



HUMBOLDT STATE UNIVERSITY

Office of Extended Education

June 2009

The POST Management Course continues to evolve, reflecting the dynamic environment in which law enforcement managers work. Humboldt State University is dedicated to providing you with a valuable learning experience, covering contemporary topics. In response to ongoing input from past Management Course participants, POST consultants and leaders in the field of law enforcement, we continue to refine our program. Accordingly, we believe that you'll find Humboldt's 2009-2010 Management Course to be practical, relevant and interactive.

In the current 104-hour format, we offer thirteen days of instruction, spread over three weeks, with typically a two-week intersession between each week of instruction. We provide a variety of instructors who offer a diversity of insight into the complex field of law enforcement management. In addition to the formal classroom instruction, you'll have an opportunity to gain valuable insight from interaction with your peers. You will be expected to complete assignments during the intersessions, and also complete and present a group project at the end of the course.

All sessions will be hosted at the Holiday Inn in Rancho Cordova. We've selected a property that provides professional amenities to make your experience even more enjoyable. We believe that this site will provide a very comfortable environment, allowing you to get the most out of this important training opportunity.

I am confident that you'll find our course to be very worthwhile for your professional growth. I hope that this brochure will answer some of your questions about our program, but call us should you need any additional information. To contact me or to reserve your space, call (707) 826-3731. I look forward to your participation.

Sincerely,

Carl Hansen, Director
Office of Extended Education
Humboldt State University

Direct all inquiries to:
P.O.S.T. Coordinator
Office of Extended Education
Humboldt State University
Arcata, CA 95521-8299
Phone: **(707) 826-3731**
Fax: **(707) 826-5885**
E-mail: **extended@humboldt.edu**
Website: **www.humboldt.edu/post**

★ GENERAL INFORMATION

ADMISSION & ELIGIBILITY

The Management Course is intended for peace officers at the Lieutenant rank (or equivalent). Law enforcement personnel other than Lieutenant with management duties may be eligible to participate on a space-available basis. Non-sworn personnel may be enrolled only if the sponsoring agency submits pre-approval from POST to the Office of Extended Education. Participants must have completed supervisory training before enrolling in the Management Course.

COURSE FEE

POST-reimbursable agencies do not need to remit payment for personnel enrolled but should bring three completed Training Reimbursement Request (TRR) forms (one for each week of the session). Non-reimbursable agencies will need to contact Extended Education for the current tuition fee and bring a check made payable to "Humboldt State University" or pay by credit card.

REGISTRATION

Eligible personnel may submit registration forms by:

- MAIL: POST Coordinator
Office of Extended Education
Humboldt State University
Arcata, CA 95521-8299
- FAX: (707) 826-5885
- ONLINE: www.humboldt.edu/post

Approximately two weeks prior to the course commencing, agency designees and individual participants will be sent a packet with additional information about the course.

CANCELLATIONS

Agencies may be charged a non-reimbursable administrative fee for cancellations and will be responsible for full fees should the participant fail to attend without prior notification.

ATTENDANCE & COURSE CREDIT

The Management Course is a 104-hour program duly certified by the Commission on Peace Officer Standards and Training. Participants who successfully complete the Management Course will receive a certificate of completion from Humboldt State University. At the conclusion of the course, the coordinator will submit the official roster to POST.

In addition, participants who successfully complete the Management Course will be awarded six (6) semester units of academic credit from Humboldt State University. Three academic units of credit are awarded in Business Administration and three units of credit are awarded in Arts, Humanities & Social Sciences. The cost for this credit is included in the course fee.

"Successful completion" means attending all classes, participating appropriately, and completing all assignments. Some assignments must be completed between class meetings. All emergency absences, injuries and subpoenas must be reported to the on-site coordinator. As attendance is a requirement for course credit, participants who are compelled to miss class are expected to make up the lost time.

HOUSING & MEALS

Lodging at the host hotel is encouraged and will be available for participants at special contract rates, which includes breakfast each morning. Room reservations and payment arrangements must be made by the participant/agency at least one week prior to the first class meeting. *Financial arrangements for the payment of lodging and meals are to be made by the participant with the hotel.* Guests of the host hotel can enjoy the lounge, swimming pool, spa and fitness facility.

Coffee will be available in the seminar room at a daily cost of approximately \$1.00. Meals are the responsibility of the individual participants.

RECREATION

The host hotel offers convenient access to the bicycling/jogging trail that follows the American River. Also nearby, enjoy golf, museums, rafting, fishing, tennis, full-service health clubs, historical sites, shopping and excellent restaurants.

★ COURSE TOPICS

- Communication: Intercultural, Interpersonal and Organizational
- Critical Incident Management
- Employee Relations: Recruitment, Retention, Performance
Appraisal, Motivation and more
- Ethics in Law Enforcement Management
- Fiscal Management, Budget Types & Process
- Human Resources: Development & Utilization
- Leadership: Personal and Professional
- Legal Issues in Management: Discipline, Termination,
Affirmative Action, Harassment, and more
- Management versus Supervision
- Managerial Decision Making
- Managing Organizational Change
- Public Policy & the Role of Law Enforcement
- Resources Allocation and Management
- Revenue Profiles
- Strategic Planning: Techniques & Methodologies
- Working with the Media
- *In addition, participants will prepare and present a project regarding a significant current management issue.*

★ FACULTY

Stephen Bell
Assistant Chief, California Highway Patrol

Rick Braziel
Chief, Sacramento Police Department

Amin A. Elmallah
Dean (ret.), College of Business Administration, CSU Stanislaus

Dave Gullo
Chief (ret.), Campbell Police Department

Scott Jones
Captain, Sacramento County Sheriff Dept.

