

SPECIFICATION S-10

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TITLE: THE SUPERVISORY COURSE

In accordance with Section 1005(2) of the Regulations, The Supervisory Course should consist of a minimum of thirty-two (32) classroom hours and shall include, but not be limited to, the subjects set forth below.

RECOMMENDED/BUT NOT REQUIRED

1. Successful completion of 32 hours of instruction in the following minimum prescribed subject areas at a certified training school:
 - (a) Introduction to Supervision
 - (b) Organizational Principles
 - (c) Police Planning
 - (d) Police Personnel Management
 - (e) Community and Human Relations
 - (f) Handling Personnel Problems
 - (g) Decision Making
 - (h) Personnel Evaluation Systems
 - (i) Administrative Devices and Control
 - (j) Inspections
 - (k) Examination

2. The prescribed minimum course should be completed before or within twelve (12) months after initial promotion, appointment or transfer to a first level supervisory position.

3. Instruction beyond the thirty-two (32) hour minimum is recommended, including such courses as listed below:
 - (a) The Supervisor's Role in Training
 - (b) Management by Objective
 - (c) Supervised Field Training
 - (d) Psychological Aspects in Supervision
 - (e) Challenge of Crime in Our Society
 - (f) Supervisory and Executive Development
 - (g) News Media – Police Relations
 - (h) Task Analysis
 - (i) Preparation of Job Descriptions
 - (j) Development of Performance Standards
 - (k) Personnel Performance Evaluation

PROCEDURES

1. It is **RECOMMENDED, BUT NOT REQUIRED**, that all newly promoted, appointed or assigned first level supervisors be enrolled in a certified supervisory course in sufficient time to permit completion of the course during the twelve (12) month period following promotion, appointment or assignment. (See Regulation 1008 for exceptions)
2. The Commission has approved three (3) levels of supervisory training. Following the satisfactory completion of supervision I, an officer will be eligible to attend Supervision II. An officer must complete Supervision I and II to be eligible to attend Supervision III. Certificates of completion indicating the hours of training will be awarded following each course completion.
3. The school director shall submit to the Commission within ten (10) days following the completion of a supervisory course, a list of officers successfully completing such course, their respective organization, rank, record accomplishments, exam score, and hours of attendance.

COURSE CHANGES

The Commission may approve changes from the course content listed in this specification upon written application from a school director presenting evidence that such change is compatible with the public interest.