



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

Bruce Liebe, Director

First Line Supervision-24 Hours

December 2-4, 2024

8:00 a.m. - 4:00 p.m.

LETAC

840 S. Spring Street, Ste B.
Springfield, IL 62704

This course meets the following mandated training requirements: Const. Use of LE Authority (0.50hrs), Cultural Competency (0.50hrs), Officer Wellness/Mental Health (1.00hrs) and Procedural Justice (2.00hrs)

Course: Jan Mirikitani leads the class in group discussions on Sergeant-related duties. The goal is to get Supervisors to consistently commit to their department's missions for public safety, to develop their subordinates to achieve those outcomes, while building community trust. Although First-line Supervisors are promoted from the ranks, they are now accountable for Department goals bigger than their loyalty to Officer friendships. This training focuses on the Supervisor's communication methods and commitment to Officer wellness & morale.

Who Should Attend: First-Line Supervision-24 Hours is a must for all new Supervisors or soon-to-be-promoted Officers. Experienced Sergeants are encouraged to attend to improve their supervisory effectiveness and to increase their leadership development. Lieutenants will gain insights to better supervise Sergeants.

Course Content:

- Supervisor assessment of their personal communication style & demeanor: assertive, aggressive, or nonassertive (passive).
- How to lead/develop graduated recruits & experience laterals
- Working towards Supervisor consistency between squads per Department leadership goals.
- Supervisors are gatekeepers of maintaining internal & external Department ethics.
- Officer customer service cored in Peel's Principles of Policing.
- Why department confidentiality matters, including personal usage of social media.
- How to professionally handle public complaints.
- Proofing & editing Officer reports towards quality narratives.
- How to coach Officers towards improved job performance. How to manage toxic employees & their impact on department morale, insubordination, & public trust, if left unchecked. Supervisors will work in groups on common negative internal/external scenarios.

Instructor:

Jan Mirikitani has consulted & trained for federal & local law enforcement agencies. She has been a keynote speaker & trainer for national, regional, & state conferences for the Federal Reserve Bank System, U.S. Bankruptcy Court, U.S. District Court, Federal Probation, Federal Pre-Trial, Department of the Interior, Environmental Protection Agency, The IL Sheriffs Association, D.A.R.E. America, Division of Family Services, Greater IL Chapter IPMA-HR Directors, IL City Administrators Conference, MO & IL Municipal Statewide Clerk training. Jan has trained multiple law enforcement agencies & academies since 1989 & teaches for multiple MTUs.

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

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Non-Member Tuition: \$240.00. 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. ***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.***

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.