

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** PUAD 5314 VC01 – Law Enforcement Administration

**Term:** Winter 2017

**Instructor:** Dr. Justin Lawrence

**Office Phone Number and WBU Email Address:** Phone: 806-535-5907 E-mail: lawrencej@wbu.edu

**Office Hours, Building, and Location:** Call or e-mail me anytime. Gates Hall 303

**Class Meeting Time and Location:** Virtual Campus

**Catalog Description:** In-depth exploration, analysis, and assessment of contemporary topics of special concern to the administration of criminal/juvenile justice systems.

**There is no prerequisite for this course**

**Required Textbook(s) and/or Required Material(s):** ***POLICE ADMINISTRATION* : *STRUCTURES, PROCESSES, AND BEHAVIORS* –** Swanson, Territo, Taylor; ISBN 0135121035; 8/ed; Pearson

**Optional Materials:**

**SUGGESTED COLLATERAL READINGS (many of which are available online):**

* Public Administration Review
* Public Administration Quarterly
* American Political Science Review
* International Journal of Public Administration
* Harvard Business Review
* Public Administration Times
* Administration and Society
* Police Magazine
* Law Enforcement Magazine
* COPS (free to L.E. Officers)

There are a multitude of magazines and journals from city, county, and state agencies dealing specifically with police administration policies and praxis.

**Course Outcome Competencies:** Upon completion of this course, students will be able to:

* a comprehensive and inspiring overview of the themes, trends, ethics, and challenges of studying and participating in police administration
* emphasizing the important and invaluable service that law enforcement provides;
* providing a grasp of the complexities of the field by dividing the course into three parts: context and structure, management and leadership, and functions of public agencies.

**Attendance Requirements:**

Virtual Campus

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

**A. Reading Assignments:** Reading assignments are to be completed on time (i.e., by the

Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about the assigned reading.

**B. Discussion Boards:** There will be a discussion topic each week of class, with the exception of Week 11. All first posts must be done by Wednesday @ 11:59 p.m. CST of each week, and the remaining 2 posts must be in by Sunday at 11:59 p.m. CST each week.

* Your original response to each set of discussion questions must be at least 400 words.
* Additionally, each of your 2 responses to your classmates must be at least 100 words each.
* No Discussion will take place when the week is over.

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week.   Your individual responses must be insightful, thorough, and interesting.   These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

Each response to your classmates should be substantive.  Participation is measured on the student’s interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student’s contribution must add value to the course.  A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers discussion on a subject area contained in the course.  Additionally, it is expected that student participation reflect critical thinking and good grammar.

**C. Course Exams and Quizzes:** You will not have a midterm. You will have 10 Weekly Quizzes and a Final Exam. The Quizzes will be timed and they will cover the Weekly Readings and the Final Exam will be Comprehensive and it covers Chapters 1 -15. All Quizzes and Exams are Open Book and Open Note.

**D. Research Project:**

**\*\*\*\*Please address each of the following points in order.\*\*\*\*\***

The text of the paper must be a minimum of (12) pages (Maximum of 15). Papers must

have an abstract and a bibliography. The bibliography must include a minimum of 10 academic sources. ***Due at the End of Week 9***

1. Conduct a Strategic Assessment The process of carefully documenting community needs should be the first step in deciding whether to create a new department. A. What are the crime problems and public safety needs of the community? B. Are they changing? Has the local government experienced an increase in population, or is it planning to incorporate as a new city or town? The strategic assessment should also include citizen input through community meetings, focus groups, or surveys.
2. Review the Existing Service Plan and Develop Options Most local governments currently receive police services from either a county or state agency. Given the findings of the needs assessment in step one, above, how is the current agency meeting or not meeting community needs? Your analyses should include assessing data on current service demand and delivery, including response times, style of policing, and other issues. You need to review a range of options for policing your community. Perhaps meeting with the current police service provider to voice community concerns would be sufficient to start addressing those concerns. Establishing a contract for dedicated patrol services may be another feasible solution. If a service contract exists, perhaps it can be revised to meet changing needs. The advantage these county and state agencies have over a new, local police department is the availability of support services. After reviewing the options and discussing them with the existing service provider, you may decide that your best alternative is to start your own police department. Make sure you have community support for this decision.
3. Hire a Chief If the decision is to create a new police department, one of the first steps will be to recruit and hire a chief. Throughout the planning phase, the chief will provide valuable assistance with the mission statement, policies, procedures, equipment procurement, officer hiring, and budgets. Having the chief on board early will help the community avoid major pitfalls in the planning process, particularly in how the police department should operate day to day and what is needed to ensure that the department can sustain itself.

4 .Prepare a Budget The local government should create the overall budget so the new chief knows what scope of services is expected for initial start-up and for the first years of operation. The chief, however, should review and refine this plan. A new department will not be able to do everything at once, but with a sound multiyear budget plan, it can set priorities and anticipate important issues.

