

CJ 3020
CRIMINAL JUSTICE MANAGEMENT
SYLLABUS, Fall Semester 2011
Catalog Number 30542, Section 01

Instructor: Assistant Professor John M. Walser

Office: GC 406F, **Office Hours:** MWF 1 to 2 p.m. T, TR 10 – 11 a.m.
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Classroom and class hours: GC 409, MWF 11 to 11:50 a.m.

Required Reading Text: **Justice Administration: Police, Courts, and Corrections Management** by Kenneth J. Peak. (5th Edition) (ISBN 0-13-220673-0) This is mandatory reading. Additional current management related articles will be addressed during the course.

Course Overview:

Students will develop a comprehensive understanding of the history, principles and practices involved in administering organizations and systems, factors of motivation of employees, system processes, operations, personnel, special challenges of labor relations, management of discipline, liabilities of management, Budget and finance administration and related issues of Justice organizations including the police, courts, and corrections. The course study will lead to an understanding of administrative problems and practices and preview challenges of the future for Justice Administration.

General Course Objectives:

Students will demonstrate comprehensive mastery of criminal justice related concepts and principles set forth in the course overview and in specific class session objectives by:

1. Successful completion of four exams with an average of 70% or better correct answers.
2. Successful completion of chapter quizzes and of short essay assignments based on assigned reading, demonstrating critical insight and evaluation of management related issues.
3. Attendance at 3 special guest lecturer presentations on criminal justice management issues regarding police, courts and corrections management issues during the semester with a written summary and personal insight regarding the presentations.
4. Regular class attendance is required.

Expectations:

1. Open class discussions and questions are encouraged. However, “sidebars” and private discussions are disruptive and must be controlled. **Please respect others right to a proper learning environment.**
2. Students are expected to **complete assigned readings** prior to the date the topic is scheduled for discussion to promote meaningful discussion and class participation for effective learning.
3. **Regular class attendance** is a highly effective method of preparation. Your tuition reserved you a seat. Attendance will be rewarded with up to 10% of your final grade.
4. **Late arrivals to class and early departures are discourteous** and disruptive to class continuity. Notice of excused absences (certified illness, family emergency or work related emergency/training) must be given prior to class sessions in person, via voice mail or E-mail except in emergencies. Any questioned absence must be clarified and corrected on the silent roll during the week following the absence.

5. **Four objective exams** consisting of multiple choice and true and false questions will be administered during the course.
6. Chapter quizzes will be administered weekly during the course. Quizzes will consist of multiple choice, true/false short answer and essay type questions.
7. Essays, reports, research papers and exams must be completed and submitted on the day scheduled. **Unexcused make-up exams and late reports and quizzes will be discounted a minimum of 10%** to compensate for the extra study time gained and administrative time required unless there are emergency contingencies. Chapter quizzes will not be accepted after the quiz is discussed in class. Missed exams and late assignments must be completed in the week following the due date to be accepted.
8. **Please turn off cell phones during class and during exams**, unless you are on call as emergency service personnel. **Texting and related activities are prohibited during class**. Leaving class suddenly to answer phones and returning are disruptive of class continuity. Lap tops may be used but must be logged on to course materials or for note taking exclusive to this class.
9. Recording of class sessions is not permitted.

Course Pre-requisite: CJ 1010, Introduction to Criminal Justice

Grading:

Grades will be based on a total of 1000 possible points: Over 930 = A, 900 to 929= A-, 870 to 899 = B+, 830 to 869 = B, etc.

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| 1. <u>Quizzes, Essays and other class Assignments</u> | (25% of final grade) | 250 points |
| 2. <u>Four Exams (175 points of total grade each)</u> | (70% of final grade) | 700 points |
| 3. <u>Attendance and Class participation</u> | (5% of final grade) | 50 points |
| | Total Possible: | 1000 points |

Students with Disabilities

Students with medical, psychological, learning or other disabilities desiring academic accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with disabilities (SSD) in room 206F of the Sharwan Smith Center or phone (435)865-8022. SSD determines eligibility for and authorizes the provision of services.

Academic Integrity Policy

Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities and rights, and the intellectual property policy, for information about procedures and about what constitutes acceptable on-campus behavior.

