

CJ 270^{jq} Supervision and Management
Chaminade University of Hawaii
Spring Evening 1999
April 10, 1999 -- June 12, 1999

Instructor: Philip B. Howell
Location: Schofield Barracks, Bid. 560 Yano Hall, Rm. 224
Date: Saturdays, **0800-1210**
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Course Objective: Upon completion of CJ 270, Police Supervision and Management, the student will have a core knowledge and understanding of the following elements of police administration and supervision in the United States: history and evolution of policing and police administration, organizational and leadership concepts and theories, organizational communication, labor relations and human resource management in the public sector, police stress and liability issues, administrative planning, information systems, and evaluation of police services.

Textbook: Police Administration, Structures, Processes, and Behavior 3rd edition. New York: Mcmillan Publishing Co., 1993. Charles Swanson, Leonard Territo, Robert Taylor

Reading Assignments and Class Participation: Students are expected to read assigned course material prior to each session and be prepared to participate in class discussions. Chapter summary handouts will be provided to assist students during lecture presentations. Lecture and test material will be supplemented with audio-visual presentations, group exercises, and guest lecturers.

Interview Paper: Students are required to interview TWO individuals who hold mid (line/field supervisors, sergeants) and upper level (staff/administrative) management positions respectively, in any criminal justice agency. Interviews will identify name, agency and position held, general responsibilities of the position, and critical supervisory issues outlined by the individual. The student will also summarize the similarities and differences between the two levels of supervision as evidenced by the interviewees. The interview paper is worth 50 points.

Extra Credit: Students will have the option to select an assignment or project for 25 extra credit points at the instructors discretion.

Attendance: In order to achieve all the objectives of this course, student attendance is mandatory. 100% attendance will credit 25 points toward student totals. One excused absence at the discretion of the instructor is allowed and the student will be credited 10 points toward student totals. All assignments will be expected to be turned in despite absences. Prior arrangements must be made with the instructor regarding assignment or quiz/exam make-ups or re-schedules.

Consultations: Students may contact the instructor at any time to consult or arrange consultation. Daytime work, FAX and mobile numbers are provided. E-Mail anytime and use home number provided with common sense in mind.

Exams and Total Possible Points:

Quiz 1	50 points	Chapters 1,2,3
Quiz 2	50 points	Chapters 4,5,6
Mid-Term	100 points	Chapters 1-7
Quiz 3	50 points	Chapters 8,9, 10,11
Quiz 4	50 points	Chapters 12,13,14
Final	100 points	Chapters 8-15
Interviews	50 points	
Attendance	25 points	
Participation	25 points	

Total Possible Points	500 points
Optional Extra Credit	25 points

Grading:

A	450-500
B	400-449
C	350-399
D	300-349
F	Below 300

Course Outline
CJ 270 - Supervision and Management

April 10	Introduction Chapter 1 Evolution of American Policing Chapter 2 Politics and Police Administration
April 17	Chapter 3 Organizational Theory Quiz #1 Chapters 1,2,3 (50 points)
April 24	Chapter 4 Concepts of Police Organizational Design Chapter 5 Leadership Interview Paper Outline Due
May 1	Chapter 5 (continued) Chapter 6 Interpersonal and Organizational Communication Quiz #2 Chapter 4,5,6 (50 points)
May 8	Chapter 7 Human Resource Management Mid-Term Exam, Chapters 1-7 (100 points)
May 15	Chapter 8 Stress and Police Personnel Chapter 9 Labor Relations
May 22	Chapter 10 Legal Aspects of Police Administration Chapter 11 Planning and Decision Making Quiz #3 Chapters 8,9,10,11 (50 points) Deadline for Extra Credit Declaration
May 29	Chapter 12 Information Systems Chapter 13 Financial Management Interview Paper Due
June 5	Chapter 13 (continued) Chapter 14 Evaluation of Police Services Quiz #4 Chapters 12,13,14 (50 points) Extra Credit Due
June 12	Final Exam Chapters 8-15 (100 points) Wrap Up