CMJ 103 – POLICE OPERATIONS  
Fall Syllabus 2016

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TEXTBOOK


COURSE DESCRIPTION

This course provides an understanding of the duties, authority, responsibilities and rights of the uniformed police officer. Emphasis is on the function of the patrol officer as it relates to criminal investigation, intelligence, vice units and traffic administration.

COURSE OBJECTIVES, ASSESSMENT GOALS AND ASSESSMENT STRATEGIES

Upon successful completion of this course, the student will demonstrate the ability to:

1. Differentiate between different types of patrol. (GEO 4)

   A. Contrast the different types of patrol and identify advantages and disadvantages of each.
   B. Differentiate between different patrol strategies and techniques.

   Assessment Strategy: Unit quiz/exam, final exam, discussion.

2. Summarize legal guidelines that govern police operations. (GEO 4)

   A. Identify legal guidelines that govern field interviews, arrests, and searches and seizures.
   B. Explain how the law governs police use of force.
   C. Given a scenario, identify the appropriate levels of force.
Assessment Strategy: Unit quiz/exam, final exam, discussion.

3. Describe the procedures for conducting field interviews, frisks/searches, arrests, traffic stops, and transporting prisoners. (GEO 4)

   A. Identify the procedures to conduct a field interview.
   B. Given a scenario, explain how to conduct a field interview.
   C. Describe the procedures to conduct a frisk and search.
   D. Explain the procedures for making an arrest.
   E. Explain the safe and effective use of handcuffs.
   F. Identify procedures for conducting different types of traffic stops.
   G. Identify procedures to safely transport prisoners.

Assessment Strategy: Unit quiz/exam, final exam, discussion, class activity.

4. Explain the procedures for responding to calls for service. (GEO 4,8)

   A. Describe how to handle calls for police service.
   B. Explain the procedures for handling specific crimes in progress.
   C. Given a scenario, demonstrate how to handle specific crimes in progress.
   D. Identify the police officer’s role in responding to terrorist-related incidents.

Assessment Strategy: Unit quiz/exam, final exam, discussion.

5. Describe the procedures to conduct a preliminary investigation. (GEO 4)

   A. Differentiate between a preliminary and follow-up investigation.
   B. Describe the steps of a preliminary investigation using the acronym P-R-E-L-I-M-I-N-A-R-Y.

Assessment Strategy: Unit exam, final exam, discussion.

6. Examine health, wellness, and safety concerns for law enforcement personnel. (GEO 4,8)

   A. Identify various risk factors in a police officers’ working environment.
   B. Describe different sources and types of police stress.
   C. Identify strategies to reduce stress for police officers.
   D. Explain what constitutes an effective fitness program.
   E. Identify infectious diseases that officers are exposed to and measures to reduce the risk of exposure.
   F. Describe different factors surrounding law enforcement officers killed in the
line of duty.

Assessment Strategy: Final exam, discussion.

7. Describe the different categories of controlled dangerous substances and their effects. (GEO 4)

   A. Describe the five major categories of drugs.
   B. Given a scenario, identify the effects of different controlled dangerous substances.

   Assessment Strategy: Final exam, discussion.

8. Describe basic guidelines for testifying in court. (GEO 2)

   A. Describe the officers' pre-trial responsibilities.
   B. Identify guidelines for effective testimony.
   C. Identify common defense tactics.

   Assessment Strategy: Final exam, discussion.

COURSE CONTENT

Chapter 1 – Police Operations in Context
Chapter 2 – Communication: The Foundation of Police Operations
Chapter 3 – Operational Skills: Performing Within the Law
Chapter 4 – Patrol: The Backbone of Police Operations
Chapter 5 – Traffic: Policing in a Country on the Move
Chapter 6 – Crime, Disorder, & Quality-of-Life Issues: Responding to the Call
Chapter 7 – Violence: At Home, in the Classroom, on the Job
Chapter 8 – Emergency Situations: When Disaster Strikes
Chapter 9 – Terrorism: from Hometown Security to Homeland Security
Chapter 10 – Criminal Investigation
Chapter 11 – Responding to Children and Juveniles
Chapter 12 – Gangs & Drugs: Two National Threats
Chapter 13 – The Importance of Physical & Mental health: Keeping fit for Duty
Chapter 14 – Liability and Ethics
TENTATIVE SCHEDULE

Week #1       Course orientation, Chapters 1, Chapter Quiz
Week #2       Chapter 2 Chapter Quiz
Week #3       Chapter 3 Chapter Quiz
Week #4       Chapter 4 Chapter Quiz
Week #5       Exam 1 (chapters 1, 2, 3, 4)
Week #6       Chapter 5 Chapter Quiz
Week #7       Chapters 6 Chapter Quiz
Week #8       Chapters 7 Chapter Quiz
Week #9       Chapter 8 & 9 Chapter Quiz
Week #10      Exam #2 (chapters 5,6,7,8,9) Research project due
Week #11      Chapters 10, 11 Chapters Quizzes
Week #12      Chapter 12
Week #13      Chapter 13 Final exam review
Week #14      Final exam

EXAMINATIONS

Three examinations and thirteen quizzes will be given at appropriate intervals. Exams will cover lecture material as well as information in the textbook. Exams will be in multiple choice and short answer format. The final exam (test #3) is cumulative. Exams are expected to be taken during their scheduled times. Students are responsible for the material presented in class, whether or not they are in attendance.

