

COURSE OUTLINE

Administration of Justice 130
Law Enforcement Supervision and Management

I. Catalog Statement

Administration of Justice 130 provides an overview of the basic concepts, problems, issues, and concerns of a contemporary police organization. There are four major areas the course will examine and evaluate: the preparation of the individual officer for future promotional examinations, the current major police supervisory principles and ideologies, the proven techniques and skills required in the practice of sound supervision in police service, and a survey of management theory.

Total Lecture Units: 3.0

Total Course Units: 3.0

Total Lecture Hours: 48.0

Total Faculty Contact Hours: 48.0

Prerequisite: Administration of Justice 101 or equivalent.

II. Course Entry Expectations

Skill level ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 1.

Prior to enrolling in the course, the student should be able to:

1. demonstrate knowledge of the evaluation of criminal justice;
2. develop an awareness of the objectives of the system, the crime problem, and role expectation of criminal justice personnel;
3. gain an overview of the system's responsibility to the community, and some general concepts in crime causation;
4. recognize a sense for the importance of education, training and professionalism in the justice system;
5. analyze and clarify conceptual level key terms and ideals applied in criminal justice.

III. Course Exit Standards

Upon successful completion of required coursework, the student will be able to:

1. discuss leadership theories;
2. understand and utilize personnel evaluation methods;
3. perform data evaluation strategies;
4. survey management theories that apply to law enforcement.

IV. Course Content

Total Faculty Contact Hours = 48

A. Introduction	3 hours
1. Scope of course	
a. Course objective	
b. Administrative terms	
c. Nature of police problems	
2. Discussion of fundamentals	
a. Historical sources of democratic ideas	
b. Trends in police administration	
c. Values and ethics	
d. Personnel selection	
B. Modern Police Administration	3 hours
1. Summary of elements and organizations	
2. Management theory	
3. Traditional and contemporary organizations	
C. Organization	3 hours
1. Public control of police	
2. Principles of organization applied to police agencies	
3. Related organization concepts	
4. Typical organization problems	
5. Coordination and control systems	
6. Theory X and theory Y	
7. Maslow's theory	
8. Time and motion studies	
D. Police Personnel Management	3 hours
1. Fundamentals	
2. Basic objectives	
3. Typical personnel management devices	
a. Performance ratings	
b. Discipline	
c. Attention to proper working conditions	
4. Supervision of personnel	
5. Decision making	
E. Training	3 hours
1. Administrative aspects of program	
2. Types of police training	
3. Training methods	
4. Purposes and objectives of training	
F. Patrol	3 hours
1. Basic objectives	
2. Patrol activities	
3. Patrol strength factors	

4. Patrol distribution and deployment
 5. Direct administration and command of patrol
- G. Criminal Investigation 3 hours
1. Nature, scope, and objectives
 2. The investigation process
 3. Relationships with their units and agencies
 4. Detective operations
 5. Methods of identification
 6. Sources of information
 7. Resources
- H. Vice Control Administration 3 hours
1. Nature, objectives, and scope
 2. Vice operations
 - a. Types of Organization
 - b. Command and control
- I. Traffic Control 3 hours
1. Nature, scope, and objectives
 2. Responsibility for control
 3. Organization problems
 4. The accident investigation unit
 5. Congestion control
 6. Measuring results
 7. Enforcement
 8. Community organization
- J. Communications 3 hours
1. Nature, scope, and objectives
 2. Administrative aspects
 3. Essentials of a communication system
 4. Police needs for communication
 5. Organization for communication
 6. Mechanical devices
- K. Records 3 hours
1. Nature, scope, and objectives
 2. Organization for records
 3. Records essentials
 4. Basic police records
 5. Property control records
 6. Administrative records
- L. Property and Equipment 3 hours
1. Objectives and scope
 2. Equipment
 3. Property management
- M. Jail Management 3 hours

1. Objectives and scope
2. Essentials of jail management
3. Inmate welfare
4. Jail procedures

N. Special Police Problems 3 hours

1. Nature, scope, and objectives
2. Disaster control
3. Civil defense
4. Police and labor-management relations
5. Minority groups

O. Police and the Public 3 hours

1. Nature, scope, and objectives
2. Public relations planning
3. Techniques of reaching various publics
4. Press relations
5. Internal relations

P. Contemporary Management Issues 3 hours

1. Collective bargaining in law enforcement
2. Unionism in law enforcement
3. Vicarious liability
4. Policeman Bill of Rights
5. The problem officer
6. Politics and law enforcement
7. Police morale
8. Stress and management

V. Method of Instruction

The following instructional methodologies may be used in the course:

1. lecture;
2. multimedia;
3. demonstrations;
4. film simulations;
5. individual and group projects.

VI. Out of Class Assignments

The following out of class assignments may be used in this course:

1. homework and situational problem solving;
2. collateral readings panels and a paper/project;
3. group problem solving activities;
4. individual student project focusing on a specific aspect of law enforcement.

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:

1. quizzes;
2. mid-term examination;
3. final examination.

VIII. Textbook

Hess Orthmann, Christine. Management and Supervision in Law Enforcement [6th Edition]
Independence, KY: Delmar Cengage Learning, 2011.
10th Grade Reading Level ISBN: 978-1439056448

IX. Student Learning Outcomes

1. Student will be able to discuss leadership theories.
2. Student will be able to understand and utilize personnel evaluation methods.
3. Student will be able to perform data evaluation strategies.
4. Student will be able to survey management theories that apply to law enforcement.