

## First Line Police Supervision (CJSA 2335) Online



**Credit:** 3 semester credit hours (3 hours lecture)

**Prerequisite/Co-requisite:** none

### Course Description:

Development of supervision techniques and practices for the first-line supervisor and development of desirable traits of a supervisor with emphasis on individual and group leadership. Special emphasis on the balance between the individual and the organization.

### Required Text and Materials

1. *Effective Polic Supervision*, 6<sup>th</sup> Edition, Harry W. More & Larry S. MillerP.J. Ortmeier & Edwin Meese III, Anderson Publishing, ISBN: 978-1-4377-5586-2
2. *Computer with High Speed Internect Connection*.  
(See Technology requirements below)

### Course Objectives

1. Analyze the traits of a good supervisor (SCANS: C5, F1, F2, F5)
2. Compare characteristics of individual and group supervisory problems (SCANS: C5, C6, F1, F2, F5)
3. Describe the supervisor's role in the balance between the individual and the organization. (SCANS: C5, C6,C7,F1, F2)

### SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

### Course Outline

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| <p>A. Introduction</p> <ol style="list-style-type: none"><li>1. Introduction of faculty and students</li><li>2. Review Syllabus</li><li>3. Review Class Policies</li><li>4. Familiarize yourself with the learning environment</li></ol> <p>B. Supervision – <i>The Mangement Task</i></p> <ol style="list-style-type: none"><li>1. Transformation</li><li>2. Supervisory Skills Areas</li><li>3. Human Skills</li></ol> | <ol style="list-style-type: none"><li>4. Tactical Skills</li><li>5. Affective Skills (A)</li><li>6. Conceptual Skills</li><li>7. Knowledge-Based Skills (K)</li><li>8. Self-Appraisal</li><li>9. Management Expectations of the supervisor</li><li>10. Subordinates' Expectations of the Supervisor</li><li>11. Peer Expectations of the Supervisor</li></ol> |
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First Line Police Supervision (CJSA 2335) Online  
Course Syllabi

- C. Community Oriented Policing and Problem Solving – *Improving Neighborhood Quality of Life*
  - 1. Definition
  - 2. Empowerment
  - 3. Quality supervision
  - 4. Process Facilitation
  - 5. Building Partnerships within the Police department
  - 6. Identifying Stakeholders
  - 7. Supervising Community Police Officers
  - 8. Managing Failure
- D. Interpersonal Communications – *Striving for Effectiveness*
  - 1. The Importance of Communication Skills
  - 2. The communication Process
  - 3. Communication patterns
  - 4. Barriers to Communication
  - 5. Overcoming Communication Barriers
  - 6. Feedback
  - 7. The Art of Listening
  - 8. Communicating with Limited English Proficiency
  - 9. Intercultural communications
  - 10. Communicating with Hearing-Impaired Individuals
- E. Motivation – *A Prerequisite for Success*
  - 1. Why Officers work
  - 2. Motivation
  - 3. Needs-Based Motivation
  - 4. Motivation-Hygiene Theory
  - 5. Theory X-theory Y
  - 6. Expectancy Theory
  - 7. Equity Theory
  - 8. Sensitivity Theory
  - 9. How to Motivate
- F. Leadership – *The Integrative Variable*
  - 1. Poer
  - 2. Theories of Leadership
  - 3. Leadership Continuum
  - 4. Supervisor Styles
  - 5. Leadership Mistakes
- G. Discipline – *An Essential Element of Police Supervision*
  - 1. The Nature of Discipline
  - 2. Discipline in the Ranks
  - 3. Positive Discipline
  - 4. Negative Discipline
  - 5. Sergeants as Disciplinarians
  - 6. Fair and Equitable Discipline
  - 7. The Use and Abuse of Discipline
  - 8. Keys to Effective Discipline
  - 9. The Hot Stove Revisited
  - 10. Firm but Fair Disciplinary Action
  - 11. Types of disciplinary Actions
  - 12. Making the Disciplinary Action Stick
  - 13. Constructive Discharge
  - 14. Results of Absent Discipline
  - 15. Personal and Various Vicarious Liability
- H. Tactical Operations – *Critical Incident Deployment*
  - 1. Critical Incidents
  - 2. Incident Command system
  - 3. Role of the First-Line supervisor in Critical Incidents
  - 4. Critical Incident Management
  - 5. Supervisory Span of control
  - 6. Tactical Teams
  - 7. Critical Incident Debriefing
  - 8. SWAT – Special Weapons and Tactics
- I. Homeland Security and Terrorism – *A Changing Role*
  - 1. Domestic Terrorism Foreign Terrorism
  - 2. American Response to Terrorism
  - 3. Local response to Terrorism
  - 4. Information versus Intelligence
  - 5. Identifying Potential Terrorist Targets
  - 6. Police Supervisor's Role

### **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit her office located in the Cecil Beeson Building, Student Services.

