

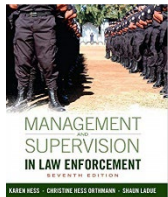
University of Maryland
CCJS 340: Policing
Fall 2021, Section ESG1 ~ 3 credits
Tuesday, 11:00am to 1:30pm
Building 3, Room 4211
Professor: Nicole Romeiser
E-Mail: nromeise@umd.edu

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.

Course Goals/Student Learning Outcomes:

At the conclusion of the course, students will understand the mission, function, and management of law enforcement agencies in the United States. Students will understand various issues in policing to include formal and informal communication in an agency, decision making at all levels of an agency, the hiring and training of police officers, motivation and morale at all levels of an agency, stressors of police work, problem behaviors by police officers, the use of community policing today, civil liability, use of force, and the use of discretion.



Required Reading:

Management and Supervision in Law Enforcement
Hess, Karen M., Orthmann, Christine H., and LaDue, Shaun E
7th Edition (2016)
Delmar, Cengage Learning.
ISBN-13: 978-1-285-44792-6

Office Hours:

For office hours, I will be available before and after class. I will also be available by appointment.

Contact Information:

nromeise@umd.edu

Please use the above email address to send emails.

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.

Quizzes:

There will be two quizzes. Questions for the quizzes will be multiple choice questions, true false questions, and essay questions. Questions will be drawn from class and the textbook readings. The first quiz is scheduled for **October 18, 2022, at 11:00am. The location for the first quiz is to be determined.** The second quiz is scheduled for **Wednesday, December 14, 2022, at 8:00am to 10:00am. The location for the second quiz is to be determined.** Each quiz is worth 100 points for a total of 200 points. Unless prior permission is given, all students are required to take the quizzes at the date and time they are administered. If prior permission is not obtained, students will receive a zero ("0") for that quiz. The instructor is not bound to provide the same quiz or format for make-up quizzes.

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. Class participation is worth 30 points.

Graded Discussions:

There will be three (3) graded discussion issues worth 50 points each that will be assigned throughout the semester. Discussions will be through CCJS 340 on ELMS. Discussion topics are contained in each module for CCJS 340 on ELMS. Due dates are contained in the course schedule and reading assignments section of this syllabus and on ELMS for CCJS 340.

All discussion assignments are due via ELMS by 11:00am on the due date. Any student who does not turn in the discussion assignment by the time specified will receive a zero (0) for the assignment. **No exceptions will be given.** If sources other than the textbook are used, proper citations are required. Students will use the APA format for citations. Sources must be reputable, scientific, and based on fact. Sources must also be standard, objective, and accepted as valid and reliable. Discussion responses with several grammatical, spelling, or typographical errors will receive lower grades. Graded discussions are worth a total of 150 points.

Paper Assignments:

There will be one (1) paper assignment this semester. This paper will be about an issue in policing. Issue topics will be assigned by the second week of class. The due date for this paper is **November 22, 2022, by 11am via ELMS for CCJS 340.** The due date is also contained in the course schedule and reading assignments section of the syllabus and on ELMS for CCJS 340. Any student who does not turn in the paper assignment by the time specified will receive a zero (0) for the assignment. **No exceptions will be given.** Papers with several grammatical, spelling, or typographical errors will receive lower grades.

For the paper assignment (Issues in law enforcement), students are not allowed to use Wikipedia or the textbook as references. Sources must be standard, objective, and accepted as valid and reliable. They must also be reputable, scientific, and based on fact. Please cite the outside

sources appropriately. APA formatting will be used. This paper is worth 100 points. On **December 6, 2022, beginning at 11am**, the class will discuss each issue and its pros and cons. Please be prepared to discuss your paper at that time. The discussion is worth 25 points. **No late paper will be accepted.** Papers will be accepted via ELMS and Turnitin. This paper assignment and discussion are worth a total of 125 points.

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.

