

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	CJE 1300
COURSE TITLE:	Police Administration
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	40
CATALOG COURSE DESCRIPTION:	
<p>This course presents the principles of organization and administration in law enforcement including functions and activities, planning and research, public relations, personnel and training, inspection and control, records and communications and custody. An oral presentation by each student is required.</p>	
SUGGESTED TEXT(S):	<u>Police Administration</u> , 6 th edition, Cardner, G.W., and Scarborough, K.E., Anderson Publishing Co. 2007.
IMPLEMENTATION DATE:	November 14, 1987
REVIEW OR MODIFICATION DATE:	May 1, 1990 Fall Term, 2002 (20031) - was CCJ 1300 Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Introduction	3
A. Development	
B. Social Context	
C. Political Context	
II. Systems Approach	3
A. Concept	
B. Organizations as Systems	
C. Police Organizations	
D. Police in the Larger System	
E. Goals and Objectives of Police	
III. Police Subsystem Tasks	4
A. Operations Subsystem	
B. Administration Subsystem	
C. Auxiliary Services	
D. Interdependence of Subsystem Tasks	
IV. Principles of Police Organization	4
A. Elements of Hierarchy	
B. Delegation of Authority	
C. Principle of Accountability	
D. Principle of Functional Definition	
E. Scalar Principle	
F. Unity of Command	
G. Span of Control	
V. Basic Function of Police Management	4
A. Planning	
B. Organizing	
C. Staffing	
D. Directing	
E. Controlling	
VI. The Chief of Police	3
A. Qualifications	
B. Selecting	
C. Responsibilities	
D. Day-to-Day Tasks	

COURSE TOPICS (CONTINUED)	<u>CONTACT HOURS PER TOPIC</u>
VII. The Individual in the Police Organization A. Attitudes B. Roles C. Self Concept D. Motivation E. Perception F. Communication	4
VIII. Groups in the Police Organization A. Element of Group Behavior B. Group Social System C. Emergent System D. Consequences of Emergent System E. Group Cohesiveness and Productivity F. Intergroup Behavior	4
IX. Leadership A. Functions B. Styles C. Theories D. Environment	4
X. Policies, Procedures, Rules & Regulations A. Organizational Policy B. Procedures C. Rules and Regulations D. Formulation of Guidelines	4
XI. Contemporary Approaches to Improvement A. Human Development B. Structural Design C. Flow	4
XII. Police Organizational Improvement A. Education B. Professionalization C. Job Enrichment D. Participative Management	4

PROGRAM TITLE: Criminal Justice Technology

COURSE TITLE: Police Administration

CIP NUMBER: 0743.010300

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLE(S):

04.0 DESCRIBE THE JUVENILE DELINQUENCY FIELD -- The student will be able to:

04.01 Define juvenile delinquency.

04.02 Explain the general proceedings of the juvenile court system.

05.0 SUMMARIZE POLICE ADMINISTRATION -- The student will be able to:

05.01 Appraise the impact of National patrol studies.

05.02 Contrast the variations in organizational structures of police departments.

05.03 Give examples of different departmental recruiting techniques.

05.04 Explain the principles of and difference between line and staff.

05.05 Define the general principles of allocation and deployment of patrol manpower.

05.06 Explain the concept of criminal investigation management and supervision of cases.

05.07 Discuss the importance of a strong program of organized crime and vice control.

05.08 Identify crime prevention techniques.

05.09 Point out the relevance of Special Operations to the administration of police services.

05.10 Give examples of the advantages of computerized criminal justice information systems and their importance to the overall police agency operation.

06.0 DEMONSTRATE LAW ENFORCEMENT OPERATIONS PROCEDURES -- The student will be able to:

06.01 Prepare a hypothetical public service announcement for news media.

06.02 Demonstrate a knowledge of mobile patrol techniques.

06.03 Appraise the value of making presentations to citizen groups.

06.04 Display effective oral communication techniques.

06.05 Prepare written reports.

06.06 Demonstrate the ability to prepare an effective written report.

06.07 Compare the advantages and disadvantages between foot patrol and motor patrol.

06.08 Explain why it is important to establish good rapport with citizens.

06.09 Discuss safety practices that should be used in stopping suspicious vehicles.

06.10 Explain the difference between the generalist and specialist concepts of patrol activity.

14.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:

14.01 Conduct a job search.

14.02 Secure information about a job.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLE(S):

- 14.03 Identify documents that may be required when applying for a job.
- 14.04 Complete a job application.
- 14.05 Demonstrate competence in job interview techniques.
- 14.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 14.07 Identify acceptable work habits.
- 14.08 Demonstrate knowledge of how to make job changes appropriately.
- 14.09 Demonstrate acceptable employee health habits.

17.0 RECOGNIZE AND USE HUMAN RELATIONS SKILLS, TOLERANCE AND UNDERSTANDING OF CULTURAL DIFFERENCES AND SELF DISCIPLINE -- The student will be able to:

- 17.01 List the purposes of a structured public/human relations program in a police department/corrections agency.
- 17.02 Identify and describe police-community relations.
- 17.03 Identify impediments that typically circumvent a successful minority recruitment program.
- 17.05 Identify prejudice, discrimination and racism.
- 17.08 Discuss police ethics.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: <u>CJE 1300</u>	SEMESTER CREDIT HOURS (CC): <u>3</u> CONTACT HOURS (NCC): _____
COURSE TITLE: <u>Police Administration</u>	

Section 2		
TYPE OF COURSE: (Click on the box to check all that apply)		
<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input checked="" type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
<input type="checkbox"/> Communications	<input checked="" type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4					
INTELLECTUAL COMPETENCIES:					
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input checked="" type="checkbox"/> Scientific Method of Inquiry	
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input type="checkbox"/> Working Collaboratively	

Section 5	LEARNING OUTCOMES	METHOD OF ASSESSMENT
•	Appraise the impact of National patrol studies	Exam
•	Prepare a hypothetical public service announcement for news media.	Oral presentation
•	Give examples of different departmental recruiting techniques.	Exam
•	Identify crime prevention techniques.	Exam
•	Give examples of the advantages of computerized criminal justice information systems and their importance to the overall police agency operation.	Exam
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Section 6	
Name of Person Completing This Form: <u>Dr. P.R. Mittleman</u>	Date: <u>10/17/2007</u>