

Bergen Community College
Division of Social Science, Business and Public Service
Department of Criminal Justice and Homeland Security

Course Designation, Number, and Title

Date of Most Recent Syllabus Revision: September 21, 2010
Course Typically Offered: Fall ___ Spring ___ Summer ___ Every Semester ___ Other ___
Syllabus last reviewed by: BCC General Education Committee ___ Date: ___
(Most courses need review Ad Hoc Committee on Learning Assessment ___ Date: ___
by only one of the following) Curriculum Committee: ___ Date: ___

A syllabus for this course must include as much of the following information as is applicable. It is understood that syllabi will vary considerably from department to department, program to program, and discipline to discipline, contingent upon departmental, program, and discipline policies and practices. In adopting these guidelines, there is no intention to impose a "one size fits all" syllabus or course outline format on departments, programs, and disciplines.

Basic Information About Course and Instructor

Semester and Year:
Course and Section Number: **CRJ 105**
Meeting Times and Locations:

Instructor:
Office Location: Paramus
Phone: (201) 493-4095
Departmental Secretary: Marguerite MacDonald
Office Hours: 9:30 AM – 5:30 PM
Email Address:

Police Administration provides a review, analysis, and synthesis of the proactive, traditional scientific, and human relations approaches to police management. The basics of administering a police organization such as recruitment and selection of personnel, training, fiscal and planning operations, and auxiliary and staff functions are reviewed. Changes relative to socioeconomic, political, and technological realities are explored.

Student Learning Objectives: As a result of meeting the requirements in this course, students will be able to

1. To review the history of police management philosophies.
2. To explore the subcultural influences upon the individual office and the effects on the organization.
3. To examine the principles of police administration and organization.
4. To analyze employee motivation theories and leadership concepts.
5. To identify the major elements of organizational development and the implication of change in the police organization.

OUTCOMES:

1. Analyze the evolution of management from the Industrial Revolution to present and discuss the impact on police management.
2. Define concept of subculture and the characteristics of vocational subculture.
3. Compare the police subcultural influences on individual officers and peer norms.
4. Define proactive management.
5. Explain the communication process, barriers and patterns.
6. Define the following motivational theories:
 - a. Maslow's Hierarchy of Needs.
 - b. Herzberg's Hygiene Theory.
 - c. McGregor's Theory X and Theory Y.
 - d. Theory Z.
 - e. Herzberg's Eternal Triangle.
 - f. Katz's Three Skills Approach.
7. Define leadership.
8. Define the theories of leadership.
9. Describe the styles of leadership.
10. Define the administrative process.
11. Describe the principles of organization and management.
12. Explain proactive planning and the significance of planning.
13. Evaluate Human Resource Management issues.
14. Identify Labor Relations issues.

Means of Assessment:

List means of assessment of student learning in pursuit of goals/objectives/outcomes (e.g., graded class discussions, objective tests and examinations, essay tests and examinations, student presentations in class (individual or group), writing assignments [papers, short essays, book reports, etc.]

Course Content:

- I. Historical Perspective
 - A. Industrial Revolution
 - B. Scientific Management
 - C. Human Relations
 - D. Behavioral Management
 - E. System Management
 - F. Participative Management
 - G. Proactive Management

- II. Politics and External Influences
 - A. Federal and State Government Influence
 - B. Local Government
 1. Types
 2. Local Political Forces
 - C. Community Influences
 - D. Media

- III. Police Subculture and Informal Group Structures
 - A. The Concept of Subculture
 - B. Characteristics of a Vocational Subculture
 - C. The Police Subculture
 - D. Informal Group Structure in Police Organizations
 - E. Police Peer Norms
 - F. Typologies
 - 1. Minority Police Officers
 - 2. Female Police Officers

- IV. Purposes and Principles of Organization
 - A. Police as Big Business
 - B. Traditional Measures of Police Effectiveness
 - C. Traditional Purposes of Police Organizations
 - D. Proactive Purposes and Principles
 - E. Concept of Organization
 - F. Concept of Bureaucracy for Max Weber
 - G. Operating Principles
 - 1. Administration
 - 2. Supervision
 - 3. Operations

- V. Management Communication Behavior
 - A. The Communication Process
 - B. Communication Barriers
 - C. Levels of Communication
 - D. The Johari Window
 - E. Patterns of Communication
 - F. Applying Patterns of Communication

- VI. Behavior and Motivation
 - A. Maslow's Hierarchy of Needs
 - B. Herzbergs' Hygiene Theory
 - C. McGregors' Theory X and Theory Y
 - D. Theory Z
 - E. Herzbergs' Eternal Triangle
 - F. Katz's Three Skills Approach

- VII. Leadership
 - A. Definition
 - B. Proactive Leadership
 - C. Theories of Leadership
 - D. Styles of Leadership
 - E. Tannenbaun and Schmidt's Leadership Patterns
 - Blake and Mouton's Managerial Grid.

- VIII. Operational Considerations
 - A. Basic Line Functions
 - 1. Generalistic-Specialist Debate
 - 2. Investigations
 - 3. Vice
 - 4. Juvenile
 - 5. Traffic
 - B. Patrol Operations
 - 1. Traditional Model
 - 2. Kansas City Patrol Studies
 - 3. Rethinking The Traditional Model
 - 4. Team Policing
 - 5. Problem Oriented Policing
 - 6. Community Oriented Policing

- IX. Staff Functions
 - A. Line/Staff Conflict or Cooperation
 - B. Support Units and Functions
 - C. Auxiliary Functions.

Course Texts and/or Other Study Materials:

Proactive Police Management, Thibault, Lynch and McBride.

Suggested Texts:

Police Administration, Swanson & Territo.
Police Management & Organizational Behavior, Roberg
Police Management & Administration, Souryal.

Research, Writing, and/or Examination Requirement(s)

List/describe/comment on course research/writing/presentation/examination requirements.

State departmental policies on research, writing, presentation,
and/or examination assignments [optional].

Include policy statements on student group work (if relevant).

Grading Policy:

- 1. Comprehensive problem and/or case study examination.
- 2. Comprehensive objective and/or essay examinations.
- 3. Individual project competency performance.

Attendance Policy:

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

FILMS:

The New Police	#1265
Routine Patrol	#1225
Special Situations	#1260
Its Your Move Sgt. I & II	#1226 & 1449
Styles of Leadership	#712