5. Negotiate Agreements with Other Agencies Negotiating agreements applies both to other police agencies and the rest of the criminal justice system because a new police department will have an impact on a number of agencies, such as the jail, courts, and various social services. The new department may provide comprehensive patrol services, for example, but agreements are needed for other services such as dispatching, investigative support, crime scene processing, and training. Many new departments may be unable to provide 24-hour service, 7 days a week; therefore, arrangements must be negotiated with other agencies to respond to calls for service during off-hours. In addition, it is essential for public and officer safety to have agreements in place that ensure appropriate coverage for both planned special events (e.g., large festivals) and unplanned events (e.g., hostage situations, natural disasters).

6. Establish Critical Policies and Procedures Policies, procedures, and operating plans for daily operations are essential and must be in place at the outset so that the department and community understand exactly what the department’s duties and responsibilities are. The chief is a valuable asset for drafting these policies and procedures and will also establish a style of policing for the department. Resources and examples from other departments can be used to assist in developing policy. Related to this, and before recruitment and hiring can begin, the chief must create a job description for each position in the department, along with an organization chart and rules of conduct.

7. Hire Officers and Support Staff All key personnel should be hired before operations officially begin to allow time for them to familiarize themselves with the department and community, complete required training, and obtain necessary certifications. The larger the department, the longer this recruitment process may take, and it may be prudent to hire in phases. Departments need to carefully consider the qualifications that candidates should meet, including the particular skills needed to help ensure the new department’s success. Adequate wages and benefits are essential to recruit quality personnel, and while inexperienced officers can be hired for lower wages, experienced officers require significantly less training time. Finally, thorough background checks of all candidates must be conducted.

8. Acquire Office Space, Equipment, Vehicles, and Supplies Before a new department can start patrol services, the basics should be in place: office space, furniture, telephones, office supplies, radios, record-keeping systems, uniforms, weapons, computers, and patrol cars. Equipment and supplies are itemized budget items and should be clearly stated as one-time, start-up expenses or ongoing expenses.

9 .Promote the Department Once the department is ready for operations, the focus will turn to providing police services. It is not safe to assume, however, that all citizens either will know the department exists or support it. Promotion is important both before and after the department begins operation. Officers should be visible, accessible, and work to educate the community on the services the agency provides. Community support can be encouraged through talks at schools and community group meetings, bike and foot patrols, crime-prevention programs, and other events that provide for two-way communication. Many of the activities that generally are grouped together as community policing activities are also excellent promotional tools for a new department.

*Please note that this assignment is through Safe Assignment and I will not accept any submissions with a 50% or more Matching Percentage.*

*If your Matching Percentage is 50% or more you will receive an automatic “F” for the assignment. This information will then be reported to the Dr. Bobby Hall and he will handle any further sanctions from the University.*

*Furthermore, there will be a great reduction in your grade for Matching Percentages between 21% and 49%.*

**The only allowable Matching Percentage is 0 % t o20%.**

This must be submitted in APA format. Your topic must be pre-approved by the instructor. Plagiarism shall result in disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt. **Papers must be submitted in Times New Roman 12 Point Font.**

**Course Management:**

Students are expected to read all assigned materials before coming to class and prepare to participate in discussions and perform hands on assignments. The syllabus will be followed and late assignments **will not be accepted (also see attendance portion of this syllabus)**. **If this is not accomplished, the assignment(s) will not be accepted**. **If for some reason prior arrangements have been made in reference to you not attending class, or if you will be late, your assignment must be emailed and date/time stamped by the start of the class session. If this is not completed, then you will not receive any credit for the assignment.** If you will not be attending a class session, and prior arrangements have been made, email me any time before the day that you will miss the class session to receive your assignment so that it will be turned in on the day that it is due. For individuals with extreme circumstances, make-up assignments will be awarded as long as it is arranged with the instructor.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student grade appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**Course Outline/Calendar**:

**Week 1 Meet and Greet Discussion Board: Due Tuesday @11:59 CST**

**Chapter 1**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 1 Quiz- Due Sunday @ 11:59 CST**

**Week 2 Chapter 2 and 3**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 2 Quiz- Due Sunday @ 11:59 CST**

**No Class Thanksgiving Break- November 20th - November 26th**

**Week 3 Chapter 4 and 5**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 3 Quiz- Due Sunday @ 11:59 CST**

**Week 4 Chapters 6**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 4 Quiz- Due Sunday @ 11:59 CST**

**Week 5 Chapter 7 and 8**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 5 Quiz- Due Sunday @ 11:59 CST**

**No Class Christmas Break- December 20th- January 2nd**

**Week 6 Chapter 9 and 10**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 6 Quiz- Due Sunday @ 11:59 CST**

**Week 7 Chapter 11 and 12**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 7 Quiz- Due Sunday @ 11:59 CST**

**Week 8 Chapter 13**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 8 Quiz- Due Sunday @ 11:59 CST**

**Week 9 Chapters 14**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 9 Quiz- Due Sunday @ 11:59 CST**

**Research Paper Due Sunday @ 11:59p.m.**

**Week 10 Chapter 15**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 10 Quiz- Due Sunday @ 11:59 CST**

**Week 11 *Final Exam***

**Additional Information:** [**http://catalog.wbu.edu**](http://catalog.wbu.edu)