

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

CJUS 530

HUMAN RESOURCE MANAGEMENT IN CRIMINAL JUSTICE ORGANIZATIONS

COURSE DESCRIPTION

This class will emphasize applying the theoretical knowledge discussed in class lectures to “real world” situations and events important to human resources management in criminal justice. The student will be expected to demonstrate their knowledge of human resources management in a criminal justice setting through various reading and written exercises. General objectives for students are to learn and be able to apply general management principles and techniques in a public agency office setting. The role of personnel manager in a criminal justice setting is stressed throughout the course, to define and clarify responsibilities, areas of authority, decision-making, and technical knowledge of services, systems, and procedure. While the subject primarily targets personnel managers, all supervisors and managers benefit from effective personnel management skills, knowledge of services, systems, and procedures. While the subject primarily targets personnel, managers, all supervisors and managers benefit from effective personnel management skills, knowledge and abilities.

RATIONALE

At the end of this course, the student will be able to motivate the workforce legally, ethically, and effectively in a criminal justice organization. The student will demonstrate the ability to explain institutional and legal environment of criminal justice organizations and assess practical situations in administrative issues and take principled positions. The student will identify the legal implications of diversity in criminal justice organizations and understand the composition and demographics of a changing society and workforce. The student will design and use hiring and performance measures in criminal justice administration and apply workable theories that can inform leadership and management in criminal justice organizations. Lastly, the student will explain the external and institutional politics of decision-making in criminal justice organizations and apply systematic research processes to novel problems and produce solutions in a written format.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Word

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Apply concepts learned in class to factual situations.
- B. Discuss contemporary issues in the personnel field.
- C. Analyze the major functions of criminal justice management.
- D. Analyze the steps of the selection process in the criminal justice context.
- E. List the steps necessary to implement human resource planning in the criminal justice context.
- F. Distinguish between policies and rules and formulate policy statements.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (4)

Discussion boards are collaborative learning experiences. There are 4 discussion questions along with reading assignments for each Discussion Board Forum. The student will complete the assigned readings and post a thread of at least 350 words, including at least 2 citations in current APA format from at least 2 different resources. Then, the student will post replies of at least 175 words (including at least 1 in-text citation each) to 2 classmate's threads.

- D. Case Study Critiques (2)

The student will be required to write a critique of 2 case studies in the course. Each case study critique must be between 3–5 pages (not counting title, abstract, or reference pages) in current APA format and must discuss the major facts of the case. The student must tell whether or not he/she believes the right decision(s) was/were made and why (see additional hints on electronic instructions).

- E. Quizzes (2)

Each quiz will cover the Reading & Study material for the module/week in which it is assigned. Each quiz will be open-book/open-notes, contain 15 multiple-choice or true/false questions and 1 essay question, and have a 1-hour and 30-minute time limit.

F. Midterm and Final Essays (2)

Both the Midterm and Final Essays will require the student to respond to 1 broad-based question about criminal justice administration. In essence, the student will be asked to demonstrate critical thinking about controversial issues in criminal justice administration and to take a position on which course of action would be the best approach for criminal justice administrators. To adequately respond to the question, the student will need to write 3 or more pages (not counting title, abstract, or reference pages) in current APA format (see additional hints on electronic instructions).

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist		10
Discussion Board Forums	(4 at 75 pts ea)	300
Case Study Critiques	(2 at 100 pts ea)	200
Quizzes	(2 at 100 pts ea)	200
Midterm and Final Essays	(2 at 150 pts ea)	300
	Total	1010

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739
 D- = 680–699 F = 0–679

C. CJUS Policy

The nature of the criminal justice community demands that persons involved be of a high level of integrity, and education is not merely academic in nature, but is holistic. Students enrolled in CJUS courses will be held to a high standard. Self-control is imperative for CJUS practitioners. If not “merely” to honor Christ, your family, and this academic institution, on a purely pragmatic level, in anticipation of future employability in the career field of your choice, conduct yourselves so as not to place yourselves in difficult and embarrassing situations.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

CJUS 530

Textbooks: More et al., *Organizational Behavior and Management in Law Enforcement* (2012).
Ricucci, *Public Personnel Management* (2018).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	More et al: chs. 1–3 Ricucci: chs. 1–3 3 presentations	Course Requirements Checklist Class Introductions DB Forum 1	10 0 75
2	More et al: chs. 4–6 Ricucci: chs. 4–6 2 presentations	Quiz 1	100
3	More et al: chs. 7–8 Ricucci: chs. 7–8 3 presentations 1 website	DB Forum 2 Case Study Critique 1	75 100
4	More et al: chs. 9–10 Ricucci: chs. 9–10 1 presentation 1 website	Midterm Essay	150
5	More et al: chs. 11–12 Ricucci: chs. 11–13 3 presentations 1 website	DB Forum 3 Case Study Critique 2	75 100
6	More et al: chs. 13–14 Ricucci: ch. 14 2 presentations	Quiz 2	100
7	Ricucci: chs. 15–16 2 presentations 3 websites	DB Forum 4	75
8	More et al: ch. 15 2 presentations 1 website	Final Essay	150
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.