



LEN 102: Police Administration and Organization

3 lecture hours / 3 credits

CATALOG DESCRIPTION

Prerequisite: RDG 099

This course is a study of contemporary police principles and practices with an emphasis on accepted administrative methods for achieving law enforcement objectives. Basic organization and administrative decisions are approached from the point of view of police chiefs, commanders, and administrators. Decisions concerning personnel, community relations, operations, and administration are studied.

TEXTBOOK AND COURSE MATERIALS

REQUIRED TEXTS (Author. Title. Edition, Publisher)

To be determined by instructor

It is the **responsibility of the student** to confirm with the bookstore and/or their instructor the textbook, handbook and other materials required for their specific course and section.

Please see current textbook prices at www.rcgc.bncollege.com

EVALUATION AND ASSESSMENT

Grading Distribution

<ul style="list-style-type: none">• Exams• Quizzes• Class Discussions• Written Assignments• Attendance and Participation• Projects	Grading to be determined by individual instructors
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Grading Scale Example

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

ROWAN COLLEGE AT GLOUCESTER COUNTY CORE COMPETENCIES
(Based on the NJCC General Education Foundation - August 15, 2007; Revised 2011)

This comprehensive list reflects the *core* competencies that are essential for all RCGC graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

	RCGC Core Competencies
1	Written and Oral Communication Students will communicate effectively in both speech and writing.
2	Quantitative Knowledge and Skills Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.
3	Scientific Knowledge and Reasoning Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4	Technological Competency Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
5	Society and Human Behavior Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6	Humanistic Perspective Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7	Historical Perspective Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8	Global and Cultural Awareness Students will understand the importance of a global perspective and culturally diverse peoples.
9	Ethical Reasoning and Action Students will understand ethical issues and situations.
10	Information Literacy Students will address an information need by locating, evaluating, and effectively using information

STUDENT LEARNING OUTCOMES LEN 102: POLICE ORGANIZATION & ADMINISTRATION

LEN 102 focuses on three of RCGC's core competencies:

- Written/oral Communication
- Technological Competency
- Information Literacy

(LEN 102) students will	RCGC's Core Competencies	Evaluation/Assessment
<p>1. The student will be able to associate and point out the concepts involved in Administration and Organization.</p> <p>a. Define Administrative and Supervisory roles and functions related to management and organizational strategies.</p> <p>b. Explain organization, management, skills, problem solving, group concepts, validity and reliability of performance appraisals, positive aspects of change, the nature of resistance, early warning systems, the changing face of America, and understanding labor relations.</p> <p>c. Discuss the application of developing technologies and enhancements that affect the organization.</p>	<p>Written Communication Oral Communication</p>	<p>Text review. Analysis and discussions Class participation rubric Writing rubric Participation rubric</p>
<p>2. The student will list, identify, articulate, and weigh police leadership, interpersonal communication, motivation and the multiple-faceted affects of the disciplinary processes.</p> <p>a. Describe the importance of communication and the barriers to communication.</p> <p>b. Examine and defend the use of motivation techniques and needs-based motivation.</p> <p>c. Assess and identify the art of listening.</p> <p>d. Identify and examine leadership mistakes and discipline as an essential element of supervision.</p>	<p>Oral Communication</p>	<p>Open conversation and reviews</p>

(LEN 102) students will	RCGC's Core Competencies	Evaluation/Assessment
<p>3. The student will prepare, interpret, relate and conclude the need for appropriate levels of change within the police organization, culture, and environment.</p> <p>a. Analyze the factors that foster change.</p> <p>b. Differentiate between restricted or eliminated discretion.</p> <p>c. Observe and report the developments resistance to change.</p> <p>d. Explain and adapt the nature of resistance.</p> <p>e. Explain succession planning.</p> <p>f. Rewrite and critique the philosophy of outcomes.</p> <p>g. Identify the organizational culture and environment.</p> <p>h. Discuss and consider problem identification and decision making.</p> <p>i. Formulate and solve fiscal management.</p> <p>j. Restate the structure and functions of the policing agencies.</p> <p>k. Judge the qualifications of the various law enforcement officers and ethics for the 21st century.</p> <p>l. Assess productivity.</p> <p>m. Argue and measure the move toward accreditation.</p> <p>n. Explain and discuss small and medium agency goals and objectives in relative terms for each jurisdiction.</p>	<p>Written Communication</p> <p>Oral Communication</p> <p>Technological Competency/Information Literacy</p>	<p>Project assignments.</p> <p>Article reviews. Text discussions</p> <p>Text review. Quizzes and Chapter Tests.</p>

(LEN 102) students will	RCGC's Core Competencies	Evaluation/Assessment
<p>4. Students will compile, organize, construct, and combine materials that will arrange documents gathered by using computer-based technology in the study of Law Justice.</p> <p>a. Use search engines to locate specific criminal justice agency web sites.</p> <p>b. Search criminal justice agency web sites for designated information.</p> <p>c. Use links to move between web sites.</p> <p>d. Download information located through web searches.</p> <p>e. Incorporate information and documents from computerized databases in course discussion.</p> <p>f. Communicate information orally in a logical and grammatical manner.</p>	<p>Written Communication Oral Communication Technological Competency/Information Literacy</p>	<p>Project preparation and submission. Analysis and appropriate rubric assessments</p>