

**Office of the President
California State University, Chico**



Executive Memorandum 20-017

June 24, 2020

From: Gayle E. Hutchinson, President

Subject: Approval of the New Option in Criminal Justice within the Master of Public Administration

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the new Option in Criminal Justice within the Master of Public Administration, Department of Political Science and Criminal Justice, College of Behavioral and Social Sciences. The new option will require 9 units, will use CSU code 21051 with a related CIP code of 43.0104, and will be effective fall 2021.

Policy Title:	EM 20-017 Option in Criminal Justice
Contact:	Department of Political Science and Criminal Justice
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

New Graduate Option

Program Name: Criminal Justice

Program named above is an option within:
Masters of Public Administration
(degree program name)

Department Contact(s) w/phone #(s):

Mahalley Allen x 6506
Doris Schartmueller x 5204

Required Signatures

The Department of Political Science & Criminal Justice
has reviewed and approved this program

<u>[Signature]</u> Chair, Department Curriculum Committee	<u>11/12/2019</u> Date
<u>[Signature]</u> Department Chair	<u>11/14/19</u> Date

The College of Behavioral & Social Science
has reviewed and approved this new program

<u>[Signature]</u> Chair, College Curriculum Committee	<u>11/8/19</u> Date
<u>[Signature]</u> College Dean	<u>11/8/19</u> Date

The Graduate Council has reviewed and approved this new program

<u>[Signature]</u> Dean of Graduate Studies	<u>11/22/19</u> Date
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Send signature page with proposal attached to Curriculum Services at zip 128

Curriculum Review Completed	<u>1/31/2020</u> Date
	<u>[Signature]</u>

Note: The department will be notified of the dates for EPPC, Academic Senate, WASC, and Chancellor's Office review
CSU Chicago Curriculum Services

NOV 22 2019
RECEIVED

Proposal for a New Option

- I. Proposed title of new option and name of degree program under which the new option will be offered.

Master of Public Administration, Option in Criminal Justice

- II. Academic year of intended implementation.

2021-2022

- III. Name of the department and college submitting the proposal.

**Department of Political Science & Criminal Justice
College of Behavioral & Social Sciences**

- A. Identify the unit, which will have primary responsibility for the option.

Department

- B. Identify the level of the option (i.e., undergraduate or graduate).

Graduate

- IV. Statements on questions of need and demand.

- A. Relation of the program to the University [Strategic Plan](#).

Under the recently-adopted Strategic Plan, this new option will enhance Civic and Global Engagement. By offering a degree that will bring together practicing criminal justice professionals with recent graduates, the career advancement options for both groups will be improved. In this way, the new Criminal Justice option will fill a gap in the educational programs currently offered in the North State and provide a valuable service to the community, as indicated by area employers. Student demand for a program like this is strong, as evidenced by the number of our current undergraduate Criminal Justice majors who pursue graduate education elsewhere. Similarly, the Department of Political Science & Criminal Justice has recently hired new faculty to teach criminal justice courses. By leveraging our existing criminal justice faculty's expertise to create a new graduate opportunity, while simultaneously exposing our existing MPA students to a broader range of faculty, we are supporting the university's enduring commitment to Academic Distinction.

In addition, the undergraduate Criminal Justice major is one of the largest majors on campus, and one in which 57.2% of students were underrepresented minorities and 66.2% of students were First Generation in Fall 2018. By enhancing

opportunities for these students to pursue a graduate degree, and by diversifying our existing MPA student cohort, we will also be promoting Equity, Diversity, and Inclusion.

B. Need for the proposed option.

1. Identify other CSU campuses with the proposed option.

CSU Dominguez Hills and San Francisco State University offer similar options within their MPA programs. In addition, the following CSU campuses have graduate degrees focused on criminal justice, but those are not MPA program options: Fresno (M.S. in Criminology), Stanislaus (M.A. in Criminal Justice), Long Beach (M.S. in Criminology and Criminal Justice), Los Angeles (suspended M.S. in Criminal Justice), Sacramento (M.S. in Criminal Justice), San Bernardino (M.S. in Criminal Justice), San Diego (M.S. in Criminal Justice and Criminology). Estimated enrollment in the MPA program options could not be obtained from those campuses. Standalone programs provided the following approximate current enrollment numbers:

- Stanislaus (10)
- Long Beach (35)
- San Bernardino (27)
- San Diego (35)

2. Identify neighboring institutions with the proposed option.

N/A

3. Identify differences, if any, between these programs and the proposed program.

CSU Dominguez Hills offers a very similar option to the MPA program option proposed here. Both programs feature a core curriculum in which students learn the general competencies of public administration, and 9 units of specified electives for the Criminal Justice option. SFSU requires a larger number of units in the Criminal Justice option than proposed here, but allows a great deal of choice in which electives count toward the Criminal Justice option. Both programs require more units in the core of their MPA curriculum, but the Department considers this a separate issue from the creation of an option. In fact, the Chico State program reviewed its core curriculum and made changes in 2016-17 in advance of our external re-accreditation review process in 2017-18.

	Total Units	Required Core Courses	Criminal Justice Option Course Requirements
CSU Dominguez Hills	36	All nine of the following (27 units): Environment and Practice of Public Administration, Public Management, Administrative Theory and Behavior, Quantitative Methods in Public Administration, Administration and Public Policy Analysis, Public Human Resource Management, Public Budgeting, Foundations of Ethical Administration, Capstone: Integrative Seminar in Public Administration OR Honors Thesis	All three of the following (9 units): Administrative Law, Policy, and Analysis; Issues in Police Administration and Ethics; Issues in Homeland Security and Terrorism
SFSU	39-42	All four of the following (12 units): Foundations of Governance and Management, Design and Consumption of Research, Applied Data Analysis, Policy Process and Civic Engagement Select four of the following (12 units): Organization Design and Change Management, Performance Management and Planning, Economic Perspectives, Managing Human Capital, Program and Service Delivery, Resource Allocation and Management	Select four from the following (12 units): International Criminal Law (GE), Extremism as Crime, Construction of Crime and Justice, Global Restorative Justice and Corrections, Geographies of Social Control and Urban Diversity, School Violence and Discipline, Youth Gangs in Community Context, Emerging Trends in the Public Service, Financial Management in the Public Service, Decision Making in the Public Sector, Comparative Perspectives in the Public Service, Information and Knowledge in the Public Service, E-Government, Leading Change Across Sectors, Program Evaluation, Criminal Justice Administration

- C. Identify other closely related curricula currently offered by the campus.

Other than the undergraduate major in Criminal Justice, we have not identified similar curricula on campus.

1. Explain the impact the proposed option will have on these programs.

The existence of a graduate degree option within the same department as the Criminal Justice major will provide benefits to students in the latter. Students graduating with a B.A. in Criminal Justice will be able to continue their education at Chico State if they prefer to do so. MPA students have often been employed as academic advisors for the B.A. in Criminal Justice major, and there will now be a greater likelihood that such advisors will share an academic interest in Criminal Justice with their advisees, something that has not always been the case in prior years.

2. Explain how current programs do not meet the proposed option's objectives.

There is currently no Criminal Justice-focused degree at the graduate level. The availability of a graduate degree will allow local professionals currently working in criminal justice administration to advance their career by earning a relevant graduate degree. Also, as discussed below, many students who graduate with their B.A. in Criminal Justice pursue graduate studies elsewhere, due to the lack of an available option here at Chico State.

- D. Student demand for the program.

1. Give evidence of serious student interest in the proposed option.

The development of this option was partially motivated by the anecdotal observation of the graduate student who served as advisor for the undergraduate Criminal Justice major from 2017-2019, who noted that undergraduates were frequently asking about the possibility of an on-campus graduate degree program focused on criminal justice. As a result, the Department of Political Science & Criminal Justice conducted a brief, anonymous survey last May to determine the extent of interest. The survey was completed in each of five sections of the Senior Seminar in Criminal Justice course [POLS 459W].

Please see the attached survey instrument and memo summarizing the results of this survey. In brief, these results showed that: (a) 20 undergraduate Criminal Justice students planned to pursue graduate studies immediately following graduation, but only 4 planned to attend CSU, Chico; (b) 25 Criminal Justice students said they would be “likely” (the highest of four categories) to pursue a Criminal Justice-focused Master’s degree if one were available at CSU, Chico; (c) A number of students surveyed would be more likely to pursue a Master’s degree at all if a program focused on Criminal Justice were offered by CSU, Chico.

2. Estimated number of students seeking the option
 - a. in the year of initiation.

More than 5

- b. after three years.

More than 5 per year

- c. after five years.

More than 5 per year

- d. Describe methodology for developing these estimates.

