

**AJ 361 Course Outline as of Spring 2016****CATALOG INFORMATION**

Dept and Nbr: AJ 361 Title: LAW ENFORCE SUPERVISOR

Full Title: Law Enforcement Supervisor Techniques

Last Reviewed: 8/24/2015

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	6.50	2	Lecture Scheduled	13.00
Minimum	2.00	Lab Scheduled	33.50	2	Lab Scheduled	67.00
		Contact DHR	0		Contact DHR	0
		Contact Total	40.00		Contact Total	80.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 26.00

Total Student Learning Hours: 106.00

Title 5 Category: AA Degree Non-Applicable

Grading: P/NP Only

Repeatability: 21 - Legally Mandated Repetition

Also Listed As:

Formerly: AJ 215.1

**Catalog Description:**

This course will provide the necessary training for supervisors of public safety agencies as mandated by the California Commission on Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC). This course will address leadership styles, supervision techniques, motivation, communication, problem solving and discipline issues.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:**

Show proof of completion of basic police academy or equivalent.

**Schedule of Classes Information:**

Description: This course will provide the necessary training for supervisors of public safety agencies as mandated by the California Commission on Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC). This course will address leadership styles, supervision techniques, motivation, communication, problem solving and discipline issues. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Show proof of completion of basic police academy or equivalent.

Transfer Credit:

Repeatability: Legally Mandated Repetition

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree:**      **Area**      Effective:      Inactive:

**CSU GE:**      **Transfer Area**      Effective:      Inactive:

**IGETC:**      **Transfer Area**      Effective:      Inactive:

**CSU Transfer:**      Effective:      Inactive:

**UC Transfer:**      Effective:      Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Explain the role of the supervisor in a public safety organization.
2. Demonstrate ethical leadership and supervision practices in a public safety environment.
3. Explain legal responsibility regarding proper implementation of policy and procedures.

### **Objectives:**

Upon completion of the course, students will be able to:

1. Identify the role of a public safety supervisor.
2. Demonstrate effective communication skills.
3. Identify ethical standards in relation to supervisory conduct.
4. Identify the legal responsibilities of supervision.

### **Topics and Scope:**

1. Elements of Supervision
  - a. Expectations, duties, and image
  - b. Ethics of the profession
  - c. Legal and moral issues
  - d. Responsibilities and liabilities
2. Role and Responsibilities of Supervisor
  - a. Psychological aspects of supervision
  - b. Motivation of employees
  - c. Employee complaints and grievances
  - d. Discipline and morale
  - e. Leadership
  - f. Performance evaluations

- g. Performance improvement plans
- 3. Employee Relations
  - a. Agency policies
  - b. Employee bargaining agreements
  - c. Applicable laws
- 4. Communication
  - a. Verbal and non-verbal
  - b. Active listening
  - c. Conflict resolution
  - d. Dealing with media
- 5. Counseling
  - a. Types
  - b. Goals and expectations
  - c. Documentation

**Assignment:**

- 1. In class reading (4-5 pages daily)
- 2. Performance Improvement Plan (PIP)
- 3. Performance Evaluation
- 4. Class presentation of a supervisory skill
- 5. Scenarios (3-5)
- 6. Mandatory attendance and participation

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Performance Improvement Plan, Performance Evaluation	Writing 5 - 15%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Scenarios	Problem solving 10 - 20%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Presentation	Skill Demonstrations 20 - 30%
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**Exams:** All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Must meet POST & STC attendance and participation regulation. Assigned reading assignment(s).

Other Category  
50 - 60%

**Representative Textbooks and Materials:**

Instructor prepared materials