

## **CHAPTER 1: THE SUPERVISOR'S ROLE**

### **Activities**

#### **Activity 1: The pivotal organizational role of the Sergeant**

**Materials Needed:**

1. Chalkboard/Whiteboard/Flip charts as desired
2. Chalk or erasable markers
3. Other visual aids as desired

**Assignment:**

1. Read next chapter
2. Be prepared to discuss Exercises and Questions at the end of the chapter
3. Assign selected Activity(s) for this chapter or for next chapter as appropriate

**Review:**

1. Key points of preceding chapter
2. Discuss any Assignments from preceding chapter

**Introduction:**

1. Point out how supervisors exercise such strong influence over their subordinates.
2. Have students give examples of how poor supervisory practices affect productivity, performance, and morale.

**Presentation:**

1. Distinguish supervision from management.
2. List supervisory skill areas on a visual aid. Discuss how each is used.
3. Discuss the supervisor's need for technical knowledge, and how much of that knowledge the supervisor needs in order to be effective.
4. Discuss the importance of communication.
5. Discuss the Basic Supervisory Responsibilities.

**Review:** Key points

**Application:** Discuss Exercises at the end of the chapter as time permits

**Test:** Have students answer questions at the end of the chapter, time permitting

### **Assignments**

#### **Assignment #1: Some Organizational Basics**

1. Prepare a Table of Organization of your Department or simulate one.
2. Show the various levels of hierarchy.

3. Identify lines of authority.
4. Identify staff positions.
5. Show the span of control of:
  - a. The Chief Executive
  - b. A Division Commander
  - c. A typical Lieutenant
  - d. A Patrol Sergeant

## **Assignment #2: Some Basic Supervisory Responsibilities**

Research three different police agencies: a municipal Police Department, a County Sheriff's Department, and any third, different type of agency you choose. For each agency, list examples of each basic supervisory responsibility:

- Planner
- Personnel Officer
- Trainer
- Coach
- Counselor
- Controller
- Decision-maker and Communicator
- Leader

Write a report in which you compare and contrast how the basic supervisory responsibilities are similar, and in what ways they are different. Analyze why this is so.