

Department:

Criminal Justice

Course Description:

Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the budgeting process within the criminal justice system.
2. Outline the organizational makeup of the criminal justice system.
3. Explain leadership and management techniques.
4. Determine appropriate communication as a management tool.
5. Compare and contrast various theories and practices of motivation.
6. Determine the need for diversity and multicultural training.
7. Evaluate the impact of employee relations on the criminal justice system.
8. Explain the rights and legal responsibilities of criminal justice employees.
9. Summarize the formal and informal evaluation process of criminal justice employees.
10. Utilize stress management techniques.
11. Summarize elements that create an ethical environment.

Course Content:

- A. Identifying and Defining Administration and Management in Criminal Justice
 1. Types of Systems
 2. Approaches
- B. Influences on Administration and Management of Criminal Justice agencies
 1. Economic
 2. Technological
 3. Cultural and Demographic
- C. Leadership in Criminal Justice
 1. Conflict and Ethical Issues
 2. Motivation
 3. Stress
 4. Communication
- D. Types of Criminal Justice Administration and Management
 1. Law Enforcement
 2. Courts
 3. Probation and Parole
 4. Prisons, and Jails
 5. Private Security

E. Evaluation and Analysis of Effectiveness.

Learning Assessments:

Competencies may be evaluated by multiple measures, including exams, papers, article reviews, research, experiments, and projects.

Instructional Materials:

Textbook: Allen, J. M., & Sawhney, R. (2019). *Administration and Management in Criminal Justice: A Service Quality Approach* (3rd ed.). Thousand Oaks, CA: SAGE Publications, Inc. ISBN-13: 978-1506361529

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).