring in articles on current events for class discussion.

Grading Criteria
Mid-Term Examination: 33%
Group Project: 24%
Final Examination: 33%
Class Participation: 10%

Grading
Beginning Fall 2012, the University implemented the plus-minus grading policy which assigns differential point values to the '+' and '-' designations for letter grades. The current explanation and implementation of the policy can be found here: http://www.testudo.umd.edu/plusminusimplementation.html
**Course Schedule and Reading Assignments**
Any changes to the course schedule/reading assignments will be announced in class.

**September 3, 2014**  
Course Introduction  
Chapter 1: Management, Supervision and Leadership

**September 8, 2014**  
Chapter 1: Management, Supervision and Leadership

**September 10, 2014**  
Chapter 1: Management, Supervision and Leadership  
Chapter 2: The Organization and Structure of American Policing

**September 15, 2014**  
Chapter 2: The Organization and Structure of American Policing

**September 17, 2014**  
Chapter 2: The Organization and Structure of American Policing  
Chapter 3: The Police Mission: Getting the Job Done

**September 22, 2014**  
Chapter 3: The Police Mission: Getting the Job Done

**September 24, 2014**  
Chapter 4: Communication: A Critical Management Skill

**September 29, 2014**  
Chapter 5: Decision Making and Problem Solving as a Manager

**October 1, 2014**  
Chapter 5: Decision Making and Problem Solving as a Manager

**October 6, 2014**  
Chapter 5: Decision Making and Problem Solving as a Manager

**October 8, 2014**  
Chapter 6: Time Management: Minute by Minute

**Group Project Lesson Objectives Due**

**October 13, 2014**  
Chapter 7: Training and Beyond

**October 15, 2014**  
Chapter 7: Training and Beyond
October 20, 2014
Chapter 8: Promoting Growth and Development

October 22, 2014
Mid-Term Examination

October 27, 2014
Chapter 9: Motivation and Morale

October 29, 2014
Chapter 10: Discipline and Problem Behaviors

November 3, 2014
Chapter 10: Discipline and Problem Behaviors

November 5, 2014
Chapter 11: Complaints, Grievances and Conflict

November 10, 2014
Chapter 12: Stress and Related Hazards of the Job

November 12, 2014
Chapter 12: Stress and Related Hazards of the Job
Chapter 13: Deploying Law Enforcement Resources and Improving Productivity

November 17, 2014
Chapter 13: Deploying Law Enforcement Resources and Improving Productivity
Chapter 14: Budgeting and Managing Costs Creatively

November 19, 2014
Chapter 15: Hiring Personnel and Dealing with Unions

November 24, 2014
Chapter 15: Hiring Personnel and Dealing with Unions

November 26, 2014
Chapter 16: Measuring Performance: Assessment and Evaluation

December 1, 2014
Chapter 16: Measuring Performance: Assessment and Evaluation
Chapter 17: Learning from the Past; Looking to the Future

December 3, 2014
Group Presentations

December 8, 2014
Group Presentations
Student Responsibilities
Regarding assignments and examinations, students should always observe the highest standards regarding academic honesty and integrity. Your academic work should be the result of your efforts, thoughts, and ideas. When writing papers or assignments, you should consistently use an appropriate citation style, indicating exactly where you are quoting or have been inspired by the work of others.

Cheating on any assignment or examination will result in the following disciplinary actions: (1) “XF” (a cheating F) will be the grade earned for the course, and (2) possible expulsion from the University of Maryland College Park’s (UMCP) B.A. Program in Criminology and Criminal Justice at the Shady Grove Center, effective the following semester. All cases of academic misconduct will be referred to the Office of Student Conduct at UMCP. Examples of conduct meriting such disciplinary actions include, but are not limited to, the following: (1) cheating on an examination with or without the assistance of another student or students (2) submitting, as your own work, a paper that is either wholly or partially plagiarized, such as purchasing a paper from an internet site or superficially rewriting the work of others without proper citations, or (3) collaborating with fellow students on assignments or take-home examinations for which you were instructed to work alone.