Based on the student survey, these estimates are well below the numbers of the two most likely groups of students to apply to the option – the 25 students who reported they would be likely to pursue a Criminal Justice-focused postbaccalaureate degree if one were offered at CSU, Chico, and 16 students with immediate plans to pursue a degree elsewhere. In addition, the MPA program has recently enrolled criminal justice practitioners, including some employed with UPD and others with experience as correctional officers. Although we expect some increased interest from local criminal justice administrators after the Criminal Justice option is initiated, we have not attempted to quantify this increased interest in the numbers above, in order to provide a cautious estimate.

3. Estimate the number of options awarded

a. in the year of initiation.

None.

b. after three years:

5 per year (10 total)

c. after five years:

5 per year (20 total)

d. Describe methodology for developing these estimates.

Based on the survey results presented above, anecdotal reports from the student advisor, and the Department's recent experience with rapid growth in the undergraduate Criminal Justice major, the Department anticipates a high level of interest in this option. In keeping with the MPA program mission of preparing students for a variety of public administration careers in the North State, the Department wishes to retain a general focus on public administration in the MPA program. Therefore, the Department plans to cap enrollment into the option at 5 per year upon initiating the option. The Department plans to regularly revisit this cap, considering trends in course enrollments and faculty's ability to simultaneously meet the need of students in the Criminal Justice option, students in the undergraduate Criminal Justice major, and other MPA students.

E. Identify professional uses for the proposed option.

Some criminal justice agencies recommend a Master's degree for senior positions involving substantial management responsibilities, and for investigator positions. See several attached sample job announcements. In addition, the MPA program has an advisory board composed of program alumni and other practitioners in the field of public administration who provide feedback on program improvement and other initiatives. The advisory board is strongly supportive of the criminal justice option, and feels that criminal justice has become one of the most challenging areas of local public administration, due to the complexity of state and federal requirements and multiple funding streams.

Nonetheless, our advisory board suggested that public agencies may not list such requirements in job announcements, both because of the limited number of job candidates who possess such degrees and agencies' inability to pay a premium for these candidates.

V. Resources

A. List the faculty members for the required courses in the program by

Name
Rank
Appointment status
Highest degree earned
Date and Field of highest degree
Professional experience

Two new courses in the option will be required. These courses will be rotated among existing tenured and tenure-track faculty teaching in the undergraduate Criminal Justice major. The rotation has not been determined, so all Criminal Justice faculty are listed below:

**Michael Coyle, Professor, tenured, Ph.D.
Darin Haerle, Assistant Professor, tenure-track, Ph.D.
Gwenola Ricordeau, Assistant Professor, tenure-track, Ph.D.
Nicole Sherman, Assistant Professor, tenure-track, Ph.D.
Doris Schartmueller, Assistant Professor, tenure-track, Ph.D.
Sarah Smith, Assistant Professor, tenure-track, Ph.D.
Matthew Thomas, Professor, tenured, Ph.D.**

The core MPA curriculum will continue to be offered, with no changes, by existing MPA faculty:

**Andrew Potter, Assistant Professor, tenure-track, Ph.D.
Diane Schmidt, Professor, tenured, Ph.D.
Matthew Thomas, Professor, tenured, Ph.D.
Paul Viotti, Associate Professor, tenured, Ph.D.
Lori Weber, Professor, tenured, Ph.D.**

B. List the faculty members for the elective courses in the program by

Name
Rank
Appointment status
Highest degree earned

As described in the attached catalog text, students in the Criminal Justice option will also be required to take a third course in criminal justice, chosen from one of three existing courses. The most recent instructors of these courses are listed below:

Darin Haerle, Assistant Professor, tenure-track, Ph.D.
Andrew Potter, Assistant Professor, tenure-track, Ph.D.
Matthew Thomas, Professor, tenured, Ph.D.

Students will also take general electives in the MPA program, and all faculty who have taught such electives in the past two years are listed below:

Diana Dwyre, Professor, tenured, Ph.D.
Noelle Ferdon, Lecturer, J.D.
Andrew Potter, Assistant Professor, tenure-track, Ph.D.
Diane Schmidt, Professor, tenured, Ph.D.
Charles Turner, Professor, tenured, Ph.D.
Paul Viotti, Associate Professor, tenured, Ph.D.

- C. List the resources needed to sustain the program for the first five years, including cost and funding source.

Faculty

Staff

Facilities

Library resources; provide evidence of consultation with the Library

Dean indicating that the program can be supported by the library

Equipment

Specialized material

On net, no new resources are required for this program. The Department will gain the necessary faculty resources to offer two new elective courses by offering two existing electives less frequently. Andrew Potter and Paul Viotti have each been teaching a 600-level course once per year (POLS 664 and POLS 656, respectively) and will reduce the frequency with which those courses are offered to once every two years. The existing Criminal Justice faculty will then be able to offer each new 600-level elective once every two years, with no net change in faculty resources. The new program will be administered within the existing MPA program and will therefore not require new staff or facilities resources. Please see the attached note from the Library staff indicating that the existing library resources, which already support an undergraduate Criminal Justice and graduate MPA program, are adequate to support this option as well. There are no needs for specialized equipment or material for this program.

- D. Additional support resources required, including source of support.

N/A

VI. Curriculum

Note: Proposed curriculum should take advantage of courses already offered in

other departments when subject matter would otherwise overlap or duplicate existing course content.

A. Total number of units required for option.

36-37 units (9 in option)

B. Special criteria for admission and/or continuation (if applicable).

N/A

C. Explanation of any special program characteristics (e.g., terminology, credit units required, types of coursework, etc.).

N/A

D. List all new courses for the proposed program.

1. Course number and title
Units of credit
Prerequisites
Proposed catalog description
Mode of course delivery if other than regular
2. Identify the new courses needed to initiate the program.
3. Identify the new courses needed during the first two years after implementation.

The following two new courses are needed during the first two years after implementation, one in the first year and the other in the second year.

The POLS Department's seven criminal justice faculty initially developed the two new courses for the MPA CJ option. The CJ faculty considered the field as a whole, and determined that these two courses best represent the core concerns at the graduate level. The first course focuses on criminality itself. The class asks questions like, what are the reasons people commit crime? How have these theories of crime changed throughout history? How does understanding criminal motivation help us respond to criminal activity? What roles do biology, psychology, or society play in creating criminality? The second course focuses on the civic institutions we have created to respond to crime, as well as the policies those institutions enact and implement regarding criminal behavior. This class connects the work of law enforcement, the courts, our correctional system, and community corrections efforts – like probation, parole, or restorative justice – to the end goal of shared public safety. Therefore, these two courses represent both the understanding of why crime occurs, and also how we as a society respond to crime.

New Course Title: The Criminal Justice System: Institutions and Public Policy

New Course Number: POLS 657

Units: 3

Prerequisites: None

Proposed Catalog Description: This seminar is an exploration of the key institutions in the American Criminal Justice System, including law enforcement, prosecutors, criminal defense, the courts, corrections, and community corrections. The investigation of these institutions is in part based on the assessment of pertinent criminal justice public policies, including policy development, implementation, and evaluation.

New Course Title: Criminological Theory

New Course Number: POLS 658

Units: 3

Prerequisites: None

Proposed Catalog Description: This seminar introduces students to dominant theories in modern criminology, their theoretical antecedents and extensions and major empirical tests of these theories. This course explores both macro-level and micro-level theories of crime causation, as well as implications for programs, policy, and practice.

- E. List all required courses for the program.
Course number and title
Units of credit
Prerequisites

Both courses listed in (D) are also included here. Note that none of the courses listed below have prerequisites. Also note that the courses listed as required for all MPA students are existing requirements and will also apply to students admitted to the proposed option.

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>	<u>Required For</u>
POLS 602	Public Administration and Democracy	3.0	All MPA students
POLS 631	Research Methods	3.0	All MPA students
POLS 660A	Public Management	3.0	All MPA students
POLS 660B	Public Personnel Administration	3.0	All MPA students
POLS 660C	Public Budgeting and Finances	3.0	All MPA students
POLS 662	Organizational Theory	3.0	All MPA students
POLS 680A	Research Plan/Culminating Practicum	1.0	All MPA students
POLS 680B	Culminating Practicum	3.0	All MPA students completing a professional paper

POLS 657 (new)	The Criminal Justice System: Institutions and Public Policy	3.0	Criminal Justice Option
POLS 658 (new)	Criminological Theory	3.0	Criminal Justice Option

- F. List all elective courses for the program.
Course number and title
Units of credit

Note that all of the courses listed below are already taught in the program. None is a new course.

