



**Center of Excellence for Public Safety
Criminal Justice**

CRIJ 1301: Police Systems and Practices|11806

Spring 2020 | Sixteen 16 Weeks, Online (Jan. 21, 2020 to May 17, 2020)
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: H.R. "Rudy" Hardy Jr. Office Phone: 713-718-5775 Cell: 713-828-4045
Office: Katy Campus Room 109 Office Hours: call and I will accommodate HCC
Email: Hildreth.Hardy@hccs.edu

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and to discuss course topics.

Instructor's Preferred Method of Contact

Feel free to contact me by phone, email, or through the course itself. You're also welcome to come into my office during work hours. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

A comprehensive of the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

My Personal Welcome

Now a little about me: I earned a Bachelor of Arts degree in political science from Howard University and a Master of Science degree in criminal justice from the University of Houston-Downtown.

Before my professional career in academia, I enjoyed career as a federal law enforcement officer that lasted for thirty years. In 1974, I was employed by the U.S Marshals Service where I served as a Deputy U.S. Marshal, Witness Security Specialist and a Supervisory Deputy U.S. Marshal in Houston and Washington, D.C. In 1983 the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) employed me as a special agent where I conducted a variety of criminal investigations. In 1992, I was appointed as a supervisory special agent and assumed the responsibility of supervising and task force consisting of federal, state and local law enforcement officers. After a highly decorated career, I retired from the ATF in 2003.

Prerequisites and/or Co-Requisites

Completion of developmental English classes or passing grades on the English portion of the college assessment exam. College Ready Reading & Writing. There are no prerequisites for this course, but you should have already taken CRIJ 1301. If you are taking 1301 now then congratulations. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This online course will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>). All of your quizzes, exams, related course assignments and most importantly our communications back and forth will be on and through Canvas.

HCC Online Information and Policies

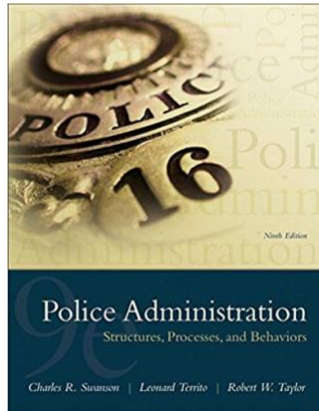
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in this course.

Instructional Materials

Textbook Information



Textbook (Required): Police Administration: Structure, Processes, and Behaviors (9th Ed.). Swanson, C. R., Territo, L., & Taylor, R. W. (2017). Pearson, Prentice-Hall,

ISBN-13: 978-0133754056

ISBN-10: 0133754057

The book can be purchased at the HCC Bookstore. Another recommended source is Amazon.com or Pearson Higher Education publishers.

Other Instructional Resources

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer- assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B.

Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

Program Student Learning Outcomes (PSLOs)

Introduction to police organization and administration illustrated with visual aids, case studies, and real-life experiences.

Built on the foundation of its authors' decades of experience in law enforcement, training, and teaching, and updated to reflect recent subjects and concerns in the field of police work, this **Ninth Edition of Police Administration: Structures, Processes, and Behavior** blends a comprehensive introduction to police administration with key supporting details. Content is comprehensively illustrated with relevant, never-before-seen photographs, original tables and diagrams, cases studies, and "Current Event" boxes that provide thorough explanations of recent events. In this updated edition, the authors explore the evolution of American policing and modern organizational issues. This best-selling text vividly and effectively introduces students to the procedures, politics, and human relations issues that police supervisors and administrators must understand in order to succeed.

- Upon successful completion of this course, students will:
- Describe the history and philosophy of the American criminal justice system.
- Explain the nature and extent of crime in America.
- Analyze the impact and consequences of crime.
- Evaluate the development, concepts, and functions of law in the criminal justice system. Describe the structure of contemporary federal, state, and local justice agencies and processes

Instructor and Student Responsibilities

As your instructor it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

- **As a student, it is your responsibility to:**

- Attend class in person/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, Quizzes and Final Grade

Instructional Methods

CRIJ 2328 is a core transfer course for all criminal justice majors.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of criminal justice, modeling good practical strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world of our criminal justice system.

As a student wanting to learn about the U.S. criminal justice system, **it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of criminal justice.**

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as a criminal justice professional. Students will be required to successfully complete the following:

Instructor's Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived

- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help if there is a question or a problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

Program/Discipline Requirements

CRIJ 1301 is a core transfer course for the criminal justice discipline.

HCC Grading Scale

A = 100-90:.....	4 points per semester hour
B = 89-80:.....	3 points per semester hour
C = 79-70:.....	2 points per semester hour
D = 69-60:.....	1 point per semester hour
59 and below = F.....	0 points per semester hour
IP (In Progress).....	0 points per semester hour
W (Withdrawal).....	0 points per semester hour
I (Incomplete).....	0 points per semester hour
AUD (Audit).....	0 points per semester hour

Learning Objectives & Course Calendar (CRIJ 2328)

*This is a tentative course calendar and subject to modification by the instructor.

