DATE OF LAST REVIEW: 02/2013
CIP CODE: 43.0107
SEMESTER: Departmental Syllabus
COURSE TITLE: Organization and Administration of Criminal Justice Police Agencies
COURSE NUMBER: CRJS0112
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC- Issued email accounts are the official means for electronically communicating with our students.”
PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS: Please check with KCKCC bookstore, http://www.kckccbookstores.com/, for the required texts for your particular class.

COURSE DESCRIPTION: Students examine the principles, functions, and activities of police organization and administration, including planning and research, public relations, personnel and training, inspection and control, and policy formulation. Footnote: This course is offered online and in the classroom

METHODS OF INSTRUCTION: A variety of instrumental methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Introduction and Overview
   A. Organization
   B. Managerial Roles
   C. Leadership

II. Basic Management Personnel Skills
   A. Communication
   B. Problem Solving/Decision Making
   C. Time Management
   D. Budgeting/Managing Costs
E. Personnel Hiring & Staffing

III. Managers and the Skills of Others
   A. Managers as Developers
   B. Training and Beyond
   C. Motivation: Theory and Practice

IV. Managing Problems
   A. Morale
   B. Discipline and Problem Behavior
   C. Complaints and Grievances
   D. Conflict
   E. Stress

V. Getting the Job Done
   A. Deployment of Resources
   B. Productivity
   C. Performance Appraisals and Evaluations
   D. Managing for the Future

EXPECTED LEARNER OUTCOMES

A. The student will be able to discuss the organizational makeup of a law enforcement agency.
B. The student will be able to define and explain the techniques of leadership and management.
C. The student will be able to explain communication as a management skill.
D. The student will be able to explain the basics of dealing with unions, personnel evaluation, the budgeting process, and complaints as it impacts on employee relations.
E. The student will be able to explain the need for diversity and multicultural training in creating an ethical work environment.

COURSE COMPETENCIES:

The student will be able to know and relate the organizational makeup of a law enforcement agency.
1. The student will be able to write a mission statement.
2. The student will be able to explain the makeup of a “guiding philosophy.”
3. The student will be able to compare goals, objectives and work plans.
4. The student will be able to describe the pyramid of authority of a police department.
5. The student will be able to define a “formal organization.”
6. The student will be able to diagram an organizational chart.
7. The student will be able to explain the concept of “chain of command.”
8. The student will be able to give examples of the concept of “span of control.”
9. The student will be able to define an “informal organization.”
10. The student will be able to explain the concept of “community policing.”

The student will be able to define and explain the techniques of leadership and management.
11. The student will be able to differentiate between power and authority.
12. The student will be able to define the planning acronym PODSCORB.
13. The student will be able to distinguish between McGregor’s Theory X and Theory Y regarding management.
14. The student will be able to explain the differences between managing vs. leading.
15. The student will be able to define the term “trait theorists.”
16. The student will be able to describe “situational leadership.”
17. The student will be able to explain “transformational leadership.”
18. The student will be able to contrast the four leadership styles studied in the text.
19. The student will be able to define the concept of “team approach.”
20. The student will be able to define the “holistic management” approach.
21. The student will be able to explain the term “synergism” as it relates to management.

The student will be able to explain communication as a management skill.
22. The student will be able to outline the basic parts of the communication process.
23. The student will be able to illustrate the importance of listening in the communication process.
24. The student will be able to describe the differences between “left brain” and “right brain” thinking.

The student will be able to know the basics dealing with unions, personnel evaluations, and handling complaints.
25. The student will be able to define the term “workplace culture.”
26. The student will be able to explain the term “cultural awareness.”
27. The student will be able to explain the three basic parts of the motivation process.

The student will be able to understand the need for diversity and multicultural training.
28. The student will be able to describe the differences between negative and positive disciplines.
29. The student will be able to know the differences between a complaint and a grievance.
30. The student will be able to explain informal vs. formal evaluations.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding and tolerance.

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