

## Management and Supervision in Law Enforcement



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Cengage Learning, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Preface. About the Authors. Section One: MANAGEMENT AND SUPERVISION: AN OVERVIEW. 1. The Law Enforcement Organization. 2. The Role of Management and Leadership. 3. Community Policing. Section Two: BASIC MANAGEMENT/PERSONAL SKILLS. 4. Communication. 5. Decision Making and Problem Solving. 6. Time Management. Section Three: MANAGERS AND THE SKILLS OF OTHERS. 7. Training and Beyond. 8. Promoting Growth and Development. 9. Motivation and Morale. Section Four: MANAGING PROBLEMS. 10. Discipline and Problem Behaviors. 11. Complaints, Grievances and Conflict. 12. Stress. Section Five: GETTING THE JOB DONE . . . THROUGH OTHERS. 13. Deploying Law Enforcement Resources and Improving Productivity. 14. Budgeting and Managing Costs Creatively. 15. Hiring Personnel and Dealing with Unions. 16. Performance Appraisals and Evaluation. 17. Challenges in Managing for the Future. Appendix A: Sample Community Policing Implementation Profile. Appendix B: Sample Goals, Daily Routine, Methods, Responsibilities and Duties of a Community Policing Officer. Appendix C: Offenses and their Penalties: Progressive Discipline. Appendix D: Sample Application Form. Appendix E. Sample Interview Rating Sheet. Appendix F. Accessibility Checklist for Complying with ADA. Appendix G. Sample Affirmative Action Questionnaire. Appendix H: List of Abbreviations and Acronyms. Glossary. Author Index. Subject Index.



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