Ted Mandalla
Captain (ret.), Sacramento Police Dept.

Jennifer McCain
Deputy City Attorney, Escondido, Calif.

James Nunn
Deputy Chief (ret.), San Bernadino Co. Sheriff; Attorney-at-law

Jack Stockman
Consultant and Professor of Human Resources (ret.), CSU Sacramento

Gus Vina
Assistant City Manager, Sacramento

★ COURSE GOALS

1.0 Management Roles & Responsibility

The student will demonstrate the ability to handle management roles and responsibilities.

- 1.1 The student will be able to perform the manager's responsibility for the development and utilization of human resources.
- 1.2 The student will demonstrate a knowledge of the culture that is created within police organizations in a changing, contemporary society and how to successfully manage within that culture.
- 1.3 The student will demonstrate the appropriate ability to relate with the news media and the manager's responsibility to divulge information to the public.
- 1.4 The student will demonstrate the ability to develop controls, including the establishment of standards, measurement of performance, and initiation of corrective action.
- 1.5 The student will demonstrate the knowledge of the budget process and its practical application as a planning and control resource.
- 1.6 The student will demonstrate the knowledge of how policy is formulated and how to implement it at the political, administrative, and operational levels.
- 1.7 The student will demonstrate the ability to collect and analyze data and make decisions using strategic planning methodology.

- 1.8 The student will demonstrate the ability to establish goals and objectives as they relate to performing the law enforcement mission.
- 1.9 The student will develop an improved awareness of different personal, organizational, and cultural value systems and their applicability to ethical behavior.
- 1.10 The student will develop effective interpersonal and organizational communications skills, including group facilitation.

2.0 Personnel Management Skills

The student will demonstrate the knowledge of personnel management and the skills necessary for application.

- 2.1 The student will demonstrate the ability to manage career development as it relates to recruitment, retention, performance appraisal, termination, transfers, discipline, succession planning, affirmative action, and working relationships.
- 2.2 The student will be able to manage citizen complaints and personnel investigations.
- 2.3 The student will demonstrate the principles of negotiation and conflict resolution.

3.0 Leadership Styles & Decision Making

The student will demonstrate the use of leadership skills and their applications.

- 3.1 The student will learn the distinction between management and supervisory roles and leadership styles.

4.0 Organization & Management Development

The student will realize the effects of organizational change and leadership skills on employee motivation and productivity.

- 4.1 The student will participate in a process of self-evaluation of leadership style/behavior patterns.
- 4.2 The student will demonstrate the ability to manage stress and physical fitness.
- 4.3 The student will learn contemporary managerial practices and their law enforcement application.
- 4.4 The student will demonstrate the knowledge of societal change and the organizational implications.

5.0 Legal Responsibilities

The student will demonstrate the knowledge of management's legal responsibilities.

- 5.1 The student will know the legally defined rights of law enforcement employees.
- 5.2 The student will demonstrate the knowledge of the rights and limits of management and the law enforcement labor relations process.



THE P.O.S.T. |
MANAGEMENT
 ★ **COURSE** ★
 FOR LAW ENFORCEMENT

REGISTRATION FORM

Mail to P.O.S.T. Coordinator
 Office of Extended Education
 Humboldt State University
 Arcata, CA 95521-8299

**All 2009-10 sessions will be held in
 Rancho Cordova, California**

Please indicate your first and second choice:

- SESSION 1**
 Sept. 8-11, Sept. 28-Oct. 2, Oct. 19-22
- SESSION 2**
 Oct. 26-30, Nov. 16-19, Dec. 7-10
- SESSION 3**
 Jan. 11-15, Feb. 1-4, Feb. 22-25
- SESSION 4**
 March 8-12, March 29-April 1, April 19-22
- SESSION 5**
 April 26-30, May 17-20, June 7-10

Please accept the following participant for the MANAGEMENT COURSE:

Participant's Name _____ Rank _____ E-mail _____

Agency Name _____ Phone _____ Fax _____

Mailing Address/City/State/Zip _____

Send confirmation to:

Name _____ Title _____ E-mail _____

Does participant intend to stay at hotel? YES NO

Has participant completed supervisory training course? YES NO

HUMBOLDT STATE UNIVERSITY

in conjunction with the Commission on

Peace Officer Standards & Training

presents

THE P.O.S.T. |

MANAGEMENT ★ COURSE ★

FOR LAW ENFORCEMENT

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March 8-12, March 29-April 1, April 19-22, 2010

Session 5

April 26-30, May 17-20, June 7-10, 2010

*All sessions to be held in Rancho Cordova, Calif.
(approximately 8 miles east of Sacramento) at*

Holiday Inn

11269 Point East Drive

Rancho Cordova, CA 95742

916-635-4040

www.thevenetiancourthotel.com



**HUMBOLDT
STATE UNIVERSITY**

Office of Extended Education

1 Harpst St.

Humboldt State University

Arcata, CA 95521-8299

HSU is an AA/EO Employer.
Disability accommodation may
be available. Contact event
sponsor: (707) 826-3731

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