SPECIFICATION S-11

S-11

TITLE: **THE MIDDLE MANAGEMENT COURSE**

In accordance with Section 1005(3) of the Regulations, the Middle Management Course should include, but not be limited to, the subjects set forth below.

RECOMMENDED/BUT NOT REQUIRED

1. Successful completion of the following subjects at a certified training school.

    (a) **INTRODUCTION**

    Course Orientation
    Role of the Law Enforcement Officer in Society

    (b) **ORGANIZATION AND MANAGEMENT**

    Principles of Administration
    Modern Law Enforcement Organization
    Line Functions
    Administrative Functions
    Auxiliary Functions

    (c) **MOTIVATION**

    Human Relations in Management
    Techniques of Supervision
    Psychology of Leadership
    Effective Communication
    Instructor Development
    Conference Leadership

    (d) **IMPLEMENTATION**

    Research, Planning, Analysis & computer Concepts
    Deployment and Utilization of Personnel
    Financial Planning, Execution & Control Management by Objectives
    Community Relations Program Management

Information Management
Training Program Management
Personnel Management
Planning for the Future

(e) **EXAMINATIONS**

Written examination covering the subject matter in the Middle Management Course.

(f) **SPECIAL PROJECT** (Suggested for extra credit**)**

Each trainee should complete a study project related to one or more of the subjects in the Middle Management Course and submit a written report of the project, including findings and conclusions, to the course administrator.

2.   The prescribed minimum course should be completed within twelve (12) months of promotion beyond first-line supervisor.

PROCEDURES

1.   Newly promoted, appointed or assigned middle management personnel may be enrolled in the 80 hour certified Middle Management Course. (See Regulation 1008 for exceptions)

COURSE CHANGE

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.