

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

POLICE SYSTEM AND PRACTICE
CRIJ_2328_75

DENNIS A. STAPLETON

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

Presents the study of management, organization and administration of law enforcement systems. The police role and discretion, ethics, police community interaction as well as current and future issues will be presented.

Prerequisites and/or Corequisites:

CRIJ 1301 with a grade of C or better or approval of the program director.

Course Notes and Instructor Recommendations:

It is recommended that before attending class, that students read each assigned chapter and be familiar with terms located inside each chapter. Students need to be familiar with and be able to navigate D2L/Brightspace. Assignments and exams will be assigned and submitted in D2L/Brightspace. Class announcements and handouts will be made through D2L/Brightspace.

Instructor Information:

Instructor Name: Dennis Stapleton

MCC E-mail: dstapleton@mclennan.edu

Office Telephone Number: 254.299.6524

Office Location: ESEC 228

Office/Teacher Conference Hours: Monday and Wednesday: 9:30AM to 11:00AM; Tuesday and Thursday: 8:00AM to 9:15AM

By appointment upon request via email. Due to COVID-19, conferences will be conducted via ZOOM.

Other Instruction Information: Advising by appointment only call 254.299.6502 to make an appointment.

- I will not respond to any voice mail, email or message after 9:00 p.m. and before 8:00 a.m. I am not available on Sunday mornings before noon. Please do not attempt to contact me during these hours. I will respond at my earliest availability.
- I *do not* use Bright Space Instant messenger.
- Email is the best communication method. I do monitor email via my cell phone, so

this is the PREFERRED communication method.

Required Text & Materials:

Title: An Introduction to Policing

Author: John S. Dempsey and Linda S. Forst

Edition: 9th

Publisher: Cengage Learning

ISBN: 9781337739337

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The course will be taught through lectures, visual and audio aids, class participation and guest speakers when available. Refer to the documents presented on the MCC D2L/Brightspace Announcement tab and the Content tab for this course.

NOTE from the Professor:

This class is scheduled to be 100% face to face (f2f). In the event of an undetermined event (such as an outbreak of COVID-19), the class may be offered as f2f, 100% on-line, or any combination thereof. The professor will notify the students of how the class will be offered via student email.

Course Objectives and/or Competencies:

The student will develop knowledge in explaining and analyzing police administration in terms of its two interdependent components; police organization and police management, which will include the interrelations controlling the bureaucratic structure of police administration that embodies the hierarchy, authority, span of control, delegation of authority, and communications. The student will also develop knowledge about the various administrative models which have molded current managerial thought, and have an effect on the major elements of police management of planning, organizing, decision making, budgeting, and directing.

The student should have knowledge of using a Web browser, computer, and email: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Course Outline or Schedule:

29 classes plus 1 (80 minute classes and three exams at 80 minutes. 120 minutes for final exam)

Police Systems and Practices

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TOPIC/CHAPTER
Orientation
Chapter 1: Police History
Chapter 1: Police History Information QUIZ DUE
Chapter 2: Organizing Public Security in the U.S.
HOLIDAY
Chapter 2: Organizing Public Security in the U.S.
Chapter 3: Organizing the Police Department
Chapter 3: Organizing the Police Department
EXAM I (Via Brightspace)
Chapter 4: Becoming a Police Officer
Chapter 4: Becoming a Police Officer
Chapter 5: The Police Role and Police Discretion
Chapter 5: The Police Role and Police Discretion
Chapter 6: Police Culture, Personality, & Police Stress
EXAM II (Via Brightspace)
Chapter 7: Minorities in Policing
Chapter 7: Minorities in Policing
Chapter 8: Police Ethics and Police Deviance
Chapter 8: Police Ethics and Police Deviance
Chapter 9: Patrol Operations Written Assignment
Chapter 9: Patrol Operations
Chapter 10: Investigations
Chapter 10: Investigations
EXAM III (Via Brightspace)
Chapter 11: Police and their Clients
Chapter 12: Community Policing: the Debate Cont.
Chapter 13: Police and the Law
HOLIDAY
Chapter 14: Computers, Technology & Criminalistics
Chapter 15: Homeland Security
EXAM IV (Via Brightspace)) 120 Min. EXAM PERIOD
Grades submitted by Noon Dec 7, 2022
Quizzes are completed out of class on the Brightspace

Course Grading Information:

1. At the beginning of the semester, there is an on-line Information Quiz. The student will use the course syllabus, course schedule and written assignment documents for this quiz. The purpose is to ensure the student has knowledge of the course syllabi. **This is a mandatory assignment.**
2. Attendance: Being on time and present for the entire 85-minute class is important. Each student will place their initials on the daily class role to indicate they are present. If the student does not initial the document, they will be marked as absent. The instructor will note on the daily class role if a student is tardy to class.
3. Four (4) objective style tests will be given during the semester.
 - a. Tests will cover the material presented in class and from the textbook.
 - b. Tests will be given when the appropriate material has been covered in class.
 - c. Students will take the exams during the class time but there is no formal meeting at the class. The exam will be available in the D2L/Brightspace platform and will be open during the exam date/time. Students must take the exam during the designated date/time. If a student is unable to take the exam during the date/time, they shall contact the professor prior to the beginning of the exam. If there is no communication from the student to the professor, and the exam is not taken at the designated date/time, the grade will be recorded as a ZERO.
4. Written Assignment: A written assignment is due on a specified date. The written assignment instructions is a separate document posted on D2L/Brightspace.

Assignment of Grades: (Rubric)

1. Information/Syllabus Quiz	14.28%
2. Attendance	14.30%
3. EXAM I	14.28%
4. EXAM II	14.28%
5. EXAM III	14.28%
6. EXAM IV	14.28%
7. Written Assignment	<u>14.30%</u>
	100%

There is **NO** Mid-term or Final Exam in this course.

GRADING:

The following grading guidelines will prevail for all tests and written assignments.

100 - 90 = A 69 - 60 = D

89 - 80 = B 59 - 0 = F

79 - 70 = C

Late Work, Attendance, and Make Up Work Policies:

A student is required to take the exam on the day and time it is scheduled. Any make-up exams will be given the week before finals week. The only exception to this rule is if the student makes arrangements before the exam is given and/or the student has documentation of an emergency. If a student misses an exam and does not make arrangements with the Professor, a grade of a ZERO (0) will be entered in the grade book.

- a. The make-up examination may include objective type questions as well as essay questions. The type of make-up examination will be at the discretion of the instructor.

A written report is Mandatory to complete this course. If a student fails to complete this assignment, they will receive an INCOMPLETE for the COURSE. A written report turned in after the due date will be graded starting at a grade of a 79% and decrease with errors to the written instructions. 10 Bonus points are available for those who submit their work prior to EXAM II.

Attendance and being to class on time is important. A student arriving late causes a disruption to the learning of the students that are on-time. A student that is persistent on being tardy may have their participation grade decreased no less than one letter grade. If a student is tardy four (4) times during the semester, that correlates to one class absence. The professor does follow the MCC attendance policy and will drop students for attendance reasons. Attendance is included in the FINAL GRADE.

Student Behavioral Expectations or Conduct Policy:

It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook) and the Mental Health Handbook. Any breeches of conduct will result in disciplinary action.

Disturbances in the classroom, which include talking during class/lecture/exams, will not be tolerated.

1. Students disturbing the class will be requested to leave the classroom or will have an assigned seat.
2. Continued disregard for classroom decorum will result in the student being dropped from the class rolls.
3. **Caps, hats, and sun glasses will not be worn in the classroom.** Sun glasses that are medically required may be worn.
4. Cheating during an exam or where related to a written assignment, will result in the student being given a FAILURE (F) for the course, and dropped from the class rolls.
5. Use of Laptop type computers and tablets is authorized for taking of notes. **Using this device to access social media network sites is prohibited.** This also includes cell phone type devices.
6. Plagiarism will not be tolerated in any written assignment.
7. E-Cigarette: (Electronic) are not permitted to be used in the classroom/campus.
September 1, 2019 New Law: 21 years of age
8. **CELL PHONE POLICY: (This policy will be strictly enforced)**
 - A. All students with cell phones will be required to place their cell phone on silent before entering the classroom.
 - B. If a student receives an emergency call during class and he or she needs to answer the call:
 1. Quietly leave the classroom before answering the call.
 2. After completing their phone call students are asked to quietly enter the classroom in a manner that will not disturb the instructor or other students.
 3. First violation of the policy will result in the student not being able to have their cell phone activated during class.
 4. Second violation of the policy, the student will have 5 points deducted from their final grade point average.

Dress Policy

Students of the college, while on campus and/or participating in any function or activity of the college, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it inhibits or interferes with the educational responsibility of the college community or if it disrupts the administrative functions of the college, including social-educational activities.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.