In this class, students are allowed to use their personal computers to take notes. If a student is found to be using a personal computer in any way not specifically related to the day’s class discussion that student would lose the privilege of using a computer in class. The instructor reserves the right to disallow all students from using personal computers at any time during the semester.

The use of electronic devices (except personal computers) is prohibited in class. This includes MP3 devices, smart phones, phones, calculators, gaming devices, etc. Students must place all electronic devices in their book bags, purses, etc. or leave them at home. They are not to be placed on the desk. If these devices are seen and/or used during class, the student will be asked to leave the class immediately. If these devices are seen and/or used during an exam, the exam will be collected from the student and the student will no longer be allowed to continue taking the exam. The exam score will be noted as “0”. If a student is expecting an emergency call, please let me know prior to class so arrangements can be made to accommodate your emergency.

Students are expected to treat each other with respect. Disruptive behavior of any kind will not be tolerated. Students who are unable to demonstrate civility with one another, the teaching assistants, or the instructor will be subject to referral to the Office of Student Conduct or to the University Campus Police. You are expected to adhere to the
Code of Student Conduct.

In reference to a student missing a class, below is the university’s policy:

“It is the policy of the University to excuse the absences of students that result from the following causes: illness of the student, or illness of a dependent as defined by Board of Regents policy on family and medical leave; religious observance (where the nature of the observance prevents the student from being present during the class period); participation in university activities at the request of University authorities; and compelling circumstance beyond the student's control. Students claiming excused absence must apply in writing and furnish documentary support for their assertion that absence resulted from one of these causes.”

On May 10, 2011, the Campus Senate amended the University of Maryland Policy for A Student’s Medically Necessitated Absence from Class V-100 (G)

Under this new policy, instructors are expected to accept as an excused absence a self-signed note from a student who has missed a single lecture, recitation, or laboratory, attesting to the date of the illness. This note must also contain an acknowledgement by the student that the information is true and correct and that providing false information is prohibited under the Code of Student Conduct. The student is also obligated to make a reasonable attempt to inform the instructor of his/her illness in advance. A student is allowed only ONE self-signed note per class for the semester. The requirement for accepting a self-signed note does not apply to a “major scheduled grading event.” For purposes of this class, that is the day of any exam or when the paper/presentation is due. A student who experiences a prolonged absence or an illness preventing attendance at a major scheduled grading event is required to provide written documentation of the illness from the Health Center or an outside health care provider, verifying the dates of the treatment and the time period during which the student was unable to meet academic responsibilities.

The documentation for missing a class will be submitted to the instructor before, but no later than the first day of class upon the student’s return.

Should a student need accommodations in the classroom or for assignments/examinations due to a verified, documented learning or physical disability, please inform me of your situation immediately, so proper UMCP documentation and accommodation procedures are followed.

The lectures delivered in class and the course materials that are created and distributed are protected by federal copyright law. My lectures are recorded or delivered from written lectures in order to ensure copyright protection. You are permitted to take notes of my lectures and use course materials for your use in this course. You may not record, reproduce, or distribute my lectures/notes for any commercial purpose without my written consent. Persons who sell or distribute copies or modified copies of my course
materials, possess commercial copies of my notes (i.e., Terpnotes), or assist another person or entity in selling or distributing those materials may be considered in violation of the University Code of Student Conduct, part 9(k).

All enrolled students are provided access to the University’s email system and an email account. All official University email communication will be sent to this email address (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, or returned email will not excuse a student from missing University announcements, messages, deadlines, etc.

Your feedback about this course is very important; therefore several forms of evaluations are available throughout this semester. One important campus-wide evaluation, CourseEvalUM, is the online evaluation at the end of the semester. Students can go directly to the website (www.courseevalum.umd.edu) to complete their evaluations.

In the event of inclement weather or other emergency conditions, you should follow delays and closures for the "Universities at Shady Grove or USM Shady Grove Center," rather than any individual participating USM institution. Closures and delays will be sent over the e2Campus notification system, as well as being reported on local radio and television news stations. You may also call USG at 301-738-6000 for recorded updates related to closures or delays. In the event that the University is closed for an emergency or extended period of time, I will communicate with you via email or phone to indicate schedule adjustments, including rescheduling of examinations and assignments.