Grading Criteria:

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|---|------------|
| Quizzes (2) 100 points each | 200 points |
| Paper (100 points) and Discussion (25 points) | 125 points |
| Discussion Questions (3) 50 points each | 150 points |
| Class Participation | 30 points |

Final Grades:

| | | | |
|-----------|--------------|-----------|---------------|
| A+ | 97% or above | C | 76% to 73% |
| A | 96% to 93% | C- | 72% to 70% |
| A- | 92% to 90% | D+ | 69% to 67% |
| B+ | 89% to 87% | D | 66% to 63% |
| B | 86% to 83% | D- | 62% to 60% |
| B- | 82% to 80% | F | Less than 60% |
| C+ | 79% to 77% | | |

Grades will be made available via the ELMS website for CCJS 340.

Course Schedule and Reading Assignments:

Any changes to the course schedule/reading assignments will be announced via the “Announcements” tab on ELMS for CCJS 340.

| Date | Readings | Assignments Due |
|--|--|------------------------|
| Class 1: August 30th | Chapter 1: The Organization and Mission of Policing in the United States | |
| Class 2: September 6 th | Chapter 2: Management Supervision, and Leadership in Law Enforcement | |
| Class 3: September 13 th | Chapter 3: Communication: A Critical Leadership Skill | |
| Class 4: | Chapter 4: Decision Making and Problem Solving as a | Discussion |

| Date | Readings | Assignments Due |
|--|--|---|
| September 20th | Manager and Leader | Assignment #1 Due by 11am for Chapter 4 Ethical Questions |
| Class 5: September 27 th | Chapter 5: Time Management: Minute by Minute | |
| Class 6: October 4th | Chapter 6: Staffing Your Agency: Hiring, Training and Professional Learning | |
| Class 7: October 11 th | Chapter 7: Promoting Growth and Development | |
| Class 8: October 18 th | Chapter 8: Motivation and Morale | Quiz/Test #1 Chapter 1-7 |
| Class 9: October 25 th | Chapter 9: Collaborating with Labor Management and Handling Complaints and Grievances. | |
| Class 10: November 1st | Chapter 10: Discipline and Problem Behaviors | |
| Class 11: November 8 th | Chapter 11: Stress and Related Hazards of the Job | Discussion Assignment #2 for Chapter 10 Due by 11:00am Dowd Video |
| Class 12: November 15 th | Chapter 12: Deploying Law Enforcement Resources and Improving Productivity | Discussion Assignment #3 for Chapter 11 Due by 11:00pm Police Stress |
| Class 13: November 22nd | Chapter 13: Budgeting and Managing Costs Creativity in the New Norm | Paper Assignment #1 Due at 11:00am Issues in Policing |
| Class 14: November 29th | Chapter 14: Measuring Performance: Assessment and Evaluation | |
| Class 15: December 6th | Special Topics to include additional readings and videos for Chapter 15 | Paper |

| Date | Readings | Assignments Due |
|---|-------------|---|
| | | Discussion beginning at 11am. |
| December 14 th Final Exam | Finals Week | Test/Quiz #2 Chapters 8-14 and additional readings |

Turnitin:

For CCJS 340, your papers and discussions will be collected via Turnitin on our course ELMS page. I have chosen to use this tool because it can help you improve your scholarly writing and help me verify the integrity of student work. For information about Turnitin, how it works, and the feedback reports you may have access to, visit [Turnitin Originality Checker for Students](#)

Student Responsibilities:

Regarding assignments and quizzes, 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 quiz 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.

Use of Technology

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. 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

Class Conduct:

You are expected to adhere to the Code of Student Conduct. 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 or the instructor will be subject to referral to the Office of Student Conduct or to the University Campus Police.

Attendance Policy

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.

If a student has missed a substantial number of class sessions or course assignments, it may be helpful to speak with an advisor.

Disability Support

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 (via email or in person) immediately, so proper UMCP documentation and accommodation procedures are followed.

Copyright

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).

Course Evaluation

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.

Course Communication

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.

Inclement Weather

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.

Course Related Policies:

Please consult www.ugst.umd.edu/couserelatedpolicies for various University of Maryland course related policies. If you have any questions, please let me know.