



Santa Rosa Junior College

Public Safety Training Center

5743 Skylane Boulevard, Windsor, CA 95492 Phone 707.837-8843
 Fax 707.836-2948 www.santarosa.edu/ps/aj

Law Enforcement Supervisory

Dates:	Fall Semester 2009 October 12 – 23, 2009												
Times:	<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">1st Week:</td> <td style="width: 55%;">Monday through Friday</td> <td style="width: 30%;">8 a.m. to 5 p.m.</td> </tr> <tr> <td>2nd Week:</td> <td>Monday through Wednesday</td> <td>8 a.m. to 5 p.m.</td> </tr> <tr> <td></td> <td>Thursday</td> <td>7 a.m. to 6 p.m.</td> </tr> <tr> <td></td> <td>Friday</td> <td>8 a.m. to 2 p.m. (with working lunch)</td> </tr> </table>	1st Week:	Monday through Friday	8 a.m. to 5 p.m.	2nd Week:	Monday through Wednesday	8 a.m. to 5 p.m.		Thursday	7 a.m. to 6 p.m.		Friday	8 a.m. to 2 p.m. (with working lunch)
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Cost:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">\$80 Agency Sponsored</td> <td style="width: 50%;">\$98 Non- Agency sponsored</td> </tr> </table> <p>Costs for Fall Semester only. Cost for California Residents only. Non-residents pay an additional \$181 per unit. The above Non-agency fee includes an additional \$17 health fee and \$1 student rep. fee.</p>	\$80 Agency Sponsored	\$98 Non- Agency sponsored										
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College Units:	2 College Units 80 hours AJ 215.1												
Certifications:	POST Plan IV Course Control #2980-00400												
Location:	<p>This course will be held at the Flamingo Resort Hotel, 2777 Fourth Street., Santa Rosa, CA. To make room reservations, call (707)545-8530 or (800)848-8300. Ask for the Santa Rosa Training Center special rate. See www.flamingoresort.com for additional information.</p> <p>Other lodging information can be found on the PSTC Google Map.</p>												
Reservations & Course Enrollment:	<p>Public Safety agency-sponsored students: E-mail your request to: pstc-info@santarosa.edu or fax to (707) 836-2948. Include names of students, contact person name, agency and contact information. Confirmation will be made by e-mail. For further information call (707) 837-8843. For agency-sponsored students, course enrollment takes place at the beginning of the class.</p>												
College Application:	<p>Once we have confirmed your reservation, students should complete a SRJC Application for Admission prior to attending the course. The online Application web link is https://www.santarosa.edu/app/admissions/. Students who have taken a SRJC course within the past two semesters have a current application on file and do not have to complete this step.</p> <p>This is the College Application only. Registration for the specific course is not available online and will take place at the beginning of class.</p>												
Payment:	<p>Payment can be made by credit card (Visa or MasterCard) or check payable to Santa Rosa Junior College. Agencies can pay in advance, at the door, or can be billed after the course upon request.</p>												



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Prerequisite:	Completion of POST Basic Law Enforcement Course or equivalent.																													
Course Description:	<p><i>This course is designed for law enforcement officers who function as patrol supervisors.</i></p> <p>In a facilitated environment, students will develop individual and group projects. Participants will return to their agencies with a solid understanding of the techniques of supervision as well as alternative, practical solutions to identified supervisory problems. This course is an intensive participatory class. There are homework assignments, group exercises, role playing, and presentations. Student involvement is mandatory.</p> <p>Course Content</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Values, Ethics and Principles</td> <td style="width: 33%;">Role Identification</td> <td style="width: 33%;">Training Employees</td> </tr> <tr> <td>Critical Incident Management</td> <td>Liability Issues</td> <td>Internal Affairs</td> </tr> <tr> <td>Discipline</td> <td>Adult Learning Concepts</td> <td>Investigations</td> </tr> <tr> <td>Effective Communications</td> <td>Problem Solving/Decision Making</td> <td>Leadership Styles</td> </tr> <tr> <td>Transition Issues</td> <td>Employee Performance</td> <td>Counseling</td> </tr> <tr> <td>Feedback</td> <td>Appraisal</td> <td>Future Issues</td> </tr> <tr> <td>Employee Relationships</td> <td>Power and Authority</td> <td>Stress Management</td> </tr> <tr> <td></td> <td>Team Building</td> <td>Conflict Management</td> </tr> <tr> <td></td> <td></td> <td>Accountability</td> </tr> </table>			Values, Ethics and Principles	Role Identification	Training Employees	Critical Incident Management	Liability Issues	Internal Affairs	Discipline	Adult Learning Concepts	Investigations	Effective Communications	Problem Solving/Decision Making	Leadership Styles	Transition Issues	Employee Performance	Counseling	Feedback	Appraisal	Future Issues	Employee Relationships	Power and Authority	Stress Management		Team Building	Conflict Management			Accountability
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Materials needed:	Students should bring: departmental performance appraisal forms, department supervisor manual and a laptop computer with USB connectivity.																													