GROSSMONT COLLEGE

 Official Course Outline

ADMINISTRATION OF JUSTICE 210 - LEADERSHIP IN CRIMINAL JUSTICE

 1. Course Number Course Title Semester Units Semester Hours

 AOJ 210 Leadership in 3 3 hours lecture: 48-54 hours

 Criminal Justice 96-108 outside-of-class hours

 144-162 total hours

 2. Prerequisites

 None.

 Corequisite

 None.

 Recommended Preparation

 None.

 3. Catalog Description

 An examination of the principles and practices of organization, administration and management in public safety and security environments (law enforcement, courts, corrections, and security). Emphasis is placed on planning, budgeting, human resources development, operations, supervision, evaluation, leadership, and ethical decision making.

 4. Course Objectives

 The student will:

 a. Evaluate major global and societal trends which impact public safety and security organizations.

 b. Explain the concept of authority in relationship to a public safety and security agency or business.

 c. Demonstrate effective written and verbal communication skills appropriate to a public safety or security environment.

 d. Analyze a public safety agency budget.

 e. Develop a staffing plan and personal policies for a public safety or security program.

 f. Analyze situations and development strategies for reducing or eliminating legal liability.

 g. Develop and write policies and procedures for the public safety or security organization.

 h. Design a proposal (developmental plan) for a public safety or security program or department.

 i. Identify, critically analyze, and develop solutions to problems in management.

 j. Conduct research appropriate to the discipline.

 k. Evaluate personal and professional ethical standards.

 5. Instructional Facilities

Standard classroom.

6. Special Materials Required of Student

 Electronic storage media.

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 7. Course Content

 a. Nature and scope of public safety and security.

 b. Safety and security concerns

 c. Legal aspects of safety and security.

 d. Components of public safety and security.

 (1) Law enforcement.

 (2) Courts.

 (3) Corrections and juvenile justice.

 (4) Security services.

 e. Overview of the administrative process including budget analysis.

 f. Planning.

 h. Operationalizing the plan.

 i. Leadership and ethics.

 j. Evaluation procedures.

 k. Collateral functions.

 (1) Investigations.

 (2) Documentation and report writing.

 (3) Professional education and training.

 8. Method of Instruction

 a. Lecture, discussion, and digital materials as appropriate.

 b. Group projects such as case or mock case evaluation and planning.

c. Qualified guest speakers may be invited to lecture on their respective fields of specialization.

 c. Field trips to local public safety agencies and security organizations may be arranged.

 9. Methods of Evaluating Student Performance

1. Written exercises that measure the students’ ability to analyze policies and procedures for the public safety or security organization.
2. Case analysis and research assignments which measures students’ ability to assess global and societal trends which impact public safety and security organizations.
3. Class exercises and role playing that demonstrate students’ ability to develop solutions to problems in management.
4. Quizzes that measure the student’s ability to apply principles related to public safety budgeting and staffing.
5. Exams including a comprehensive written final exam, which measure students’ ability to assess the best practices of leadership in criminal justice.

10. Outside Class Assignments

 a. Students will be required to read text and supplementary materials.

b. Written assignments will be a combination of:

 (1) exercises that apply public safety management principles

 (2) exercises relating to public safety budgeting and staffing

 (3) the analyses of global and societal trends that impact public safety and security organizations.

11. Texts

 a. Required Text(s):

 Allen, Jennifer, & Rajeev Sawhney, *Administration and Management in Criminal Justice: A Service Quality Approach* (2nd ed.), Thousand Oaks, CA: Sage, 2015.

 b. Supplementary texts and workbooks:

 None.

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Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

a. Identify key theoretical approaches to ethical leadership as applied to public safety

b. Differentiate ethical leadership skills and qualities

c. Articulate the need for ethical leadership skill development for all those employed as public safety

 practitioners

 d. Demonstrate ethical leadership competence in response to specific situations and environmental conditions

Date approved by the Governing Board: December 13, 2019