### **Course Evaluation**

90 – 100 = A  
80 – 89 = B  
70 – 79 = C  
60 – 69 = D  
0 – 59 = F

- 10% Class Participation: Students will participate in online discussion threads on a weekly basis.
- 10 % Attendance Policy: Students are to login a minimum of three times a week.
- 20% Weekly Assignments: Each Blackboard Assignment will require students to review assigned topics, and complete the required written assignment.
- 15% Module Exams: There will be two exams over material covered in class and web assignments. These are online, timed exams.
- 30% Final Project: Each team will develop a 10 minute course video to upload to YouTube. Each member of the Team must document their role in the project, and provide a copy of their script. The URL will be provided to each class member.

### **Course Requirements**

1. Discussion Thread Participation
2. Eight online web assignments
3. Two Module exams.
4. One Final Project

### **Course Schedule**

<b>Week</b>	<b>Topic</b>	<b>Reference</b>
<b>Start Here – Orientation Module</b>		
1	Course Introduction – Syllabus, instructor, netiquette, and course navigation	Syllabus, netiquette link Online

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Week	Topic	Reference
<b>Learning Module 1</b>		
1 & 2	Chapter 1 <i>Supervision – The Management Task</i>	pp. 11 – 33 PowerPoints
	<i>Chapter 1 - Discussion Threads</i> <ul style="list-style-type: none"> <li>Human Skills as a Police Officer</li> <li>Supervisor Skills Areas</li> </ul>	Online
	<i>Assignment 1 – Supervisor, Subordinate, Peer Expectations</i>	Text, PowerPoint, Online
3 & 4	Chapter 2 Community Oriented Policing and Problem Solving – <i>Improving Neighborhood Quality of Life</i>	pp. 40 – 55 & pp. 65 – 66 PowerPoints Online
	<i>Chapter 2 – Discussion Threads</i> <ul style="list-style-type: none"> <li>Quality Supervision in Community Policing Programs</li> <li>Managing Failure</li> </ul>	Online
	<i>Assignment 2 – Police Supervision in Community Policing</i>	Text, PowerPoint, Online
5 & 6	Chapter 3 Interpersonal Communications – <i>Striving for Effectiveness</i>	pp. 75 – 95 PowerPoint, Online
	<i>Chapter 3 – Discussion Thread: Importance of Communication as a Police Officer</i>	Online
	<i>Assignment 3 – Art of Listening</i>	Text, PowerPoint, Online
7 & 8	Chapter 4 Motivation – <i>A Prerequisite for Success</i>	pp. 113 – 123 PowerPoint, Online
	<i>Chapter 4 – Discussion Thread: Need-Based Motivation (Maslow)</i>	Online
	<i>Assignment 4 – Motivating Subordinates</i>	Text, PowerPoint, Online
<b>8</b>	<b>Test 1 (Chapters 1 – 4)</b>	
<b>Learning Module 2</b>		
9 & 10	Chapter 5 Leadership – <i>The Integrative Variable</i>	

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Week	Topic	Reference
	<i>Chapter 5 - Discussion Threads: Participatory Management</i>	Online
11 & 12	<i>Chapter 10 Discipline – An Essential Element of Police Supervision</i>	
	<i>Chapter 10 - Discussion Threads</i>	Online
	<i>Assignment 10 –</i>	Text, PowerPoint, Online
13 & 14	<i>Chapter 14 Tactical Operations – Critical Incident Deployment</i>	
	<i>Chapter 14 - Discussion Threads</i>	Online
	<i>Assignment 14 –</i>	Text, PowerPoint, Online
15 & 16	<i>Chapter 16 Homeland Security and Terrorism – A Changing Role</i>	
	<i>Chapter 16 - Discussion Threads</i>	Online
	<i>Assignment 16 –</i>	Text, PowerPoint, Online
<b>16</b>	<b>Test 2 (Chapters 5, 10, 14 &amp; 16)</b>	
<b>Final Project</b>		
<b>2 - 16</b>	<b>Final Group Project</b>	

### Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

<http://kb.blackboard.com/pages/viewpage.action?pageId=71860304>

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

### Contact Information

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