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>	<u>Elective Counts For</u>
POLS 460E	Police Administration and Management	3.0	Criminal Justice Option
POLS 651	Seminar in Judicial Politics	3.0	Criminal Justice Option
POLS 666	Behavioral Health Policy and Administration	3.0	Criminal Justice Option
POLS 600	American Institutions and Public Organizations	3.0	General Elective
POLS 601	State and Local Government	3.0	General Elective
POLS 652	Legal and Ethical Issues in Health and Human Services	3.0	General Elective
POLS 653	Environmental Policy and the Law	3.0	General Elective
POLS 655	Aging Policy	3.0	General Elective
POLS 656	International Public Administration	3.0	General Elective
POLS 659	Collaborative Community Management	3.0	General Elective
POLS 661	Seminar in Public Administration	3.0	General Elective
POLS 664	Public Policy in Health and Human Services	3.0	General Elective
POLS 665	Issues in Global Public Health	3.0	General Elective
POLS 667	Administration and Planning	3.0	General Elective
POLS 668	Public Policy Formation	3.0	General Elective
POLS 669	Public and Non-Profit Program Evaluation	3.0	General Elective
POLS 671	Topics in American Politics	3.0	General Elective
POLS 672	The U.S. Presidency	3.0	General Elective
POLS 673	The U.S. Congress	3.0	General Elective
POLS 689	Intern/Fieldwork Public Admin	1.0-3.0	General Elective
POLS 689P	MPA Professional Internship	3.0	General Elective
POLS 697	Independent Study	1.0-6.0	General Elective

- G. For undergraduate options, explain provisions for articulation of the proposed option with community college courses.

N/A

- H. For undergraduate options, will the new option be matched to an existing associate degree, as specified in [SB 1440](#), and if so, is it certain that the new degree option will not require a student to repeat courses similar to those taken for the associate degree?

N/A

- I. Writing Requirement

1. For an undergraduate option, list the number and title of the Graduation Writing Assessment (GWAR) course for the option. List the GWAR course for the degree program if it is different from the GWAR course for the option.

N/A

2. For a graduate option, indicate how the graduate literacy requirement is met within the option and/or degree program.

POLS 602 (Public Administration and Democracy) is a required course for all MPA students, and this requirement will also apply to students pursuing the Option in Criminal Justice Administration.

- J. For a graduate option, indicate the culminating activity for the option and/or degree program.

Students in the MPA program currently have the choice of completing a professional paper (POLS 680B) or a comprehensive exam. Students in the new Criminal Justice option will have these same choices.

- K. Complete catalog copy, including full degree requirements (i.e., a catalog description of the full degree program, not just the option being proposed), and admission and completion requirements. See the current University Catalog for correct format; please follow it exactly. Before the proposal is submitted to Academic Affairs (for undergraduate options) or to the Office of Graduate Studies (for graduate program options), it may be helpful to review catalog copy with Academic Publications.

See Attached, page 21

- L. For undergraduate programs, include a [Major Academic Plan](#) (MAP) with the proposal. If you have questions or need help, contact [Academic Advising Programs](#).

N/A

Attach the [Undergraduate Program Signature form](#) or the [Graduate Program Signature form](#) to the front of the proposal and submit to Curriculum Services in Undergraduate Education or the Office of Graduate Studies after all department and college reviews are complete.

Attachments

- (1) Survey of Student Interest and Results of Survey, page 15**
- (2) Selected Job Announcements, page 29**
- (3) Email from William Cuthbertson, page 18**
- (4) Proposed Catalog Copy, page 21**

The Department of Political Science & Criminal Justice is interested in understanding the perspectives of students majoring in Criminal Justice with respect to graduate school. To that end, the Department greatly appreciates your answers to the following questions.

(1) In which semester do you expect to graduate from CSU, Chico?

- Spring 2019
- Fall 2019
- Spring 2020 or later

(2) Do you plan to pursue a Master's degree immediately after graduating?

- No
- Yes, at CSU, Chico
- Yes, at a different CSU campus
- Yes, at a campus that is not a member of the CSU system
- Undecided

(3) How likely is it that you will pursue a Master's degree at some point in the next 5-10 years?

- Unlikely
- Somewhat unlikely
- Somewhat likely
- Likely

(4) How likely would you be to pursue a Master's degree if a degree focused on criminal justice were offered at Chico State?

- Unlikely
- Somewhat unlikely
- Somewhat likely
- Likely

MEMORANDUM

Date: May 13, 2019

To: Criminal Justice Program Faculty

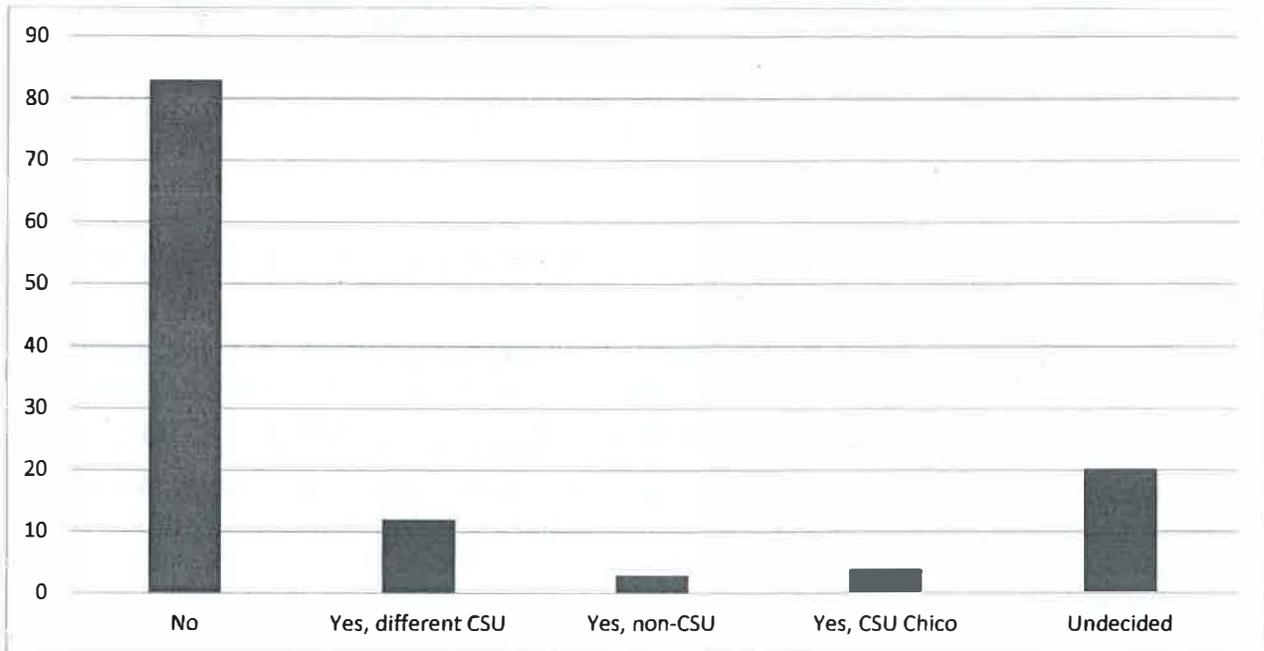
From: Andy Potter

Re: Potential Student Interest in a Criminal Justice Option within the MPA Program

From May 6-9, 2019, faculty conducted a survey of students enrolled in five sections of POLS 459DW (Senior Seminar in Criminal Justice). A total of 122 students responded, of whom 120 expected to graduate in the current semester or the following one (Spring or Fall 2019). Students provided the following responses with respect to their level of interest in graduate studies.

Do you plan to pursue a Master’s degree immediately after graduating?

4 students plan to attend graduate school at CSU, Chico, while another 16 will pursue graduate studies at other campuses.

