Course Information Form (CIF)

Course Code: CJS 102

Course Title: Police Administration and Operations

Department: Arts, Media, and Social Sciences
PCS Code: 1.1 - Baccalaureate/Transfer
CIP Code: 43.0103
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 4-0-4
Credit Hour Distribution:

Lecture: 4	Lab: 0	Clinical: 0	**Total: 4**

General Course Information

Catalog Description

Proactive approach to police organizational management; traditional, scientific, participative, proactive, and other models; administration of a police organization; recruitment and selection of personnel, training policies, planning operations, auxiliary, and staff functions. Patrol function emphasized.

General Course Objectives

The student will become familiar with:

- The historical perspective of police management.
- The influences of police subculture, ethics, and communication.
- The hiring process and practices of police departments.
- The operations structure, functions, and policies of police departments.

Minimum Placement Levels

English	Reading	Math
Placement out of ENG 099	None	None

Prerequisites

Credit in CJS 101

Methods of Evaluation

4 exams plus a final exam, class participation, daily preparation, 1 special project, and attendance.

Instructional Materials and Additional Supplies

Management and Supervision in Law Enforcement, Hess, et.al. Current edition. 978-1285447926

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Management and Supervision Overview: Historical Management Perspectives, Police Subculture and Information Structures	1. Distinguish between, list, and describe the six historical periods of management. 2. Identify sources and causes of police subculture power.	8	0	0
Basic Organizational Concepts: Purpose of Police, Operating Management, Information Systems and Technology Principles Organizations	1. Articulate the various measurements of police effectiveness. 2. Identify the operating philosophies for police functions. 3. Describe communication models and technology influences.	14	0	0
Operational Considerations: Patrol Operations and Basic Line Functions	1. Compare various police patrol options. 2. Label and identify other police functions.	8	0	0
Managing the Police Organization: Administrative Functions, Ancillary Functions, Training Functions, Planning	1. Explain professional standards and disciplinary action in policing. 2. Describe the Human Resources function of modern police agencies. 3. Examine the various types and styles of police training. 4. Evaluate the planning process and identify needs.	18	0	0
Global Cultural Awareness and Its Impact on Modern Police Administration	1. Assess the impact of South/Central American and Islamic cultures on modern police training and practices.	4	0	0
Collective Bargaining and the Future of Proactive Management	1. Demonstrate the collective bargaining process. 2. Summarize the current trends in police management.	8	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
60	0	0