Course Outline

Prerequisite: Leadership 2

Course Objectives: To provide the student with...
   a) Information to correlate personnel core values and characteristics to ethical decisions and behavior.
   b) An in-depth understanding of ethics and ethical systems.
   c) Information to identify ethical dilemmas and utilize appropriate models for making effective ethical decisions.
   d) The definition of principled-centered leadership.
   e) The ability to recognize the risk and rewards of ethical and principle-centered decision making.
   f) With the importance of service as a foundational aspect of leadership.
   g) The ability to recognize the challenges of leading in a dynamic and diverse community.
   h) Ability to apply strategies for leading in a challenging environment.
   i) The knowledge of how leaders contribute to the establishment of high trust organizational culture.
   j) Evaluation of leadership responsibility as it relates to ethics, values, and challenges within the public safety environment.

Course Content ........................................................................................................... 40:00

Unit 1: Course Introduction
   1-1 Orientation and Administration..................................................................................... 1:00

Unit 2: Ethics
   2-1 What are Ethics, Morality, Leadership and more.......................................................... 1:30
   2-2 Personal Values/Ethical Behavior.................................................................................. 1:00
   2-3 Why be Ethical? Advantages/Disadvantages............................................................... 1:00
   2-4 Why Study Ethics........................................................................................................... 1:00
   2-5 Video Case Study: Cider House Rules .......................................................................... 2:00

Unit 3: Ethical Systems
   3-1 Thinking Ethically: A framework for Moral Decision Making................................. 1:00
   3-2 Student Activity: Ethical Awareness Inventory ............................................................ 1:00
   3-3 Video Case Study: Miss Ever’s Boy’s – Part 1 ............................................................ 1:30
Unit 4: Ethics and Decision Making
4-1 Evolution of Ethical Decision Making: Kohlberg; Stage of Morality ......................... 0:30
4-2 Ethical Choices: Kolberg Case Studies ........................................................................ 1:00
4-3 A Model for Making Moral Decisions – Scott Rae ...................................................... 0:30
4-4 Video Case Study: Miss Ever’s Boy’s Part 2 ................................................................. 1:30
4-5 Ethical Models ................................................................................................................ 1:00
4-6 Student Activity: Public Safety Scenarios .................................................................... 2:00
4-7 Video Case Study: Miss Ever’s Boy’s Part 3 ................................................................. 2:00

Unit 5: Ethics and Principled Leadership
5-1 Defining Leadership ....................................................................................................... 0:45
5-2 Leadership Principles: Colin Powell’s Rules ................................................................. 0:45
5-3 Principle Centered Leadership ....................................................................................... 1:00
5-4 The Public Trust: Video Clip FBI Academy ................................................................. 0:30
5-5 Code of Ethics ............................................................................................................... 1:00
5-6 Video Case Study: Crimson Tide .................................................................................. 2:30

Unit 6: Servant Leadership
6-1 Understanding Servant Leadership ............................................................................... 1:30
6-2 Role Models and Servant Leadership .......................................................................... 0:30
6-3 Video Case Study: Gandhi or Radio ............................................................................. 2:30

Unit 7: The Challenges of Leadership
7-1 Group Activity: Whom to Choose ................................................................................ 1:00
7-2 Video Case Study: Billy Budd ....................................................................................... 2:30
7-3 The Ethical Test ............................................................................................................ 0:30
7-4 Developing Strategies for Leading in the Future ............................................................ 1:00

Formative Tests ..................................................................................................................... 3:00
Summative Test ..................................................................................................................... 1:00
Course Outline

Prerequisite: Management 2A, Management 2B

Course Objectives: To provide the student with...

a) An overview of the roles and responsibilities of an Executive Chief Officer.
b) Information on developing and implementing a department succession plan.
c) Considerations for evaluating an employee assistance program.
d) Information on the Executive Chief Officer’s role relating to human relations.
e) Methods for assuming a leadership role in community and government relations.
f) Information on the Executive Chief Officer’s role in legislative activities.

