

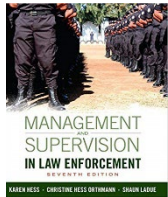
**University of Maryland**  
**CCJS 340: Policing**  
**Spring 2022, Section ESG1 SG91 ~ 3 credits**  
**Tuesday (In Person) and Thursday (Asynchronous) 1:45pm to 3:00pm**  
**Building 3, Room 3220**  
**Professor: Nicole Romeiser**  
**E-Mail: [nromeise@umd.edu](mailto:nromeise@umd.edu)**  
**Teaching Assistant: Lilliana Vera**  
**Email: [lvera@terpmail.umd.edu](mailto:lvera@terpmail.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  
7<sup>th</sup> 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. I will also be available on asynchronous days to meet via Zoom. This will be by appointment only.

**Contact Information:**

[nromeise@umd.edu](mailto:nromeise@umd.edu)

Please use the above email address to send emails.

### **Course Methodology:**

- Students are responsible for any information provided in class, provided in the textbook and through homework, discussion, and paper assignments. This class will be synchronous on Tuesdays and asynchronous on Thursdays. This means all students must attend class in person on Tuesdays.

### **Examinations:**

There will be two examinations. The midterm examination is scheduled for **March 8, 2022**. The final examination is scheduled for the week of **May 12-18, 2022**. 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. Each exam is worth 100 points.

### **Discussion Assignments:**

Discussion assignments will be through CCJS 340 on ELMS. There will be three (3) discussion assignments that will be assigned throughout the semester. Discussion topics are contained in each module for CCJS 340 on ELMS. Students are encouraged to mention any articles on current events for these discussions. 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 3PM 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.** Discussion responses with several grammatical, spelling, or typographical errors will receive lower grades. Proper citations are required. Students will use the APA format for class discussions. Each discussion assignment is worth 50 points.

### **Paper Assignments:**

There will be two (2) paper assignments this semester. Paper topics are contained in each module for CCJS 340 on ELMS. Students are encouraged to mention any articles on current events for these papers. Due dates are contained in the course schedule and reading assignments section of the syllabus and on ELMS for CCJS 340. All paper assignments are due via ELMS by 11:00am on the due date. 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. Proper citations are required. Students will use the APA format for papers. Paper assignment #1 is worth 50 points, paper assignment #2 is worth 100 points, and the in class discussion of paper assignment #2 is worth 25 points.

### **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.

### Grading Criteria:

Exams Mid Term Exam (100 points) Final Exam (100 points)	200 points
Papers (2) and in class discussion for paper #2	175 points
Discussion Questions (3)	150 points
Class Participation	30 points

### Final Grades:

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

<b>Date</b>	<b>Readings</b>	<b>Assignments Due</b>
Class 1: January 25th In person	Chapter 1: The Organization and Mission of Policing in the United States	
Class 2: January 27 <sup>th</sup> Asynchronous	Chapter 1: The Organization and Mission of Policing in the United States	
Class 3: February 1st In person	Chapter 2: Management Supervision, and Leadership in Law Enforcement	
Class 4: February 3 <sup>rd</sup> Asynchronous	Chapter 2: Management Supervision, and Leadership in Law Enforcement	
Class 5: February 8 <sup>th</sup> In person	Chapter 3: Communication: A Critical Leadership Skill	

