



Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Ellen L. Petty, Director

Northwestern University Center for Public Safety's 80 Hour Supervision of Police Personnel

8:30 a.m. – 4:30 p.m.

June 11-22, 2012

LETAC Training Center

3171 Greenhead Drive, Suite B, Springfield, IL

(Please park in an unmarked space in our lot. Overflow parking is along the street. Ride sharing is strongly suggested.)

This comprehensive course in first-line supervision provides the cornerstone for all of your managerial and supervisory instruction. Typically, the best patrol officer is promoted and then expected to do an entirely different job equally well, with little or no instruction in how to effectively supervise others.

Supervision of Police Personnel focuses on understanding human behavior and day-to-day work relationships with subordinates, superiors, and the public. The instructors are police managers (active or retired) who combine extensive experience with solid academic credentials. Northwestern University Center for Public Safety is dedicated to increasing the personal effectiveness of emerging leaders as they navigate today's changing law enforcement environment and carry out the vision of law enforcement agencies across the country.

Supervision of Police Personnel assists first-line supervisors in meeting contemporary challenges and making the transition from officer to supervisor in a variety of ways. The officers study motivational principals, communication, ethics, professionalism, planning, decision-making, leadership, community image and much more.

COURSE CONTENT

- Key elements of dynamic leadership
- The supervisory challenge (role of the supervisor)
- Communication skills
- Employee performance appraisal
- Motivational principles
- Managing the problem employee
- The personal profile system: DiSC instrument
- Planning and decision making
- The disciplinary process (complaint investigations)
- Responsibilities of a staff officer
- Ethics, professionalism, and community image
- Cultural diversity
- Case studies in effective supervision



Law Enforcement Training Advisory Commission

3171 Greenhead Drive, Suite B • Springfield, IL 62711

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Ellen L. Petty, Director

WHO SHOULD ATTEND

Supervision of Police Personnel is an absolute must for all new supervisors or soon-to-be-promoted officers.

AFFORDABILITY: Since its revision, this Supervision of Police Personnel course has proven to be so effective and popular that nearly every on-campus course is full to capacity. Currently Supervision of Police Personnel is offered at Northwestern University five times per year for \$900 dollars per student. The cost of travel, housing, and food for one or several officers increases the cost substantially. By LETAC hosting this course here in Springfield, you can take advantage of the course and prepare officers for the tough job of leadership for a fraction of the cost by sending them to the course locally. Since we are contracting with the Center, and filling seats with officers from local agencies, this allows our departments to train their officers for much less than sending them to the on-campus training. Here's an example: The cost of sending one officer to the on-campus course costs about \$2,250 dollars considering the price of the course, travel, food, and housing expenses. The cost of training that officer at the Springfield course costs only the reduced \$800 tuition. This represents a clear bargain for any agency's training budget.

TUITION: We must have a minimum of 22 officers registered by May 1st, 2012 in order to hold the course. The maximum registration is 45 officers. Tuition to attend this course is \$800.00 per officer. Your department will be invoiced upon registration and tuition is due no later than June 1st, 2012.

REGISTRATION: 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 with Sandy or Donna (be sure to include all pertinent information). 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. Please specify any special invoicing instructions upon registration.

NORTHWESTERN UNIVERSITY CREDITS

Successful completion of Supervision of Police Personnel provides 1 unit of credit under the Northwestern University School of Continuing Studies new quarter system (approximately 3 semester credit hours). Northwestern is accredited by the North Central Association of Colleges and Schools. These credits may be transferable or applicable to degree programs at colleges and universities in our area. Check with the academic advisor at the school of your choice.