



### Police Staff and Command Certificate Program

Wayne State University's Executive and Professional Development office has joined with the university's department of Criminal Justice and Police Department to offer a Staff and Command certificate. The program of study meets the Michigan Commission on Law Enforcement Standards and Training (MCOLES) requirements for the use of MCOLES dedicated funds by law enforcement agencies.

The program is designed to assist junior police executives in the transition to upper management positions by exposing them to the theory and practice of police management. Upon completion of the program, participants will receive a certificate from Wayne State University that acknowledges completion of the MCOLES certified program of instruction.

The courses are taught by Wayne State University faculty and specialized part-time instructors. Industry guest speakers and networking opportunities are featured throughout the program. The courses are detailed below.

#### **Basics of Microsoft Excel, Word, and PowerPoint** (4 hours)

This an introductory course that provides an overview of Microsoft Office, which is a prominent feature of the program. The in-person course focuses on mastering the basics of Microsoft Excel, Word, and PowerPoint.

#### **Introduction to Professional Writing** (8 hours)

This introductory course focuses on scenarios of different styles of writing, with emphasis on grammar and punctuation. As a leader within any organization this course will prepare the student to identify when to utilize which style of writing.

#### **Leadership Development** (32 hours)

This course focuses on developing effective leadership skills. Specifically, the course will cover best practices as they relate to leading a group of people or an organization, especially in difficult situations and times of crisis. The course will highlight the importance of establishing a clear vision, sharing that vision with others so that they will follow willingly, providing the information, knowledge and methods to realize that vision, and coordinating and balancing the conflicting interests of all members and stakeholders. A key component of the leadership development course will focus on developing the skills to inspire subordinates to perform and engage in achieving a goal.

**Emotional Intelligence** (24 hours)

This course focuses on identifying, assessing, and influencing one's own feelings and those of others. Many effective personnel have a well-developed form of emotional intelligence that allows them to manage their own emotions, as well as those of others within their organization. Thus, a key component of the emotional intelligence course will focus on developing the skills necessary to maintain control of emotions and understand how one's emotional responses affect others.

**Interpersonal and Organizational Communication** (24 hours)

This course will focus on developing excellent interpersonal communication skills and using those skills to communicate with individuals throughout an organization. Sound communication skills are often a requisite for effective management within any workplace environment. Thus, the course will focus on key elements of effective interpersonal communication across a variety of mediums (e.g., email, social media, texting, phone calls, and in-person dialogue) and demonstrating its importance in getting subordinates to fulfil organizational goals. Moreover, the course will highlight how sound interpersonal communication skills translate into more effective organizational communication.

**The Grant Writing Process** (4 hours)

The course focuses on the various dimensions of the grant writing process, such as searching for available grants, basic grant writing tips, and monitoring the usage of grant funds.

**Project Management** (16 hours)

This course focuses on understanding different leadership styles and finding the most appropriate one for an individual in a management position. Moreover, students will learn how to identify strengths and weaknesses in their team members and delegate tasks accordingly. The course also covers the importance of team building and collaboration among team members.

**Basic Data Management Strategies** (16 hours)

This course focuses on basic data management strategies. Specifically, it covers database creation in Excel, data cleaning, and basic analytical approaches. Additionally, this course demonstrates how to display data for easy interpretation.

**Basic Evaluation Research Principles** (16 hours)

This course focuses on basic evaluation research to provide useful feedback to the Department regarding programs and interventions. The course will cover formative and summative evaluation models as well as subcategories contained within each (e.g., needs assessments, process evaluations, impact evaluations, and cost-effectiveness).

**Research Proposal and Presentation** (16 hours)

This course focuses on assisting students with developing a research proposal aimed at addressing a departmental need. It culminates with a presentation of the proposed research study.

**Administering the Police Agency** (24 hours)

This course focuses on developing the skills necessary to be an effective administrator. Administrators wear many hats, and it is imperative that they are capable of delegating tasks to subordinates so to ensure successful completion. To this end, the Administering the Police Agency course will focus on learning how to identify the “BIG” picture, and separate the mission into a series of smaller task and/or projects to successfully complete the mission.

**Human Resource Management** (16 hours)

This course focuses on understanding the Equal Employment Opportunity Commission’s laws, Union Contracts, and the Occupational Safety and Health Administration’s laws and regulations. Additionally, the course covers facilitating engagement among members, employee development, and fostering positive work culture.

**Budgeting** (16 hours)

This course focuses on the basic components of creating and maintaining operating budgets. Specifically, the course will detail how to identify and estimate operating expenses and expenditures, as well as forecasting to stay within a budget.

**Police Ethics** (16 hours)

This course focuses on the basic concepts and fundamental principles of decent human conduct. It includes study of universal value systems such as the essential equality of all men and women, human or natural rights, obedience to the law of land, concern for health and safety and, increasingly, also for the natural environment.

**Conflict Management** (16 hours)

This course focuses on effective methods of managing conflict within the workplace. Specifically, the course will highlight best practices aimed at identifying and dealing with disputes in a rational, balanced, and effective way. A robust conflict management strategy requires effective communication, problem resolving abilities, and good negotiating skills to restore the focus to the organization’s overall goals.

**Media Relations** (16 hours)

This course focuses on understanding the importance of managing media representations of the Department. Specifically, the course covers how the media functions, effective strategies for communicating with media representatives during critical incidents, and how to avoid media pitfalls, among other things.

**Critical Situation Management and Homeland Security** (24 hours)

This course focuses on managing critical situations at the local-level and understanding how crisis management fits into Homeland Security measures at the national-level. Importantly, managing critical situations and risks, both locally and nationally, requires effective collaboration between multiple organizations. Thus, the Critical Situation Management and Homeland Security course details best practices for managing and responding to crisis situations locally as well as

the importance of developing robust relationships with other agencies, both locally and nationally, to secure the city, its surrounding communities, and national interests.