

Criminal Justice Supervision

Tues. / Thurs. - 10:30 to 11:45

Udvar Hazy Bldg., Room 224

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Success is less a matter of personal charisma, high I.Q., or "natural talent";... as it is a matter of commitment, discipline, hard work, and personal motivation. Give me a hard working "average Joe" who is dedicated and highly disciplined, over a lazy "genius" any day.

Will it matter that I was?

Course Description:

The academic discipline of Criminal Justice has been heavily influenced by such other fields of study as psychology, sociology, criminology, history, anthropology, and political science. The information and knowledge gleaned from these schools of thought are the results of close observation of the human experience over thousands of years; culminating in a wealth of information, best practices, and strategies for managing and supervising people and organizations of all kinds. Criminal justice systems of the 21st century are the beneficiaries of such experience and research.

"Policing" in society is a relatively new concept in the human experience and it has quickly evolved into a well established and respected profession. There has been a tremendous amount of research and documentation by academic scholars and criminal justice executives over the last 45 years in particular, and in reference to the best practices and most efficient methods of managing and supervising these institutions. Initially influenced by Sir Robert Peel, of 19th century England, the first American police institutions incorporated certain military style organizational skills; but it has only been within the last century that the criminal justice profession has turned also to the business world for examples and training in all aspects of management, supervision, and leadership.

This course will study all that has been learned and made available in the realm of organization, administration, management, supervision, and leadership as it applies to the law enforcement profession. In the process it will do much to prepare the next generation of law enforcement leaders and supervisors in attempting to identify future organizational challenges in an ever changing society.

This course should be of interest to any student pursuing a career in law enforcement, probation and parole, corrections, criminal and civil law, criminology, education, and/or politics. It should be a course of interest for any student who is simply interested in human interaction and the very need for a criminal justice system in society. It will integrate the use of lectures, videos, guest speakers, assigned texts, and practical demonstrations to make those points. This course will prepare the student for future leadership positions in law enforcement and provide the basic knowledge of police administrative practices and theory as a foundation for other academic courses in criminal justice.

The TEXT:

“Management & Supervision in Law Enforcement”, 6th Edition; Karen Matison Hes / Christine Hess Orthmann; Delmar Cengage learning, 2012.

Reference texts:

“Management and Supervision of Laws Enforcement Personnel”, 4th Edition; Schroeber / Lombardo; Gould Publications, 2006.

“Criminal Justice Management - Theory and Practice in Justice-Centered Organizations”, Mary K. Stohr / Peter A. Collins; Oxford Publications, 2009.

“Supervision of Police Personnel”, 7th Edition; Nathan F. Iannone / Marvin D. Iannone / Jeff Bernstein; Pearson Prentice Hall, 2009.

“Criminal Justice Organizations - Administration and Management”, 5th Edition; Stan Stojkovic / David Kalinich / John Klofas; Wadsworth Cengage Learning, 2012

COURSE GOALS AND OBJECTIVES:

The student in this course will first be exposed the basic foundation of American Police organizations as a primary discussion on the very need for law and a criminal justice system in our lives. We will then discuss the origin and nature of organizations and the basic history and development of law enforcement institutions specifically. The student will analyze the purpose, function, effectiveness, and efficiency of the current police function and organization, to included personnel management and supervision as they relate to issues in community policing strategies. The understanding of these issues will provide the skills and knowledge necessary for the next phase of the student’s criminal justice career. At the conclusion of this course the student should be able to openly discuss such relative topics as:

- The organizational structure of American policing and it’s effect on the community it serves;
- The concept of quality control, efficiency, and the community perception of the police function;
- The importance of mission statements, and policies and procedures; as well as the efficacy of goals, objectives, work plans, motivation, and self-critique in the process.
- The differences between administration, management, and supervision;
- Conflict, complaints, grievances, and external stressors; and the roll they play in the overall functionality of the organization.
- Leadership styles and the importance of responsible decision-making;
- The concepts of authority, responsibility and delegation;
- The importance of communication, discipline, motivation, and problem solving;
- An overview of the importance of ethics in management and issues of civil liability; and
- The importance of training, development, productivity, and self-assessment.

