Lassen Community College Course Outline

AJ-63 POST Law Enforcement Supervisory Course   4.5 Units

I.   Catalog Description
This course examines the legal, moral, and ethical responsibilities and challenges associated with first line field operations supervision specific to the law enforcement environment. Lectures, facilitated discussions, and student presentations emphasize the examination of case studies, reviews and updates of case and statutory law, situational leadership, followership, critical incidents and critical incident management, stress management, managing conflict, counseling, and problem solving. It includes examining personality profiles for effective team development and supervision, developing and conducting subordinate counseling sessions, and preparing performance evaluations and improvement programs. This course is certified by the California Commission on Peace Officer Standards and Training (POST). Enrollment limited to current California peace officers who are sponsored by their agency. Course instructor signature required for enrollment. Material fees of $50.00 per student collected at time of registration.

Prerequisites: None

Does Not Transfer
80 Lecture Hours, 80 Total In-Class Hours, 160 Expected Outside Class Hours, 240 Total Student Learning Hours
Scheduled: As Needed

II.   Coding Information
Repeatability: None
Grading Option: 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. Demonstrate an understanding of the principles of supervision.

   B. Course Objectives
Upon completion of this course the student will be able to:
   1. Demonstrate the ability to perform as a peace officer supervisor by role playing as a supervisor during counseling sessions and other supervisory activities.
   2. Demonstrate an understanding of the principles of supervision.
   3. Demonstrate the ability to prepare performance evaluations.
   4. Demonstrate the ability to counsel and recommend disciplinary actions of subordinates.
   5. Demonstrate the ability to train subordinates through class demonstrations.

IV.   Course Content
   A. Introductions and Orientation

B. Employee Relationships
   1. As a New Leader, What Do I Need To Know About My Followers and Team?
   2. How Will My Followers Get To Know Me?
   3. Socialization – Leader Goals
   4. Socialization – Key Players
   5. Key Socialization Agent – YOU
   6. Clarify Goals And Priorities
   7. Clarify Roles, Norms, and Expectations
C. Disc® Personal Profile System
   1. Behavioral Tendencies
   2. Understand, Respect, Appreciate, and Value Individual Differences
   3. Develop Strategies For Working Together
   4. Frustrating Behaviors
D. Role Identification and Transition
   1. Characteristics of Good Supervision
   2. Motivation and Influence
E. Leadership, Power, Influence, Authority, and Motivation
   1. Leadership Defined
   2. Importance of Leadership
   3. The Two "Must-Haves" to be a Leader
   4. Motivation
F. Introduction To Situational Leadership II®
   1. Purpose Of
   2. Earn Trust And Respect
   3. Develop a Common Language For Leadership
   4. Match Supervisory Style With The Needs of The Follower
   5. Leader Skills
   6. Leader Behavior
   7. Leader Responsibilities
G. Problem-Solving and Decision-Making
   1. Follower Expectations of the Supervisor in Decision-Making Problem Solving
   2. Problem-Solving Basics
   3. The Leader's Role in Problem-Solving
H. California Electronic Communications Privacy Act (CalECPA)
   1. Crimes Involving Electronic Devices
   2. Cal. v. Riley 2009
   3. Search Warrant Considerations
   4. Device Seizure and Data Preservation
   5. Interviewing Witness, Victims, and Suspects: Samples of interview questions
I. Team Building
   1. Stages
   2. Relationship Activity
   3. Impact On Group Structure
   4. Appropriate Leader Actions
   5. Group Dynamic
   6. Team Regression
J. Communications In a Diverse Workforce

1. Effective Communication
2. Communication Process
3. Interpretation
4. Non-Verbal Communication
K. Counseling Employees
   1. Purpose of Counseling
   2. Variables in Counseling
   3. Characteristics of Effective Counseling
   4. Barriers To Counseling
   5. The Listening Continuum
L. Conflict Management
   1. Challenging Conversations
   2. Critical Thinking Skills
   3. What Is a "Crucial Conversation"?
   4. How the Emotional Brain "Hijacks" the Thinking Process
   5. Getting into and Staying in Dialogue
   6. Tactics and Strategies
   7. Confronting Behavioral and Attitudinal Issues
   8. Unresolved Conflict
M. Evaluating Employees
   1. Purpose
   2. Leader Considerations
   3. Four-Stage Procedure
   4. Performance Improvement Plans
N. Discipline
   1. Definition
   2. Purpose
   3. Expectations
   4. Progressive Discipline
   5. Documentation
O. Stress Management and Critical Incident Stress Programs
   1. Definition of Stress
   2. Why Supervisors Should Study Stress
   3. Immediate Stress Responses
   4. Hardiness Attitudes and Resilience
   5. Typical Law Enforcement Stressors
   6. Typical Supervisory Stressors
   7. Types of Stress
   8. Managing Stress
   1. Critical Incident Stress
P. Critical Incident Management
   1. Supervisory Responsibilities
   2. Reduction Of Errors
   3. Fusion Centers
Q. Legal Issues
   1. Civil Liabilities
   2. Labor Agreements
   3. Employee Rights (AB 301, Govt. Code 3300-3311)
   4. Release Of Employee Information
   5. Avoiding Civil Liability

6. Worker's Compensation Law
7. Marsy's Law
R. Use of Force For Supervisors
1. Policy
2. Case Law
3. Legal Updates
S. Followership and Leadership for Organizational Effectiveness
1. Definition
2. Followership Issue Questions
3. Followership Styles
4. Developing Leaders
5. Follower Skills Issue Questions

V. Assignments
A. Appropriate Readings
Required reading assignments to include applicable federal and state laws, State Regulations, Supervisory Manual, as well as assigned handouts.

B. Expected Outside Assignments
The sudent will be required to examine, critque, and master critical areas of course topics. Assignments include, but not limited to, reviewing policy, procedures and applicable laws; reviewing and practicing new techniques and skills in a controlled environment; written essays, homework assignments, research projects and presentations.

C. Specific Assignments that Demonstrate Critical Thinking
The student will be required to complete assignments to include, but not limited to problem solving exercises, oral presentations, written assignments, group projects, written examinations, and/or, skills demonstrations.

VI. Methods of Evaluation

Traditional Classroom Instruction
Students will be evaluated on the accuracy and completeness of their knowledge, understanding, and application of appropriate codes, policies, and procedures through objective and subjective examinations/quizzes, projects, homework assignments, exercises and/or presentations. Students must successfully pass and/or complete all elements of the course to receive a passing grade.

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

Traditional Classroom Instruction
Lecture, PowerPoint, and other media presentations, discussions, scenarios, guest speakers, and individual and group presentations.

VIII. **Representative Texts and Supplies**
1. California Penal Code, most recent edition, available free online in electronic format.
2. Student supplied agency policy manual
3. POST approved Supervisory Manual, most recent edition, Instructor Provided
4. POST Supervisory Course Manual, Instructor Provided

IX. **Discipline/s Assignment**
Administration of Justice

X. **Course Status**
Current Status: Active
Course Originator: Thomas V. Downing
Original Approval Date: 05/03/2022
Board Approval Date: 06/14/2022
Chancellor's Office Approval Date:
Revised By:
Curriculum/Academic Standards Committee Revision Date: 03/07/2023