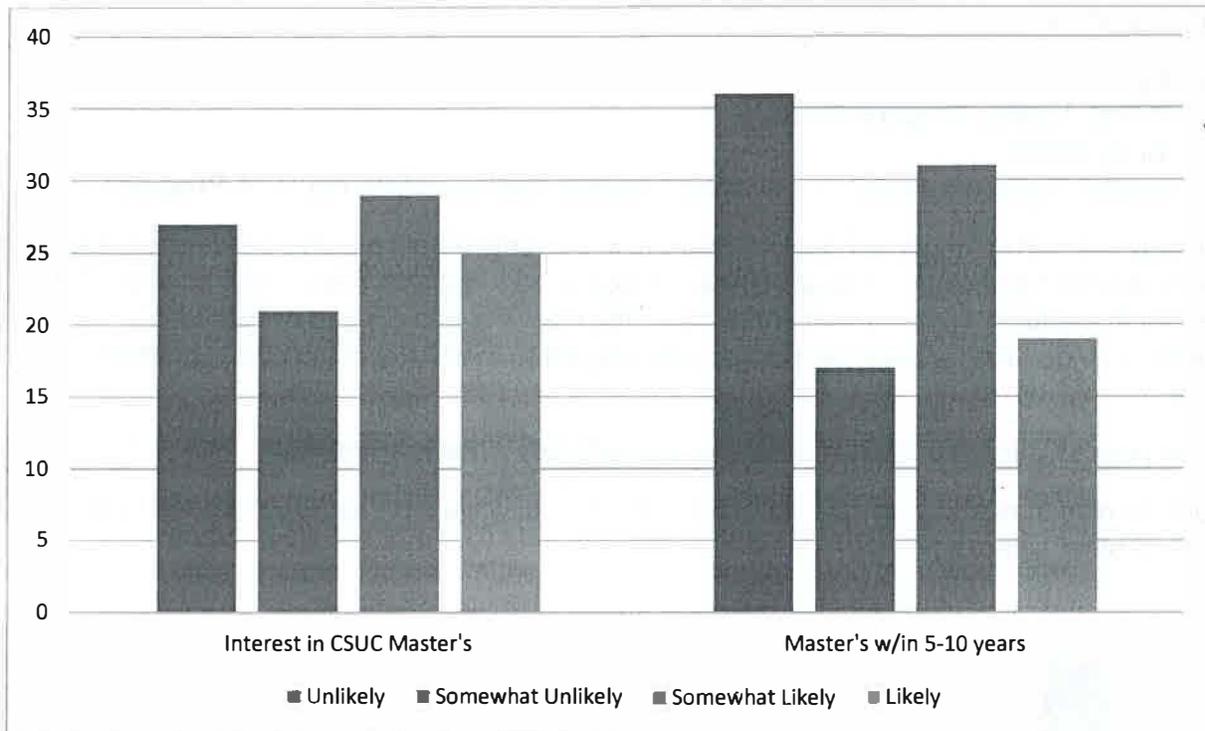


How likely is it that you will pursue a Master’s degree at some point in the next 5-10 years?

Of 102 students not immediately planning to pursue a Master's degree, 19 are likely to do so in the next 5-10 years, while another 31 are somewhat likely to do so.

How likely would you be to pursue a Master’s degree if a degree focused on criminal justice were offered at Chico State?

Of 102 students not immediately pursuing Master's degrees, 25 said they would be likely to do so if a degree focused on criminal justice were offered at Chico State, while another 29 said they would be somewhat likely to do so.



Conclusion

There are a large number of students potentially interested in a Criminal Justice Option within the MPA program.

- 25 students not immediately planning to attend graduate school say they would be likely to pursue a criminal-justice-focused Master's degree if it were offered at Chico State;
- 16 additional graduating students will be attending graduate school at other campuses;

The availability of such an option at Chico State would also increase some students' likelihood of pursuing graduate studies at all. 20 student respondents reported being unlikely or somewhat unlikely to pursue graduate studies in the next 5-10 years, but said they would be likely or somewhat likely to pursue a criminal-justice-focused Master's degree at Chico State.

Meriam Library
California State University, Chico

MEMORANDUM

To: Andrew Potter

From: Jodi Shepherd and William Cuthbertson

Date: September 5, 2019

Subject: Library materials support for the proposed program changes in MPA, Option in Criminal Justice

The Meriam Library currently holds over 10,000 print titles and 5,000 ebooks in the subject of Public Administration and Criminal Justice. The library also subscribes to 683 journals relating to Public Administration or Criminal Justice. The foundational database for this program is Criminal Justice Abstracts with Full Text. In order for this program to be supported, it will be necessary to continue a subscription to this database. Other databases which would also support this program include SocINDEX, Sociological Abstracts, Academic Search, OneSearch, JSTOR, International Political Science Abstracts, and the National Criminal Justice Reference Service.

The Meriam Library has one 12-month contracted tenure-track librarian whose primary liaison and service area is the Department of Political Science and Criminal Justice.

As it stands now, the library will be able to support the proposed changes outlined in the proposal since a majority of the courses are preexisting. The library currently supports Criminal Justice undergraduate program and the MPA program with our existing resources. The two classes which are being added should be evaluated once the course content is established to ensure their library needs are adequately met.

From: [William Cuthbertson](#)
To: [Andrew J Potter](#)
Cc: [Jodi R Shepherd](#)
Subject: RE: New proposed option in the MPA program
Date: Thursday, September 5, 2019 1:25:25 PM
Attachments: [Criminal Justice MPA Option Proposal.docx](#)

Hi Andy,

Jodi Shepherd earns credit for writing 95% of the attached document, but I added my one line. :) I hope this useful to your needs, and please let Jodi or myself know if there is anything else we can do to assist your process.

Thanks, and best regards,
William

From: Andrew J Potter <ajpotter@csuchico.edu>
Sent: Wednesday, September 4, 2019 11:08 AM
To: William Cuthbertson <wcuthbertson@csuchico.edu>
Subject: RE: New proposed option in the MPA program

Thanks, William – I'll look forward to it.

Andy Potter, Assistant Professor & MPA Program Coordinator
Department of Political Science & Criminal Justice
California State University, Chico
400 W. 1st Street
Chico, CA 95929-0455
Phone: 530-898-4962
Office: Butte Hall, Room 727

From: William Cuthbertson <wcuthbertson@csuchico.edu>
Sent: Wednesday, September 4, 2019 11:07 AM
To: Andrew J Potter <ajpotter@csuchico.edu>
Subject: RE: New proposed option in the MPA program

Hey Andy,

A quick note to say I've got a meeting to get some info together on this today. You should see it this week.

Best regards,
William

From: Andrew J Potter <ajpotter@csuchico.edu>
Sent: Wednesday, August 28, 2019 10:48 AM
To: William Cuthbertson <wcuthbertson@csuchico.edu>
Subject: New proposed option in the MPA program

Hello William-

I am writing in my role as coordinator for the Master of Public Administration program. The MPA program will soon propose a new option in Criminal Justice, and as part of this we are required to consult with the library to confirm that the program can be supported by the library. I was hoping you could confirm, in writing, that the library has adequate resources to support this new option. To that end, I have provided some information below.

The option will consist mostly of existing courses, but will involve the creation of two new graduate-level courses – a course on criminal justice policies and institutions, and a course on criminal justice theories. In addition, we anticipate this will increase the number of students enrolled in the MPA program by 5 students per year.

I am attaching a draft proposal, which is very much a work in progress, in case it is helpful for you in determining the adequacy of the library's resources to support this new option. Let me know if there are other questions I can answer.

Best,

Andy Potter, Assistant Professor & MPA Program Coordinator
Department of Political Science & Criminal Justice
California State University, Chico
400 W. 1st Street
Chico, CA 95929-0455
Phone: 530-898-4962
Office: Butte Hall, Room 727

The Master of Public Administration

Course Requirements for the Master's Degree: 36-37 units

Continuous enrollment is required. At the discretion of the academic program, a maximum of 6 semester units of special session credit earned in non-matriculated status combined with all transfer coursework may be counted toward the degree requirements. This applies to special session credit earned through Open University, or in courses offered for academic credit through Regional and Continuing Education.

Graduate Time Limit:

All requirements for the degree are to be completed within five years of the end of the semester of enrollment in the oldest course applied toward the degree. See [Master's Degree Requirements](#) in the *University Catalog* for complete details on general degree requirements.

Prerequisites for Admission to Conditionally Classified Status:

1. Satisfactory grade point average as specified in [Graduate and Postbaccalaureate Admission Requirements](#) in the *University Catalog*.
2. Approval by the department and the Office of Graduate Studies.
3. An acceptable baccalaureate from an accredited institution, or an equivalent approved by the Office of Graduate Studies.
4. Evidence of American Government/Politics coursework at the post secondary level or successful completion (B- or better) of POLS 355: American Government and Politics.
5. Completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 (80 on the internet-based TOEFL) by all applicants who have not attended post secondary educational institutions for at least three years where English is the principal language of instruction.

While taking 600-level courses, all new students enter as conditionally classified graduate students.

Conditionally classified students are expected to make no grade lower than a B- and finish all course work (no "Incomplete" or "Satisfactory Progress").

Prerequisites for Admission to Classified Status:

In addition to any requirements listed above:

1. Completion of a minimum of 9 units of graduate study as a conditionally classified student, including a graduate seminar.
2. Formation of a graduate advisory committee. This should be done as early as possible, after completion of 9 units of graduate study, and in consultation with the Graduate Coordinator. Generally, no more than 15 units will be counted toward the graduate degree program in Public Administration taken before the formation of the graduate committee. Students selecting the thesis option must have a committee of three faculty members. At least two of the three faculty members on the committee, including the chair, must be chosen from the Department of Political Science. Students selecting the professional paper plan must have a committee of two faculty members. The chair of the committee must be the faculty member instructing POLS 680B the semester that it is taken. For students who select the Comprehensive Exam Plan, the Graduate Coordinator organizes the graduate advisory committee and is responsible for the guidance of the student through completion of the degree.
3. Development of an approved master's degree program plan. The graduate advisory committee works with the student in the development of the student's master's degree program plan. The plan must be approved by the graduate advisory committee, the Graduate Coordinator, and the Office of Graduate Studies.

Advancement to Candidacy:

In addition to any requirements listed above:

1. Completion of at least 15 units of the student's approved master's degree program plan.
2. Graduate advisory committee approval of the student's thesis proposal or professional paper topic and enrollment in POLS 680B.
3. A minimum grade point average of 3.0.

