Learning Objectives

Upon completion of this unit, students should be able to:

1. Explain positive and negative discipline for employees.
2. Describe the importance of the due process system for discipline practices.
3. Describe the impact of corruption and corruption for communities.
4. Analyze the key purpose of budgets and their value to law enforcement.

Unit Summary

This unit examines administrators' responsibilities to discipline their employees when warranted. Due process requirements, discipline, labor relations, collective bargaining, and civil liability are covered in detail. Other employee misconduct areas include acts that harm the public, such as corruption, harassment, brutality, and civil rights violations, are discussed.

Finally, budgets are the key to financial administration. Their development involves planning, organizing, directing, and other administrative functions. Just as individuals need to be responsible with they're on finances to avoid legal and personal difficulties, so must governmental administrators be responsible stewards of the public's funds. This unit presents some of the fundamental elements of the control of fiscal resources through budgeting. The four component parts of financial administration are budgeting, auditing, accounting, and purchasing are discussed in detail.

Key Terms

1. Arbitration
2. Automatic records system
3. Budget
4. Budget audit
5. Budget cycle
6. Budget execution
7. Budget formulation
8. Collective bargaining
9. Due process requirements
10. Early warning system
11. Esprit de corps
12. Financial accountability
13. Grievance
14. High intensity drug trafficking area
15. Job action
16. Levels of action for personnel complaints
17. Line-item budgeting
18. Management accountability
19. Mediation
20. Negotiations
21. Program accountability
22. Title 42 U.S.C. 1983
23. Tort