

WE '03

**CJ 270<sup>30</sup> - Supervision & Management**  
**January 13, 2003 - March 26, 2003**  
**SYLLABUS**

**Instructor:** Lance Rabacal, Instructor  
Department of Criminal Justice  
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Office hours: by appointment

**Education and Experience:**

MS in Criminal Justice Administration; Chaminade University of Honolulu  
BS in Criminal Justice; Chaminade University of Honolulu

Residency Section Administrator/ Case Management/ Special Needs Case Worker/ Unit Team Manager/ Inmate Employment Coordinator/ Volunteer Coordinator, Corrections Recreations Specialist Supervisor for the Oahu Community Correctional Center, Department of Public Safety.

**Course Description and General Outline:**

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

**Learning Objectives:**

- Students will have a solid understanding and knowledge of the components of administration and supervision in an organization.
- Leadership concepts and theories.
- Communications, labor and human resource management issues; liability and stress issues, planning, implementation and evaluation.

**Textbooks:** Police Administration, *Structures, Processes and Behaviors*, 4<sup>th</sup> Edition. New Jersey: Prentice-Hall, Inc., 1998. Charles Swanson, Leonard Territo, Robert Taylor.

**Additional Course Materials:** To be announced and or distributed by the instructor

**Attendance Policy:**

Due to the intensive components of this course, attendance is mandatory. Attendance will be comprised of one-third of the final class grade. Upon three absences a deficiency notice will be sent to the registrar within the recommendation that the student withdraw from the course. Students who miss three or more classes will receive a grade of "FA-failure due to poor attendance." On rare occasions, exceptions will be made due to documented military necessity and/ or serious family/ or personal reasons.

It will be the student's responsibility to communicate with the registrar regarding withdraws, add/drops, credit/no credit options. It is also the student's responsibility to contact instructor.

### **Grading Policy:**

All students are expected to complete all reading and class assignments prior to class. Grades will be based on a point system. There will be a total of 300 possible points; 100 points for attendance /participation; 100 points for mid-term and final examine 50/50; and 100 points for written research project 50/50.

### **Point System Breakdown:**

#### **Attendance/ Participation/ Presentations/Discussion: Mandatory Book Review**

- **100 points** – students arriving on time, prepared for and participating in all class work and discussions will receive 100 points.
- **90 points** – 1 absence
- **80 points**- 2 absences

#### **RECOMMENDED COURSE WITHDRAWAL and/or FAILURE DUE TO ATTENDANCE- 3 absences**

### **Midterm & Final Exam:**

- **100 points-** the midterm and final will each count for 50 points. The midterm exam will consist of the first half of the course material and the final will consist of the second half of the course.

### **Research Project:**

- **100 points (50 points each)-** Students will be required to prepare (2) written research paper (5 pages minimum) on topics relating to course. Students will also be required to present research project in class. All papers must conform to the Chaminade University writing requirement. Double-space APA standard paper. Minimums of 3 references are required.
- **10 points EXTRA CREDIT- to be announce (upon discretion)**

### **Final Grades:**

A	270-300 points
B	240-269 points
C	210-239 points
D	195-209 points
F	Below 195 or more than 2 absences

**CJ 270 SUPERVISION & MANAGEMENT**  
**COURSE OUTLINE**

**WEEK 1 (January 13)**

Introduction /Syllabus

Assigned chapter review

Part 1: The Evolution of American Policing

- **WEEK 2 (January 20) Dr. Martin Luther King, Jr. Day**
- **Independent Research Assignment (No class meeting)**

**WEEK 3 (January 27)**

Part 2: Politics and Police Administration:

Part 3: Organizational Theory

Part 4: Organizational Design

Part 5: Leadership

**WEEK 4 (February 3)**

Part 6: Communication

Part 7: Human Resources Management

Hand out

**WEEK 5 (February 10)**

**Mid-Term Exam Parts 1-7 Due**

Part: 8: Stress and Personnel

Part: 9: Labor Relations

- **WEEK 6 (February 17) President's Day**
- **Independent Research Assignment**

**WEEK 7 (February 24)**

**Presentations**

Part: 10: Legal Aspects

Part: 11: Planning and Decision Making

**WEEK 8 (March 3)**

Part: 12: Information Systems

Part: 13: Financial Management

**Presentations**

**WEEK 9 (March 10)**

Part: 14: Productivity, Quality, and Evaluation

Part: 15: Change and the future

**Presentations**

**WEEK 10 (March 17)**

Review for Final Exam

**Research Assignment due (no exceptions)**

**WEEK 11 (March 24)**

Presentations back up/Final Exam

## Acceptable Topics of Research

- History of Policing
- Community Policing
- Organizational Theories
- Leadership
- Communications
- ADA
- Problem Solving/Decision Making
- Professionalism
- Politics and Terrorism
- Compare types of organizational design
- Performance evaluation
- Training
- Drug/ Alcoholism within employees
- Sexual Harassment
- Grievances
- Stress/ Traumatic stress syndrome
- Police suicide
- Labor relations
- Financial management
- Productivity
- Organizational change
- Politics and government
- Motivation in management
- Style of leadership
- Police domestic violence
- Union impact pros/cons
- Crisis intervention
- Team Policing
- RAND study

Instructor must approve topics other than listed.