Requirements for the Master of Public Administration:

Completion of all requirements as established by the departmental graduate committee, the graduate advisory committee, and the Office of Graduate Studies, to include:

1. Completion of an approved program consisting of 36-37 units as follows:
 - (a) At least 30 units in the discipline of Public Administration.
 - (b) At the discretion of the academic program, a maximum of 6 semester units of special session credit earned in non-matriculated status combined with all transfer coursework may be counted toward the degree requirements. This applies to special session credit earned through Open University, or in courses offered for academic credit through Regional and Continuing Education. (Correspondence courses and UC Extension coursework are not acceptable for

transfer.) Not more than 6 units from another department within the University, and only with approval by the graduate advisory committee.

(c) Not more than 3 units of internship course work and only if the student's graduate committee or the Graduate Coordinator agrees that the internship is a meaningful educational experience. Internships are encouraged for pre-service students.

(d) Not more than 9 units of independent study, Master's Thesis (POLS 699T), or Culminating Practicum (POLS 680B) combined; not more than 3 units of Master's Thesis (POLS 699T). Independent Study (POLS 697) topics cannot be the same as POLS 680B papers or thesis topics.

2. Completion and final approval of one of the following three plans as specified by the student's graduate advisory committee.

(a) Comprehensive Examination Plan

1. Preparing for the Comprehensive Examination: Students shall enroll in POLS 680A the semester before they intend to take the Comprehensive Examination. Students are provided lists of suggested readings. The exam involves synthesis and practical application of public administration theory, knowledge, and skills acquired in the program.
2. Written Comprehensive Examinations: The candidate shall complete and pass a written examination in public administration.
3. Grading: Each examination shall be graded as pass or fail.
4. Repeating the Written Comprehensive Examination: The candidate may repeat the examination once.
5. Approval by the departmental graduate committee and the Graduate Coordinators Committee on behalf of the faculty of the university.

(b) Professional Paper Plan

Enrollment in POLS 680A and POLS 680B and successful completion of a professional research paper (Policy Analysis) of sufficient range in subject and method to demonstrate a broad acquaintance with the relevant theory and methodology and a capacity for in-depth analysis and investigation. The completed paper shall be presented before interested faculty and graduate students and approved by both members of the graduate committee.

(c) Thesis Plan

The candidate shall submit an acceptable thesis based upon research developed by the student and agreed to by the student's graduate advisory committee.

1. Thesis Proposal: A proposal (prospectus or detailed outline) of the thesis must be submitted and approved by the graduate advisory committee before the student begins the thesis. The proposal includes at least a statement of the problem or hypothesis, the basic research methods to be employed, justification of the study's value, and estimated time of

completion. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing.

2. Registration in POLS 699T, Master's Thesis: The student should register for POLS 699T no earlier than the third semester in the program and in accordance with his/her thesis plan. However, it is advisable that students complete most of the program course work before registering for POLS 699T. An approved thesis proposal is required for registration in POLS 699T.
3. Approval of Thesis: The thesis shall be approved by all three members of the graduate advisory committee.
4. Oral Defense: A required oral defense of the thesis shall be conducted by the candidate's graduate advisory committee. Interested faculty may attend. The oral defense is generally limited to matter within the scope of the thesis. The candidate may repeat the oral defense one time if failed by the committee on the first attempt. The time and place of the defense must be noted in print and circulated to the office of Graduate Studies at least one week prior to the date. The Political Science and Criminal Justice Department should be notified of the oral defense two weeks prior to the date.

3. Approval by the department graduate committee and the Graduate Coordinators Committee on behalf of the faculty of the University.

Completion of the following core courses is required of all candidates for this degree. Additional required courses for the general MPA, ~~and~~ the Option in Health Administration, and the Option in Criminal Justice are outlined following the core course requirements.

Core Requirements:

18 units required:

POLS 602	Public Administration and Democracy	3.0 FA
POLS 631	Research Methods	3.0 FS
POLS 660A	Public Management	3.0 FA
POLS 660B	Public Personnel Administration	3.0 SP
POLS 660C	Public Budgeting and Finance	3.0 SP
POLS 662	Organizational Theory in the Public Sector	3.0 FA

Culminating Activity

3-4 units selected from:

1. Comprehensive Examination: For students who select the Comprehensive Examination, 3 units are fulfilled by taking an additional elective course. Students selecting the Comprehensive Examination must also enroll in POLS 680A the semester prior to the semester in which they intend to take the Comprehensive Examination.

2. Professional Paper:

POLS 680A Research Plan/Culminating Practicum 1.0 FS

POLS 680B Culminating Practicum 3.0 FS

Prerequisite: POLS 680A.

3. Master's Thesis (in exceptional circumstances):

POLS 699T Master's Thesis 1.0 -3.0 FS

Must be taken for 3 units

The following courses are required dependent upon whether the student chooses the general MPA, ~~or~~ the Option in Health Administration, or the Option in Criminal Justice. Students must select one of the following paths for completion of the degree.

General MPA Electives:

15 units selected from:

POLS 600 American Institutions and Public Organizations	3.0 FA
POLS 601 State and Local Government	3.0 FA
POLS 652 Legal and Ethical Issues in Health and Human Services	3.0 INQ
POLS 653 Environmental Policy and the Law	3.0 INQ
POLS 655 Aging Policy	3.0 INQ
POLS 656 International Public Administration	3.0 INQ
POLS 657 Criminal Justice System: Institutions and Public Policy	3.0 F2
POLS 658 Criminological Theory	3.0 F1
POLS 659 Collaborative Community Management	3.0 INQ
POLS 661 Seminar in Public Administration	3.0 SP
POLS 664 Public Policy in Health and Human Services	3.0 INQ
POLS 665 Issues in Global Public Health	3.0 INQ
POLS 666 Behavioral Health Policy and Administration	3.0 INQ
POLS 667 Administration and Planning	3.0 INQ
POLS 668 Public Policy Formation	3.0 INQ
POLS 669 Public and Non-Profit Program Evaluation	3.0 INQ
POLS 671 Topics in American Politics	3.0 INQ

POLS 672 The U.S. Presidency 3.0 INQ

OR (the following course may be substituted for the above)

POLS 673 The U.S. Congress 3.0 INQ

POLS 689 Intern/Fieldwork Public Admin 1.0 -3.0 FS

Prerequisites: Faculty permission.

Note: POLS 689P recommended for pre-service students

POLS 689P MPA Professional Internship 3.0 FS

Prerequisite: Faculty permission.

POLS 697 Independent Study 1.0 -6.0 FS

Prerequisites: Faculty permission.

The Option in Health Administration

9 units selected from:

POLS 652 Legal and Ethical Issues in Health and Human Services 3.0 INQ

POLS 655 Aging Policy 3.0 INQ

POLS 664 Public Policy in Health and Human Services 3.0 INQ

POLS 665 Issues in Global Public Health 3.0 INQ

POLS 666 Behavioral Health Policy and Administration 3.0 INQ

6 units selected from ~~the General MPA Electives listed above~~

~~POLS 600 American Institutions and Public Organizations - 3.0 FA -~~

~~POLS 601 State and Local Government - 3.0 FA -~~

~~POLS 652 Legal and Ethical Issues in Health and Human Services - 3.0 INQ -~~

~~POLS 653 Environmental Policy and the Law  3.0 INQ -~~

~~POLS 655 Aging Policy 3.0 INQ~~

~~POLS 656 International Public Administration 3.0 INQ~~

~~POLS 659 Collaborative Community Management - 3.0 INQ -~~

~~POLS 661 Seminar in Public Administration - 3.0 SP -~~

POLS 664 Public Policy in Health and Human Services	-	3.0	INQ	-
POLS 665 Issues in Global Public Health	-	3.0	INQ	-
POLS 666 Mental Health Policy and Administration	-	3.0	INQ	-
POLS 667 Administration and Planning	-	3.0	INQ	-
POLS 668 Public Policy Formation	-	3.0	INQ	-
POLS 669 Public and Non-Profit Program Evaluation	-	3.0	INQ	-
POLS 671 Topics in American Politics	-	3.0	INQ	-
POLS 672 The U.S. Presidency	-	3.0	INQ	-

OR (the following course may be substituted for the above)

POLS 673 The U.S. Congress	-	3.0	INQ	-
POLS 689 Intern/Fieldwork Public Admin	-	1.0-3.0	FS	-
Prerequisites: Faculty permission.				

Note: ~~POLS 689P recommended for pre-service students~~

POLS 689P MPA Professional Internship	-	3.0	FS	-
Prerequisite: Faculty permission.				
POLS 697 Independent Study	-	1.0-6.0	FS	-
Prerequisites: Faculty permission.				