Week

1. Historical Development
2. Policing Today
3. Terrorism and Homeland Security
4. Politics and Police Administration
5. Organizational Theory
6. Organizational Design
7. Leadership
8. Planning and Decision – Making
9. Organizational Communication
10. Human Resource Management
11. Labor Relations
12. Financial Management
13. Stress and Police Personnel
14. Legal Aspects of Police Administration

Instructor Grading Criteria/Student Assessment

Your instructor will conduct quizzes; exams and writing assignments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a

dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Grades will be based on the following:

- Mid-term Exam 1 (20 percent)
- Final Exam (25 percent)
- Semester Term Paper (25 percent)
- Group/Individual Presentations (20 percent)
- Quizzes, Attendance, Class Participation (10 percent) **Hint: This can make or break your grade!**

Exam Schedule for CRIJ 2328 - (Subject to modification)

Mid-term Exam – March 11, 2020 (2:00pm)

Final Exam – May 14, 2020, (2:00pm)

Exams can be multiple-choice questions, fill in the blank questions and/or essay questions.

Make-Up Exams

The instructor reserves the right to determine the legitimacy of the student's excuse for missing a test. There will be no exceptions to this policy. Bottom line, **DON'T MISS AN EXAM!**

Semester Paper

In order to pass this course, the student is required to write a paper on a topic related to the U.S. law enforcement system. Students will be required to prepare a paper. Extra credit will be given to those students who elect to present their papers orally to the class. Possible topics (this list is not all-inclusive):

Police Integrity

Police Corruption

Zero Tolerance Enforcement

Police Stress

Police Use of Force

Training

Police Administration

Police and Community Relations

The paper must be typewritten, double-spaced, spell-checked, and long enough to adequately cover the selected topic. References must be cited. The following due dates must be adhered to in the completion of the paper:

February 12 – Topic Selection, written (approved by the instructor)

April 8 – Draft due

April 29– Semester Paper Due

Grading will be based on content unity, simplicity, and thoroughness. **Your paper is due on April 29, 2017.** Draft papers received on or before April 10 will be reviewed with comments and returned to you for your attention. **Again, this paper is a**

requirement for the completion of the course. You have an entire semester to complete the paper. Papers will not be accepted after the due date.

Quizzes

Before each lecture, there may be a short quiz over the assigned reading. The quizzes are relatively easy as long as you complete the reading assignments. **Missed quizzes will not be made up.** Part of the rationale for giving quizzes is to reward you showing up to class on time and being prepared for class.

Extra Credit

When appropriate extra credit opportunities will be announced in class and will only be afforded to the entire class not to individual students.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the HCC Policy on Academic Honesty, found in the student handbook. What that means is: If you are charged with

an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

Copying from another students' test paper;

- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;

- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Class Attendance

It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. **Although it is your responsibility to drop a course for non-attendance, the instructor has the authority to drop you for excessive absences.**

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours (6 hours) of instruction which equates to four (4) missed classes. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the

course before the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC advisors/counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or an advisor/counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

IMPORTANT: Students are able to withdraw from one or more of their classes online. While it is still advisable that student receive good counsel from instructional and counseling faculty prior to dropping one or more classes, students will no longer be required to “see” someone before they will be allowed to drop. They will be provided information related to the implications and possible consequences of dropping their courses. The following will occur when a student selects the “drop” option during an enrollment request:

Students will be required to select a drop reason in order to complete the withdrawal request (the drop reason will cue whether the dropped course will count toward the 6 drop rule or not).

Students will be invited to click on several links to learn more of the implications of dropping on the six-drop rule on veterans, on financial aid, and on international students.

(<http://northeast.hccs.edu/students/advising/transfers/registration-help/>)

- Students will be required to acknowledge the implications of withdrawing from a class.

I reserve the right to withdraw students for low or no attendance. The last day that you can withdraw is Monday, April 6, 2020. If you do not withdraw by this date, you will NOT receive a 'W'.

*******NON-ATTENDANCE AND FAILURE TO WITHDRAW*******

If you do not attend class (actively engage in the course) and fail to withdraw by the deadline, you will receive a grade of “FX” in the course. A grade of “FX” is failure due to lack of attendance, which is a distinction from an “earned” grade of “F”-- failure due to poor performance.

Students who withdraw by the deadline will receive a “W” in the course instead of a grade.

Repeat Course Fee (3-peaters)

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are

required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone, laptop and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

No attendance policy since this is an online course but I do expect all students to stay in touch with me throughout the semester.

Student Conduct

HCC Policies

Here's the link to the HCC Student Handbook: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS3

The EGLS3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistics constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long- and short-term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in

educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

The director for Law Enforcement/Criminal Justice (my boss) is Dr. Chris Carmean. Please feel free to contact him any time at my office, by college email or at office number, 713-718-8377.

