SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 43.0107
SEMESTER: Departmental Syllabus
COURSE TITLE: Supervision Techniques in Law Enforcement
COURSE NUMBER: CRJS-0220
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: KCKPD Academy
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 the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: This course places emphasis on examining the leadership, management and supervision techniques used in police organizations. This will include the administration, functions and development of such items as policies, procedures, rules and regulations that govern the operation of the police. Further, emphasis will be on planning, problem solving, public intervention, training, inspection and control, and field supervision techniques for various divisions or departments.

METHOD OF INSTRUCTION: A variety of instructional 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. Management functions
   C. Leadership development
II. Operational Management
   A. Policies and Procedures
   B. Basic personal skills training
   C. Division organization and training

III. Managers and the Skills of Others
   A. Managers as trainers
   B. Development of leadership skills
   C. Motivation as a management tool

IV. Problem Solving
   A. Managing the problem solving process
   B. Discipline and behavior problems
   C. Conflict management
   D. Stress management
   E. Complaints and grievances
   F. In-service training

EXPECTED LEARNER OUTCOMES:
A. The student will be able to explain the leadership model of a law enforcement agency, policy making, chain of command, “span of control” and departments.
B. The student will be able to explain the making of policy and procedures.
C. The student will be able to explain why divisions are organized in the LE agency.
D. The student will be able to explain the need for problem solving and management skills in LE.
E. The student will be able to explain the theories of motivation in management.

COURSE COMPETENCIES:

The student will be able to explain the leadership model of a law enforcement agency, policy making, chain of command, “span of control” and departments.

1. The student will be able to prepare a leadership statement.
2. The student will be able to explain the make-up of the LE agency.
3. The student will be able to describe the various departments within the LE agency.
4. The student will be able to define a formal LE organization.
5. The student will be able to describe informal leadership in the LE agency.

The student will be able to explain the making of policy and procedures.
6. The student will be able to compare LE goals.
7. The student will be able to discuss and describe various Law Enforcement philosophies.
8. The student will be able to describe Law Enforcement objectives.

The student will be able to explain why divisions are organized in the LE agency.
9. The student will be able to describe each division in a typical LE agency.
10. The student will be able to discuss the roles of various divisions within typical LE agency.
11. The student will be able to determine “span of control.”
12. The student will be able to diagram a normal LE organizational chart.
13. The student will be able to describe chain of command.

**The student will be able to explain the need for problem solving and management skills in LE.**
14. The student will be able to differentiate power and authority.
15. The student will be able to explain Theory X and Y of management.
16. The student will be able to explain the concept of holistic management.
17. The student will be able to explain the concept of situational leadership.
18. The student will be able to describe the team approach.

**The student will be able to explain the theories of motivation in management.**
19. The student will be able to explain the parts of motivation.
20. The student will be able to describe the workplace culture.
21. The student will be able to describe methods to improve motivation in LE.

**ASSESSMENT OF LEARNER OUTCOMES:**

The assessment methods may include but are not limited to:
1. Class participation
2. Chapter tests
3. Midterm and final exams
4. Research projects
5. Homework
6. Evaluation criteria
   - 90 and above A
   - 80-89% B
   - 70-79% C
   - 60-69% D
   - 59% and below F

**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.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination
be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, Room 3354 or call 913-288-7670.
Learning Outcomes
Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes
Communication Learning Outcomes
The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes
The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes
The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes
The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes
The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

Personal and Interpersonal Skills Learning Outcomes
The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.
SOCIAL AND BEHAVIORAL SCIENCES
STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.