



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**AGENCY ADMINISTRATION  
CRJ5451 3 Credit Hours**

**Student Level:**

This course is open to college freshmen or sophomores

**Catalog Description:**

**CRJ5451 – AGENCY ADMINISTRATION (3hrs)**

This course conducts a practical analysis of modern administration theory and supervisory and management principles. The course applies the administration principles to the unique operations of criminal justice organizations. Instruction consists of principles of organization and administration; analysis of departmental structures and operations; emphasis on the planning, specialization, recruitment, and budgeting functions.

**Prerequisites:**

None.

**Controlling Purpose:**

This course is designed to help the student increase their knowledge concerning the organizational structure, operations, goals, objectives, functions, and policies of a law enforcement agency.

**Learner Outcomes:**

Upon completion of the course, the student will be able to identify the main organizational structures, operations, goals, objectives, functions and policies within a typical law enforcement agency.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

**Evaluation Key:**

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

**UNIT 1: Police and Government**

Outcome: The student will develop city and agency administrative project structures.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Compare and contrast the differing styles of city governments.
						List and explain the differing styles of police administrative structures.
						Conduct research of three local level governmental and police structures.
						Explain the strengths and weaknesses of the various governmental structures.

**UNIT 2: Pre-Organizational Considerations**

Outcome: The student will develop pre-organizational resource project papers.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Develop a city charter from on-line research based on a specific population.
						Prepare a police charter based upon information given in class.
						List the purposes of developing an organizational mission statement.
						Discuss what a newly appointed administrators should make inquires into.
						Describe the nature of service relationships between law enforcement agencies.
						Prepare a list of resources necessary to the basic functioning of a police agency.

**UNIT 3: Administrative Processes**

Outcome: The students will plan and identify initial administrative processes.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Discuss the differing levels of personnel in an agency's organization.
						Prepare properly written objective statements for each of the basic police goals.
						Plan for necessary resources that will allow for completing your objectives.
						Properly classify all listed resources for budgeting considerations.
						Identify the five main organizational considerations in planning.
						Use charting techniques to set the initial administrative processes.

**UNIT 4: Divisional Structures**

Outcome: The student will use charting techniques to set the organizational structure into a working model.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Determine the divisional structure necessary to attain your stated objectives.
						Identify the manpower needs within the organizational structure.
						Differentiate between the chain of command and span of control concepts.
						Assign all functions to the divisional levels with the oversight responsibility.
						Recognize the basis for distribution of manpower within an agency structure.

**UNIT 5: Personnel Administration**

Outcome: The student will develop advanced administrative processes within their agency project.

A	B	C	D	F	N	Specific Competencies
						The student will demonstrate the ability to:
						Prepare a written policy governing the personnel selection process.
						Develop a budget request to be submitted for review by the city government.
						Implement purchase orders on items necessary for basic agency functioning.

**Projects Required:**

Each student will develop a law enforcement agency through the use of classroom notes and internet informational research.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

3 ring binder with dividers.

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.