

CJ 270 POLICE **SUPERVISION** AND MANAGEMENT  
Chaminade University

Spring 2002  
January 14, 2001 - May 3, 2001

DAY/HOUR: Monday, Wednesday, & Friday, 8:00 a.m. - 8:50 a.m.  
Room: **MOD1**

INSTRUCTOR: Michael Holmberg  
Security Investigator  
The Queen's Medical Center  
1301 Punchbowl St.  
Honolulu, HI 96813

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REQUIRED TEXTBOOK: Swanson, C., Territo, L., & Taylor, R., (1998). Police Administration, Structures, Processes and Behavior (5th ed., Rev.). Upper Saddle River, New Jersey: Prentice-Hall Inc..

**COURSE DESCRIPTION:**

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

**COURSE OBJECTIVES:**

Upon completion ~~of this course~~, **the student will:**

- Have a solid understanding and knowledge of the following components of police administration and supervision.
- Understand the evolution of policing and its administrations.
- Be introduced to organization and leadership concepts and theories
- Gain an understanding of communications, labor and human resource management, stress and liability issues.

**READING AND CLASS ASSIGNMENTS:**

Students are expected to complete all reading and class assignments prior to class. Classes are prepared on the assumption and expectation that the student has read the assigned material and completed any required assignments. In addition are to submit two short essays on a topic provided by the instructor, 3 to 5 pages in length, and prepared in the APA format.

**ATTENDANCE:**

Attendance is an expected and necessary requirement of this course. Unexcused absences will adversely impact the student's grade. If the student has advance notice of a necessary absence or deadline he/she should contact the instructor via voice mail, pager, or e-mail. If the student did not have advance notice that **he/she** would miss a session or assignment deadline, **he/she** must contact the instructor within 24 hours. Missing class is not an excuse for not completing reading assignments or other projects on time, or being prepared for discussions.

**COURSE GRADING:**

The course grad will be determined by the following:

Essay # 1	25 Points
Essay #2	25 Points
Exam #1	100 Points
Exam #2	100 Points
Final Examination	100 Points
Class Projects	50 Points
Class Participation	50 Points

Grading:	A = 90% of the possible 450 points (405+)
	B = 80% of the possible 450 points (360+)
	C = 70% of the possible 450 points (315+)
	D = 60% of the possible 450 points (270+)
	F = Less than 60% of the possible 300 points (<269)

**LEARNING OUTCOME AND ASSESSMENTS:**

All of the student's work will be evaluated on the following criteria:

- Knowledge of the subject matter from textbooks, lectures, discussions, videos, research and outside sources.
- Ability to apply their knowledge to current legal proceedings and hypothetical situations.
- Logical and critical thinking.
- Demonstration of achieving the class objectives.

**DISCLAIMER:**

The instructor reserves the right to make slight modification to the course syllabus if an only if the circumstances warrant or require it. Any **modifications** will be made known to the student.

**COURSE OUTLINE:**

Week 1	Jan 14 Jan 16 & 18	Introduction/Syllabus Chapter 1: Evolution of American Policing
Week 2	Jan 21 Jan 23 & 25	(No Class) Chapter 2: Community Policing
Week 3	Jan 28 & 30 Feb 1	Chapter 4: Organization Theory
Week 4	Feb 4, 6, & 8	Chapter 5: Organizational Design
Week 5	Feb 11, 13, & 15	Exam #1
Week 6	Feb 18, 20, & 22	Chapter 6: Leadership
Week 7	Feb 25 & 27 March 1	Chapter 7: Organizational and Interpersonal Communication
Week 8	March 4, 6, & 8	Chapter 8: Human Resource Management Essay # 1 Due
Week 9	March 11, 13, & 15	Chapter 9: Stress and Personnel
Week 10	March 18, 20, & 22	<b>Chapter 10: Labor Relations</b>
Week 11	March 25, 27, & 29	No Class (Spring Break)
Week 12	April 1, 3, & 5	Exam #2
Week 13	April 8, 10, & 12	Chapter 11: Legal Aspects
Week 14	April 15, 17, & 19	Chapter 12: Planning and Decision Making
Week 15	April 22, 24, & 26	Chapter 13: Financial Management Chapter 14: Productivity
Week 16	April 29 May 1 & 3	Chapter 15: Organizational Change Review for Final Essay #2 Due
Week 17	May 6, 7, 8, & 9	Final Exam Week

## Essays

### **Acceptable** Topics for Essay #1:

History of Policing  
Community Policing  
Kansas City Patrol Experiment  
Organizational Theories  
Leadership  
Organizational and Interpersonal Communication  
Human Resource Management  
ADA

Topics other than listed above must have instructor's approval.

### **Acceptable** Topics for Essay #2:

Stress/Traumatic Stress Syndrome  
Police Suicide  
Labor Relations  
Police Liability Shooting/High Speed Pursuits  
Decision Making  
Financial Management  
Productivity  
Organizational Change

Topics other **than listed** above must have **instructor's** approval.

### **Essay Requirements:**

- Typed, double spaces; no greater than one inch margins.
- APA Format:
  - Cover Page
  - Abstract
  - Identified Chapters
  - Conclusion
  - References
- Three to Five pages. Do not allow your content to *suffer* while attempting to be brief.
- Be very careful to identify sources, thoughts, ideas and quotes of other authors.