

Lassen Community College Course Outline

AJ-73 STC Supervisory Course

4.5 Units

I. Catalog Description

This course examines the legal, moral, and ethical responsibilities and challenges associated with first line field operations supervision specific to a corrections or probation department environment. Lectures, facilitated discussions, and student presentations emphasize the examination of case studies, reviews and updates of case and statutory law, situational leadership, followership, critical incidents and critical incident management, stress management, managing conflict, counseling, and problem solving. It includes examining personality profiles for effective team development and supervision, developing and conducting subordinate counseling sessions, and preparing performance evaluations and improvement programs. This course is certified by the California Board of State and Community Corrections, Standards and Training for Corrections (STC). Course instructor signature required for enrollment. Material fees of \$50.00 per student collected at time of registration.

Prerequisites: Current California Probation of Correctional Supervisor and agency sponsored.

Does Not Transfer

80 Lecture Hours

80 Total In-Class Hours

160 Expected Outside Class Hours

240 Total Student Learning Hours

Scheduled: As Needed

II. Coding Information

Repeatability: None

Grading Option: Pass/No Pass

Credit Type: Credit - Degree Applicable

TOP Code: 210500

III. Course Objectives

A. Course Student Learning Outcomes

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

1. Demonstrate an understanding of the principles of supervision.

B. Course Objectives

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

1. Demonstrate the ability to perform as a law enforcement supervisor by role playing as a supervisor during counseling sessions and other supervisory activities.
2. Demonstrate an understanding of the principles of supervision.
3. Demonstrate the ability to prepare performance evaluations.
4. Demonstrate the ability to counsel and recommend disciplinary actions of subordinates.
5. Demonstrate the ability to train subordinates through class demonstrations.

IV. Course Content

- A. Introductions and Orientation
- B. **Role of the Supervisor-Rights, Responsibilities and Duties**
 - 1. Management Theory and Process
 - 2. Styles of Supervision
 - 3. Functions of the Supervisor
- C. **Managing Personnel**
 - 1. Legal Responsibilities
 - 2. Labor Relations
 - 3. Performance Appraisals/Evaluations
 - 4. Grievances and Grievance Procedures
 - 5. Discipline and Disciplinary Procedures
 - 6. Safety in the Work Place
 - 7. Cultural Awareness
 - 8. Employee Assistance and Counseling Techniques
- D. **Supervisory Skills**
 - 1. Leadership
 - 2. Motivation of Staff
 - 3. Problem Solving
 - 4. Decision Making
 - 5. Time Management
 - 6. Staff Training
 - 7. Assigning Tasks
 - 8. Delegating
 - 9. Planning and Setting Objectives
 - 10. Conducting Meetings
 - 11. Conflict Management
- E. **Laws and Standards**
 - 1. Laws
 - 2. Legal Issues
 - 3. Legal Update
- F. **Communication**
 - 1. Principles of Effective Communication
 - 2. Public Relations

V. Assignments

A. Appropriate Readings

Required reading assignments to include applicable federal and state laws, State Regulations, Supervisory Manual, as well as assigned handouts.

B. Expected Outside Assignments

The student will be required to examine, critique, and master critical areas of course topics. Assignments include, but not limited to, reviewing policy, procedures and applicable laws; reviewing and practicing new techniques and skills in a controlled environment; written essays, homework assignments, research projects and presentations.

C. Specific Assignments that Demonstrate Critical Thinking

The student will be required to complete assignments to include, but not limited to problem solving exercises, oral presentations, written assignments, group projects, written examinations, and/or, skills demonstrations.

VI. Methods of Evaluation

Traditional Classroom Instruction

Students will be evaluated on the accuracy and completeness of their knowledge, understanding, and application of appropriate codes, policies, and procedures through objective and subjective examinations/quizzes, projects, homework assignments, exercises and/or presentations. Students must successfully pass and/or complete all elements of the course to receive a passing grade.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery Online Delivery

Traditional Classroom Instruction

Lecture, PowerPoint, and other media presentations, discussions, scenarios, guest speakers, and individual and group presentations.

VIII. Representative Texts and Supplies

1. California Penal Code, most recent edition, available free online in electronic format.
2. Student supplied agency policy manual
3. STC Supervisory Manual, most recent edition, Instructor Provided

IX. Discipline/s Assignment

Administration of Justice

X. Course Status

Current Status: Active

Course Originator: Thomas V. Downing

Original Approval Date: 12/05/2023

Board Approval Date: 1/9/2024

Chancellor's Office Approval Date: