

SPECIFICATION S-12

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TITLE: EXECUTIVE COURSE

In accordance with Section 1005(4) of the Regulations, the Executive 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**

- Introduction and Overview of the Course
 - The Challenge of Crime in Our Society

- (b) **TECHNICAL KNOWLEDGE**

- The Application of Science and Technology Office
Management:

- Improving Departmental Organization
 - Work Planning
 - Records Systems

- Fiscal Management:

- Sources of Revenue
 - Budget Preparation and Presentation
 - Wage and Salary Administration
 - Inventory & Control of Equipment and Facility

- Operations Management:

- Formulation & Implementation of Policy
 - Staff Inspection
 - Internal Investigation
 - Improving Supervision
 - Improving Middle Management
 - Improving Field Operations

(c) **PERSONAL SKILLS**

Personnel Administration and Management:

Management by Objectives
Motivation Techniques
Training as a Management Tool
Counseling and Interviewing
Performance Review and Evaluation
Grievance Procedures
Delegation of Authority
Morale and Discipline

Communication Skills:

Conference Leadership
Oral and Written Reports
Effective Speaking, Reading, and Writing

(d) **COMMUNITY RELATIONS**

The Importance of Adequate Policy and Procedures
Gaining and Maintaining a Good Public Image Within
the Community
Effective Methods of Processing Citizen Complaints
Working with Public Information Media
Working with Identifiable Groups Within the
Community
Working with Other Agencies
Law Enforcement's Role in Crime Prevention and
Control

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.