

SANTA ANA COLLEGE  
CRIMINAL JUSTICE ACADEMIES  
COURSE SYLLABUS

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**MISSION STATEMENT**

Santa Ana College  
inspires, transforms, and  
empowers a diverse  
community of learners.

**COURSE TITLE:** Supervision and Leadership (CJA 010B)

**COURSE OBJECTIVES:**

- Identify unethical subordinate behavior as it relates to the law enforcement profession
- Document subordinate performance in a clear and concise manner
- Differentiate the various legal and labor issues that impact supervision of law enforcement employees

**GRADING:**

All course testing protocols are consistent with California – Standards and Training (for) Corrections (STC) or Peace Officers Standards and Training (POST) rules and regulations.

STC or POST certified instructors evaluate student performance in all tested exercises. Students are required to pass all tested exercises to pass the course.

Multiple Practical Application Exercises - Pass/No Pass  
Written Performance Evaluation Project - Pass/No Pass

Scale: 70% or higher – Pass / Lower than 70% - No Pass

**SCHEDULED COURSE:**

See Santa Ana College 2017-2018 Catalog at [sac.edu](http://sac.edu), or call the CJA Office at 714-566-9200

**REQUIRED MATERIALS:**

Supplied by instructor during the first class meeting

**COURSE CONTENT:**

INTRODUCTION TO SUPERVISION AND LEADERSHIP

ETHICS

LAWS AND LIABILITY

DISCIPLINE

Additional course topics are determined by legislative mandate and/or regional needs identified by the Commission on Peace Officers' Standards and Training (POST), Standards & Training for Corrections (STC), or the Criminal Justice Academies Advisory Committee. The following is a representative sample of topics:

- Supervising a specialized narcotics unit
- Supervising a specialized investigation unit
- Personnel investigations
- Personnel management
- Peer leadership
- Media relations
- Critical incident management
- Teaching and training skills development
- Performance documentation
- Intervention techniques
- Remediation strategies
- Case studies

**LEARNING METHODS TO BE EMPLOYED:**

Class Discussions, Group Study and Exercises, Handouts, Lecture, Visual Aids, Practical Application, Writing Projects and Reports

**SKILLS TO BE MEASURED BY:**

Practical Application Exercises or Tests, Written Exercises or Tests, Staff Evaluations, Presentation Exercises or Tests

**ACADEMIC HONESTY POLICY:**

From 2017-2018 SAC Catalog, page 20: Students at Santa Ana College are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to

steal the words or ideas of another, or to cheat on an examination, corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. As institutions, we also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty.

**ACADEMIC ACCOMODATION STATEMENT:**

A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Disabled Student Office in Johnson Center, U-103, or phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department.