

Law Enforcement Management Institute of Texas

Leadership Command College
Writing Workshop
Module I



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Goals for Today

- What is a Leadership White Paper (LWP)?
- What are the due dates?
- What are your responsibilities?
- What is a thesis?
- What resources are available?
- What are the Research Day expectations?

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Expectations

■ To graduate, you will



- Write Leadership White Paper (M1)
- Present/Defend Leadership White Paper
 - (M1 & M3)
- Create/Display Leadership Portfolio
 - (M2 & M3)

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Steps to Accomplish Expectations

■ Module I

1. Library Research Day
 - Work with Research Librarians
2. Complete Outline and Complete Draft
 - 10 pages minimum, 10 sources minimum
3. Oral presentation on topic (7 min), thesis statement, points, counterpoints, etc.



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Steps to Accomplish Expectations

■ Module II

1. Complete polished draft if LWP not already submitted
2. Work on your Leadership Portfolio

■ Module III

1. Obtain "Final Approved" LWP prior to attending
2. Display completed Leadership Portfolio
3. Present Oral Defense of Leadership White Paper (15 min)

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What is an LWP?

- Presents a two-sided argument about an issue
- Takes a stand on an issue and then defends that position
- Does not persuade or compare/contrast – but states a position and provides support
- Establishes possible counter arguments and provides research-based support
- Investigates/researches a key issue, interest, or problem identified as an important issue in the field of law enforcement/criminal justice

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Why an LWP?

- Organizes and outlines viewpoint on an issue
- Formally informs others of position
 - Foundation to build resolution to difficult problems
- Allows passion to be demonstrated by the depth/breadth of argument
- Creates consistency in maintaining position in negotiations

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Why an LWP?

- Identifies a concern to address and explains its importance
- Organizes and outlines viewpoint on the issue
- Formally informs others of position
 - Foundation to build resolution to difficult problems
- Allows passion to be demonstrated by the depth/breadth of argument and the tone
- Creates consistency in maintaining position in negotiations

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Why require an LWP within the LCC?

- Provides an edge in the law enforcement field
- Helps develop applied research skills
- Enhances written AND oral communication skills
- Provides a format to use in future presentations to command staff, city council, etc.
- Become a published author
- College credit
 - 12 Undergraduate hours
 - 6 Graduate hours

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THESIS SENTENCE

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Thesis Sentence

- Is a single sentence you could read to tell someone the claim of your paper
- The entire paper will offer a logical defense in support of your claim
 - The thesis tells them what your stance is
- A statement that clearly communicates your view on the subject
- Is a single sentence at the end of your introduction that presents your argument to the reader
 - Rest of paper gathers/organizes evidence that will inform reader of the logic of your interpretation

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Developing a Good Thesis Sentence

- A good thesis sentence will ...
 - Be complete
 - The claim of your paper should be obvious within the statement. No mystery needed
 - Be concise
 - Use only as many words as it takes to communicate your paper's central point – Do not include position points
 - Be clear
 - Use grammatical correctness and precision so the statement is clearly understood and articulated
- Include the word "should"
- It is in statement format - not a question
- It is the foundation of your entire paper

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Thesis Sentence Examples

- Professional musicians that are not knowledgeable of the concepts of music theory will hinder the output of musical ensembles or bands.

Vs.

Professional musicians **should** be knowledgeable of the concepts of music theory.

- Body cameras **should** be worn by LEO's.
- LEAs **should** use social media.

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Thesis Sentence What Not to Do

- Body cameras should be worn by officers **in order to increase the transparency of the law enforcement profession, protect officers against false allegations, and to assist in cases.**
- Do not include the "why" of the thesis inside the thesis statement.
- **Body cameras should be worn by officers.**

