



INDIANA UNIVERSITY

BORKENSTEIN
COURSE

Center for Studies
of Law in Action

Program Administration:
Management in the Public Sector

by

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As Managers/Administrators or Staff of alcohol - drugged driving programs or blood and breath alcohol laboratories and facilities, Program *Administration and Management* will emphasize how to acquire requisite tools to accomplish your program objectives. Without resources to purchase supplies, train and update personnel, maintain breath test and laboratory equipment, and hire dedicated and knowledgeable personnel; you will not be able to complete department goals.

Managing in the public sector will be viewed through a process called POSDCORB (**P**lanning/**O**rganizing/**S**taffing/**D**irecting/**C**oordinating-**R**eporting and **B**udgeting). A challenging process to those who have or will manage public sector staff and whose budgets are established by a governmental entity.

We will discuss the National Safety Councils – Committee on Alcohol and Other Drugs, the committee's *Model Programs for Controlling Alcohol for Traffic Safety* as well as the committee's many position statements and recommendations that directly affect alcohol and drug test programs.

In addition we will take a look at one states view of what they require to have a sound scientific foundation for a breath or blood alcohol test program and that states governing Rules and Regulations outlining how alcohol and drug testing can be controlled from sample collection to analysis.