

Chaminade University of Honolulu
Department of Criminal Justice

Supervision and Management

Instructor: David J. Poirier

Term: Fall Evening 1999 Sat 8:00-12:00

D
CJ270(3 credit hours)

Tel: **624-7630**

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COURSE INFORMATION

Description

Study of the major theories of management, organizing, motivation and leadership, and decision-making as applied to criminal justice personnel.

Course Objectives

The goal of this course is to teach the student about the process of criminal justice administration. This process focuses upon the role of the criminal justice administrator in planning, organizing, and controlling activities and programs under their authority.

TEXTBOOK (required)

Charles R. Swanson, et al. (1993), *Police Administration: Structures, Processes, and Behavior* (3rd ed.) Englewood Cliffs, New Jersey 07632: Prentice Hall.

ISBN 0-02-418545-0

EXAMINATIONS AND GRADING

Criteria	Points
3 Unit Examinations	75
1 Comprehensive Examination	25

Grading:

Letter grades will be given based on the following standard based on percentage

of points:	100-90% = A	89-80% = B	79-70% = C
	69-60% = D	and below 60% --- F	

The final course grade can be lowered if the student has more than four (4) absences, is excessively tardy for class, or fails to participate meaningfully in class exercises. If the student has seven (7) or more absences, the student is encouraged to drop the class.

Missed examinations:

As a general rule, if you are absent on a scheduled examination period there is no provision for a make-up examination. Missed examinations are recorded as a zero. Absences which are unforeseen and unavoidable, will be handled according to the circumstances. Students with known schedule conflicts of this nature should consult with the instructor as soon as possible IN ADVANCE to arrange for possible approval for alternative dates for examinations. Students with emergency situations should contact the

instructor as soon as possible. Delay in contacting the instructor may be reason for denial of an alternative examination date. The student who misses an examination does not have an automatic right which entitles him or her to receive a make-up examination. Make-up examinations may be denied for several reasons, but will always be denied when it appears that the student is attempting to gain an advantage by delaying the date of the examination. Make-up examinations may have different questions than the regular examination.

READING ASSIGNMENTS/CLASS EXERCISES

Reading assignments are to be read prior to the class period. It is mandatory to complete all reading assignments prior to class discussion as student participation is expected as partial fulfillment of the course requirements. Evidence of failure to complete reading assignments will be a factor considered in evaluation.

It is the responsibility of the student to obtain all reading assignments and/or class exercise material. Absence from class is not a sufficient reason to miss a reading assignment or exercise assignment. If the student is absent, he/she should make the necessary arrangements to obtain all class assignments.

COURSE OUTLINE

Oct 9	Introduction, syllabus review Chapter 1 The Evolution of American Policing Chapter 2 Politics and Police Administration
Oct 16	Chapter 3 Organizational Theory Chapter 4 Concepts of Police Organizational Design
Oct 23	EXAMINATION 1 Chapters 1-4 Chapter 5 Leadership Chapter 6 Interpersonal and Organizational Communication Chapter 7 Human Resource Management
Oct 30	Chapter 8 Stress and Police Personnel Chapter 9 Labor Relations
Nov 6	EXAMINATION 2 Chapters 5-9 Chapter 10 Legal Aspects of Police Administration Chapter 11 Planning and Decision Making
Nov 13	Chapter 12 Information Systems and Applications
Nov 20	Examination 3 Chapters 10-12 Chapter 13 Financial Management
Nov 27	Class exercise
Dec 4	Chapter 14 Productivity, Quality, and Evaluation of Police Services Chapter 15 Organizational Change and the Future
Dec 11	Final Examination Chapter 13-15 plus comprehensive.