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BREAK

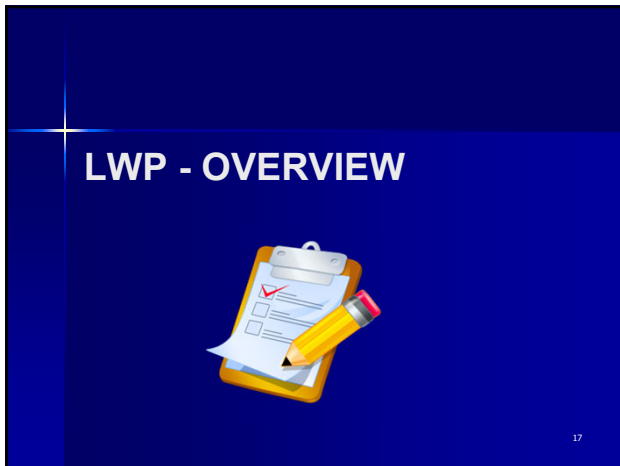


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LWP BASICS

- Size 12 Arial font
- 10 pages (excluding TOC and References)
- LWP is **double** spaced and each paragraph is indented
- References are also **double** spaced
- **Must use the LWP Template in Blackboard or in the Survival Guide on the [LCC website](#)**
 - Tips & Tricks are also embedded in the template
 - Do not add extra subheadings or subtitles

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LWP SECTIONS

Abstract (written last, 1 pg. max, do not indent, do not include multiple paragraphs)

- Purpose of the paper (describe the problem)
- High-level overview
- Establishes importance of topic
- States thesis



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LWP SECTIONS

Introduction

- Define, describe, or clarify the topic
- Establish the importance of the issue
 - so what?
- Historical or scholarly context
- Establish the main points
- Present your thesis

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Introduction



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LWP SECTIONS

Position (at least 2) – THE “WHY”

- Assert Point 1
 - Statement
 - Evidence (research/citation)
- Assert Point 2
 - Statement
 - Evidence (research/citation)
- Assert Point 3
 - Statement
 - Evidence (research/citation)

