**Syllabus: Spring 2016**

Northern Virginia Community College

Course Name: Law Enf Org and Admin I

Course Number: ADJ 111

Section Number: 001A-#12220

Meeting Times: Tuesday 9:30 am – 12:20 pm

Meeting Location: Bisdorf/AA-442

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**

# Police Administration, Third Edition by Larry K. Gaines and John L. Worrall (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)
* Written Assignment (50)
* Attendance and Participation (50 points)
* Extra credit – complete course evaluation (10 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. Fifty points ofyour final grade is based on your attendance and participation in the class. Each missed class will result in a four (4) point deduction from the attendance grade (50 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 2 points. If you are late, or leave early you will lose 2 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**

**Academic Dishonesty:**

Cheating and plagiarism will not be tolerated in this class. Cheating includes dishonesty of any kind on tests or assignments. Plagiarism includes the failure to give credit to another’s work. Giving and taking unauthorized help on tests or assignments are both considered cheating. NOVA and I regard these as serious offenses. The minimum sanction for such behavior is an F on the assignment; the maximum sanction is dismissal from college. You may read the full policy on academic dishonesty in the Student Handbook.

**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 #427

Monday: 11:00 pm – 12:30 pm and 3:30-7:00 pm

By Appointment:

Tuesday: 12:30 pm – 2:30 pm

Thursday 3:30 pm – 6:30 pm

or see me before or after class for an appointment.

**Course of Study**  TOPIC /READINGS

**January 12 Course Orientation**

**January 19 Chapter 1**

**January 26 Chapter 2**

**February 2 Chapter 3**

**February 9 Exam 1 Chapters 1-3**

**Chapter 4**

**February 16 Chapter 5**

**Written Assignment Distributed to Class**

**February 23 Chapter 6**

**March 1 Exam 2 Chapters (4-6)**

**Chapter 7**

**March 8 Spring Break – No class**

**March 15 Chapter 8**

**March 22 Chapter 9**

**March 29 Chapter 10**

**April 5 Exam 3 Chapters (7-10)**

**Chapter 11**

**April 12 Chapter 12**

**Written Assignment Due - in Class**

**April 19 Chapter 13**

**April 26 Chapter 14**

**May 3 Exam 4 (Chapters 11-14)**

**Important Dates**

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| --- | --- |
| Classes begin  | January 11 |
| MLK Day (No class) | January 18 |
| Last day to drop a class with a tuition refund or change to audit (census date)  | January 28 |
| Last day to apply for Spring Graduation | March 1 |
| Spring Break (No classes) | March 7-13 |
| Last day to withdraw without grade penalty. | March 22 |
| Classes and exams end. | May 8 |