Course Content .......................................................... 40:00

Unit 1: Course Introduction
1-1 Orientation And Administration .......................................................... 1:00
1-2 Roles And Responsibilities Of A Executive Chief Officer ................. 1:00

Unit 2: Human Resources
2-1 Determining Job Requirements And Performance Standards For Each Position In The Department ................................................................. 1:30
2-2 Establishing And Evaluating In-Service Training And Education Goals To Maintain Proficiency ................................................................. 1:00
2-3 Develop And Implement A Succession Plan For The Department .......... 4:00
2-4 Evaluating The Elements Of Employee Assistance Program ............... 1:30
2-5 Analyzing The Effectiveness Of An Employee Assistance Program ........ 0:30
2-6 Executive Chief Officer’s Legal Responsibilities Relating To Human Relations ....... 2:00
2-7 Evaluation Department Policies Relating To Human Relations .............. 1:00
2-8 Methods To Determine Community And Department Demographics ...... 0:30
2-9 Developing A Proposal For Improving An Employee Benefit ............... 1:30
2-10 Developing A Plan For Providing An Employee Accommodation ........ 1:30
2-11 The Executive Chief Officer’s Role In The Recruitment, Hiring, And Promotional Processes ................................................................. 1:00
2-12 Elements Of An Entry Level Hiring Process ......................................... 1:00
2-13 EEOC And Other Guidelines On Testing ............................................ 0:30
2-14 Considerations For Planning And Developing A Hiring Or Promotional Process ... 2:00
2-15  Purpose And Types Of Department Incentive Programs ........................................... 1:00
2-16  Methods Of Evaluating An Incentive Program ......................................................... 0:30
2-17  Managing A Line Of Duty Death .............................................................................. 3:00

**Unit 3: Employee/Management Relations**
3-1  Laws That Govern Labor Relations In California ...................................................... 1:00
3-2  The Collective Bargaining Process .......................................................................... 2:00
3-3  Labor/Management Practices That Enhance Relation’s ............................................ 1:00

**Unit 4: Community And Government Relations**
4-1  Assuming A Leadership Role In Community Organizations And Events .............. 1:30
4-2  Developing Community Awareness Programs ......................................................... 3:00
4-3  The Executive Chief Officer’s Role In Local, State, And Federal Legislative Activities That Affect The Fire Department ................................................................. 1:30

Formative Tests .................................................................................................................. 3:00
Summative Test ................................................................................................................. 1:00
Course Outline

Prerequisite: Management 2A, Management 2B

Course Objectives: To provide the student with...

a) Information regarding the evaluation and analysis of a records management system.
b) Methods for designing a budget process that includes performance reporting.
c) Information on capital planning and budgeting.
d) Methods used to determine and implement fire department training needs.
e) Information on creating new programs, piece of legislation, or a code revision.
f) Methods for developing and maintaining a risk management program.

Course Content........................................................................................................... 40:00

Unit 1: Course Introduction
1-1 Orientation And Administration..................................................................................1:00

Unit 2: Records Management System Evaluation
2-1 Determining relevant records and data for evaluation.............................................0:45
2-2 Techniques for acquiring and retrieving records and data to be evaluated............0:45
2-3 Methods for analyzing and interpreting data to determine validity .....................1:00
2-4 Procedures for recommending improvements to records and data collection ......1:30

Unit 3: Budget Management Systems
3-1 Types Of Budgeting Systems......................................................................................1:00
3-2 Types of budgets.......................................................................................................1:00
3-3 Kinds Of Various Revenue Sources ............................................................................1:00
3-4 Types Of Funds Used To Manage Revenue...............................................................1:00
3-5 The Budget Development Process ............................................................................4:00
3-6 Financial Warning Signs.............................................................................................1:00

