

CJC -240 Law Enforcement Management & Supervision

COURSE DESCRIPTION:

Prerequisites: There are no prerequisites.

Corequisites: None

Course description. This course provides a study of the best-known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Identify best practices for effective and impactful leadership in the dynamic, contemporary world of law enforcement.
2. Discuss relevant leadership theories as they relate to real-world case studies from both private and public sectors.
3. Apply leadership theories presented as part of self-reflection to determine your own preferred management style.
4. Develop skills for active listening, diffusing contentious situations, navigating toxic employees at all ranks, and managing long standing disputes between colleagues.
5. Examine real-world challenging situations in law enforcement organizations and must consider which skills they can use to resolve conflicts and achieve their organizational mission.
6. Understand the importance of leadership in nurturing public trust and cultivating collaborative relationships with key stakeholders.

OUTLINE OF INSTRUCTION:

- I. Management Approaches
 - A. Management Theory
 - B. Management Innovation
 - C. Performance Based Management
- II. Interpersonal Communication
 - A. Self-reflection
 - B. Communication skills
 - C. Conflict resolution
- III. Organizational Development
 - A. Department framework

- B. Community needs and expectations
- C. Strategic plan

- IV. Human Resources
 - A. Evaluation and appraisal of employees
 - B. Rewards and motivation
 - C. Progressive system of discipline
 - D. Grievance procedures

- V. Professional Standards
 - A. Agency Accreditation
 - B. Individual Certifications
 - C. Professional Development and Training

- VI. Managing Resources
 - A. Equipment
 - B. Personnel
 - C. Community outreach

- VII. Applications to Administrative Writing
 - A. Correspondence principles
 - B. Technique of professional writing
 - C. Visual communication aspects

- VIII. Course Summary

REQUIRED TEXTBOOK AND MATERIAL:

The instructor will determine the textbook and other instructional material.