

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR CJSA 1359
POLICE SYSTEMS AND PRACTICES**

Semester Hours Credit: 3

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. This course is an exploration of the profession of police officer. It includes the organization of law enforcement systems, the police role, police discretion, ethics, police-comm chaptery interaction, and current and future issues.
- B. This is a criminal justice required course in the Associate in Applied Science degree program.
- C. This course is occupationally related and serves in preparation for career(s) in Criminal Justice and Law Enforcement.
- D. Prerequisite(s): (List)(None)
- E. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and Foundation skills (F).

II. LEARNING OUTCOMES

Upon successful completion of this course, Police Systems and Practices, the student will:

- A. Explain the application of ethics, discretion, and sensitivity to the police profession.
- B. Describe the organization of law enforcement systems and its relationship to current and future issues.
- C. The following Competencies and Foundations are used: (C1, C4-C8, C10, C12-C16, C18-C20, F1, F2, F5-F15, F17)

III. INSTRUCTIONAL MATERIALS

- A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Supplementary Reading:

1. Stojkovic, Stan, David Kalinich, John Klofas, *Criminal Justice Organizations: Administration and Management*, 6th Ed, Belmont, CA: Wadsworth Pub, 2015.
2. Swanson, Charles R., Leonard Territo, and Robert W. Taylor, *Police Administration Structures, Processes, and Behavior*, 8th Ed, Upper Saddle River, NJ: Prentice Hall, 2011
3. Champion, David H. SR and Hooper, Michael K. *Introduction to American Policing*, New York, NY, McGraw-Hill 2010
4. Lannone, Nathan F., *Supervision of Police Personnel*, 6th Ed, Englewood Cliffs, NJ: Prentice Hall, 2001
5. Kappeler, Victor E., *Critical Issues in Police Civil Liability*, 4th Ed, Prospect Heights, IL: Waveland Press, 2006
6. Whisenand, Paul M., *Supervising Police Personnel*, 7th Ed, Upper Saddle River, NJ: Prentice Hall, 2010.
7. Champion, Dean J, *Administration of Criminal Justice: Structure, Function, and Process*, (Texas A&M International University) Upper Saddle River, NJ: 2003.
8. Dunman, Roger G., Geoffrey P. Alpert, *Critical Issues in Policing*, 6th Ed, Prospect Heights, IL: Waveland Press, 2009
9. Hess, Karen M., Henry M. Wroblewski, *Police Operations*, 4th Ed, St. Paul, MN: West Pub, 2005.
10. Adams, Thomas F, *Police Field Operations*, 8th Ed, Upper Saddle River, NJ: Prentice Hall, 2013.
11. Bennett, Wayne W, Karen M. Hess, *Management and Supervision In Law Enforcement*, 3rd Ed, St. Paul, MN: West Pub, 2000.

IV. COURSE REQUIREMENTS

- A. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you and you alone make.
- B. You should attend class regularly and be prepared to participate in classroom discussions and to take unannounced quizzes relating to text assignments and lecture material presented from the beginning of the course.
- C. You are encouraged to give your best effort throughout the semester. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy. Your course grade is not determined solely by exam grade. Such factors as class participation, initiative, attendance, and individual research papers will be considered in grade computation.

- D. From time to time, special library and/or outside assignments will be made to members of the class individually and/or in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignment.
- E. You are expected to read all assigned material and bring your textbook to class. Keep informed on all assignments, especially after an absence.
- F. Good class notes are indispensable for earning a good grade, since both the material assigned and that discussed in class will be the basis for examination material.
- G. Special Work: A term paper or other research project, per requirements of the instructor, will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection. The value is indicated in the semester grade computation and has considerable weight on your final average.

V. EXAMINATIONS

- A. There will be a minimum of three major examinations, as follows:
 - 1. Three-week exam
 - 2. Mid-term exam
 - 3. Twelve-week exam (optional)
 - 4. Final exam
- B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work.
- C. Students without excused absences will be given a zero for the missed examination.
- D. Examinations may consist of objective (true/false, multiple choice, fill-in-the-blank, and matching) or subjective (short answer and essay) questions, or a combination of both types. Students majoring in Criminal Justice and Law Enforcement must be able to communicate both orally and in written form, thus some questions requiring the composition and writing of an essay answer will be required.

VI. SEMESTER GRADE COMPUTATIONS

<u>POINTS</u>	<u>GRADES</u>
900-1000	=A
800- 899	=B
700- 799	= C
600- 699	=D
0- 599	=F

*Incentive points, if given are earned by doing special work on your own initiative, participating in class discussions, completing outside assignments, and having a good attendance record. Points will be deducted for each unexcused absence. Military assignments or unavoidable circumstances will be evaluated upon notification of the instructor.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

- A. **Withdrawal from Course:** It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Fm 59). The withdrawal form must be signed by the student.

CTC Fm 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

10-week session	Friday of the 8th week
8-week session	Friday of the 6th week
5-week session	Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- C. **Incomplete Grade:** The College Catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely

fails to show for the final examination will receive a zero for the final and an "F" for the course.

- D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

- E. **Americans With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

- F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

- G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

Topics covered in this course during the semester will come from chapters of the appropriate text. The order and the specific topics covered will be at the discretion of the individual instructor assigned to teach the course.

- A. Chapter One: Introduction to American Policing
- B. Chapter Two: Policing in Ancient and English Times
- C. Chapter Three: Policing and the American Experience
- D. Chapter Four: The Police Role
- E. Chapter Five: The Organization of Policing
- F. Chapter Six: Recruitment, Selection, and Training
- G. Chapter Seven: Skills for the Successful Police Officer
- H. Chapter Eight: Police Behavior, Attitudes, and Stress

- J. Chapter Ten: Police and the Law
- K. Chapter Eleven: Patrol: The Backbone of Policing
- L. Chapter Twelve: The Expanded Police Response
- M. Chapter Thirteen: Police-Comm Chapteyr Relations
- N. Chapter Fourteen: The Role of Research and Planning in Policing
- O. Chapter Fifteen: New Science, Technology, and Paradigms