

CJ G070: SERGEANT SUPERVISORY, LAW ENFORCEMENT

Item	Value
Curriculum Committee Approval Date	03/05/2024
Top Code	210500 - Administration of Justice
Units	4 Total Units
Hours	80 Total Hours (Lecture Hours 80)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	Yes
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Pass/No Pass (B)

Course Description

This course provides Basic Police Academy training in compliance with the minimum standards established by the California Commission on Peace Officer Standards and Training (POST). POST certified training includes criminal law, search and seizure, laws of evidence, traffic laws and procedures, investigative techniques, patrol procedures, firearms, vehicle operations, defensive tactics, physical fitness, report writing, and first aid/cardio pulmonary resuscitation. Students must pass a criminal history check pursuant to California Penal Code section 13511.5, and possess a valid driver's license. Not Transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Analyze the differences between power and authority and their influence on organizational goals.
3. Apply interpersonal communication skills and leadership strategies to resolve employee workplace conflicts.
4. Analyze the first-line supervisor's role in the disciplinary process and application of organizational standards.
5. Evaluate leadership theories and principles for leading a multi-generational workforce.
6. Apply a systems approach to improve problem-solving and decision-making during critical events.

Course Objectives

- 1. Reflect on the DiSC Personality Profile System to understand one's primary personality profile.
- 2. Explain the transition from subordinate to supervisor.
- 3. Compare differences between the sources of power and authority.
- 4. Discuss the responsibilities of the supervisor as coach and mentor.
- 5. Explain the problem-solving/decision-making process.
- 6. Identify the strategies to develop a high-performing team.
- 7. Explain the verbal/nonverbal communication skills and the processing of information.
- 8. Evaluate effective and ineffective communications during a conflict.

- 9. Analyze the legal procedures and the supervisor's role in the disciplinary process.
- 10. Compare the productive and unproductive strategies for managing stress.

Lecture Content

DiSC Personal Profile System Behavior tendencies Successful leaders using DiSC DiSC characteristics Role Identification and Transition Identifying your roles Qualities of a superior law enforcement leader and supervisor Expectations of stakeholders Transitioning to supervisor or from sidekick to supervisor Leadership: Motivation, Power, and Authority Leadership defined Importance of leadership The two must-haves to be a Leader Motivation Situational Leadership II Purpose of introduction to Situational Leadership II Skills Leader behavior Leader responsibilities Leadership Behavioral Analysis II instrument The branching diagram-resolving a disagreement about development level Problem-Solving and Decision-Making Follower expectations of the supervisor in decision making problem-solving Problem-solving basics The leaders' role in problem-solving Generations Working Together Generational cohorts Perceptual bias Strategies for managing Meditating conflict in the generational workplace Team Building Stages Forming Storming Norming Relationship activity Performing Impact on group structure Appropriate leader actions Group dynamic Team regression Communications and Counseling Effective communication Communication process Interpretation Non-verbal communication Counseling employees Show "Peace Officer Standards and Training" approved videos: "Late to Briefing" "Morgan's Apology" Characteristics of effective counseling Barriers to counseling The listening continuum Show "Peace Officer Standards and Training" approved video: "The Discovery" Purpose of counseling Variables in counseling Show "Peace Officer Standards and Training" approved video clips of: "Good Will Hunting" Conflict Management Conflict defined Conflict management is the practice of identifying and dealing with disputes in a rational, balanced, effective way Workplace conflicts are generally due to: A lack of communication A disagreement on goals, facts, or expectations Conflicts Can Be: Negative or dysfunctional Positive or functional Identifying when to intervene in a workplace conflict Skills necessary to manage conflict Steps to resolve a conflict (Process) Confronting behavioral and attitudinal issues dealing with toxic employees Conflict management resolution styles Managing the difficult, challenging, crucial conversations Ethics, Leadership, and Ethical Decision-Making Development of ethics Law enforcement organizations The individual's role in ethics Leadership's impact on workplace ethics Ethical standards and identifying dilemmas Ethical decision-making Evaluating Employees Purpose of performance evaluations Evaluations forms generally measure traits, competencies, results, or a combination Leader-supervisor considerations The evaluation is a multi-step ongoing process Discipline: Action and Process Discipline Discipline documentation The discipline process Progressive discipline Distress and Stress Management The reason to study stress What is stress? Good and bad stress Biological stress responses Delayed stress response - A few minutes after fight or flight, the body makes changes After the stress The hypervigilant biological rollercoaster Three terms to describe the length of time under stress Causes of distress Emotional signs of distress Physical signs of distress Behavioral signs of distress Cognitive signs of distress Spiritual signs of distress Stress management The Human Side of Critical Incidents Critical incident related stress Also referred to as trauma-related stress Post-traumatic stress disorder Supervisor's role and responsibility with critical incident stress Critical Incident

Management-Tactical Supervisory responsibilities Reduction of errors Fusion centers Legal Issues Officer misconduct trends Avoiding new first-line supervisor pitfalls Administrative investigations The "Public Safety Officers Procedural Bill of Rights Act" Sections 3300-3313 of the California Government code Case law - National Labor Relations Board vs. Weigarten, Inc. 420 US. 251.88 LRRM 2689 Civil liability Use of Force for Supervisors Define and understand the supervisors role as it relates to the use of force by a peace officer Followership and Leadership for Organizational Effectiveness The concepts of followership Definition of followership Followership styles Show "Peace Officer Standards and Training" approved video clips from "Band of Brothers" Developing leaders Followership skills issue questions

Method(s) of Instruction

- Lecture (02)

Reading Assignments

Students will complete the DiSC Personality Profile System. Review the Public Safety Officers Procedural Bill of Rights Act. Supplemental reading materials/journals, as assigned.

Writing Assignments

Create and administer a performance evaluation of an employee during a simulated employment appraisal.

Out-of-class Assignments

Classroom presentation related to department policy training.

Demonstration of Critical Thinking

Students will demonstrate the ability to solve incidents through the application of principles and techniques discussed in the course during role playing observations.

Required Writing, Problem Solving, Skills Demonstration

Students will discuss and review discipline, counseling, and performance evaluations commonly experienced by tenured supervisors in a field environment. Students will demonstrate communication skills while counseling an employee during a monitored role playing scenario.

Eligible Disciplines

Administration of justice (police science, corrections, law enforcement): Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. Current events and issues related to supervisory issues and discipline of employees.