Make up exams will only be allowed if the instructor is notified prior to the exam. Exams must be made up within one week of the originally scheduled date. The instructor reserves the right to change the format of any make-up tests.
RESEARCH ASSIGNMENT

As a student preparing for a career in the field of criminal justice, many of you are exploring potential job opportunities within the state of Maryland. You are curious what services are offered by local law enforcement agencies. You decide to do a little website investigative work and choose two Maryland law enforcement agencies that peak your interest. Now let’s do a little compare and contrast to see which agency you will choose to apply for a job.

This assignment should include an **introduction, discussion of the agencies’ operational units and services provided, and concluding remarks**.

The **introduction** should include the names of the agencies selected and a brief description of both. What is your overall first impression of the website as well as the agency?

**Discussion** should include a description of the agencies’ various operational units, e.g., patrol, traffic, canine, mounted, criminal investigation and special operations. Proactive services such as crime prevention and National Night Out should be included.

In the **concluding remarks** briefly compare the two agencies operational units. In your opinion, are the services adequate for the area and the population that they serve? Would you suggest adding additional services? Students should also include their opinions of each agency and the services they provide. Would you consider working for either or both of these agencies based on your research?

This assignment is worth 50 points and will be graded on content, organization, and grammar. Papers must be word processed and include a cover sheet with the student’s name, date, assignment title, course number and semester. Text should be double-spaced with one-inch margins using a 12 font. Each agency’s website should be cited using APA documentation.

**The assignment is due Wednesday, November 9. Late assignments will result in a reduction of 10% for each calendar day late.** No assignments will be accepted during the week of final exams.

**Scoring Rubric: Research Project**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td>30</td>
</tr>
<tr>
<td>Grammar, punctuation and style</td>
<td>10</td>
</tr>
<tr>
<td>Organization</td>
<td>5</td>
</tr>
<tr>
<td>Research (APA documentation)</td>
<td>5</td>
</tr>
</tbody>
</table>

Electronic Assignment
Throughout the semester students be will be required to access the Electronic Library Database Collection for information on assigned topics. Students should be prepared to discuss that information with the class.

Writing Center

If you wish to have additional help on a writing assignment, you may schedule an appointment with a writing conference instructor by going to www.worwic.edu and clicking on “Current Students” and then “Learning Resources” and “Writing Conferences.” Limited time slots are available, so an appointment is required. If you cannot keep your appointment, it is your responsibility to cancel any writing conferences by using this link.

ASSESSMENT

The final grade for this course is based upon a scale of 425 points. Each examination is worth 100 points, each quiz 25 points, and the research project is worth 50 points. Students may earn up to 25 points for class participation. While there will necessarily be some subjectivity to awarding points for this, objective criteria such as attendance, punctuality, and class participation will be considered.

Computation of Final Grade

3 exams (100 points each)  300
2 quizzes (25 points each)  100
Research project           25
Total possible points      425

Evaluation of Final Grade

A = 90%-100% (383-425 points)
B = 80%-89%   (340-382 points)
C = 70%-79%   (298-339 points)
D = 60%-69%   (255-297 points)
F = 0%-59%     (< 255 points)
ONLINE END-OF-COURSE EVALUATIONS

The College has selected SmartEvals as its vendor to conduct online end-of-course evaluations. The evaluations will become available starting November 25 and ending December 10. SmartEvals maintains the highest level of security with the evaluation information, and the information resides only on SmartEvals’ computer servers. Faculty are unable to identify individual evaluations, and any data which has the potential to reveal the identity of a student (i.e. the only male in a class) is blocked from viewing. You will receive automated emails from SmartEvals reminding you to complete your evaluations, and the timing of the emails is in compliance with anti-spam guidelines. The emails discontinue once all of your evaluations are completed. You will be able to access the evaluations through the link in the SmartEvals email or by clicking on “course evaluation” in the left menu of your Blackboard course website. The evaluations are only active during designated times at the end of the semester. Disable the pop-up blockers on your internet browser in order to access the evaluation. Your cooperation in completing the online evaluation at the designated time is greatly appreciated. The results from the course evaluation provide valuable feedback to your instructor in order to make changes as needed with curriculum and teaching. Please direct any questions about the online course evaluation system to Hope Ellis at hellis@worc.edu.

ACADEMIC HONESTY

Students must comply with the standards of conduct mandated by college policy as outlined in the Appendix of the college catalogue. Any student caught plagiarizing or cheating on an assignment in violation of that policy will not receive credit for that assignment. At the discretion of the instructor, the student may also be referred to the Student-Faculty Disciplinary Committee.

MISCELLANEOUS

Class time will involve both lecture and class discussions covering subjects in the text and outside materials. Students are expected to complete all assigned reading prior to class, actively participate in class discussions, attend all classes, and be on time. Regular attendance and participation are the best ways to ensure success in this course. If a student experiences any course-related problems throughout the semester, feel free to contact the instructor at any time.
EMERGENCY INFORMATION STATEMENT

In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College’s website and email system.

BLACKBOARD

Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in MTC 200, AAB 217, HH 100, GH 204, WDC 305, and AHB 108.

Please follow these directions to access course syllabi and any other materials posted for this course:

Login Information

1. From Wor-Wic home page, point to “Quick Links” (top right) and click the “Blackboard Login” link.

2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password). Don’t know your user ID or password? Contact Student Services.

3. You should then see a list of courses for which you are currently enrolled. Click on the course link for CMJ 103.

4. Find and click on the folder for the course resource you are looking for, i.e. course syllabus, Power Point presentations, study guides, etc.

ACADEMIC INTEGRITY AND COMPUTER USAGE POLICY

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
• Using the campus computing network and facilities to violate the privacy of other individuals.

• Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.