

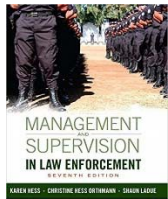
University of Maryland
CCJS 340: Policing
Fall 2018, Section SG91 ~ 3 credits
Tuesday, 11:00am to 1:30pm
Building III, Room 3206
Professor: Nicole Romeiser
E-Mail: nromeise@umd.edu

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 formal and informal communication in an agency, decision making at all levels of an agency, 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, 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:

By appointment, but I am usually available before and 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 first examination is scheduled for **October 1, 2019**. The second examination is scheduled for the week of **December 13-17, 2019**. Unless prior permission is given, all students are required to take the examination on the day it is 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.

Class Debate/Position Paper:

Students will engage in a debate on an assigned topic related to policing and complete a position paper on this assigned topic. This assignment in it's entirety is worth 100 points. The group member names and the topic assignment are contained in an addendum to this syllabus.

Format of Debate:

8 minute Position Presentation - Pro

8 minute Position Presentation - Con

3 minute Work Period (class can come up with questions during this time)

5 minute Rebuttal - Pro

5 minute Rebuttal - Con

3 minute Work Period (class can come up with questions during this time)

3 minute Position Summary - Pro

3 minute Position Summary - Con

5-10 minutes for questions from the audience_

Additional Information on Debate and Position Paper:

Audiovisuals may be used at any time during the debate. These include, but are not limited to, handouts, slides, audiotapes, and videotapes.

Allotted Time and Debate Decorum: While a team is not required to use all of the time allocated to each debate component, speakers must stop immediately when the allocated time runs out. Team members are prohibited from speaking to the audience or the opposing team except at the times specifically allocated to them. There will be no immediate, reciprocal exchange of comments between the teams. No new information may be introduced during the summary. Doing so may result in disqualification of the offending group. If either team feels that their opponents are introducing new information during the summary, they may challenge them immediately and request a ruling from the instructor.

Selection of Winner and Allocation of Points: The instructor reserves the right to allocate fewer than the default or class voted points to a group, if, in her opinion, the quality of preparation and/or presentation was inadequate. Debate participants who prepare and present adequately will receive 50 points for their efforts.

Debate winners will be selected in two ways:

Audience Vote: Class members in the audience will vote by ballot for a debate winner. Votes are to be based upon presentation quality only and not upon personal agreement or disagreement with the position espoused. At the conclusion of each component of the debate, class members will be asked to assign a point rating along with explanatory comments for each team for their performance during that component. At the conclusion of the debate, each audience member will pick a winner of that debate. Whichever team has the highest number of audience winners will be the audience winner on that ballot. The winner will receive 5 bonus points in addition to the 50 points for basic preparation. In the event of a tie, the 5 bonus points will be divided equally between both groups. Debate evaluation sheets will be provided to each student on the day of the debate.

Instructors' Vote: The instructor will also evaluate both teams according to the above procedures and criteria and select her choice for the winner. The team of her choice will receive 5 bonus points.

Thus, depending upon the nature of the vote split, the winner may receive 5 or 10 bonus points, for a total of either 55 or 60 points for the debate.

Position Paper: In addition to preparing for the debate, each team must turn in a 7-10 page position paper defending your position. The paper should include a description of the topic in general and your position. 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. APA formatting will be used. This paper will be worth 50 points. A late paper will be downgraded 10 points for every day it is not received. Papers will not be accepted via e-mail.

Grading: There will be a total of 100 points available for this assignment --50 for the debate and 50 for the position paper. As stated above, up to an additional 10 extra credit points could be earned for winning the debate. I would expect to see at least three different group members presenting information and the other two taking a leadership role in the position paper or some variation on this breakdown of responsibility. If a member of the group fails to participate or complete their share of the work, that group member's grade will be lowered. Please notify me immediately of any issues or problems in the group.

Group members will also be required to complete a peer evaluation on each group member.

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	100 points
Final Exam	100 points
Group Project/Debate	100 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 in class or via the “Announcements” tab on ELMS for CCJS 340.

Date	Readings	Assignments Due
Class 1: August 27 th	Chapter 1: The Organization and Mission of Policing in the United States Chapter 2: Management Supervision, and Leadership in Law Enforcement	
Class 2: September 3 rd	Chapter 2: Management Supervision, and Leadership in Law Enforcement Chapter 3: Communication: A Critical Leadership Skill	
Class 3: September 10 th	Chapter 3: Communication: A Critical Leadership Skill Chapter 4: Decision Making and Problem Solving as a Manager and Leader	
Class 4: September 17 th	Chapter 5: Time Management: Minute by Minute Chapter 6: Staffing Your Agency: Hiring, Training and Professional Learning	

Date	Readings	Assignments Due
Class 5: September 24 th	Chapter 6: Staffing Your Agency: Hiring, Training and Professional Learning	
Class 6: October 1 st	Midterm Exam	
Class 7: October 8 th	Chapter 7: Promoting Growth and Development Chapter 8: Motivation and Morale	
Class 8: October 15 th	Chapter 9: Collaborating with Labor Management and Handling Complaints and Grievances	Group One Debate and Paper
Class 9: October 22 nd	Chapter 10: Discipline and Problem Behaviors	Group Two Debate and Paper
Class 10: October 29 th	Chapter 11: Stress and Related Hazards of the Job	
Class 11: November 5 th	Chapter 12: Deploying Law Enforcement Resources and Improving Productivity	Group Three Debate and Paper
Class 12: November 12 th	Chapter 13: Budgeting and Managing Costs Creativity in the New Norm Chapter 14: Measuring Performance: Assessment and Evaluation	
Class 13: November 19 th	Chapter 15: Learning from the Past; Looking to the Future	Group Four Debate and Paper
Class 14: November 26 th	Special Topics	Group Five Debate and Paper
Class 15: December 3 rd	Special Topics	
Monday, December 16th 1:30-3:30 pm	Final Exam	

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.

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. 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.

Class 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, 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.

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.

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 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.

Course communication for such things as class cancellations, room changes, or other announcements, will be done through the "Announcements" tab on ELMS for CCJS 340.

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.