The first-line supervisor has never been more important in the field of law enforcement. Law enforcement organizations have increased internal and external success by developing a management continuum that includes first-line supervisors.

This course focuses on the first-line supervisors’ function, effectiveness, proficiency and influence on creating an effective criminal justice agency. A hybrid learning experience, participants will meet for traditional classroom instruction on-line modules and develop a reflective writing artifact.

Effective Police Supervision—Transformation to Leadership is comprised of the following topics:

- Supervision—Filling the Toolbox
- Community– and Problem-Oriented Policing
- Media Relations and Social Networking
- Interpersonal Communications
- Motivation
- Leadership
- Organizational Change
- Coaching, Counseling and Mentoring
- Team Building
- Homeland Security and Incident Command
- Investigating Use of Force
- Performance Appraisal
- Discipline
- Supervising Difficult Employees
- Supervising Special Populations
- Police Training

Promoting Professionalism in Policing
Effective Police Supervision
Transformation to Leadership

Course Work
Participants will complete work individually and in groups. Assignments will include review of articles and case studies, personal leadership philosophy 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 Carbondale Police Department, 501 South Washington Street, Carbondale, Illinois 62901.

Web-based Modules
- September 24, 2012 thru January 4, 2013

Classroom Modules
- Week 1: October 1 — 4, 2012 (Carbondale, IL)
- Week 2: October 29 — November 1, 2012 (Carbondale, IL)
- Week 3: December 3 — 6, 2012 (Carbondale, IL)

How to Apply
Complete the attached application and return it to the ILETSB Executive Institute by fax (309) 298-2642. Additional applications are available for download at www.ILETSBEI.com or photocopy the enclosed application.

Cost
Tuition provided! Instructional materials, textbooks, and related supplies are provided. For persons accepted, a $100 non-refundable administrative fee is due by September 12, 2012. Transportation and meals are the expense of the participant or sponsoring agency.
Effective Police Supervision
Transformation to Leadership

Session S-105

INSTRUCTIONS: Please type or print legibly. Answer each question as completely as possible. If necessary, you may attach additional sheets of paper. If you have any questions, please call the Executive Institute at (309) 298-2646. Incomplete applications will not be considered for enrollment.

**FAX completed application to:** Emilie Payne, Registrar
FAX: (309) 298-2642

**Application Deadline: August 22, 2012**

**Part I – Personal Information**

Name: __________________________

Last                         First                                                    MI

Preferred First Name: __________________________

SSN (last 4 numbers): __________________________

Date of Birth: ________________

Rank: __________________________

MM/DD/YYYY

Current Position Title: ________________

Time in Current Position: __________________________

Applicant’s E-mail: __________________________

Daytime Contact Number: __________________________

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 wish to apply for academic credit, select the appropriate box:  ☐ Undergraduate  ☐ Graduate

**Part II – Agency**

Agency Name: __________________________

Chief Executive Officer: __________________________

CEO Email: __________________________

Agency Type:  ☐ Municipal Police Department  ☐ Sheriff’s Office

☐ College/University Police  ☐ State Law Enforcement

☐ Specialized (airport, park, transit, school, etc.)  ☐ Federal Law Enforcement

☐ Other: __________________________

Agency Mailing Address: __________________________

City: __________________________

State: __________

County: __________________________

Zip: __________

Agency Telephone Number: __________________________

FAX Number: __________________________
Part III – Statement of Commitment Terms and Conditions

This is an intensive educational program requiring a significant commitment of time away from your agency and the completion of assignments. Please read, initial and sign the following

**APPLICANT INITIALS REQUIRED FOR EACH ITEM**

- 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, and writing assignments.

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<tr>
<th>Web-based Modules</th>
<th>Classroom Modules</th>
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<tr>
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<td>Week 2: Oct, 29 - Nov 1, 2012</td>
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<tr>
<td></td>
<td>Week 3: Dec, 3 - 6, 2012</td>
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- I understand the **ILETSB Executive Institute** will provide tuition and lodging on my behalf.
- I understand and agree that transportation, meals and additional expenses are my and/or the nominating department’s responsibility.
- I understand I will receive written confirmation by email on or before August 29, 2012 concerning my application to attend the **Effective Police Supervision: Transformation to Leadership**.
- I understand that failure to adhere to the **Statement of Commitment Terms and Conditions** will result in my dismissal from **Effective Police Supervision: Transformation to Leadership**.
- I understand a non-refundable administrative fee of $100 is due by September 12, 2012. All cancellations are due by (September 12, 2012) and faxed on department letterhead to (309) 298-2642. A confirmation will be sent by email to the registrant. “No show” registrants will be invoiced an additional $250 fee.

Part IV – Applicant Signature (REQUIRED)

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

_________________________  __________________________
Applicant Signature        Date

Part V – Agency Nomination (SUPERVISOR OR CHIEF EXECUTIVE OFFICER SIGNATURE REQUIRED)

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

_________________________  __________________________
Supervisor/CEO Signature    Title

_________________________  __________________________
Email                      Date