

**ITT Technical Institute**  
**CJ132**  
**Criminal Justice Organization and**  
**Administration**  
**Onsite Course**

**SYLLABUS**

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**Credit hours:** 4

**Contact/Instructional hours:** 40 (40 Theory Hours)

**Prerequisite(s) and/or Corequisite(s):**

Prerequisite: CJ131 Introduction to Criminal Justice

**Course Description:**

This course examines the organization, administration and practice of police, courts and correctional organizations at the federal, state and municipal levels.

# SYLLABUS

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Instructor: \_\_\_\_\_

Office hours: \_\_\_\_\_

Class hours: \_\_\_\_\_

## Major Instructional Areas

1. Organizational and Administration Concepts for Police, Correctional Agencies, and Courts.
2. Relationships Between Police, Correctional Agencies, Courts, and the Public They Serve.
3. Management, Leadership, and Human Resource Management Concepts Applicable to Criminal Justice Organizations.
4. Ethics and Legal Responsibilities in Criminal Justice Administration.
5. Issues and Trends in Criminal Justice Administration.
6. Impact of Technology on Police, Correctional Agencies, and Courts.
7. Organizational and Administration Concepts for Homeland Security.

## Course Objectives

1. Explain the role and importance of organization, administration, and supervision in the functioning of the U.S. criminal justice system.
2. Examine organizational and employee motivation theories applicable to criminal justice agencies.
3. Discuss communication issues pertinent to criminal justice organizations.
4. Examine the organization and administration of public policing agencies.
5. Illustrate the roles and functions of personnel who are part of public policing agencies.
6. Discuss key issues and challenges concerning the police.
7. Describe the organization and administration of public and private correctional agencies.
8. Discuss key issues and challenges concerning corrections.
9. Examine the organization and administration of the U.S. court system.
10. Analyze ethical issues related to all components of the criminal justice system.
11. Describe the rights of employees in public criminal justice agencies.
12. Discuss the financial administration of public criminal justice agencies.
13. Examine the impact of technology on the functioning of criminal justice agencies.
14. Discuss organizational and administrative issues specific to homeland security agencies.

## Related SCANS Objectives

- Develop and reinforce critical-reading skills and thinking processes.
- Effectively present ideas or data using oral, written, graphic, pictorial, or multimedia methods to justify positions and persuade and convince others.
- Juxtapose two theories and defend one of the two.
- Demonstrate the ability to utilize the traditional and electronic library sources for locating and interpreting written information.
- Complete assignments while maintaining academic integrity and honesty.

## Teaching Strategies

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. This course makes use of various concepts, including theory and research, in order to convey the subject matter.

The course uses class discussion on the assigned topics to assist in understanding of the material. Many of the topics in this course will be new to you. Classroom discussions will ensure that you are able to grasp the concepts delivered by the instructor and apply these to real-life situations.

Writing assignments on simulated real-life situations provide an opportunity to demonstrate your understanding of the content covered in class. You are also made aware of how the concepts covered in class relate to your future careers.

The overall assessment strategy for this course includes writing assignments, exercises, quizzes, and a cumulative project.

## Course Resources

### Student Textbook Package

- Peak, K. J. (2009). *Justice Administration: Police, Courts, and Corrections Management* (Custom 5th ed.). Boston, MA: Pearson Custom.

## References and Resources

### ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library (<http://www.library.itt-tech.edu/>) to access online books, journals, and other reference resources selected to support ITT Tech curriculums.

- **Periodicals**

The following periodicals are related to this course and are available through the ITT Tech Virtual Library:

### Periodicals>Proquest

- "US concept wars, civil liberties and the technologies of fortification." By: Bewley-Taylor, David R. *Crime, Law and Social Change*. Dordrecht: Feb 2005. Vol. 43, Iss. 1; p. 81
- "Open to All? Regulating Open Street CCTV and the Case for 'Symmetrical Surveillance.'" By: Goold, Benjamin J. *Criminal Justice Ethics*. New York: Winter 2006. Vol. 25, Iss. 1; p. 3 (15 pages)
- "Organizational Structure of Homeland Security Agencies." By Stewart, Baker. FDCH Congressional Testimony, Nov2005; (AN 32Y2217614895)
- "Ethical Issues in Criminal Justice Administration." By: Turner, Cherrell. *American Jails*, Jan/Feb2007, Vol. 20 Issue 6, p51-53, 4p; (AN 24344048)

All links to Web references outside of the Virtual Library are always subject to change without prior notice.

## Evaluation & Grading

## COURSE REQUIREMENTS

### 1. Attendance and Participation

Regular attendance and participation are essential for satisfactory progress in this course.

