Administrative Unit: Criminal Justice Administration & Human Services Department

Course Prefix and Number: CJAD 451

Course Title: Management of Criminal Justice Agencies

Number of: Credit Hours: 3  Lecture Hours: 3  Laboratory Hours: 0

Catalog Description: Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices. Prerequisites: CJAD 101 and senior standing. Offered even Fall.

Prerequisite(s)/Corequisite(s): CJAD 101 and senior standing.

Text(s): Many suitable textbooks are available from various publishers and the following list is not comprehensive. Other textbooks may be judged by individual instructors to be more suitable in meeting Course objectives. Many current textbooks have companion websites, and the instructor is encouraged to enhance the course experience for the student by utilizing available technology.


Course Objectives:

- To understand and appreciate the history and evolution of management theory and practice.
- To gain experience with the common terminology, methods and theories used and applied by managers in the Criminal Justice system.
- To understand the roles and functions served by managers of public agencies and to distinguish the practical and legal differences between management of public entities as compared to management of private firms.
- To apply competing methods and theories to real and hypothetical problems faced by managers in the Criminal Justice system.
- To facilitate development of practical, conceptual and empirical tools for enhancing the performance of managers of Criminal Justice organizations.
- To demonstrate critical thinking, research and writing skills on management issues.

**Measurable Learning Outcomes:**

- Describe the history and development of management theory
- Explain the differences between management practices in public organizations as compared to private firms
- Distinguish between the concepts of management and leadership
- Describe the skills necessary for effective management
- Interpret, recognize and apply important legal issues faced by managers in criminal justice organizations
- Describe and evaluate the importance of ethical issues principles in managing in criminal justice organizations
- Demonstrate knowledge of current management problems and issues.
- Explain the basic organizational structure of criminal justice entities and the constraints which organizational structure imposes on management practices
- Describe the role of politics and political affiliation in managing criminal justice entities
- Identify and apply the important guidelines involved with employee selection and termination
- Analyze and apply the tools developed for use of managers of criminal justice entities
- Explain, evaluate and apply important theories and skills regarding management issues
- Appraise current literature, materials and developments regarding management of criminal justice agencies

**Topical Outline (major areas of coverage):**

- The Evolution of American Policing
- Politics and Police Administration: External and Internal Controls
- Organizational Theory
- Concepts of Police Organizational Design
- Leadership
- Interpersonal and Organizational Communication
- Human Resource Management
- Stress and Criminal Justice Personnel
- Labor Relations
- Legal Aspects of Agency Administration
- Planning and Decision Making
- Information Systems and Applications
- Financial Management
- Productivity, Quality, and Evaluation of Agency Service
In an effort to better prepare students for future educational pursuits and professionalism in their chosen fields, it is highly recommended that all courses bearing the CJAD prefix contain both a writing and speech communication component. Formal writing projects should be prepared in APA format.

Material from this course may be tested on the Major Field Test (MFT) administered during the Culminating Experience course for the degree.

Recommended maximum class size for this course: 35

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

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Date: September 12, 2005

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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