Law Enforcement Training Advisory Commission
840 S. Spring Street, Suite B • Springfield, IL 62704
Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org
Robert S. Crouch, Director

CORRECTIONS SUPERVISOR TRAINING

November 30 – December 1, 2017
8:00 a.m.-4:00 p.m.

LETAC Training Center
840 S. Spring St. Suite B
Springfield, IL

Meets the following mandated training requirements:
Cultural Competency, Human Rights, Procedural Justice & Use of Force

Instructor: Jan Mirikitani has been a contractor trainer and consultant for the Justice Department since 2000. Jan began training law enforcement officers in 1989, and has trained command staff, supervisors, field trainers, line officers, recruits, and telecommunicators. She has been training at the St. Louis County & Municipal Police Academy for eighteen years, at the St. Louis Metropolitan Police Department for 7 years, and for the Southwestern Illinois Law Enforcement Commission since 2000. Jan wrote and teaches four trainer-the-trainer schools. She has been a conference speaker for U.S. Probation, U.S. Bankruptcy Court, the Department of the Interior, the American Society of Industrial Security, IL Sheriffs Conference, D.A.R.E. America, LETSAC, MO Juvenile Case Workers, Division of Family Services, the University of MO and University of Wisconsin Extension Centers, to name a few.

Course Description: This class will include multiple group discussions of common problems that First-line Corrections Supervisors face. It will begin with a personal assessment of their own communication skills, especially in regards to subordinate oversight, de-briefing, supervision, & confrontation on inappropriate behavior. It discusses the role of ethical professionalism & how to build trust & cohesion in your assigned squad. It overviews how to handle multiple supervisor duties: scheduling, manning, post assignments, officer safety. It also discusses monitoring of LGBT inmate civil considerations & officer response to incidents & Use of Force situations. It discusses the value of de-briefing dangerous incidents as a learning tool. It will show how to use neutral writing skills for documenting an Officer's exceptional performance or disciplinary action. The class will discuss situations that embody common situations that Supervisors may face: lying, steal, abuse of force, sexual harassment, hostile work environment, misuse of social media breeching proprietary confidentiality.

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Learning Objectives:

1. Assessing their personal communication skills: assertion, aggression, or passive; communication impact on supervisory oversight & handling officer conflicts.
2. Modeling & training subordinate officer tactical communication skills.
3. Practicing ethical professionalism & following chain of command with jail personnel: Officers, fellow Supervisors, & Commanders.
4. Methods for building trust & cohesion in your squad.
5. How to manage scheduling to ensure required manning: vacations, light duty, days-off, training days; fair handling of Officers who constantly want to trade assigned work dates/take off early. Assigning posts fairly.
6. Training & oversight for officer safety (policies/procedures) from intake, inmate supervision, meals, medical, & visitors.
7. Monitoring Officer handling of inmate LTGB civil considerations /PRIA.
8. Monitoring Officer response to inmate disturbances (Officer safety & inmate rights).
9. Writing review of incident, mental health, & Use of Force reports.
10. De-briefing dangerous incidents (tape review) with your guys as a learning tool.
11. Neutral writing skills for documenting Officer excellence & negative actions.
12. Discussion of biggest challenges supervisors face with personnel: retention of good Officers, maintaining trust in your squad, shutting down hostile work environment & sexual harassment, confronting lying, stealing, abuse of authority.

Non-Member Tuition: $160.00. Non-Member tuition shall apply to civilians, officers from State/Federal agencies, and officers from Local Law Enforcement agencies which are not a member of any MTU. Tuition will be invoiced to departments upon course completion. If a pre-registered student from a Non-Member agency fails to attend training, and the agency fails to provide advance notice within 7 days of the start date of that class, the agency will be invoiced the entire amount of the student's tuition.

To Register: Email registration to register@letac.org. You may also fill out and submit our online registration form through the website at www.letac.org or call 217-726-7014 to register by phone (be sure to include all pertinent information). MTU #10 local member department officers will be given registration preference until seven days prior to the date of class. After that date, registrations will be taken on a first-come, first-served basis, regardless of MTU status. We cannot accept registrations from individual officers. All registrations must go through your Chief, Sheriff, or department training office, even if you are attending class on your own time.

Cancellation: If a class must be canceled for any reason, every effort will be made to do so at least 2 weeks before the class is scheduled to begin. However, there are circumstances where last minute cancellation is out of our control. All officers who have been registered for training will be contacted at the email address given at registration, so please be sure to provide an email address which is checked often. Cancellations will also be posted to our mailing list and our Facebook and Twitter accounts.