**2. Completed Assignments**

Each student is responsible for completing all assignments on time.

**3. Team Participation (if applicable)**

Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by other members of their respective teams.

## Evaluation Criteria Table

The final grade will be based on the following weighted categories:

CATEGORY	WEIGHT
Quizzes	20%
Writing Assignments	25%
Participation	10%
Exercises	15%
Course Project	30%
<b>Total</b>	<b>100%</b>

## Grade Conversion Table

Final grades will be calculated from the percentages earned in class as follows:

Grade	Percentage	Credit
A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	<60%	0.0

## Course Outline

### Notes

- **Unit 1:** All the concepts will be covered in the class; therefore, the specified readings are for your reference.
- **For all units, except unit 1:** It is recommended that you complete the readings before attending the class.
- In addition to general class participation and in-class activities, all discussion questions will be graded under the Participation evaluation category. Please refer to Appendix II for a discussion question grading rubric.

Unit #	Activities for the Unit
1— US Criminal Justice System—Role of	<ul style="list-style-type: none"> <li>• Content Covered               <ul style="list-style-type: none"> <li>◦ Chapter 1, “The Study and Scope of Justice Administration,” pp. 3–21</li> </ul> </li> </ul>

Unit #	Activities for the Unit
<b>Organization and Administration</b>	<ul style="list-style-type: none"> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Exercises: 1 and 2</b></li> </ul>
<b>2— US Criminal Justice Systems—Management, Motivation, and Communication</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 2, “Organization and Administration: Principles and Practices,” pp. 22–60</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Exercise: 1</b></li> </ul>
<b>3—Organization and Administration of Police</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 3, “Police Organization and Operation,” pp. 64–81</b></li> <li>○ <b>Chapter 4, “Police Personnel Roles and Functions,” pp. 84–112</b></li> <li>○ <b>Chapter 5, “Police Issues and Practices,” pp. 116–142</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Exercise: 1</b></li> <li>• <b>Quiz: 1</b></li> </ul>
<b>4—Organization and Administration of Correctional Agencies</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 10, “Corrections Organization and Operation,” pp. 242–265</b></li> <li>○ <b>Chapter 11, “Corrections Personnel Roles and Functions,” pp. 270–291</b></li> <li>○ <b>Chapter 12, “Corrections Issues and Practices,” pp. 295–322</b></li> </ul> </li> <li>• <b>Writing Assignments: 1 and 2</b></li> <li>• <b>Exercise: 1</b></li> </ul>
<b>5—Organization and Administration of Courts</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 7, “Court Organization and Operation,” pp. 178–192</b></li> <li>○ <b>Chapter 8, “Court Personnel Roles and Functions,” pp. 195–212</b></li> <li>○ <b>Chapter 9, “Court Issues and Practices,” pp. 216–236</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Quiz: 1</b></li> </ul>
<b>6—Organization and Administration of Homeland Security Agencies</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 6, “Terrorism and Homeland Defense,” pp. 146–171</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Exercise: 1</b></li> </ul>
<b>7—Ethical Issues Concerning Criminal Justice Agencies</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 13, “Ethical Considerations,” pp. 330–355</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Quiz: 1</b></li> </ul>
<b>8—Rights of Criminal justice Personnel</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b> <ul style="list-style-type: none"> <li>○ <b>Chapter 14, “Rights of Criminal Justice Employees,” pp. 359–387</b></li> <li>○ <b>Chapter 15, “Special Challenges: Discipline, Labor Relations, and Liability,” pp. 392–422</b></li> </ul> </li> <li>• <b>Writing Assignment: 1</b></li> <li>• <b>Project Part 1: Submit</b></li> </ul>
<b>9—Financial</b>	<ul style="list-style-type: none"> <li>• <b>Content Covered</b></li> </ul>

<b>Unit #</b>	<b>Activities for the Unit</b>
<b>Administration of Criminal Justice Agencies</b>	<ul style="list-style-type: none"><li>○ Chapter 16, "Financial Administration," pp. 426–456</li><li>• Writing Assignment: 1</li></ul>
<b>10—The Impact of New Technologies on Criminal Justice Agencies</b>	<ul style="list-style-type: none"><li>• Content Covered<ul style="list-style-type: none"><li>○ Chapter 17, "Technologies Now and for the Future," pp. 460–482</li></ul></li><li>• Writing Assignment: 1</li><li>• Exercise: 1</li><li>• Quiz: 1</li></ul>
<b>11—Course Review and Project Submission</b>	<ul style="list-style-type: none"><li>• Review and Project Submission</li><li>• Project Part 2: Submit</li></ul>