

Montgomery County Community College
CJS 270
Police Department Organization & Management
3-3-0

COURSE DESCRIPTION:

An introduction to concepts of organization and management as they relate to law enforcement. Topics include principles of structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. The course will deal with the history of policing in relation to organizational theory and practical innovation. It will explore the responsibilities of the police manager from the standpoint of the design and regulation of internal systems and procedures, the management of human resources, the management of capital plant and equipment, the budgetary and planning processes, functioning as part of a larger municipal bureaucracy, and inter-agency cooperation and coordination.

REQUISITES:*Previous Course Requirements*

- CJS 100 Introduction to Criminal Justice

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Explain the changing philosophies in organizational theory and the evolving role of the police administrator in light of these changes.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
2. Describe the structure and functions of the various standard administrative departments within a police department.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study
3. List and describe the various outside agencies that a police manager must be capable of dealing with in administering a modern police department.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study
4. Identify the various line elements of a law enforcement agency – with an emphasis on their functions and responsibilities.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study
5. Describe the principal functions of police personnel management, including maintenance of personnel records, internal communication, the need to support line operations, and	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion

objective management of police productivity.	Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Graded Case Study
6. Explain the values of police executive leadership and the meaning of “planned change” and “adaptive management.”	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams Technology Utilization (Computer and Internet)	Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. The Nature and Evolution of American Policing
2. Politics and Police Administration: External Influences and Controls
3. Community Policing
4. Organizational Theory & Concepts of Police Organizational Design
 - a. Patrol functions
 - b. Investigative functions
 - c. Traffic control: Methods and problems
 - d. Prevention of crime
 - e. Jail management
5. Computer Applications to Police Work
6. Leadership
7. Human Resources
8. Labor Relations
9. Legal Aspects of Police Administration
10. Planning and Decision Making
11. Productivity, Quality and Program Evaluation: Measuring Organizational Performance
12. Organizational Change and the Future of Police Administration under Community Policing

LEARNING MATERIALS:

Required Text:

Swanson, Territo, and Taylor. (2011). *Police Administration: Structures, Processes and Behavior* (8th ed.). Prentice Hall. (ISBN: 0-13-112311-4).

In addition, students will be expected to develop familiarity with relevant instructor selected websites.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Benn Prybutok

Date: 1/13/2004

Revised by: Benn Prybutok

Date: 2/22/2013

VPAA/Provost or designee Compliance Verification:
Victoria L. Bastecki-Perez, Ed.D.

Date: 2/25/2013

Revised by: Jayden Sampson

Date: 12/16/2017

VPAA/Provost or designee Compliance Verification:

Date: 12/18/2017



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.