**Syllabus: Fall 2013**

Northern Virginia Community College

Course Name: Law Enf Org and Admin I

Course Number: ADJ 111

Section Number: 001A-#37689

Meeting Times: Wednesday 12:30 am – 3:15 pm

Meeting Location: Bisdorf/AA-437

Instructor Name: **Tim Dickinson**

Telephone Number: **703-933-8083**

E-mail Address: tdickinson@nvcc.edu

[http://blogs.nvcc.edu/tdickinson/](https://mail.nvcc.edu/owa/redir.aspx?C=e4af37c7e13742b589970494af58d20f&URL=http%3a%2f%2fblogs.nvcc.edu%2ftdickinson%2f)

**This syllabus is a guide. The instructor reserves the right to make changes as needed.**

**Course Materials**

# Management and Supervision in Law Enforcement, Sixth Edition by Karen Hess and Christine Orthmann (Delmar, Cengage Learning, 2012).

**Course Description**

Teaches the principles of organization and administration of law enforcement agencies. Studies the management of line operations, staff and auxiliary services, investigative and juvenile units. Introduces the concept of data processing; examines policies, procedures, rules and regulations pertaining to crime prevention. Surveys concepts of protection of life and property, detection of offenses, and apprehension of offenders. Lecture 3 hours per week.

**General Course Purpose**

The purpose of this series is to provide the student with insights into the widening responsibilities of police managers and the challenges of administering a law enforcement agency in a dynamic society of ever-changing priorities and demands.

Course Prerequisites/Co-requisites

ADJ 111 is a prerequisite for ADJ 112. Division approval is required to take ADJ 111 and ADJ 112 out of sequence.

**Course Objectives**

Upon completion of this course, the student should be able to:

* list the major problems faced by police administrators involving organization, management, and changing standards as regarding personnel management
* identify the various elements of a law enforcement agency
* state the functions and responsibilities of a law enforcement agency
* describe the structure and administration of a law enforcement personnel management system

**Major Topics to be Included**

• History and philosophy of law enforcement administration

• Areas of influence that impact on law enforcement decision-making

• Current challenges to law enforcement administration

• The structure, missions and interrelationships of the individual elements of a law enforcement agency

• Structuring and managing a law enforcement personnel management system

• Corruptive influences and management's responses

• Police unionism and labor relations

**Course Requirements and Grading**

* Four Examinations (300 points total – lowest exam grade dropped)
* Attendance and Participation (100 points)

**Grading Scale**

100%-90% - A 69%-60% - D

89%-80 – B Below 60 - F

79%-70% - C

**Description of Course Requirements**

**Examinations**

There will be four examinations. **I will drop the lowest test grade.** Examinations may consist of true/false, multiple choice, fill-in the blank and essay questions. There will be a maximum of 50 questions per examination and the examination will cover materials presented during lectures and from the textbook. **Study guides and exam reviews will be provided.**

There will be absolutely no make–up or early exams. Failure to take the exam when scheduled will result in the grade of “0” for the missed exam. That missed exam will constitute the “dropped” exam.

***There will be no opportunity for extra credit assignments so it is important that you satisfy the stated requirements.***

**Attendance and Participation**

Attendance for each class is required. One-hundred points ofyour final grade is based on your attendance and participation in the class. Each missed class will result in a seven (7) point deduction from the attendance grade (100 points).

Attendance for each class is required. I usually take attendance at the beginning and end of each class. Each half of class is worth 4 points. If you are late, or leave early you will lose 4 points. I will make a determination for any attendance/participation points earned each class.

Read the textbook before class, and be prepared to ask and answer questions. If you attended class and participate, there is good chance the 89 (B) will become a 90 (A).

**Policies and Procedures**

Classroom civility – students are expected to respect each other and the instructor. Students should not disrupt class by arriving late, leaving early and/or by unnecessary talking or use of electronic devices. Students may be asked to leave class for any disruptions.

**Should you choose to bring a laptop/tablet/smart phone to class it must only be used for course activities.**

When in class **please do not sleep**, write notes to each other, read newspapers, do homework for any class, listen to music, or engage in activity that may disturb others.

*Please turn your phone on vibrate!!*

**Fire/Emergency Evacuation Procedures**: The evacuation route is located on the wall next to the classroom door. Please familiarize yourself with this route.

**Inclement Weather and Other Closing Information**: Please check NOVA’s website (www.nvcc.edu) for information about weather closings and if class is cancelled, check Blackboard for assignment information. Students are strongly encouraged to sign up for NOVA Alert: <https://alert.nvcc.edu/index.php?CCheck=1>.

**Special Accommodations**: Any student who thinks that he or she might need an accommodation based on a disability should make an appointment to see a Counselor for Disability Services (Bisdorf Room 193). Additional information can be found here: <http://www.nvcc.edu/current-students/disability-services/index.html>.

**\* Students are urged to contact the instructor with any special circumstances.**

**Office Hours:**

Room - Bisdorf #352

Wednesday: 3:30 pm – 8:30 pm and

By Appointment: Monday 10 am – Noon

 Wednesday 9am – Noon

or see me before or after class for an appointment.

**Important Dates:**

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| --- | --- |
| Classes begin | August 21 |
| Schedule adjustments (add/drop/swap) on NOVAConnect (open to all) | August 21–27 |
| Late schedule additions (in-person), permission required | August 28–September 3 |
| Drops on NOVAConnect with tuition refund | August 21–September 7 |
| Last day to drop with tuition refund or change to audit (census date) [\*](http://www.nvcc.edu/academics/academic-calendar/index.html#census) | September 7 |
| Last day to withdraw without grade penalty | October 31 |
| Last week of classes | December 4–10 |
| Final exams end | December 17 |

**Course of Study**  TOPIC /READINGS

**August 21 Course Orientation**

**August 28 Chapter 1**

**Sept 4 Chapter 2**

**Sept 11 Chapter 3**

**Sept 18 Exam 1 Chapters 1-3**

**Chapter 4**

**Sept 25 Chapter 5**

**October 2 Chapter 6**

**October 9 Exam 2 Chapters (4-6)**

**Chapter 7**

**October 16 Chapter 8**

**October 23 Chapter 9**

**October 30 Chapter 10**

**November 6 Exam 3 Chapters (7-10)**

**Chapter 11**

**November 13 Chapter 12**

**November 20 Chapter 13**

**November 27 No class Thanskgiving Holiday**

**December 4 Chapter 17**

**December 11 Exam 4 (Chapters 11-13, 17)**