

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Agency Administration (Police)
COURSE NUMBER	CRJS 0112
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Criminal Justice
CIP CODE	43.0107
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Students examine the principles, functions, and activities of police organizations and administration, including planning and research, public relations, personnel and training, inspection and control, and policy formulation.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:
https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

AA Police Science

1. Describe several ideological, theoretical, and institutional perspectives of political science.
2. Demonstrate proficiency in various contending theories of international relations, with emphasis on the U.S. national interest approach, foreign policy, and the realist approach.
3. Describe the historical background, governing principles, institutions, domestic and foreign policy goals of the National Government of the United States.

AAS Police Science

1. Define the interdependence of the three components of the criminal justice system: police, courts, and corrections and how these systems function both in relationship to each other and as separate entities.

2. Define the principles related to the acquisition, preservation, and presentation of evidence in a criminal case.
3. Demonstrate the critical reasoning skills necessary in the practice of arrest, search, and seizure.

Police Science Certificate

1. Define the profession of policing and its function within society
2. Define criminal investigation procedures, to include evidence processing and recovery and the rules of evidence.
3. Define the principles of arrest, search and seizure.

Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

I. Introduction and Overview

- a. Organization
- b. Managerial Roles
- c. Leadership

II. Basic Management Personnel Skills

- a. Communication
- b. Problem Solving/Decision Making
- c. Time Management
- d. Budgeting/Managing Costs
- e. Personnel Hiring & Staffing

III. Managers and the Skills of Others

- a. Managers as Developers
- b. Training and Beyond

c. Motivation: Theory and Practice

IV. Managing Problems

- a. Morale
- b. Discipline and Problem Behavior
- c. Complaints and Grievances
- d. Conflict
- e. Stress

V. Getting the Job Done

- a. Deployment of Resources
- b. Productivity
- c. Performance Appraisals and Evaluations
- d. Managing for the Future

COURSE LEARNING OUTCOMES

Upon successful completion of this course:

1. The student will be able to discuss the organizational makeup of a law enforcement agency.
2. The student will be able to define and explain the techniques of leadership and management.
3. The student will be able to explain communication as a management skill
4. The student will be able to explain the basics of dealing with unions, personnel evaluation, the budgeting process, and complaints as it impacts on employee relations.
5. The student will be able to explain the need for diversity and multicultural training in creating an ethical work environment.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.