

GROSSMONT COLLEGE

Official Course Outline

ADMINISTRATION OF JUSTICE 210 - PUBLIC SAFETY ADMINISTRATION

<u>1. Course Number</u>	<u>Course Title</u>	<u>Semester Units</u>	<u>Hours</u>
AOJ 210	Public Safety Administration	3	3 hours lecture

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, fire service, environmental safety, 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. Integrate the structure of a public safety organization within the context of a larger organization.
- d. Demonstrate effective written and verbal communication skills appropriate to a public safety or security environment.
- e. Compare and contrast administrative styles.
- f. Design tactical, strategic, and contingency plans within the context of public safety.
- g. Conduct a needs assessment and develop strategies for meeting the needs identified.
- h. Prepare a comprehensive budget consistent with strategies developed in "g" above.
- i. Create an organizational chart for a public safety or security operation.
- j. Develop a staffing plan and personal policies for a public safety or security program.
- k. Analyze the qualities as well as the competencies of an effective leader.
- l. Analyze situations and development strategies for reducing or eliminating legal liability.
- m. Develop and write policies and procedures for the public safety or security organization.
- n. Design a proposal (developmental plan) for a public safety or security program or department.
- o. Identify, critically analyze, and develop solutions to problems in management.
- p. Demonstrate ability to work collaboratively in a group setting.
- q. Utilize computer technology and access information via the Internet as appropriate.
- r. Conduct research appropriate to the discipline.
- s. Evaluate personal and professional ethical standards.

5. Instructional Facilities

- a. Access to the Internet.
- b. Standard classroom.

6. Special Materials Required of Student

Electronic storage media.

7. Course Content

- a. Nature and scope of public safety and security.
- b. Safety and security concerns: criminal and non-criminal.
- 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.
 - (5) Fire service.
 - (6) Environmental safety.
- e. Overview of the administrative process.
- 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, group projects, and audio visual materials as appropriate.
- b. 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

- a. Participation.
- b. Written assignments.
- c. Periodic examinations.
- d. Research assignments.
- e. Group projects.
- f. Oral presentations.
- g. Written final examination.

10. Outside Class Assignments

- a. Reading in required text.
- b. Critical-thinking and problem-solving exercises.
- c. Research paper.
- d. Preparation for oral presentations.

11. Texts

- a. Required Text(s):
Meese, Edwin and P.J. Ortmeier. Leadership, Ethics, and Policing: Challenges for the 21st Century.
Upper Saddle River, NJ: Pearson Prentice Hall, 2004.
- b. Supplementary texts and workbooks:
None.

