

AJ 361 Course Outline as of Fall 2023**CATALOG INFORMATION**

Dept and Nbr: AJ 361

Title: LAW ENFORCE SUPERVISOR

Full Title: Law Enforcement Supervisor Techniques

Last Reviewed: 9/12/2022

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). Students will be introduced to 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). Students will be introduced to 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:

At the conclusion of this course, the student should 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:

At the conclusion of this course, the student should 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:

- I. Elements of Supervision
 - A. Expectations, duties, and image
 - B. Ethics of the profession
 - C. Legal and moral issues
 - D. Responsibilities and liabilities
- II. 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 and improvement plans

III. Employee Relations

- A. Agency policies
- B. Employee bargaining agreements
- C. Applicable laws

IV. Communication

- A. Verbal and non-verbal
- B. Active listening
- C. Conflict resolution
- D. Dealing with media

V. Counseling

- A. Types
- B. Goals and expectations
- C. Documentation

All areas of the Topics and Scope are covered in both the lecture and lab portions of the course.

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. Must meet POST and STC attendance and participation regulations

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
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Writing 5 - 15%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Scenarios

Problem solving 10 - 20%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Presentation

Skill Demonstrations 20 - 30%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Must meet POST and STC attendance and participation regulations

Other Category
50 - 60%

Representative Textbooks and Materials:

Instructor prepared materials