Welcome to Police Administration – CJUS 425/525. I'm happy to be teaching CJUS 425/525 (Police Administration) and I’m looking forward to our joint study of the structures, processes and behavior that form the basis of Police Administration.

About Your Professor:

I hold an MSAS degree from the University of South Dakota. I am a retired Police Sergeant, I have worked with the Sioux City Police Department, Sheldon Police and Mapleton Police in Iowa. I have served in the United States Army with the First Infantry Division and other units. I have worked in a wide variety of patrol and investigative assignments during my career. I’m was active in the SCPD strategic planning process and I served as a department wide facilitator. I've had extensive training and experience in all facets of law enforcement. My wife, Dr. Michelle Skaff, is also a graduate from the U. In my spare time I enjoy bicycling, weight lifting and motorcycling.

Getting Started:

As you prepare for the semester, here are a few things that I would like you to do during our first week of class: Take some time to read through the syllabus. It is comprehensive and should give you a good idea of how the semester will progress.

- Familiarize yourself with the D2L software - Class begins January 7th, 2019; the course will be available to you after that date. Please log in to https://d2l.sdbor.edu.
  - The “Getting Started” section will display your syllabus and this welcome letter
  - Also in the “Getting Started” section is a D2L orientation link. This link can answer many questions you may have concerning the use of D2L.
  - Another helpful link is on the content page in the “USD Resources” – you can access the ID Weeks library here for many of your research needs.
  - Next, check out the “Content” tab, make sure you can open the syllabus and welcome letter from the provided content links.
  - The next tab, the “Discussions” tab, is where you will post your weekly assignments and postings in response to your fellow students.
  - The “Dropbox” will be used in this course to submit your assignments for grading purposes.
  - Next, the “Quizzes” tab is where your midterm and final quizzes will be available. Please note that there are deadlines after which the quiz will be locked if not completed on time.
  - The “Classlist” tab shows a list of your classmates, you can use this list to send emails through D2L.
• The “Grades” tab is where your grades will be displayed as we progress through the semester.

• Finally, I’d like you to post an initial introduction on the discussion board, **tell me about your educational and professional experience and your current academic and career goals**.

**General Course Information:**

The course is basically set up to cover these sections:

- **Section I: The Evolution of American Policing**
  - Chapter 1: Evolution of Police Administration
  - Chapter 2: Policing Today
  - Chapter 3: Intelligence, Homeland Security, and Terrorism
  - Chapter 4: Politics and Police Administration

- **Section II: The Organization and the Leader**
  - Chapter 5: Organizational Theory and the Leader
  - Chapter 6: Organizational Design
  - Chapter 7: Leadership
  - Chapter 8: Planning and Decision Making

- **Section III: The Management of Police Organizations**
  - Chapter 9: Human Resource Management
  - Chapter 10: Organizational and Interpersonal Communication
  - Chapter 11: Labor Relations
  - Chapter 12: Financial Management

- **Section IV: Organizational Issues**
  - Chapter 13: Stress and Police Personnel
  - Chapter 14: Legal Aspects of Police Administration
  - Chapter 15: Organizational Change and the Future

There are power points set up in the content section of your D2L course that will highlight key points of the textbook.
Technology Requirements:

D2L has been selected as the course management software for this course. You will need a USD e-mail account to access course material. New students (to USD) should go to http://www.usd.edu/accounts/pickup to create a USD e-mail account. If you have an active account but you are unsure of your username or password, please contact the USD Helpdesk at 605-677-5028. The University has established minimum hardware and software requirements to ensure the effective delivery of USD online courses and those requirements are listed in the student orientation guide; http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf.

Sample Course week:

Each week will follow a similar pattern. A typical week includes reading, posting to the discussion board by Wednesday, replying to discussions by Friday.

Please check out the syllabus for a more specific breakdown of what each week will entail.

Writing Assignments:

There will weekly posts on a topic that I select that was covered in the required reading assignment and you will be required to comment on a fellow student’s post. Your posted paper should incorporate knowledge from the weekly reading assignment in order to illustrate its relevance to the course. More details pertaining to your weekly posts can be found in the syllabus.

Instructor Availability:

If you live in the Sioux City area, you are welcome to set up a face-to-face meeting with me. I check D2L email at least once a day Monday through Friday and once over the weekend. I will try to respond to messages within 24 hours during the week and 48 hours on the weekend. If you have questions that cannot be answered via email, feel free to call me. If I am unavailable, please leave a message with your name and number and a good time that you may be reached in order for me to get back to you in a timely manner. You may also email me to set up a time for a phone conference. Feel free to call me any time prior to 8:00 pm central time.

I look forward to facilitating a rich and rewarding class this semester and learning with you as we go.

Important Term Dates for the 16-week Session:

1/7/19: Course starts
1/16/19: Last day for 100% refund

4/2/19: Last day to drop a class with a W grade

5/3/19: Term end date

5/8/19: Final Grades due

Important Resources:

ITS Helpdesk – p: 605-658-6000 e: helpdesk@usd.edu

Disability Services – p: 605-677-6389 e: disabilityservices@usd.edu

USD Writing Center – p: 605-677-5626 e: wcenter@usd.edu

USD Distance Librarian – Daniel Loftus p: 605-677-5123 e: daniel.loftus@usd.edu

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