

**College of Micronesia – FSM
P.O. Box 159
Kolonia, Pohnpei**

Course Outline Cover Page

Management Skills for Police Officers
Course Title

AJ158
Department and Number

Course Description: This course is designed to give participating students an understanding of the management structures existing within police organizations as they relate at both an organizational and individual levels.

Prepared by: Donna Wrembeck

State: Pohnpei

	Hours per week	No. of weeks	Total Hours	Semester Credits
Lecture	3	16	48	3
Laboratory				
		Total Semester Credits:		3

Purpose of Course

Degree Requirement	
Degree Elective	
Advanced Certificate	
Certificate	xx
Remedial	
Other (Workshop)	

Prerequisite Course(s): By admission.

Signature, Chairman, Curriculum Committee

Date Approved by Committee

Signature, President, COM-FSM

Date Approved by the President

I. COURSE OBJECTIVES / LEARNING OUTCOMES

A. General Outcomes

This course will introduce students to the underlying principles of management within a law enforcement and security environment. Students will gain an understanding of the various managerial styles which exist within a hierarchical structure (chain of command). The roles and responsibilities of middle and senior management will be discussed. At individual levels students will gain skills in time management, working in teams and incident management.

B. Specific Student Learning Outcomes

Upon successful completion of this course the student will be able to:

- Learning outcome 1: Demonstrate knowledge of the various management styles.
- Learning outcome 2: Identify roles and responsibilities of police management
- Learning outcome 3: Identify personal management strategies
- Learning outcome 4: Demonstrate knowledge of incident management.

II. COURSE CONTENTS

- Principles of Management
- Effectiveness of various Management approaches – laissez-faire, democratic and authoritarian
- Embracing a participative management style
- Organizational structures within law enforcement - Chain of Command
- Roles and Responsibilities of senior and middle management
- Impact of police rules and regulations on managers duties and responsibilities
- Statutory authority of police managers in relation to discipline and operational tasks
- Understanding effective leadership
- Self Management and discipline
- What is time management
- Use of command and control in a policing environment
- Assessing incident scenes

- Incident Management
- Effective decision making
- Working in teams
- Case file management

III. ASSESSMENT CRITERIA

A variety of assessment methods will be developed to assess the expected learning outcomes for course topics as described below:

Learning Outcome 1: Demonstrate knowledge of the various management styles.

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|---------------------|--|
| Assessment Criteria | <ol style="list-style-type: none"> 1.1 Explain the fundamental Principles of Management 1.2 Describe Laissez-faire / democratic / authoritarian management styles 1.3 Identify and explain Participative Management approaches 1.4 Describe management structures within law enforcement organizations 1.5 Explain hierarchical structures / chain of command |
|---------------------|--|

Assessment Methods: Unit tests involving:
Multiple choice questions
Short answer questions

Learning Outcome 2: Identify roles and responsibilities of police management

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|---------------------|--|
| Assessment Criteria | <ol style="list-style-type: none"> 2.1 Explain the roles and responsibilities of senior management 2.2 Explain the roles and responsibilities of middle management 2.3 Explain police rules and regulations 2.4 Identify and describe the statutory authority of police managers |
|---------------------|--|

Assessment Methods: Unit tests involving:
Multiple choice questions
Short answer questions
Research assignment and classroom presentation

Learning Outcome 3: Identify personal management strategies

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|---------------------|---|
| Assessment Criteria | <ol style="list-style-type: none"> 3.1 Explain the necessary elements of effective police leadership |
|---------------------|---|

- 3.2 Describe self management and discipline
- 3.3 Describe time management strategies
- 3.4 Identify and describe elements of effective management

Assessment Methods: Unit tests involving:
Multiple choice questions
Short answer questions

Learning Outcome 4: Demonstrate knowledge of incident management.

- Assessment Criteria
- 4.1 Explain command and control principles
 - 4.2 Define primary and secondary incident assessment
 - 4.3 Explain processes involved in effective decision making
 - 4.4 Describe the impacts of working in teams
 - 4.5 Explain the procedures for effectively controlling persons / witnesses at incidents scenes
 - 4.6 Explain case file management

Assessment Methods: Unit tests involving:
Multiple choice questions
Short answer questions

IV. TEXTBOOKS

The following textbook will be used for this course:

Schmallegger, Frank., *Criminal Justice: a Brief Introduction* (6th Edition), Prentice Hall, 2005, ISBN 0130887293. \$50.00

V. REQUIRED COURSE MATERIALS

The following supplies and equipment will be required for this course.

The Instructor will require the following equipment:

- a. COM Classroom with whiteboard or chalkboard
- b. A copy of the Textbook: Schmallegger, Frank., *Criminal Justice: a Brief Introduction* (6th Edition), Prentice Hall, 2005, ISBN 0130887293. - (\$50)
- c. A copy of *Blacks Law Dictionary (8th Edition) Standard Edition*, Garner, Bryan A. – (\$70)
- d. A copy of the student workbook as developed for this course - (Costs of development and printing)
- e. A copy of the approved selected readings book prepared by the Instructor (Refer to VI - Reference Materials) - (Costs relating to printing)
- f. A copy of FSM National Constitution and relevant State Constitution

- g. A copy of Pohnpei State Statutory provisions
- h. Appropriate handouts notes as developed by the instructor for this course - (Costs related to development and printing)

Students will require the following resources:

- a. A copy of the Textbook: Schmallegger, Frank., *Criminal Justice: a Brief Introduction* (6th Edition), Prentice Hall, 2005, ISBN 0130887293. - (\$50) ,
- b. A copy of the student workbook – (cost of printing)
- c. A copy of the selected readings book – (cost of printing)
- d. College ruled note sheet, pencil or pen

VI. REFERENCE MATERIALS

Selected readings will be obtained from the following texts to supplement the student's textbook. A book of selected readings will be compiled by the instructor. Additional selected readings (to those listed below) may be identified from other reference texts in due course during the development of the course curriculum.

Alpert, Geoffrey P., *Police: Continuity and Change*, ISBN 1577664094

Miller, Linda S., *Community Policing: Partnerships for Problem Solving*.

Hale, Charles D., *Police and Patrol – Operations and Management* (3rd Edition), ISBN 0131126342

Iannone, Nathan F., *Supervision of Police personnel* (6th Edition), ISBN 0136492290

VII. INSTRUCTIONAL COSTS

No additional equipment or materials will be required for this course which will incur further instructional costs.

VIII. METHODS OF INSTRUCTION

The following approaches to instruction will be adopted:

- 1. Computer aided lectures
- 2. Lecture and class discussions
- 3. Scenario exercises
- 4. Group discussions
- 5. Problem solving exercises (group and individual)
- 6. Written examinations
- 7. Assignment exercises

8. Completion of Workbook assessments

IX. EVALUATION

Percentage and letter grades will constitute research papers, lesson quizzes, unit tests, a mid-term cumulative examination, and a final cumulative examination. When borderline cases present themselves the instructor may take into account class participation and exceptional attendance if appropriate.

Final Grade for this course will be based on meeting the course requirements at the following percentage rates:

90%-100%	A
80% - 89%	B
70-79%	C
60-69%	D
0-59%	F

X. ATTENDANCE POLICY

The students attendance in this class will strictly adhere to the College of Micronesia – Pohnpei Campus attendance policy. Copies of the policy will be given to the students in writing on the first day of class.

XI. ACADEMIC HONESTY POLICY

Students will be required to acknowledge and adhere to the College of Micronesia Academic Honesty Policy. Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the College. A copy of the policy will be given to students in writing on the first day of class.