PST 1020 Police Administration
Nashville State Community College
Police Science

Instructor:  
Office/Office Hours:  
Phone:  
Email:  
Classroom & Times:  
Course Credit: 3

COURSE DESCRIPTION:
A study of the principles of personnel management functions and organization of the police agency. Topics include policy procedures, evaluation of the research, planning, and development processes, and operational duties and commands.

COURSE OUTCOMES:
Each student, upon successful completion of this course, will:
1. Understand basic police organizational structure.
2. Know the duties and responsibilities of various supervisory and command positions.
3. Understand police policy and procedures on recruitment, selection, discipline, training and ethics.
4. Understand the current trend of community based policing, its goals, objectives, implementation and monitoring.

TEXTBOOK:

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

GRADING POLICY:  
Examinations are based on lecture and reading assignments.

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<th>Percentage</th>
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<td>93 – 100%</td>
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<td>85 – 92%</td>
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<td>77 – 84%</td>
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<td>70 – 76%</td>
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<td>Below 70%</td>
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Any student missing a test period will be required to make up the test at the Testing Center. No grades will be released to students over the phone. Final grade determination is 50% mid-term, and 50% final.

ATTENDANCE/GRADE POLICY:
There is a strong correlation between regular classroom attendance and good grades. Students should understand that in order to receive a reasonable grade, they must regularly attend class. Students missing two consecutive unexcused weeks of class will be dropped from the roll, as well students who miss 25% of scheduled class periods. Students who fail to attend class will result in a final course grade of “FA” (failure, attendance related) or “FN” (failure, never attended class) depending on the instructor’s attendance policy. Attendance may be taken at the beginning of class, during class, or at the end of class. Students must be present at the time roll is called in order to be counted present. Students who are absent, and who wish to be excused for those absences, must provide written documentation supporting their non-attendance. Written notifications prior to scheduled absences are an important
factor in determining whether an absence will be excused or not. **There is no makeup work for absences, either excused or unexcused.**

**CHEATING/PLAGIARISM:**
Academic dishonesty will not be tolerated. Persons found cheating on examinations will receive an automatic grade of F for the course grade. Students are expected to complete their own work, not that of another, **you must do your own work.**

**AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:**
Nashville State Technical Community College complies with the American with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible. Students should not be given special accommodations in the classroom unless an accommodation form from Student Disability Services is completed and distributed to the faculty member.

Katherine Watts, Disabilities Coordinator 353-3592 (assists students with learning or psychological disabilities and point of contact person.)

**STUDENT CLASSROOM CONDUCT:**
Students will at all times adhere to the Nashville State Community College Code of Conduct as outlined in the Student Handbook, and authorized by the Tennessee Board of Regents. It is the responsibility of each student to become familiar with this policy. The Student Handbook is available in the Student Services Center. This class observes the following student restrictions:

1. Children and persons not enrolled in the class may not be brought into the classroom.
2. The use of cellular telephones and pagers in the classroom is prohibited at Nashville State Community College. The faculty has determined that these disrupt the academic process. Students who are required to carry pagers and/or have cell phones for employment/family responsibilities must inform the instructor at the beginning of the semester concerning the necessity for the pager/cell phone. The instructor will discuss the need for the pager/cell phone and the instructor concerning the use of the pager/cell phone will make a decision. In cases where pagers/cell phones are both required and authorized by the instructor, the devices must be on silent alert or vibrate mode so as not to disrupt the class. Students who violate these terms will forfeit the privilege of use.
3. Food and drink are banned from the classroom.
4. Students will not sleep in the classroom.
5. Students exhibiting disruptive/disrespectful behavior will be expelled from the classroom, and a report on such behavior may be filed with the Dean of Students.

Nashville State Community College and its academic units require every classroom to be an academic environment that promotes educational goals in a safe, professional, and mutually respectful manner. The responsibility for creating and maintaining this environment is the duty of all participants, students and instructors alike. Any behavior found unacceptable or negatively impacting classroom instruction will be dealt with appropriately.

**NOTE:**
*This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.*
Course Schedule

ACADEMIC SCHEDULE:
Students will read all assigned text and other study material prior to class, as assigned by the Instructor.
This schedule applies to this class only!

Since this is a master syllabus, the class schedule is not available.