



## Law Enforcement Training Advisory Commission

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Ellen L. Petty, Director

# First Line Supervision & Leadership

**April 10-13, 2012**

**8:30 a.m.-4:30 p.m.**

## LETAC TRAINING CENTER

3171 GREENHEAD DR, SUITE B, SPRINGFIELD, IL

**Instructor:** Jan 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.

**About the Course:** This class includes a self-communication assessment, assertiveness training, critical thinking skills to pass onto subordinates, ethics/police deviance/The Code of Honor, what it means to lead from the front, what matters most in daily discipline, boundaries, and officer expectations, how to coach, discipline, and write evaluations, handling complaints against officers, and knowing for whom you work. (Candidates will work on assignments in class related to many of these topics and will write sample coaching/discipline forms). The class is taught as a workshop. There is group work, assignments, and practice of what is taught.

**To Register:** Email registration to [register@letac.org](mailto:register@letac.org). You may also fill out and submit our online registration form through the website at [www.letac.org](http://www.letac.org) or call 217-726-7014 to register by phone with Sandy or Donna (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. If you are registered for a class and find that you will be unable to attend, please contact our office as soon as possible to let us know. We often have a waiting list for classes and another officer may be contacted to fill your newly vacated seat.

**Illinois Law Enforcement Training & Standards Board Mobile Team Unit #10**

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