

COURSE INFORMATION

COURSE PREFIX/NUMBER:	CRJ 130
COURSE TITLE:	POLICE ADMINISTRATION
LECTURE HOURS/WEEK:	3.0
LAB HOURS/WEEK:	0.0
CREDIT HOURS:	3.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION

This course is a study of the organization, administration, and management of law enforcement agencies.

COURSE COMPETENCIES

Module 1: The Supervisor in a Police Organization

1. Explain the difference between leadership and management
2. Outline the roles and responsibilities of supervisors within a law enforcement agency
3. Identify the role of effective communication and barriers to effective communication within a law enforcement agency
4. Describe the key elements identified with the concept of community policing

Module 2: Supervising Human Resources

1. Explain how proper training and professional development are important to officers within a law enforcement agency
2. Discuss common justifications used by management to evaluate police personnel within a law enforcement agency
3. Identify stress factors on officers within a law enforcement agency and the importance of addressing them adequately
4. Assess ethical and unethical behaviors within a law enforcement agency
5. Trace the historical development of police unionism in the United States
6. Describe keys to effective discipline within a law enforcement agency

Module 3: Supervising Work of Police

1. Explain the basic function of police patrol within law enforcement agencies
2. Identify the various types of special operation units within law enforcement agencies
3. Outline the steps required to investigate various specific difficult crime problems
4. Identify disasters and critical incidents and outline how to properly respond

Module 4: Major Challenges

1. Identify the various types of terrorist threats
2. Recognize what police officers must do as a response to terrorist threats or actions
3. Discuss methods used to combat cybercrime and other new technologies affecting policing

MINIMAL STANDARDS

CRJ 130 is designed for completion in one semester. A final grade of “C” must be earned for successful completion of this course. Failure to earn a letter grade of “C” would mean that competencies for the course have not been adequately met. Therefore, students earning a final grade lower than “C” must repeat the course to complete the program.

COURSE REQUIREMENTS

Attendance Policy

The Attendance Policy contained in the College Catalog and Handbook will be enforced. Students are responsible for all material covered and for all assignments made in all classes. Students are responsible for attending all scheduled meetings in the courses in which they are enrolled until they have completed all course requirements.

Withdrawal from a Course

A student may withdraw from a course after the add/drop period until midterm with a grade of “W.” To withdraw from a course, the student obtains a Request for Withdrawal from their instructor or from Student Services. To withdraw after midterm and receive a grade of “W,” the student must personally see the instructor for approval. All other students will receive a grade of “WF.”

The instructor may initiate a withdrawal from class if student:

- has not been in contact with the instructor within the first two (2) weeks of the term
- has not submitted assignments as specified
- has not completed assignments in proctored setting as specified
- has been absent from a class more than 20 percent of the hours assigned

Policy on Academic Dishonesty

The policies stated in the York Technical College Catalog and Handbook will be enforced. Any student involved in cheating or any other form of academic dishonesty will be given a grade of zero and will be subject to further disciplinary action. Academic dishonesty includes using another’s work or words without giving proper credit to the source, cheating on tests and other assignments.

EVALUATION STRATEGIES/GRADING

The final course grade will be determined by a student’s performance on the four modules. Each module grade will be comprised of objective and/or essay question exams or quizzes, written and group discussions or assignments, and written projects or papers as required by the instructor. Each module grade will account for a percentage of the course grade as shown below:

Module 1: Exam, Assignments and/or Participation 20%

Module 2: Exam, Assignments and/or Participation 20%

Module 3: Exam, Assignments and/or Participation 20%
Module 4: Exam, Assignments and/or Participation 20%
Written Component, Presentation, or Project: 20%

Grading Scale

A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F Below 60

ENTRY LEVEL SKILLS: Not Applicable

PREREQUISITES: RDG 100 and ENG 100 or equivalent test scores

CO-REQUISITES: None

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.

Effective: FA2009