The Option in Criminal Justice

6 units required:

POLS 657 Criminal Justice System: Institutions and Public Policy	3.0	F2
POLS 658 Criminological Theory	3.0	F1

3 units selected from:

POLS 460E Public Administration and Management	3.0	SP
POLS 651 Seminar in Judicial Politics	3.0	INQ
POLS 666 Behavioral Health Policy and Admin.	3.0	INQ

6 units selected from the General MPA Electives listed above

Graduate Requirement in Writing Proficiency:

Writing proficiency is a graduation requirement.

Graduate students in Public Administration will demonstrate their writing competence through POLS 602 or the first graduate seminar in which they enroll. The instructor of that seminar will certify to the Graduate Coordinator that the student has met the requirement. Students should consult with the Graduate Coordinator for specifics.

Graduate Grading Requirements:

All courses in the major (with the exceptions of Independent Study - 697, Master's Project - 699P, and Master's Thesis - 699T) must be taken for a letter grade, except those courses specified by the department as ABC/No Credit (400/500-level courses), AB/No Credit (600-level courses), or Credit/No Credit grading only. A maximum of 10 units combined of ABC/No Credit, AB/No Credit, and Credit/No Credit grades may be used on the approved program (including 697, 699P, 699T and courses outside the major). While grading standards are determined by individual programs and instructors, it is also the policy of the University that unsatisfactory grades may be given when work fails to reflect achievement of the high standards, including high writing standards, expected of students pursuing graduate study.

Students must maintain a minimum 3.0 grade point average in each of the following three categories: all coursework taken at any accredited institution subsequent to admission to the master's program; all coursework taken at CSU, Chico subsequent to admission to the program; and all courses on the approved master's degree program.

In addition, no course in which a grade lower than B- is earned will be counted toward the fulfillment of any graduate degree requirements.

Graduate Advising Requirement:

Advising is mandatory each semester for all Public Administration majors. Units taken outside the discipline of Public Administration must be approved by the Graduate Coordinator and the student's graduate advisory committee. Consult with the Graduate Coordinator for specifics.



Career Center Home> Search Jobs> Police Chief> Print Job

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Town of Florence

Police Chief

Description

The Town of Florence is seeking our next Police Chief to replace Chief Dan Hughes who will be retiring at the end of the year after 7 years of service. The Police Chief reports directly to Town Manager Brent Billingsley) who has been in his position for 3-1/2 years)and is an important member of the Town management team, performing highly complex duties in directing and managing the administration, patrol, and communications functions of the police department. This includes staff supervision, budget preparation and administration, community relations, and other activities typically involved in managing a municipal police department, Current departmental staff includes a Lieutenant, 6 Sergeants (on new position was added in the FY19/20 budget), 23 Officers and 15 civilian support staff members. The department's FY2019/20 operation and capital budgets total \$4.42 million.

A strategic plan for the department has just been completed and is ready for implementation. And the Town of Florence Strategic Plan is currently undergoing an update/ There are fortunately no pressing issues facing our new Police Chief upon arrival, but two items that will require attention are staffing challenges in the dispatch center and a project to address communications coordination on the Pinal County Sheriff's Office radio channels.

Requirements

Education and Experience

A Bachelor's Degree in Criminal Justice, Public Administration, or related field is required, along with a minimum of 8 years of governmental law enforcement experience, at least of which must have been at the full supervisory or command level; a Master's Degree is preferred. Since we utilize Spillman software, experience with that system would be a plus.

How to Apply

Open until filled; first application review date is September 9, 2019. All qualified candidates are encouraged to apply. Visit our website at www.florenceaz.gov for our Employment Application and instructions to apply. Questions regarding this recruitment can be directed to HR Director Scott barber via e-mail at scott.barber@florenceaz.gov. The Town of Florence is an FFO/ADA employer. Please send employment application, resume and cover letter to Town of Florence, Human Resources, P.O Box 2670, Florence, AZ 85132 or hr@florenceaz.gov.

Job Information

Location:

Florence,Arizona,85132,
United States

Job ID:

50330902

Posted:

August 26,2019

Position Title:

Police Chief

Company Name:

Town of Florence

Agency Type:

Local Law Enforcement
(municipal/county/regional)

Job Function:

Law Enforcement-Chief
Executive

Entry Level:

No

Min Education:

BA/BS/Undergraduate

Min Experience:

7-10Years

Required Travel:

0-10%

Salary:

\$84,964.00 -\$135,72.00
(Yearly Salary)

Jobs You May Like

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City of Missoula Police..
Missoula, MT, United States

Project Assistant 1

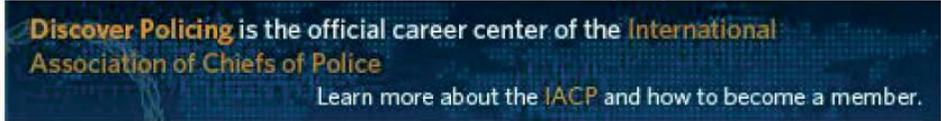
International Association of...
VA, United States

Project Coordinator 1

IACP
Alexandria, W, United States

Project Manager 1

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VA, United States



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City of Greenville, SC
DEPUTY POLICE CHIEF

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([HTTP://JOBS.GREENVILLESC.GOV](http://JOBS.GREENVILLESC.GOV))

Description

Brief Description of the Job

The Deputy Chief assists in the management of the Greenville Police Department and is responsible for the effective administration for assigned divisions consisting of professional police and technical staff personnel, both sworn and non-sworn, engaged in law enforcement work, Under general administrative direction from the Chief of Police, the Deputy Chief manages and participates in the development and implementation of departmental goals, objectives, policies, and priorities for assigned service areas; establishes, within City and department policies, appropriate service and staffing levels. Conducts administrative studies of management problems and concerns. Develops comprehensive programs designed to effectively correct operational deficiencies. Selects, trains, motivates, and evaluates assigned personnel. Oversees and participates in the development and administration of the Department budget. Represents the Police Department to other departments, elected officials, and outside agencies and community groups. Coordinates Police Department activities with other city departments and outside agencies. Acts as Police Chief in his or her absence.

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Essential Functions

YES, I AGREE

MORE INFORMATION

Provide Strategic Planning and Administrative Support (35%): Perform administrative police work involving planning, managing, and evaluation the police department operations function. Assist in developing long and short- term goals, plans, and objectives for the department. Implement and evaluate goals, policies, procedures, systems, standards, and work plans consistent with states objectives and applicable laws and regulations. Coordinate activates between different functional programs and/or areas and integrate services. Monitor project assignments to ensure that organizational strategic goals, objectives and initiatives are achieved. Provide direction and support to subordinate managers and supervisors in accomplishing work plan goals and resolving problems. Consult with Police Chief, city officials, command staff, officers, and others as needed to review department plans/ operations/ activities, review/ resolve problems, receive advice/ direction, and provide recommendations. Develop comprehensive programs designed to effectively correct operational deficiencies. Support and reinforce the department's community policing's vision, values and mission. Research, assess and meet current and future community policing needs through implementation and evaluation of effective strategies, workforce deployment, equipment use, and community relations programs. Conduct administrative studies of management problems and concerns. Assist in developing, implementing, and updating department policies and procedures: formulate and develop work methods and practices, policies, standard operating procedures, training programs, and general orders. Monitor implementation of departmental rules and regulations. Update departmental guidelines according to federal state or local legislation; and conducts training programs. Report to and update Police Chief on status of major cases and critical incidents/ situations. Perform other department administrative functions; draft official correspondence; generate required reports; approve all departmental training. Stay current with changing policies, procedures, codes, and criminal/ civil case law and maintains professional affiliations.

Supervises Personnel (40%): Manage and oversee, either personally or through subordinate supervisors, daily activities of assigned precinct or operational unit: Organize, prioritize and schedule work activities in order to meet objectives and ensure adequate coverage and control. Ensure that subordinates have the proper resources needed to complete the assigned work. Monitor status of work in progress and inspects completed work. Provide activity, progress and evaluation reports to the department management. Coordinate and delegate investigations, patrols, special assignments, or other police activities. May provide administration and direction to specialized units. Disseminate information and special orders. Instruct and direct subordinates on proper procedures and protocols of the department. Consult with assigned staff to assist with complex/ problem situations and provide technical expertise. Supervise, direct, coach, mentor and evaluate assigned staff: Address employee concerns and problems. Counsel or discipline employees as appropriate. Assists with coordinating and completing employee performance appraisals. Ensures staff is appropriately trained in operations, policies, and procedures. Meets with direct reports routinely to discuss and coach for optimal performance, and to mentor and ensure effective mentoring relationships exist for assigned personnel. Review and approve timesheets. Participate in Public Safety Citizen Review Board meetings and appeal hearings as required. Assist in the development and implementation of a department succession plan.

