

# Lassen Community College Course Outline

## AJ 16 Supervision in Law Enforcement

3.0 Units

### I. Catalog Description

This course will focus on the skills and knowledge of supervision as applied in law enforcement. The course surveys the practical, theoretical and experiential aspects of the job. The course spans topics from the supervisor's role and leadership and command presence to productivity and performance measurement. Emphasis is placed on both individual and organizational development. This course has been approved for hybrid, and online delivery.

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

Transfers to CSU only

51 Hours Lecture, 102 Expected Outside Class Hours, 153 Total Student Learning Hours  
Scheduled: As needed

### II. Coding Information

Repeatability: Not Repeatable, Take 1 Time

Grading Option: Graded or Pass/No Pass

Credit Type: Credit - Degree Applicable

TOP Code: 210500

### III. Course Objectives

#### A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Compare and contrast the unique supervision challenges of law enforcement compared to those in business, private and public sectors.
2. Identify, describe, and assess basic fundamental management principles that can be applied towards supervisory skills development.
3. To understand current issues in the supervision of modern law enforcement organizations.

#### B. Course Objectives

Upon completion of this course the student will be able to:

1. Compare and contrast supervision styles as applied in the business and public sector with those utilized in law enforcement.
2. Describe the role of the supervisor in law enforcement.
3. Identify the skills and techniques that are commonly utilized by law enforcement supervisors and be able to utilize those skills and techniques in dealing with case studies, scenarios and problem solving exercises.
4. Demonstrate an understanding of the place and process of employee appraisal and proactive/positive management of the process.

## **IV. Course Content**

- A. The Supervisor's Role
  - 1. Supervisory Position
  - 2. Technical and Supervisory Competence
  - 3. Organizational Knowledge
  - 4. Transition from Officer to Supervisor
- B. The Supervisor's function in organization, Administration, and Management
  - 1. Administrative Functions
  - 2. Basic Organizational Structures
  - 3. Division of Work
  - 4. Unity of Command
  - 5. Span of Control
  - 6. Delegation
- C. Leadership, Supervision, and Command Presence
  - 1. Development of Leadership Ability
  - 2. Types of Leaders
  - 3. Command Presence and Leadership
  - 4. Elements of Leadership
- D. The Training Function: Problems and Approaches to the Instructional Process
  - 1. Importance of Training
  - 2. Instruction as a Supervisory Responsibility
  - 3. Need for Training
  - 4. Principles of Learning
  - 5. Teaching Methods
- E. Interpersonal Communications
  - 1. Cultural, Environmental, and Psychological Factors
  - 2. Processes of Communications
  - 3. Barriers to Effective Communications
- F. Principles of Interviewing
  - 1. Interrogation versus Interview
  - 2. Major Functions of the Interview
  - 3. Preparation for an Interview
- G. Some Psychological Aspects of Supervision
  - 1. Drives, Satisfactions, and Needs
  - 2. Inferiority Complex
  - 3. Frustration and Performance
- H. Special Problems in Counseling and Remediation
  - 1. Nature of Problem Drinking
  - 2. Development and Symptoms of Problem Drinking
  - 3. Emotional and Personal Problems
  - 4. Counseling for the Emotionally Troubled Subordinate
  - 5. Management and Remediation of Emotional Distress
- I. Employee Dissatisfaction and Grievances
  - 1. Dissatisfaction with Work Environment
  - 2. Inept Supervisory Practices
  - 3. Misunderstandings of Policies, Rules, and Procedures
  - 4. Management Failures
  - 5. Supervisory Approaches to Employee Dissatisfaction

- J. Discipline: Principles, Policies, and Practices
  - 1. Forms of Discipline
  - 2. Adverse Effects of Punishment
  - 3. Detection of Problem Employee Behavior
  - 4. Requisites of Punishment
  - 5. Discipline by Example
  - 6. Upward Discipline
- K. Personnel Complaint Investigation Procedures and Techniques
  - 1. Case Preparation
  - 2. Sources of Complaints
  - 3. Internal Complaints
  - 4. External Complaints
- L. Personnel Evaluation Systems and Performance Rating Standards
  - 1. Objectives of Evaluation Systems
  - 2. Gathering and Recording of Performance Data
  - 3. Performance Standards
  - 4. Rating Criteria
- M. Tactical Deployment of field forces
  - 1. Supervisory Responsibilities in Unusual Occurrences
  - 2. Basic Procedures for Unusual Occurrences
  - 3. Civil Disorder: Minor Unlawful Assemblies
  - 4. Civil Disorder: Major Disturbances
  - 5. Department of Homeland Security Initiatives

## **V. Assignments**

### **A. Appropriate Readings**

Required reading assignments will be made from the textbook on a weekly basis. In addition, media articles from online resources including video, newspapers, magazines, etc. pertaining to course topics will be incorporated in the class lectures. One term paper is mandatory for the course, which will be based on approved reading material other than the textbooks.

### **B. Writing Assignments**

The student will be required to complete quizzes, a term paper and a final examination.

### **C. Expected Outside Assignments**

Research for term paper, in addition to required reading from textbook.

### **D. Specific Assignments that Demonstrate Critical Thinking**

The instructor will include critical thinking within the following assignments:

- 1. Written assignments related to course material.
- 2. Develop/explication/synthesis (compare and contrast, analyze, evaluate, and present course information).
- 3. Examinations; essays, multiple choice, true/false, short answer.

## **VI. Methods of Evaluation**

### **Traditional Classroom Evaluation**

Lecture format, video, overhead, class discussions, and discussion papers.

### **Online Evaluation**

A variety of methods will be used, such as: research papers, asynchronous and synchronous discussions (chat/forum), exercises/assignments, online quizzes and exams, and postings to online website.

### **Hybrid Evaluation**

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous will be evaluated for participation and to maintain effective communication between instructor and students.

## **VII. Methods of Delivery**

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

- Traditional Classroom Delivery**                       **Correspondence Delivery**  
 **Hybrid Delivery**     **Online Delivery**

The instructor will select the appropriate method of instruction:

1. Lecture
2. Demonstration
3. Role Playing
4. Guest Speakers
5. Video Presentations
6. Field Trips/Tours

### **Online Delivery**

Delivery includes the following: online written lectures, forum-based discussions, exercises/assignments contained on website, adding extra resources and other media sources as appropriate.

### **Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours, or 1/3 of the lecture hours, will be taught face-to-face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

## **VIII. Representative Texts and Supplies**

Iannone, Nathan F., *Supervision of Police Personnel*, 9<sup>th</sup> Edition, Pearson Publishing, 2020, ISBN: 9780137408825

**IX. Discipline/s Assignment**

Administration of Justice

**X. Course Status**

Current Status: Active

Original Approval Date: 11/15/2016

Board Approval Date: 12/13/2016

Chancellor's Office Approval Date: 12/30/2016

Revised By: Thomas Downing

Curriculum/Academic Standards Committee Revision Date: 02/07/2023