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graph TD
    A[Safer drivers] --> D((Keeping red light cameras))
    B[Generates revenue] --> D
    C[Visual recording] --> D
  
```

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LWP SECTIONS

Counter Arguments (at least 2) – The “WHY NOT”

- Counter arguments are arguments that critics might make against the THESIS, not the position points
- Research opposing viewpoints and provide evidence of counter arguments with in-text citations
- **Refute** counter arguments with **rebuttals** (at least 2)
- Provide research that shows why the counter arguments are invalid and cite

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LWP SECTIONS

Counter Arguments section continued (at least 2)

REBUTTALS

- Do not add an extra subheading/subtitle for rebuttals – use transition statements instead (LCC Survival Guide)
- **Refute** each counter argument with **rebuttals** (at least 2)
- Rebuttals are arguments that prove the counter arguments incorrect
- Provide research that shows why the counter arguments are invalid and cite

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LWP SECTIONS

Counter Arguments

- Assert Counter Argument 1
 - Statement & Evidence against Thesis (research and citations)
 - Critics may argue that... Opponents may argue that...
- Assert Rebuttal 1
 - Statement & Evidence to refute Counter Argument 1 (research and citations)
 - However, research shows that...
- Assert Counter Argument 2
 - Statement & Evidence against Thesis (research and citations)
- Assert Rebuttal 2
 - Statement & Evidence to refute Counter Argument 2 (research and citations)

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Example of Counter Arguments & Rebuttals

Counter Argument 1 - Creates more accidents

- Rebuttal - Rear end instead of T bone (citation)
- Rebuttal - Fewer injuries and deaths (citation)

Counter Argument 2 - Issue of Privacy

- Rebuttal - Court says no (citation)

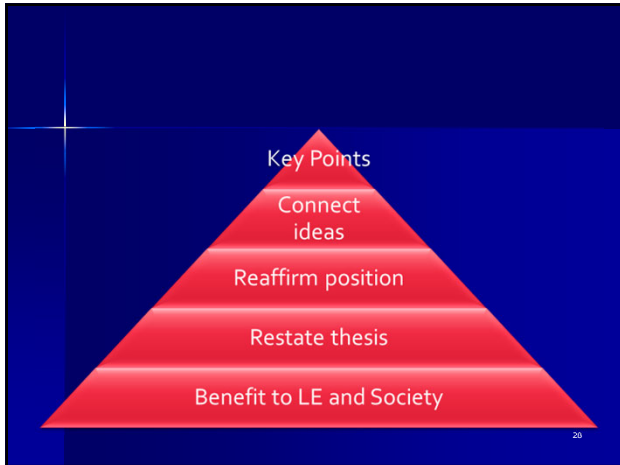
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LWP SECTIONS

Recommendation – “THE HOW”

- Reiterates the thesis (“should” statement)
- Summarize position points, counter arguments, and rebuttals
- Reiterates importance of the topic to LE and/or society and restates key evidence/research
- Provides a plan of action or policy implications
 - How to implement the thesis (specific plan, model policies, agencies already carrying out the plan...)

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LWP SECTIONS

References (min of 10) in APA Format

- Use DO's & DON'Ts of Scholarly Writing Guide and the PURDUE OWL 7th ed. APA Style Guide
- Listed in alphabetical order with hanging indentations
- Every listing must be found in the body of the paper in the form of an in-text citation
- All information readers might need to further investigate or cross-reference the research
 - Please ensure all URL links work before submitting LWP²⁹

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LWP SECTIONS

References (cont.)

- 1) Determine what kind of source
 - Journal Article / Magazine Article
 - Books, Dissertation, Thesis, Prior LCC White Papers
 - Electronic Source (Webpages, Online News)
 - Internal Agency Documents
- 2) Determine the author(s)
 - A person, group of people, or an organization
 - If no person is listed, the organization / group / website is likely the author
 - If no person or organization is available, use the title ³⁰ (rare)

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LWP SECTIONS

In-Text Citations

IF YOU DIDN'T WRITE IT, CITE IT!

APA Format

Purdue OWL 7th Edition Style Guide is the gold standard

Narrative vs. Parenthetical Citations

- Smith and Jones (2020) argue that law enforcement is a noble profession.
- Law enforcement is a noble profession (Smith & Jones, 2020).

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What is included in the LWP?

■ Appendix A, B, C (optional)

- Scenarios
 - Any detailed operational scenarios/plans
 - Examples of policy
 - Graphs, Figures, Tables

- A descriptive caption must be added to all graphs, figures, images, etc.

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Artificial Intelligence

- Do not use AI to write any portion of the paper for you or copy / paste AI responses
- Do not use AI to write your citations or references for you
- AI can be used for brainstorming ideas (position points / counter arguments / grammar)
- Use The DO's & DON'Ts of Scholarly Writing packet and The PURDUE OWL 7th ed. APA Style Guide for citations & references

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Acknowledge AI Use

- Acknowledgement of AI Use form on the last page of the LWP Template, after the Appendix
- Check the box that best describes your use of AI
 - If AI was used:
 - Briefly describe which AI tool was used and for what purpose (brainstorming positions/counter arguments, editing grammar, etc.)

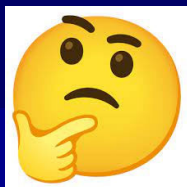
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What is not included in LWP

- Rhetorical Questions
- Lists / Bulleted Points
- Charts
- Graphs
- 1st or 2nd person (I, me, we, our, you, yours, etc....)



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HOW DO I FIND TOPICS OF INTEREST?

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How do I get started?

■ Topic

- Law Enforcement
- Criminal Justice



■ Challenge

- Use this as a leadership opportunity to leave a legacy to future officers

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Issue Criteria

■ Establish arguability of a topic

- Is it a real issue, with genuine controversy and uncertainty?
- Can you distinctly identify two positions?
- Are you personally interested in advocating one of these positions?
- Is the issue narrow enough to be manageable?
- Is there enough research/evidence to support your position?

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Where do I find topics covered by former LEMIT students?

www.lemitonline.org

- Click on Resources
- Under Publications is a blue hyperlink to the Newton Gresham Library
- Once you've clicked through, enter in your search topic

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LWP QUESTIONS??



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BREAK