INSTRUCTOR EXPECTATIONS:

- * Classroom **attendance** and participation is a necessary component of this course for several obvious reasons, i.e., how is one to understand the deployment of “law enforcement resources”, talked about in chapter 13, without having a basic knowledge of “the police mission” talked about in chapter 3?
- * All **reading assignments** should be completed ahead of the corresponding lecture. The lecture is meant to **clarify and expound** upon the basics of the text. Also, guest speakers and other outside resources may be used during the semester so class lecture time may then be limited. Therefore, the student will ultimately be held responsible for all assigned reading for testing purposes, regardless of whether such material was discussed in the classroom.
- * Short **outside research** or participation projects may be assigned as extra credit on an “**as need basis**”. * **Quizzes** on the reading material may be given periodically and said grade will be included in the participation portion of your overall grade.
- * **Note-taking** is highly recommended due to the fact that a great deal of “case law” and material from several additional texts will be used by the instructor to make points discussed in the main text, but may not be detailed in that text.
- * **Respecting** the discussion leader, and/or students asking questions, is absolutely **mandatory**. There is limited time and the instructor is legally obligated to assure that a certain amount of information is given.
- * **Excused absences**; while I am sympathetic to the fact that each person’s life is unique and can become complicated, and I am fairly easy to work with in that regard, there must also be limitations and I will expect you to regulate your own circumstances as much as is possible, and to give me prior notice on a priority basis.

In return, you may expect of me that I will never waste your time. I will commit to you that I will continue to study, research, and plan meaningful information for you. I will do all in my power to make this class as interesting as possible and I will work with you to the extent that I am able in achieving the grade and information you need. I will attempt to be attentive to your needs in cases of family emergency within the limitations set by college policy.

CLASS RULES:

(#1): **Respect** for those responsible *by law* for the conduct and substance of this course, mainly the instructor. Though class participation is appreciated and encouraged the instructor is ultimately responsible for covering a certain amount of academic material and will control all class activity. Unnecessary disruption of class schedule or substance is legal grounds for dismissal. **Respect** for the course time line and curriculum; meaning that if you still have questions about a particular topic that may have only been briefly addressed in the classroom you may take it up with the instructor in *out-of-class* time. **Respect** for other members of this particular class; meaning there will be no tolerance for open disrespect of one’s opinions, beliefs, nationality, race, religion, gender, politics, etc. This will be closely monitored and controlled by the instructor as well.

(#2): **Interruptions** during class may result in your being asked to leave the class and your participation grade being lowered. Cellular telephone calls and text messaging during class is strictly PROHIBITED. (**CELLS PHONES MUST BE TURNED OFF IN CLASS**, per DSC Academic policy).

(This course contains many examples of the need for direct, clear, and concise policy and procedure in law enforcement. Clear policy makes it clear to all members of an organization what is and is not expected of them. This syllabus is an example of a policy and procedure manual for this class).

Library: Hours of operation are posted online at <http://library.dixie.edu/info/hours.html>

Notices: Such information as DSC activities, drop/add dates, billings, financial aid, scholarship notices, and other important reminders and notices critical to your success in the classroom and at DSC will be posted on your *DSC email* account. All DSC students are automatically assigned an email account. If you don't know your user name and password, go to www.dixie.edu for complete instructions. You will be held responsible for information sent to your email account so please check it often.

Administrative Withdrawals: It is the policy at DSC that students who fail to attend the first scheduled class meeting or to contact the instructor regarding absence prior to the first scheduled class meeting may be withdrawn by the instructor to allow enrollment by the other students. If a student fails to attend class at all during the first week an administrative withdrawal card will be filled out and the student will be officially removed from the class rolls before the end of the third week of the term. Therefore, class rolls are important.

GRADING:

Attendance	10%	Participation	10%
Examination #1	20%	Examination # 2	20%
Examination # 3	20%	Examination #4	20%

Final grades will be determined on a percentage basis:

A = 93%, A- = 90%, B+=87%, B=83%, B-=80%, C+=77%, C= 73%, C-=70, D=68, F=67% and below.

ATTENDANCE: Prompt attendance is critical in the legal field. Attorneys, law enforcement, and witnesses have been sanctioned, fined or even jailed when they failed to appear or show up promptly at a designated time. It is a sign of maturity and discipline. Excessive tardiness will affect your "participation" grade. Make-up exams will be considered on a case-by-case basis and only upon prior arrangement with the instructor.

Writing Center: Writing assistance is available in all courses, free of charge at the Writing Center, located in the Holland Centennial Commons Building.

