

Phy

CJ 270 Supervision and Management
Chaminade University of **Hawaii**
Winter Evening 1999

Instructor: Philip B. Howell
Location: Barbers Point
Date: Wednesdays -1730-2130
Phone: (Work) 592-0611
(FAX) 592-0621
(Home) 395-5902
(Cell) 722-7055
E-Mail **minoaka@msn.com**

Course Objectives: 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, informational systems and evaluation of police services.

Textbook: Police Administration, Structures, Processes, and Behavior. 3rd edition. New York: Macmillan Publishing Company, 1993. Charles R 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 text **material** will be supplemented with audio-video presentations, group exercises, and guest lecturers.

Interview Paper: Students are required to interview two individuals who hold mid (line/field supervisors, sergeant) and upper level management (staff/administrative) positions 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 will be worth 50 points.

Extra Credit: Students will have the option to select an assignment or project for 25 **extra** credit points at the **instructor's** 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 will be allowed. All work 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. Day work, FAX and cell numbers are provided. E-mail anytime and use the home number provided with common sense in mind

Examinations 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	50 points	Chapters 8,9,10,11
Quiz 4	50 points	Chapters 12,13,14
Final	100 points	Chapters 8-15
Interview	50 points	
Attendance	25 points	
Participation	25 points	

Total Possible Points	500 points
Optional Extra Credit	25 points

Grading:

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

Course Outline
CJ 270 - Supervision and Management

January 13 .	Introduction Chapter 1, Evolution of American Policing Chapter 2, Politics and Police Administration
January 20 :	Chapter 3, Organizational Theory Quiz # 1, Chapters 1,2,3 (50 points)
January 27 :	Chapter 4, Concepts of Police Organizational Design Chapter 5, Leadership Interview Paper Outline and Interview Identification Due
February 3 :	Chapter 5 (continued) Chapter 6, Interpersonal and Organizational Communication Quiz #2, Chapters 4,5,6 (50 points)
February 10 :	Chapter 7, Human Resource Management Mid-Term Exam, Chapters 1-7 (100 points)
February 17 :	Chapter 8, Stress and Police Personnel Chapter 9, Labor Relations
February 24 :	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 Declarations
March 3	Chapter 12, Information Systems Chapter 13, Financial Management Interview Paper Due
March 10	Chapter 13 (continued) Chapter 14, Evaluation of Police Services Quiz #4, Chapter 12,13,14 Extra Credit Due
March 17	Final Examination Chapters 8-15 (100 points) Wrap Up