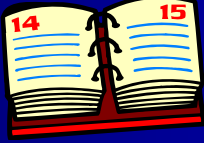


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DUE DATES



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Module I

LWP Timeline and Due Dates

- LWP Outline (Topic & Introduction Section Only) due to lccresearch@shsu.edu by noon tomorrow**
 - Do not wait until Library Research Day to select your topic
 - This gives Susan time to assess your topic & help you locate resources
- Complete Draft and Complete Outline due 3rd Wednesday by midnight (August 12th)**
 - 10 pages in length and includes 10 sources
 - Submit LWP Rough Draft & Outline in **Blackboard**
- Power Point presentations (7 minutes) will be given on 3rd Thursday**

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Module II

LWP Timeline and Due Dates

- It is best practice to have the LWP submitted for Final Approval before attending Module II so that you can focus on the Leadership Portfolio
- If unable to submit prior to Mod II, the polished draft of LWP should be submitted to lccresearch@shsu.edu by **3rd Thursday of Module II**



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Module III

LWP Timeline and Due Dates

- Final Approved LWP is complete before confirmed attendance to Module III
- Draft Leadership Portfolio Due - 1st Wednesday
- Final Leadership Portfolio Due - 3rd Monday
- Oral Defense
 - 15 minute presentation - 3rd Thursday
 - Panel of LCC faculty and LCC graduates

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Leadership Portfolio Overview

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What is a Leadership Portfolio?

A thoughtful, organized, and continuous collection of a variety of authentic products (artifacts) that document a professional's progress, goals, efforts, attitudes, practices, achievements, talents, interests and development over time.

- Winsor & Ellefson (1995)

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Reason to Create a Leadership Portfolio

Creating a leadership portfolio is a culminating experience in the leadership development process assisting administrators in the areas of performance appraisal, professional growth, and career planning.

- Meadows & Dyll (1999)

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Leadership Portfolio Components - Required

- | | |
|--------------------------------------|--|
| 1. Personal Leadership Statement | 9. Leadership Autobiography |
| 2. Leadership Assessment Compilation | 10. Leadership White Paper (LWP) |
| 3. Resume | 11. Professional Social Network |
| 4. Curriculum Vitae | 12. Module I |
| 5. Educational Credentials | 13. Module II |
| 6. Awards/Honors | 14. Module III |
| 7. Organizations | 15. Module IV |
| 8. Career Development Goals | 16. Optional
(any additional applicable components) |

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Exercise



- Break up into groups
- Use your LWP Outline to guide your group through the brainstorming exercise
 - Complete Thesis Statement (last of Intro section)
- Report back to the classroom in **45 minutes**
- Read Thesis Statement aloud to group

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Leadership White Paper (LWP) – Outline

Author: _____ Topic: _____

Is a 3rd Review Needed? (Yes/No) _____ Content Editor: _____

Introduction Section

What is the concern your paper is addressing?		Did you...
Why is this topic important to the field of law enforcement and criminal justice?		☐ Explain topic
		☐ Explain importance of topic
What is the thesis statement? (Should be a "strong" statement)		☐ Did I give background info
		☐ Close thesis

Position Section

Position Point 1: (Required)

Citation: (Required)

Position Point 2: (Required)

Citation: (Required if Position Point 2 is provided)

Position Point 3: (Required)

Citation: (Required if Position Point 3 is provided)

Counter Position Section

Counter Argument 1: (Required)

Citation: (Required)

Counter Argument 2: (Required)

Citation: (Required)

Introduction Section
Due Noon Tomorrow
 lccresearch@shsu.edu

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Leadership White Paper (LWP) – Outline

Author: _____ Topic: _____

Is a 3rd Review Needed? (Yes/No) _____ Content Editor: _____

Introduction Section

What is the concern your paper is addressing?		Did you...
Why is this topic important to the field of law enforcement and criminal justice?		☐ Explain topic
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		☐ Close thesis

Position Section

Position Point 1: (Required)

Citation: (Required)

Position Point 2: (Required)

Citation: (Required if Position Point 2 is provided)

Position Point 3: (Required)

Citation: (Required if Position Point 3 is provided)

Counter Position Section

Counter Argument 1: (Required)

Citation: (Required)

Counter Argument 2: (Required)

Citation: (Required)

Introduction Section
Due Noon Tomorrow
 lccresearch@shsu.edu

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LWP RESEARCH WITH CJ RESOURCES (SHSU NEWTON GRESHAM LIBRARY DATABASE)

(THE START OF SEARCHING, READING, EVALUATING)

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Library Day Details

- Thursday, July 30th (meet in LEMIT Pope Room on the First Floor @ 8:45am)
- 9:00am – Noon (allow an hour for travel)
 - LWP Research w/Criminal Justice resources
 - Susan Strickland
- Noon
 - Lunch provided
- 1:00 – 3:00pm
 - LWP Research w/Criminal Justice resources
 - Susan Strickland

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Library Day Details

- Bring with you:
 - Jump Drive (laptops not needed)
 - LWP outline (paper or e-copy)
 - SHSU Username & Password to login to computers (write it down)
- 10 cars max for parking
 - carpool
 - reimbursement for personal vehicles only
 - give vehicle info to TAMU staff (plate, make, model & color)

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Library Day Details

- Must show Susan @ least 10 sources before leaving!
- Get with Ian for help with formatting your 10 references.
- Wear your name tag.
- If carrying, make sure your badge is visible.

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1600 Bobby K Marks Drive, Huntsville, TX



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Questions?



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