Course Description

Defines and analyzes criminal justice system organizations including human resources planning and management, research studies, environmental factors, centralized authority, and other issues.

Prerequisites

BCJ 2000

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Explain the foundation of Justice and Administration as a system.
2. Explain and illustrate the leadership managerial grid.
3. Explain the different types of police personnel and their roles.
4. Discuss different types of police functions.
5. Analyze court organization and operation.
6. List and explain different types of court personnel and their roles.
7. Analyze corrections organization and operations.
8. Explain corrections personnel roles and functions.
9. Discuss and analyze the alternatives to imprisonment.
10. Explain the functions of discipline, labor relations, and liability for criminal justice employees.
11. Explain different budget processes for criminal justice administrators.
12. Describe future law enforcement technological tools.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Learning Objectives:** Each unit contains learning objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Unit Summaries:** Each unit contains an overview, or summary, of the information to be covered.
3. **Key Terms:** Key terms are intended to guide students in their course of study. Students should pay particular attention to key terms as they represent important concepts within the unit material and reading.
4. **Reading Assignments:** Each unit contains reading assignments from one or more chapters in the textbook.
5. **Discussion Boards:** Discussion Boards are part of all CSU term courses. Information and specifications regarding these assignments are provided in the Course Policies.
6. **Assessments:** This course contains eight unit assessments—one for each unit—to be completed at the end of each unit. Assessments are composed of ten multiple-choice questions and two written response questions.
7. **Unit Assignment:** Students are required to submit for grading a Research Paper in Unit VIII. Specific information and instructions regarding this assignment are provided below.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**Unit Assignment**

**Research Paper (Unit VIII)**

For your Research Paper assignment, please select and answer one of the following topics:

**Topic 1:**
The impact and use of technology in policing and the courts is a primary tool for police/courts to be productive and "keep up" with the increasing sophistication of high tech crime and criminals. New techniques and advanced technology are now required to maintain a high quality of police and court management. What are some of the high tech crimes now being committed in the United States? Give specific examples of recent technology being used to "fight" crime by police departments. Identify and describe "gaps" between sophisticated high tech crime and law enforcement agencies' training and equipment used to address high tech crimes. What are your personal views on the use of technology by the courts and law enforcement agencies? Please be specific and support your ideas with current references, primarily less than three years old.

**Topic 2:**
Brief excerpts of three famous writers, Confucius, Machiavelli and Lao-Tzu are contained in the Appendix, pages 482-484 in the text. These writers wrote about leadership, morality, governance and many other subjects. Dr. Peak, the text author, cites several short quotes and the writers' philosophies and their application to present day justice administration in the Appendix. Please read and briefly outline the major ideas/concepts found in the Appendix prior to writing your paper.

**Topic 3:**
Select a topic of your choice relevant to the course materials on criminal justice organization and administration. Please submit a comprehensive outline of the paper for approval by your professor prior to initiating writing of the paper. Your paper must be similar in scope and substance to Topics 1 and 2 above.

After you have selected one of the previous topics, please submit a comprehensive outline for approval prior to initiating writing your paper. Once you have received approval from your professor, begin preparing a well-organized and thoughtful 3-5 page Research Paper. The title page and reference page are not included in the required paper length. Your paper should be written using Microsoft Word. The completed paper must contain at least three references, and may include Internet sources, books, and professional journals or resources related to the topic. You are encouraged to begin work on your paper as early as possible. **Do not wait until the last week.**

Submit your paper by uploading it through the "View/Complete" link in Unit VIII. By uploading your assignment using SafeAssign, your university record will automatically be updated to indicate you have submitted your paper and it will be provided to your professor for grading.

**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.
Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Assessments (8 @ 8%)</td>
<td>64%</td>
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<tr>
<td>Discussion Board (8 @ 2%)</td>
<td>16%</td>
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<tr>
<td>Research Paper</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

<table>
<thead>
<tr>
<th>Unit I</th>
<th>Justice Administration: An Introduction to Principles and Practices</th>
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<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
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</tbody>
</table>
| Read:   | □ Chapter 1: The Study and Scope of Justice Administration  
|         | □ Chapter 2: Organization and Administration: Principles and Practices |
| Discuss:| □ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time) |
| Submit: | □ Assessment by Tuesday, Midnight (Central Time) |
| Notes/Goals: | |

<table>
<thead>
<tr>
<th>Unit II</th>
<th>Police Organization, Operations, Roles and Functions</th>
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<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
</tbody>
</table>
| Read:   | □ Chapter 3: Police Organization and Operation  
|         | □ Chapter 4: Police Personnel Roles and Functions  
|         | □ Chapter 5: Police Issues and Practices |
| Discuss:| □ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
|         | □ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | □ Assessment by Tuesday, Midnight (Central Time) |
| Notes/Goals: | |

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<thead>
<tr>
<th>Unit III</th>
<th>Terrorism and Homeland Security</th>
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<tbody>
<tr>
<td>Review:</td>
<td>□ Unit Study Guide</td>
</tr>
<tr>
<td>Read:</td>
<td>□ Chapter 6: Terrorism and Homeland Defense</td>
</tr>
</tbody>
</table>
| Discuss:| □ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
|         | □ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | □ Assessment by Tuesday, Midnight (Central Time) |
| Notes/Goals: | |
## Unit IV

**Court Organization, Daily Operations, Personnel Roles, Issues, and Functions**

**Review:**
- Unit Study Guide

**Read:**
- Chapter 7: Court Organization and Operation
- Chapter 8: Court Personnel Roles and Functions
- Chapter 9: Court Issues and Practices

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Assessment by Tuesday, Midnight (Central Time)

### Notes/Goals:

## Unit V

**Corrections Organization, Operations, Roles, Functions, and Alternatives to Imprisonment**

**Review:**
- Unit Study Guide

**Read:**
- Chapter 10: Corrections Organization and Operation
- Chapter 11: Corrections Personnel Roles and Functions
- Chapter 12: Corrections Issues and Practices

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Assessment by Tuesday, Midnight (Central Time)

### Notes/Goals:

## Unit VI

**Issues Spanning the Justice System: Ethics, Rights**

**Review:**
- Unit Study Guide

**Read:**
- Chapter 13: Ethical Considerations
- Chapter 14: Rights of Criminal Justice Employees

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- Assessment by Tuesday, Midnight (Central Time)

### Notes/Goals:
### Unit VII: Liability and Financial Administration

**Review:**
- ☐ Unit Study Guide

**Read:**
- ☐ Chapter 15: Special Challenges: Drugs, Discipline, Labor Relations, and Liability
- ☐ Chapter 16: Financial Administration

**Discuss:**
- ☐ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- ☐ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- ☐ Assessment by Tuesday, Midnight (Central Time)

**Notes/Goals:**

### Unit VIII: Technologies Now and For the Future in Justice Administration

**Review:**
- ☐ Unit Study Guide

**Read:**
- ☐ Chapter 17: Technologies Now and for the Future

**Discuss:**
- ☐ Discussion Board Response: Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)
- ☐ Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time)

**Submit:**
- ☐ Assessment by Tuesday, Midnight (Central Time)
- ☐ Research Paper by Tuesday, Midnight (Central Time)

**Notes/Goals:**