



**ILLINOIS LAW ENFORCEMENT
TRAINING and STANDARDS BOARD
EXECUTIVE INSTITUTE**

Leadership – One of Our Core Values



TRANSFORMATION TO LEADERSHIP

Effective Police Supervision

Career Path Development for the New Supervisor

Law enforcement organizations are successful because of the solid management foundation prepared by predecessors. The leader that recognizes the need to develop successful followers is the one that understands the critical importance of first line supervisors.

This course focuses on the role and function of the first-line supervisor in criminal justice agencies. A hybrid learning experience, participants will meet for traditional classroom instruction, on-line modules and develop a reflective writing artifact.

Transformation to Leadership is comprised of the following topics:

- Supervision—Filling the Toolbox
- Community- and Problem-Oriented Policing
- Media Relations
- Interpersonal Communications
- Motivation
- Leadership
- Organizational Change
- Coaching, Counseling and Mentoring
- Team Building
- Organizational Change
- Labor Relations
- Performance Appraisal
- Discipline
- Supervising Difficult Employees
- Supervising Special Populations
- Tactical Operations
- Police Training



Promoting Professionalism in Policing

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Effective Police Supervision



**Be the conductor of
your career path
development!**

Qualifies for
Undergraduate and
Graduate Academic
Credit from
Western Illinois
University

**Visit our website for
upcoming courses!**

www.ILETSBEI.com

ILETSB Executive Institute
Western Illinois University
1 University Circle
Macomb, IL 61455
Voice: (309) 298-2646
Fax: (309) 298-2642

Course Work

Participants will complete work individually and in groups. Assignments will include review of articles and case studies, service learning project with a writing artifact and a comprehensive supervisory plan.

Who Should Attend

Admission to the program is limited to full-time law enforcement supervisors of public law enforcement agencies who are newly promoted or about to be promoted.

Admission preference will be given to persons in the following order:

1. Promoted to first-line supervisor within the last two years.
2. In line for promotion to first-line supervisor within the next nine months.
3. Periodically asked to fill the role of supervisor as an officer-in-charge.

Location and Dates

This unique supervision course will be held at the DuPage County Sheriff's Office.

Web-based Modules

Sept 20-Dec 2, 2010

Classroom Modules

Week 1: Sept 20–23, 2010

Week 2: Oct 11–14, 2010

Week 3: Nov 29–Dec 2, 2010

How to Apply

Complete the enclosed application and return it to the ILETSB Executive Institute. Additional applications are available for download at www.ILETSBEI.com or photocopy the enclosed application.

Cost

Tuition free! Instructional materials, textbooks, and related supplies are provided. An administrative fee of \$100 is due by September 13, 2010. Transportation, lodging and meals are the expense of the participant or sponsoring agency.

Promoting Professionalism in Policing



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Registration

Copy this form for more additional registrants.

Registration Deadline: *August 27, 2010*

Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Name: _____

Rank/Title: _____ Email: _____

Total Years of Service _____ Years in Current Rank: _____

Check education level completed:

- Less than Associates Degree or less than 60 hrs. of college
- Bachelor's Degree
- No College Credit
- Associate's Degree or more than 60 hrs. college with no degree
- Master's Degree

If you will seek academic credit, select the applicable box. Undergraduate Graduate

Statement of Commitment Terms and Conditions (Please initial each Condition)

_____ I understand that I must be prepared to complete upper-division (junior, senior and graduate level) university coursework.

_____ I agree to abide by the **ILETSB Executive Institute** code of honor, ethics and professional behavior.

_____ I agree to complete all work assignments and projects assigned within the required time frames. All written projects will be the result of my own independent research. I agree that, if I do not make regular progress I may be suspended or removed from this program.

_____ I understand that I will be required to attend **three traditional classroom instructional modules, participate in web-based instructional modules, complete assigned readings, complete a service learning project with reflective writing artifact and a comprehensive supervisory plan.**

Web Modules: September 13-December 2, 2010 Classroom Modules: Week 1: Sept 20-23, 2010
Week 2: Oct 11—14, 2010
Week 3: Nov 29—Dec 2, 2010

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_____ I understand the **I LETSB Executive Institute** will provide tuition on my behalf.

_____ I understand and agree that all lodging, meals, transportation and additional expenses are my and/or the nominating department's responsibility.

_____ I understand I will receive written confirmation by email of my enrollment in the course.

_____ I understand that failure to adhere to the **Statement of Commitment Terms and Conditions** will result in my dismissal from the course.

_____ **I understand an administrative fee (\$100) is due before the start of class (September 13).** Registrants who cancel on or before September 3 will receive a 100% reimbursement. Cancellations on or after September 4 will not receive a reimbursement. All cancellations must be submitted on department letterhead and faxed to (309) 298-2642. A confirmation will be sent by email to the registrant. "No show" registrants will be required to pay the administrative fee.

Applicant Signature

I have read, understand and agree with the **Statement of Commitment Terms and Conditions** as described.

Applicant Signature

Date

Agency Nomination (Required)

*Admission to this course requires the nomination of your agency. If your agency supports your commitment to attend this training program, please ask your agency executive to read the **Statement of Commitment Terms and Conditions** and sign below in the space provided.*

I have read, understand and agree with the **Statement of Commitment Terms and Conditions** as described. I support this applicant's attendance at the **Transformation to Leadership—Effective Police Supervision** course.

Type or Print Name

Type or Print Title

Signature

Date Signed

Type or Print Email Address