



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Liberal Arts
- B. Discipline: Criminal Justice
- C. Course Number and Title: CRMJ2210 Introduction to Police Operations and Report Writing
- D. Course Coordinator:
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

- E. Credit Hours: 3
- F. Prerequisites: None
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title:

Police Operations Textbook Package

- ISBN #: 9780135175972

Package above includes the following books:

Policing Today & Tomorrow

- Authors: Michael Birzer
- Copyright Year: 2006
- Edition: 5th
- ISBN #: 9780131190689

Report It In Writing

- Author: Debbie Goodman
- Copyright Year: 2014
- Edition: 6th
- ISBN #: 9780133483185

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is designed to acquaint the student with the history of policing, police operations and community policing. This course will also acquaint the student with current technology, reporting systems, report writing and various divisions within police organizational structure. This is a TAG Course (OSS034).

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	Written Project Report- Written Communication VALUE Rubric - Week 15
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall: (any or all assessments can be conducted unless otherwise stated within the specific outcome.)

Outcomes	Assessments – How it is met & When it is met
1. Analyze the history of American policing.	TAG Exams/quizzes, video review, Week One
2. Explain the police role and styles of policing.	TAG Discussion worksheets, exam, group projects, –second and third and week of semester
3. Explain the organization of policing.	Discussion question worksheets, exams, quizzes, group projects, in-class discussions/exercises, mock police dept. project, video reviews –beginning of semester
4. Recognize and describe the recruitment, selection and training of law enforcement officers.	TAG Discussion worksheets, quizzes, group projects, in-class exercises, mock police dept. project, – sixth week of semester
5. Explain and understand police behavior, attitudes, and stress.	Discussion question worksheets, exams, quizzes, group projects, in-class discussions/exercises, mock police dept. project – by end of semester
6. Describe the components of police integrity, discretion and ethics.	TAG Discussion worksheets, quizzes, in-class discussions/exercises, mock police dept. project – fifth week of semester
7. Explain the difference between the police and the law.	Discussion question worksheets, exams, quizzes, group projects, in-class discussions/exercises, mock police dept. project, video reviews – beginning of semester
8. Describe and define the concept of patrol operations and the various duties and units of operation	TAG Discussion worksheets, exam, in-class discussions/exercises, mock police dept. project, video reviews – tenth week of semester
9. Describe the expanded police response.	Discussion question worksheets, exams, quizzes, group projects, in-class discussions/exercises, mock police dept. project – by end of semester
10. Define and describe Police-Community and the implementation of Community Policing.	TAG Discussion worksheets, exams, group projects, in-class discussions/exercises, mock police dept. project, video reviews – fourth week of semester

Outcomes	Assessments – How it is met & When it is met
11. Describe the role of research and planning in policing.	Discussion question worksheets, exams, quizzes, group projects, in-class discussions/exercises, mock police dept. project – latter portion semester
12. Learn and develop observation skills used for report writing.	Worksheet – end of semester
13. Discuss the various types of report forms and their applications and use.	Worksheet - end of semester
14. Prepare reports in draft form.	Practice Reports - end of semester
15. Prepare final reports and combine with computer skills.	Practice Reports - end of semester
16. Be able to assess a situation and prepare an updated report.	Practice Reports - end of semester
17. Work on reports as individuals and as a team.	Practice Reports - end of semester

M. Topical Timeline (Subject to Change):

- | | |
|--|-----------------------|
| 1. History of policing. | TAG: Week 1 |
| 2. Role of police. | TAG: Weeks 2 & 3 |
| 3. Recruitment of police. | TAG: Weeks 4, 5, & 6 |
| 4. Police behavior, attitudes and integrity. | TAG: Weeks 4 & 5 |
| 5. Patrol operations, community policing and response. | TAG: Weeks 4, 10 & 11 |
| 6. The purpose of reports and good report writing. | |
| 7. Types of reports used in the Criminal Justice System. | |
| 8. Observation skills and analyzing the information needed for the report. | |
| 9. Creating the outline. Parts of the report. | |
| 10. The draft report; its purpose and how to prepare it. | |
| 11. Preparation of the final reports: narrative format, and follow-up. | |

N. Course Assignments:

1. Group and individual work assignments and projects
2. Mock Police Department Exercise(s)
3. Video reviews
4. Discussion questions

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

Click here to enter text.

R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.