

CENTRAL TEXAS COLLEGE
SYLLABUS FOR CJSA 2302
POLICE MANAGEMENT, SUPERVISION & RELATED TOPICS
AND RELATED TOPICS

Semester Hours Credit: 3

INSTRUCTOR: _____

OFFICE HOURS: _____

I. INTRODUCTION

- A. This course will provide the student with pertinent and up-to-date information concerning techniques and theories regarding dealing with people, their performance and problems. It will include basic supervision, leadership, time management, first-line supervision, and management of objectives.
- B. This is a criminal justice option course in the Associate in Applied Science degree program.
- C. This course is occupationally related and serves as preparation for careers in Law Enforcement and Criminal Justice.
- D. Prerequisite(s): (None)
- E. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and Foundation skills (F).

II. LEARNING OUTCOMES

Upon successful completion of this course, Police Management and Supervision, the student will:

- A. Describe the various leadership/management theories, skills and styles. (C1, C4-C9, C12-C15, F1-F3, F5-F17)
- B. Identify human relations aspects of the leadership role. (C1, C4-C9, C12-C15, F1-F3, F5-F17)

III. INSTRUCTIONAL MATERIALS

- A. The instructional materials identified for this course are viewable through www.ctcd.edu/books
- B. Supplementary Reading:
 - 1. Whisenand, Paul, M, *Supervising Police Personnel: The Fifteen Responsibilities*, 7th Ed, Upper Saddle River, NJ: Prentice Hall, 2010.
 - 2.. Lannone, Nathan F., *Supervision of Police Personnel*, 7th Ed, Englewood Cliffs, NJ: Prentice Hall, 2008
 - 3.. Kappeler, Victor E., *Critical Issues in Police Civil Liability*, 4rd Ed, Prospect Heights, IL: Waveland Press, 2006
 - 4. Dunman, Roger G., Geoffrey P. Alpert, *Critical Issues in Policing*, 6th Ed, Prospect Heights, IL: Waveland Press, 2009
 - 5. Bennett, Wayne W, Karen M. Hess, *Management and Supervision In Law Enforcement*, 6th Ed, Belmont, CA: Wadsworth, 2011.

IV. COURSE REQUIREMENTS

- A. Your first responsibility is scholarship. The grade you receive will not be the grade of your instructor, but rather the grade you and you alone make.
- B. You should attend class regularly and be prepared to participate in classroom discussions and to take unannounced quizzes relating to text assignments and lecture material presented from the beginning of the course.
- C. You are encouraged to give your best effort throughout the semester. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy. Your course grade is not determined solely by exam grade. Such factors as class participation, initiative, attendance, and individual research papers will be considered in grade computation.
- D. From time to time, special library and/or outside assignments will be made to members of the class individually and/or in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignment.
- E. You are expected to read all assigned material and bring your textbook to class. Keep informed on all assignments, especially after a period of absence.
- F. Good class notes are indispensable for earning a good grade since both the material assigned and discussed will be the basis for examination material.

- G. Special Work: A term paper or other research project, per requirements of the instructor, will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection. The value is indicated in the semester grade computation and has considerable weight on your final average.

V. EXAMINATIONS

- A. There will be a minimum of three major examinations, as follows:
1. Three-week exam
 2. Mid-term exam
 3. Twelve-week exam (optional)
 4. Final exam
- B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work.
- C. Students without excused absences will be given a zero for the missed examination.
- D. Examinations will consist of both objective (true/false, multiple choice, fill-in-the-blank, and matching) or subjective (short answer and essay) questions, or a combination of both types. Students majoring in Criminal Justice and Law Enforcement must be able to communicate both orally and in written form, thus some questions requiring the composition and writing of an essay answer will be required.

VI. SEMESTER GRADE COMPUTATIONS

| <u>POINTS</u> | <u>GRADES</u> |
|---------------|---------------|
| 900-1000 | =A |
| 800- 899 | =B |
| 700- 799 | =C |
| 600- 699 | =D |
| 0- 599 | =F |

*Incentive points are earned by doing special work on your own initiative, participating in class discussions, completing outside assignments, and having a good attendance record. Three points are deducted for each unexcused absence. Military assignments or unavoidable circumstances will be evaluated upon notification of the instructor.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must,

officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16 week fall and spring semesters. The deadline for sessions of other lengths is:

| | |
|-----------------|------------------------|
| 5 week session | Friday of the 4th week |
| 8 week session | Friday of the 6th week |
| 10 week session | Friday of the 8th week |

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of “W”, provided the students attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

- B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. **Incomplete Grade:** The College Catalog states, An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...@ Prior approval from the instructor is required before the grade of “I” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.
- D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
- E. **Americans With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws

through the DSS office.

- F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.
- G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

Topics covered in this course during the semester will come from chapters of the appropriate text. The order and the specific topics covered will be at the discretion of the individual instructor assigned to teach the course.

- A. Chapter One: The Supervisor's Role
- B. Chapter Two: The Supervisor's Function in Organization, Administration, and Management
- C. Chapter Three: Leadership, Supervision, and Command Presence
- D. Chapter Four: The Training Function: Problems and Approaches to the Instructional Process
- E. Chapter Five: Interpersonal Communications
- F. Chapter Six: Principles of Interviewing
- G. Chapter Seven: Some Psychological Aspects of Supervision
- H. Chapter Eight: Special Problems in Counseling and Remediation
- I. Chapter Nine: Employee Dissatisfaction and Grievances
- J. Chapter Ten: Discipline: Principles, Policies, and Practices
- K. Chapter Eleven: Personnel Complain Investigation Procedures and Techniques
- L. Chapter Twelve: Personnel Evaluation Systems and Performance Rating Standards
- M. Chapter Thirteen: Tactical Deployment of Field Forces