DISCLAIMER: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor. *The reading and lecture schedule will remain flexible in order to facilitate guest speakers, demonstrations, outside resources opportunity, and a learning pace at which the majority of the class is comfortable.*

ACADEMIC INTEGRITY: Law and order is the protector of social success. The "rule of law" is based upon trust, but government is power and power is corruptible. It is therefore imperative that "law enforcement" be held to a high standard of integrity. The courts deal with a lack of personal integrity by implementation of precise punishment and sanction of certain social privileges. Those in the criminal justice system know that strong personal discipline and personal integrity is expected of them. Plagiarism and/or cheating of any kind by any student at this level will be prosecuted to the fullest extent. No form of academic dishonesty can be tolerated. **Plagiarism defined:** The non-attributed inclusion of another's work as the student's own, in whole or in part.

POLICY: ACADEMIC INTEGRITY - Failure to comply with academic integrity, honesty, and behavior standards may result in course failure or administrative withdrawal from the class. The student conduct code permits the instructor to dismiss without discussion any assignment or test in which cheating is suspected, and to make recommendations that you be expelled from DSC.

IX. CLASS POLICIES AND NOTES - a. Disruptive behavior in class may also lead to an administrative withdrawal. Disruptive behavior is defined as any behavior that interferes with the teacher's ability to teach or the learning of other students. Such action in accordance with law is as follows:

1. A verbal request to comply with behavioral expectations of the class.
2. One written 'warning' informing you that you have not made the required behavioral adjustment.
3. Administrative withdrawal.

TESTING: All tests will take place in the classroom.

DISABILITIES: "Proper documentation of a disability is required in order to receive services or accommodations. Any student eligible for and requesting reasonable academic accommodations due to a disability must provide a letter of accommodation to their professor from the Disability Resource Center within the first two weeks of the beginning of classes. Please contact the Center on the main campus to follow through with the documentation process. The Disability Resource Center is located in the Student Services Center, or you may call for an appointment and further information regarding the Americans with Disabilities Act (ADA) at 652-7516.

MISCELLANEOUS: Any and all questions not answered in this syllabus should be directed to the instructor and can most likely be resolved by reference to the DSC web-site at www.dsc.ecu.

DIXIE STATE COLLEGE - CRIMINAL JUSTICE

CRIMINAL JUSTICE SUPERVISION - 2020

Tentative Reading and Lecture Schedule

Day 1	Jan. 8	Introduction: Syllabus; Text; Reading schedule; etc.
Day 2	Jan. 10	Man: "A social animal"; and the first tribe. - (<i>Organization</i>)
Day 3	Jan. 15	Man: "The neanderthal". - (<i>Organization</i>)
Day 4	Jan. 17	Man: "The need for law in our lives". - (<i>Organization</i>)
Day 5	Jan. 22	Chptr. 1 - Management, Supervision and Leadership
Day 6	Jan. 24	Leadership; skill vs. learned behavior
Day 7	Jan. 29	Chptr. 2 - Organization and Structure in American Policing
Day 8	Jan. 31	Chptr. 3 - The Police Mission - Getting the Job Done
Day 9	Feb. 5	Chptr. 4 - Communication: A Critical Management Skill
Day 10	Feb. 7	Communication - the key to "organizational" success
Day 11	Feb. 12	<i>First review and TEST - 1</i>
Day 12	Feb. 14	Chptr. 5 - Decision Making and Problem Solving as a Manager
Day 13	Feb. 19	Responsible decision making and "risk management"
Day 14	Feb. 21	Chptr. 6 - Time Management: Minute by Minute
Day 15	Feb. 26	Chptr. 7 - Training and Beyond
Day 16	Feb. 28	Chptr. 8 - Promoting Growth and Development
Day 17	March 5	Chptr. 9 - Motivation and Morale
Day 18	March 7	<i>Course review and TEST - 2</i>
<i>..... March 11 thru 15: Semester Break</i>		
Day 19	March 19	Chptr. 10 - Discipline and Problem Behaviors
Day 20	March 21	Rules, regulations, expectation, and the chain of command
Day 21	March 26	Chptr. 11 - Complaints, Grievances and Conflict
Day 22	March 28	Chptr. 12 - Stress and Related Hazards of the Job
Day 23	April 2	<i>Course review and TEST - 3</i>
Day 24	April 4	Chptr. 13 - Deploying Law Enforcement Resources and Improving Productivity
Day 25	April 9	Chptr. 14 - Budgeting and Managing Costs Creatively

Day 26	April 11	Chptr. 15 - Hiring personnel and Dealing with Unions
Day 27	April 16	Chptr. 16 - Measuring Performance: Assessment and Evaluation
Day 28	April 18	Chptr. 17 - Learning from the Past: Looking to the Future
Day 29	April 23	<i>Course review</i>
Day 30*	TBA	Final Test