HEOA COMPLIANCE STATEMENT

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EMERGENCY MANAGEMENT STATEMENT

In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the *mySUU* portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at <http://www.suu.edu/ad/facilities/emergency-procedures.html>

Disclaimer Statement

Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.

CJ 3020: Criminal Justice Management

Extended Syllabus, Fall 2011

| <u>Session/date:</u> | <u>Subject Matter:</u> | <u>Assigned</u> |
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| <u>Readings</u> | | |
| <u>Week 1:</u> 8/22-26 | Admin & Intro., Foundations of Justice Administration Public vs. Private Administration, Policymaking Process | (Quiz C1) Chap. 1 |
| <u>Week 2:</u> 8/29-9/2 | Organizations, Theories and Functions, Structure Managing Organizations: Communication, | Chap. 1 & 2 |
| <u>9/5 Monday Labor Day Recess</u> | | |
| <u>Week 3:</u> 9/7-12 | Primary Leadership Theories, Styles, Skills Theories for Motivating Employees, Case Studies and Review | (Quiz C2) Chap. 2 |
| <u>Week 4:</u> 9/14-19 | <u>9/14, Exam #1 (Chap. 1 & 2)</u> Police Agency Organization, structure Policies, Procedures, Rules, Regulations in Policing | Chap. 3 Chap. 3 |
| <u>Week 5:</u> 9/21-26 | Influence of Research on Policing Community Oriented Policing Era Roles of Police Executives, Chiefs and Sheriffs | (Quiz C3) Chap. 3 (Quiz C4) Chap. 4 |
| <u>Week 6:</u> 9/28-10/3 | Roles and Functions Middle Managers Roles and Functions: First line Officers-Rank and File, Police Issues | (Quiz C5) Chap. 4 & 5 |
| <u>TBA Visit of CCPD Chief & Lieutenants) (Mandatory Attendance)</u> | | |
| <u>Week 7:</u> 10/5-10 | Police Issues: Terrorism, Profiling, Special Ops., Technology Homeland Security Roles of Police Administrators | Chap. 5 & 6 (Quiz C6) Chap. 6 |
| <u>Week 8:</u> 10/12-19 | <u>10/12 Exam #2 Chap. 3 – 6</u> Court Organization, Reforms, Décor and Decorum Influence of Courts, Litigation, Dispute Resolution | (Quiz C7) Chap. 7 |
| <u>10/17-18 Fall break recess (Monday and Tuesday)</u> | | |
| <u>Week 9:</u> 10/21-26 | Judges as Administrators, Court Key Administrators Clerks, Administrators, Roles, Conflicts Justice Concerns and Dilemmas, Due Process, Delays, Court Administration Issues, Calendar, Scheduling, Plea Bargains Courts: Administration Issues and technology | (Quiz C8) Chap. 8 (Quiz C9) Chap. 9 Chap. 17 |
| <u>TBA visit of Court Administrators or Judge (Mandatory Attendance)</u> | | |
| <u>Week 10:</u> 10/28-11/2 | <u>10/28: (Friday) Exam #3 (Chap. 7- 9)</u> Corrections Organization and Operations Management of Jails, Research, Litigation Corrections Personnel Roles, Challenges of Administration | (Quiz C10) Chap. 10 Chap. 11 |
| <u>Week 11:</u> 11/4-9 | Corrections Officers, Requirements, Characteristics Administration of Community Corrections Management of Special Issues in Corrections Management of Technology in Corrections | (Quiz C11) Chap. 11 (Quiz C12) Chap. 12 Chap. 17 |
| <u>Week12:</u> 11/11-16 | <u>TBA visit of Corrections Administrators (Mandatory Attendance)</u> Administration of Ethics Rights of CJ Employees | Chap. 13 (Quiz C14) Chap. 14 |
| <u>Week 13:</u> 11/18, 21, 28 | Challenges of CJ Administration: Labor Relations, Discipline | Chap. 15 (Quiz C15) |
| <u>11/23-25 Thanksgiving Recess (Wed. – Fri.)</u> | | |
| <u>Week 14:</u> 11/30-12/5 | Financial Administration | (Quiz C16) Chap. 16 |
| <u>Week 15:</u> 12/7 | Course Review | |
| <u>12/9 Friday, Study Day</u> | | |
| <u>12/7 Final Exam, Monday at 11:00 a.m. (Chapters 10-16)</u> | | |