Act as Liaison between Municipal Government and Society (15%): Represent the Police Department to other departments, elected officials, and outside agencies. Coordinate assigned activities with those of other departments and outside agencies and organizations. Interact and collaborate with citizens, community groups, other City, County, State and federal department/ agencies and other entities as needed to promote the overall success of the Police Department in reducing crime, improving safety and enhancing community confidence and trust in its police. Create/ maintain positive public relations with the general public and represents the City at various functions. Attend organizations; and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues. Participate on a variety of boards, commissions, and committees. Attend and participate in professional group meetings. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Assist with Budget Development and Administration (10%): Assist the Police Chief in the annual development and administration of the department budget. Participate in and approve the forecast of funds needed for staffing equipment, materials, and supplies. Monitor expenditures across all Police divisions to ensure compliance with approved budget; coordinate with division staff members regarding division budgets; assists in preparing projected operational and capital expenditure requests; and approves expenditures in compliance with approved budget. Oversee and control the purchasing, maintenance, and inventory of all police related equipment and property including communication equipment, vehicles and related equipment, computer equipment, safety equipment. Identify additional funding requirements. Ensure compliance of financial priorities as determined by the Police Chief. Recommend budget adjustments as needed.

Performs other related duties as assigned.

Requirements

Job Requirements

Formal Education: Requires a Bachelor's degree from an accredited college or university with major courses work in criminal justice, police science, business administration, or a related field. A Master's degree is preferred. Prior completion of one or more of the following advanced training schools: Southern Police Institute, Senior Management Institute for police, FBI National Academy, FBI National Executive Institute.

Experience: At a minimum, candidates must possess ten (10) years of increasingly responsible law enforcement experience (as a sworn officer with powers of arrest), including three (3) years of senior level management responsibility in a comprehensive law enforcement agency.

Driver's License Required: South Carolina Class D license.

Certifications and Other Requirements: The Deputy Chief of Police shall be a sworn officer with powers of arrest, and must possess SCCJA certification or attain certification within six months of appointment.

Job Information

Location: Greenville, South Carolina, 29601, United States	Job ID: 49867260	Posted: September 3, 2019
Position Title: DEPUTY POLICE CHIEF	Company Name: City of Greenville, SC	Agency Type: Local Law Enforcement (municipal /county/regional)
Job Function: Law Enforcement-Chief Executive	Entry-Level: No	Min Education: BA/BS/Undergraduate
Min Experience: Over 10 Years	Salary: \$82,284.80-\$123,427.20 (Yearly Salary)	

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Chief of Police (/job/chief-of-police/50389711/)

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Huntersville, NC, United States

City of Missoula Police. .
Missoula, MT, United States

Project Assistant 1 (/job/project-assistant-/49749860/)

Project Coordinator 1(/job/project-coordinator-/48872470/)

International Association of.
VA, United States

IACP
Alexandria, WA, United States



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Career Center Home Search Jobs Police Commander Print Job



City of Cypress
Police Commander

Description

One of Orange County's "Best Kept Secrets," Cypress is an ideal place to live and work. Located in northwestern Orange County, on the Los Angeles County border, Cypress has a population of approximately 50,000. Just five miles from some of Southern California's nicest beaches, it is a community of well-planned and maintained neighborhoods with a strong sense of community pride. Residents and businesses appreciate a blend of small town charm and big city diversity, low crime, quality education and exceptional recreation opportunities.

The Cypress Police Department and its annual budget of approximately \$18.2 million are divided into three divisions: Operations, Investigations and Administration. Cypress is seeking a strong and passionate leader to serve as Police Commander. The Commander will report directly to the Chief of Police and oversees one of the three divisions on a rotating basis. The new Police Commander is expected to have an inclusive management style, possess ethical standards and have a passion for community engagement.

A Bachelor's degree, preferable in Criminal Justice, Communications, Business/ Public Administration from an accredited college or university and two years of experience as a Police Sergeant or above are required. Candidates must conform to California Commission on Police Officers Standards and Training guidelines including possession of a POST Supervisory Certificate. A Master's degree, completion of the POST Supervisory Leader Institute, and a POST Management Certificate are desirable. The current salary range is \$139,512- \$167,460 annually, DOQ. To be considered, please visit the Avery Associates Career Portal at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information including email addresses for five work-related references to Bill Avery by September 27, 2019.

Job Information

Location: Cypress, California, United States	Job ID: 50350032	Posted: August 27, 2019
Position Title: Police Commander	Company Name: City of Cypress	Agency Type: Local Law Enforcement
Job Function: Law Enforcement-Supervisor/Command	Entry Level: No	Min Education: BA/BS/Undergraduate

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Min Experience:

2-3 Years

Salary:

\$139,512.00 - \$167,460.00
(Yearly Salary)

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Fullerton, CA, United States

Chief of Police

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Project Assistant 1

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Project Coordinator 1

IACP
Alexandria, WA, United States

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Captain (Adult Institution)(9646)

California State Personnel Board Specification

- **Schematic Code:** WX70
- **Class Code:** 9646
- **Established:** 08/18/1958
- **Revised:** 03/06/2012
- **Title Changed:** 03/06/2012

Definition

Under general direction, either (1) to plan, organize, and direct a program and/or the work for the safe custody, classification, discipline, and care and treatment of inmates within a program unit of a correctional facility; or (2) to perform technical or supervisory duties as a management assistant to a headquarters administrator or CEO; or (3) to direct investigate units in the institutions; to perform peace officer duties in accordance with laws, rules, and regulations; and to do other related work.

Distinguishing Characteristics

Positions in this class are assigned:

- In a correctional facility as the manager responsible for a program unit which may consist of one or more inmate programs that are combined for the purpose of directing and organizing the daily operations of custodial staff including Correctional Lieutenants, Correctional Sergeants, Correctional Officers, Correctional Counselors, and other support staff into a unified program team. Within a single institution or major facility, there may be one or more program units, each headed by a Captain.

Incumbents may direct the daily operations of the investigative services unit in a correctional facility and are responsible for the investigation and referral for prosecution of all criminal matters relative to institution operations. Duties include the directing and investigative workload and coordinating investigative tasks among facility investigators.

- b. In headquarters, as a management assistant to a headquarters administrator or CEA, an incumbent has broad technical assignments in major departmental programs in such areas as inmate appeals, classification services, institution program development and evaluation, access to health care, transportation, background investigations, training, audits and court compliance, and correctional safety.

Factors affecting position allocation include extent and breadth of supervisory responsibility; scope and complexity of program responsibility; sensitivity and consequence of decision making; independence; and breadth and depth of required program knowledge.

Each person in this class is expected to be able to perform in any position in this classification as part of the Department's management development program. An incumbent will perform the duties of this classification in at least one institutional program.

Typical Tasks

In a correctional facility, as a manager of a correctional unit, the incumbent plans and assigns work of custodial staff; gives instructions, maintains discipline, and makes determinations on difficult custodial and administrative problems; plans, directs, and oversees an accurate system of inmate count; supervises the movement of employees, inmates, and visitors; supervises custodial procedures for the admission and release of inmates; investigates reported infractions of rules and regulations and irregular or suspicious occurrences and takes or recommends appropriate action; makes tours or inspections at periodic and irregular intervals; participates in classification and disciplinary committee meetings; arbitrates inmate disputes and investigates complaints; is responsible for the inspection of incoming and outgoing vehicles, materials, and supplies for the presence of contraband; supervises all formations of inmates and directs custodial functions during recreational activities; serves as Administrative- Officer- of- the – Day (AOD); confers with other staff members on the conduct and productivity of inmates and recommends changes to work assignments; may participate as a leader in the group treatment program for inmates; keeps records, prepares correspondence and reports; and oversees the tracking of the institution's drug testing.

In a correctional facility as a unit program manager, incumbent plans, organizes, and directs a progressive program for the custody, discipline, classification, treatment, access to health care, employment, and recreation of inmates; interprets and carries out the policies of the Department and of the facility; as Chairperson of the Unit Classification Committee, organizes and conducts classification and other staff meetings for the proper placement of inmates in the appropriate housing custody, and programs; interviews, counsels, and refers to inmates for reviews and consultations; serves as member of the Institution Classification Committee; reviews the preboard and prerelease reports for the qualitative improvement of case

Understanding and reporting; oversees the disciplinary process, makes determinations on difficult custodial problems and consults with other facility staff for advice and assistance; establishes and maintains cooperative working relationships with internal staff and external entities; secures, trains, supervises, and evaluates the work of subordinates, and take or recommends appropriate action; supervises the maintenance of safe and sanitary living conditions within the unit; and supervises the preparation of special and regular reports.

In a correctional facility as a manager of an investigative unit, incumbent documents and conducts inquiries and complaints against employees and/ or inmates; directs and coordinates internal affairs and other administrative inquiries; directs and coordinates investigations of institution- related crimes; and establishes and maintains liaison with other institutions and officials of other law enforcement agencies.

In headquarters, as a management assistant to a headquarters administrator of CEA, incumbent performs broad technical assignments in a major departmental program such as the following.