Unit 4: Capital Improvement Projects
4-1 Capital Improvement Planning And Budgeting ........................................................1:00
4-2 Developing A Capital Improvement Program or Project To Meet Community needs ..................................................................................................................3:00
4-3 Methods To Educate The Community To Gain Support For A Fire Department Project Or Program .........................................................................................................2:00
Unit 5: Training Program Requirements And Facilities
 5-1 Methods To Determine And Implement Fire Department Training Needs ........ 1:00
 5-2 Considerations For Establishing Fire Department Training Program .......... 1:00
 5-3 Determining The Budgetary Requirements For The Training Program ........... 1:00
 5-4 Methods Used To Determine The Need For Training Facilities .................. 3:00

Unit 6: Inspection
 6-1 Methods For Creating And Facilitating A Plan To Develop A New Program, Legislation, Fire Safety Code Revision, Or A Form Of Public Education .... 2:00
 6-2 Describe The Code Development Process ................................................. 1:00
 6-3 Describe The California Legislative Process ............................................. 0:30
 6-4 Determining Public Outreach Techniques ............................................... 0:30
 6-5 Utilizing Consensus Building Strategies ................................................ 0:30

Unit 7: Health And Safety
 7-1 Methods For Developing And Maintaining A Risk Management Program ....... 2:00
 7-2 Selecting Risk Management Alternatives ................................................. 1:30
 7-3 Monitoring Risk Management Alternatives ............................................. 2:00

Formative Tests ................................................................................................ 3:00
Summative Test ............................................................................................... 1:00
Course Outline

Prerequisite: None

Course Objectives: To provide the student with...

a) Methods used to develop model public response plans.

b) Information on developing a comprehensive long-range plan.

c) Information on developing a comprehensive risk, hazard, and value analysis of the community.

d) Techniques for developing a comprehensive disaster plan.

e) Methods to develop a plan for the integration of fire department resources into the community’s emergency management plan.

Course Content................................................................. 40:00

Unit 1: Course Introduction

1-1 Orientation And Administration..................................................... 1:00

Unit 2: Strategic Planning

2-1 Developing Model Public Response Plans ......................................... 3:00

2-2 Methods Used To Develop A Comprehensive Long Range Plan .......... 3:00

2-3 Methods used to develop a model plan for continuous organizational improvement ........................................... 3:00

2-4 Development Of A Comprehensive Risk, Hazard, And Value Analysis Of The Community ............................................. 3:00

Unit 3: Disaster Planning

3-1 Methods Used To Develop A Comprehensive Disaster Plan ............... 3:00

3-2 Impacts Each Type Of Disaster Has On Local, Regional, State And Federal Resources .............................................................. 1:00

3-3 Factors That Determine How Strategies Are Measured During Each Type Of Disaster ................................................................. 2:00

3-4 Describe The Duties And Responsibilities Of Chief Officers Using The Incident Command System At Each Type Of Disaster ............................. 1:00

3-5 Considerations For The Deployment Of Equipment And Personnel Required During Each Type Of Disaster ........................................ 1:00

3-6 Risk Assessment Considerations Used During Each Type Of Disaster .......... 2:00

3-7 Describe The Actions Taken During Each Type Of Disaster ....................... 1:30
3-8 Development Of A Disaster Plan To Control A CBRNE Incident, Civil Disturbance, Health Emergency, And A Natural Disaster ............................................................... 5:00
3-9 Steps Involved In Developing Plans So The Mission Of The Organization Is Capable Of Being Performed In Times Of Extraordinary Need ........................................ 1:30

Unit 4: Integration With The Community’s Emergency Management Plan
4-1 Role Of The Fire Service In The Community’s Emergency Management Plan .......... 1:00
4-2 Developing A Plan For The Integration Of Fire Service Resources Into The Community Emergency Management Plan .............................................................. 4:00

Formative Tests .................................................................................................................. 3:00
Summative Test ................................................................................................................. 1:00