<b>Date</b>	<b>Readings</b>	<b>Assignments Due</b>
Class 6: February 10 <sup>th</sup> Asynchronous	Chapter 3: Communication: A Critical Leadership Skill	<b>Review PowerPoint for chapter 3</b>
Class 7: February 15 <sup>th</sup> In person	Chapter 4: Decision Making and Problem Solving as a Manager and Leader	
Class 8: February 17 <sup>th</sup> Asynchronous	Chapter 4: Decision Making and Problem Solving as a Manager and Leader	<b>Discussion assignment #1 for Chapter 4 due at 3pm</b>
Class 9: February 22 <sup>nd</sup> In person	Chapter 5: Time Management: Minute by Minute Chapter 6: Staffing Your Agency: Hiring, Training and Professional Learning	
Class 10: February 24 <sup>th</sup> Asynchronous	Chapter 5: Time Management: Minute by Minute Chapter 6: Staffing Your Agency: Hiring, Training and Professional Learning	<b>Paper assignment #1 for chapter 6 due at 3pm</b>
Class 11: March 1 <sup>st</sup> In person	Chapter 7: Promoting Growth and Development	
Class 12: March 3 <sup>rd</sup> Asynchronous	Chapter 7: Promoting Growth and Development	<b>Review for Mid-term Exam via Zoom 1:45pm until complete</b>
Class 13: March 8 <sup>th</sup> In person	Mid Term Exam	<b>Mid Term Exam</b>
Class 14: March 10 <sup>th</sup> Asynchronous		<b>Discuss Mid- term via Zoom 1:45pm until complete</b>
Class 15: March 15 <sup>th</sup> In person	Chapter 8: Motivation and Morale	
Class 16: March 17 <sup>th</sup> Asynchronous	Chapter 8: Motivation and Morale	<b>Review PowerPoint for chapter 8</b>
Class 17: March 22 <sup>nd</sup>	Spring Break: No class	

<b>Date</b>	<b>Readings</b>	<b>Assignments Due</b>
Class 18: March 24 <sup>th</sup>	Spring Break: No Class	
Class 19: March 29 <sup>th</sup> In person	Chapter 9: Collaborating with Labor Management and Handling Complaints and Grievances	
Class 20: March 31 <sup>st</sup> Asynchronous	Chapter 9: Collaborating with Labor Management and Handling Complaints and Grievances	<b>Review PowerPoint for Chapter 9</b>
Class 21: April 5 <sup>th</sup> In person	Chapter 10: Discipline and Problem Behaviors	<b>Watch Dowd video</b>
Class 22: April 7 <sup>th</sup> Asynchronous	Chapter 10: Discipline and Problem Behaviors	<b>Review PowerPoint for Chapter 10</b>  <b>Discussion assignment #2 for chapter 10 due at 3pm</b>
Class 23: April 12 <sup>th</sup> In person	Chapter 11: Stress and Related Hazards of the Job	
Class 24: April 14 <sup>th</sup> Asynchronous	Chapter 11: Stress and Related Hazards of the Job	<b>Watch video on police stress</b>  <b>Discussion assignment #3 for chapter 11 due at 3pm</b>
Class 25: April 19 <sup>th</sup> In person	Chapter 12: Deploying Law Enforcement Resources and Improving Productivity	
Class 26: April 21 <sup>st</sup> Asynchronous	Chapter 12: Deploying Law Enforcement Resources and Improving Productivity	<b>Review PowerPoint for chapter 12</b>
Class 27: April 26 <sup>th</sup> In person	Chapter 13: Budgeting and Managing Costs Creativity	
Class 28: April 28 <sup>th</sup> Asynchronous	Chapter 13: Budgeting and Managing Costs Creativity	<b>Paper assignment #2 on Issues in</b>

<b>Date</b>	<b>Readings</b>	<b>Assignments Due</b>
		<b>Policing due at 3pm</b>
Class 29: May 3 <sup>rd</sup> In person	Chapter 14: Measuring Performance: Assessment and Evaluation	
Class 30: May 5th Asynchronous	Chapter 14: Measuring Performance: Assessment and Evaluation Additional readings	<b>Review for Final Exam via Zoom 1:45pm until complete</b>
Class 31: May 10 <sup>th</sup> In person	Special Topics	<b>In class discussion of paper #2</b>
Week of May 12 <sup>th</sup> -May 18 <sup>th</sup>	Final Exam	<b>Final Exam</b>

### **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.

## **Class Conduct:**

You are expected to adhere to the Code of Student Conduct. Even during virtual learning, 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**

Given that there are some synchronous classes for CCJS 340, I am providing the 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](http://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.

## **Course Related Policies:**

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