As a Captain responsible for Transportation, plans, organizes, and directs the inmate transfer system; provides management, supervision, and training for unit personnel; receives and correlates information from departmental units and public agencies regarding proposed receipt and transfer of persons committed to the Department; supervises the preparation of inmate transfer schedules and routing for the most economical and effective transfer of inmates between locations per approved methods; and coordinates high risk transports

As a Captain responsible for Background Investigations, plans, directs, coordinates and reviews the work of a major statewide investigative program consisting of headquarters office and field offices, and organizes and directs the work of staff in investigation of applicants for both peace officer and nonpeace officer positions in compliance with the provisions of laws, rules, regulations, and codes.

As a Captain responsible for the Correctional Training Center, coordinates, organizes, and directs all academy training/ programs established by laws, rules, and regulations; directs the daily operation and overall supervision of training staff and cadets; responsible for the academy security; oversees the planning, development, organization, presentation, validation, and accountability of the academy curriculum; and monitors and evaluates existing classes for curriculum and instructor certification/ performance.

As an inmate appeals examiner, reviews and conducts inquiries of appeals, interview inmates and other concerned parties, liaison with institutions, and prepares a recommended disposition on behalf of the Secretary in compliance with laws, rules, and regulations.

As a program development and evaluation specialist, develops new policies, systems, and procedures for major statewide programs, and evaluates program effectiveness.

As a manager of the audits of court compliance unit, conducts periodic onsite reviews of all facilities and parole regions for compliance with laws, rules, regulations, court mandates, and departmental policies and procedures

As a manager in the Classification Services Unit, assists the Chief in planning, organizing, and programs and oversees the classification process; supervises and subordinates; and acts for the Chief in their absence.

In all assignments, conducts studies and prepares reports.

Minimum Qualifications

Either I

Experience: One year of experience in the California Department of Corrections and Rehabilitation performing the duties of a Correctional Counselor 2.

Or II

Experience: Two years of experience in the California Department of Corrections and Rehabilitation in custody work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Lieutenant or in classification and treatment work performing duties of a class with a level of responsibility equivalent to the class of a Correctional Counselor II (Specialist), Correctional Counselor II (Supervisor), Parole Agent II (Specialist), or a Parole Agent II (Supervisor).

Or III

Experience: Three years of administrative or supervisory experience with responsibility for planning, organizing, and directing a major phase of a correctional rehabilitation program.

(Graduate study in education, psychology, sociology, social work, public or business administration, or a closely related field may be substituted for not more than one year of the required experience on a year-for-

Year basis.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on the basis of one year of experience for two years of education.)

Knowledge and Abilities

Knowledge of: Modern principles practices of correctional administration and criminology; psychology of criminal behavior and methods of discipline, and the attitudes, problems, and behavior of persons under restraint; supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates; principles and methods used in the custody, control, and adjustment of antisocial persons; interviewing techniques; literature in the fields of correctional administration and criminology; laws, rules, and regulations pertaining to criminal activities, governing State correctional institutions and purposes, activities, regulations, policies, and functions of the California Department of Corrections and Rehabilitation and the term- setting authorities; State laws pertaining to criminal activities; care and use of firearms; job requirements and work performed by inmates of a correctional facility; principles and practices of business management and problems involved in the administration and supervision of correctional facilities and prison camps; sanitation, health, and safety standards and State laws pertaining thereto; principles and practices of personnel management, supervision, and training; principles of effective verbal and written communication and group dynamics; tactical operational and situational awareness; supervisory responsibilities under the Ralph C. Dills Act; the Department's Equal Employment Opportunity Program objectives; a manager's role in this Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Interpret and apply laws, rules, and regulations, Departmental policies and procedures; plan, assign, and direct the work of a large force of correctional personnel; plan, organize, and administer the custodial operation of a correctional facility; train staff; enforce rules and regulations with firmness, tact, and impartiality; promote socially acceptable attitudes and behavior among inmates; formulate programs for the safe custody, discipline, and welfare of inmates; interpret and apply provisions of law and rules; understand inmate case histories and interpret them to others; coordinate the custodial functions with the care and treatment program; establish, promote, and maintain confident and cooperative working relationships with staff; communicate effectively; understand and respond to verbal/ written instructions; maintain records and prepare reports; analyze situations and take effective action; secure the respect and cooperation of prison officials and inmates; think and act quickly in emergencies; effectively contribute to the Department's Equal Employment Opportunity objectives.

Special Personal Characteristics

Sympathetic and objective understanding of the problems of persons under restraint; demonstrated leadership ability; tact, emotional stability, and maturity; demonstrated integrity and ethical behavior;

Satisfactory record as a law-abiding citizen; good personal and social adjustment for correctional work; courage; alertness; compliance with Departmental uniform and grooming standards; and neat personal appearance.

Special Physical Characteristics

Hearing not less than 15/15 acuity sufficient to perform the essential functions of the job; vision at 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with POST; have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates; sound physical condition; and manipulate and operate firearms, chemical agents, cell phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.

Willingness Statements

Possession of a valid California driver's license appropriate to the type of vehicle your work duties require you to drive; abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments; comply with annual tuberculosis screening requirements; abide by and adhere to the institutional dress code; comply with departmental training requirements; report dangerous situations/ contraband to supervisors and/or custody staff; independently supervise a work crew of inmates/ parolees; work in a State correctional facility at various custody/security levels; visit a State correctional facility on occasion as part of your assigned duties; work in various mental/ medical health settings and programs within the institution and/ or Parole Outpatient Clinics; work with inmates/ parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders; work with inmates/ parolees, including some who may be infected with contagious diseases such as Hepatitis C, HIV/AIDS, or tuberculosis; work around peace officers armed with chemical agents and/or weapons; work with potentially hostile and/or aggressive inmates/ patients; provide emergency medical care to inmates (e.g., CPR, first aid, etc.); participate in departmental legal activities (e.g., serve as an expert witness or material witness, serve as a defendant, etc.); actively participate in the peer review, audit process, and clinical quality review process; provide instruction or oversight regarding departmental policies, procedures, standards and practices to other employees, outside consultants, and/ or members of the public; report unethical and/or illegal behavior on the part of departmental staff; treat inmates/ parolees in a professional, ethical, and tactful manner; train and supervise staff; accept constructive criticism and respond appropriately; respond to changes in the work unit in a positive, professional manner; promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit; interact with individuals (i.e., members of the public, contractor staff, and other agency personnel) from a wide range of cultural backgrounds as well as those with ADA issues in the course of completing work tasks and assignments; participate in team meetings, committees, special projects, etc. as required and/ or assigned by your supervisor/ manager, have and maintain sufficient strength, agility, and endurance to perform during stressful situations encountered on the job; drive a departmental vehicle for part of your entire assigned shift; work at remote sites and location alone or with very little interaction with others; work outdoors in all weather conditions; ascend to heights of

Approximately 15 to 100 feet and/ or using appropriate safety gear as required; bend, stoop, climb stairs, push, pull, twist, and briskly walk a minimum of 50 yards; carry equipment and materials weighing up to 30 to 50 pounds and possibly to remote areas with limited access; work on-call or varied assigned work hours as required; and travel extensively throughout the state and/ or out of state as required.

Minimum Age

Minimum age for appointment: 21 years, pursuant to Government Code Section 1031 (b).

Felony Disqualification

Government Code Section 1029 provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for or be appointed to a position in this class.

Background Investigation

Pursuant to Government Code Section 1029.1 requires a thorough background investigation be completed prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Government Code Section 1031 © provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

Pursuant to Government Code Section 1031 (d), all persons who are not peace officers with Department of Corrections and Rehabilitations shall be required to undergo a thorough background investigation prior to appointment.

Pursuant to Penal Code Section 6056 (b) (1), prior to training any peace officer who is selected to conduct internal affairs investigations, the Department shall conduct a complete and thorough background check. This background check shall be in additions to the original background screening that was conducted when the person was hired as a peace officer. Each person shall satisfactorily pass the second background check. Any person who has been the subject of a sustained, serious disciplinary action, including, but not limited to, termination, suspension, or demotion, shall not pass the background check.

Pre-Employment Medical Examinations

Government Code Section 1031 (f) provides that any physical and psychological suitability examinations administered be completed prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Physical and psychological suitability examinations are conducted prior to appointment, Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's names from the eligible list.

Training Requirement

Under the provisions of Penal Code Section 832, successful completion of training courses in laws of arrest, search and seizure, and in firearms and chemical agents is required by appointment into classification.

Citizenship Requirement

Pursuant to Government Code Section 1031 (a), in order to be a peace officer a person must be either a United States citizen or be a permanent resident alien who is eligible for and has applied for United States citizenship. Denial of an application for citizenship shall result in termination of employment. In additions, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement

Applicants for positions in this class are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "Sensitive" class for which drug testing is required under State Personnel Board Rule 213.) Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from holding a peace officer classification.

Firearm Requirement

Any person prohibited by State or Federal law from possessing, using, having in his/ her custody or control any firearm, firearm devise, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification

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