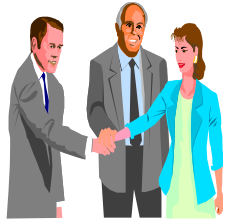


## About the course:

# “First Line Supervision” for Police/ Correctional officers



*“how to get the job done through peo-”*

This one week training program is designed to provide training in first line supervision dealing with police and/or correctional personnel. The course will provide the cornerstone for your managerial and supervisory duties. Typically, the best officer is promoted and then expected to perform as a supervisor with little or no training on how to supervise others and get the job done through people. This course will provide comprehensive training in supervisory techniques and responsibilities in police/correctional facilities and will be instructed by experienced and veteran supervisory trainers.

### Breakdown of training as follows:

**Days 1 & 2 – All students will be together for training in supervisory topics**

**Days 3 & 4 – Correctional students will be separated & receive training in “correctional issues”**

**Day 5 – All of the students will be reunited & receive training & take final exam**

## About the topics:

- Accepting supervisory responsibility
- Core values; Civil liability
- Decision Making; Interpersonal relations; Ethical Leadership; Time Management
- Empowerment and delegation
- Team building and motivation
- Collective bargaining; Labor relations
- Grievance handling; In-basket exercise
- Additional synergistic exercises

### Correctional issues

- Religious rights in today's jails
- Correctional leadership
- Legal updates - PLRA & PREA
- Performance appraisals
- Retention of correctional staff
- Supervisory subordinate relations
- Conflict resolution; synergistic exercises

## About the instructors:

**William Healy** was a career law enforcement officer who was a member of the law enforcement community for the past 29 years. For the past 24 years Mr. Healy had been a member of the Ohio State Highway Patrol and was the Commander of the Highway Patrol's Traffic Drug Interdiction Team (TDIT), and retired from the State Patrol in 1999. Mr. Healy has a Bachelor's Degree from Ohio University and a Master's Degree from Central Michigan University in General Administration. Mr. Healy is a graduate of the Southern Police Institute's Administrative Officer's Course at the University of Louisville. He has served as an instructor at the Northwestern University Traffic Institute (NUTI), the International

Association of Chiefs of Police (IACP), the Ohio Attorney General's Conference on Law Enforcement, the Drug Enforcement Administration, and the Drug Interdiction Assistance Program. He is a life-time certified instructor with the Ohio Peace Officer's Training Council (OPOTC), and currently serves as the Director of Training for the Northcoast Polytechnic Institute.

### **At least one additional instructor will be used:**

**Jack Hall** is a career law enforcement officer who has over 17 years experience and is currently assigned as a Captain at the Cleveland Metroparks Ranger Department. In Fairview Park, Ohio. He previously served as a Sergeant in charge of the Avon Lake Police Department's Detective Bureau for over 12 years. He has handled cases focusing on financial fraud, drugs and sexual-related crimes. Captain Hall has also completed specialized training in computer forensics and practical homicide investigation. He is a former adjunct

faculty member of Lorain County Community College's School of Police Science (1993-1994). He is an OPOTA certified instructor.

**William McGee** is a twenty year veteran of law enforcement who has served with the Solon Police Department in Solon, Ohio. Sergeant McGee has served in a variety of assignments throughout his career and presently serves as Jail Administrator of the Solon Police Department's Full-Service correctional facility. As such, he is in charge of all personnel, training, equipment and facilities related to the correctional center. Mr. McGee is a graduate of the North Coast Polytechnic Institute's Police Executive and Administrative Leadership School (PEALS). He is a Commander with OPOTA's Correctional program and has provided instruction on correctional issues to various groups and agencies in the past couple years.

**REGISTRATION INFORMATION**

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_  
FAX \_\_\_\_\_ e-mail \_\_\_\_\_

**Registration fee:  
\$400.00 per person**

\_\_\_ Payment Enclosed  
\_\_\_ Bill Me (P. O. Number \_\_\_\_\_)

Training Site:

**Westlake Recreation Center  
28955 Hilliard Blvd.  
Westlake, Oh**



**4 WAYS TO REGISTER:**

**On Line: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)**

**Mail:** Northcoast Polytechnic Institute  
Attn: William D. Healy, Director  
6688 Steinbeck Court  
North Ridgeville, Oh 44039  
Phone (440) 353-0796  
**e-mail:** [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)  
**Fax:** (440) 353-0797

FOR OFFICE USE ONLY  
School No \_\_\_\_\_  
School: First Line Supervision for Police and Corrections  
Euclid PD March 21-25, 2011

**WEB: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)**

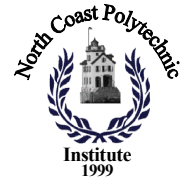
**Note:**

**Attn: Police and  
Correction Officers**

Should enough students attend, Police Officers and Correction officers combine for a 3-day instruction in basic supervision and management.

The other 2 days will be a split session, devoted to *separate* basic police supervision and basic corrections supervision

Northcoast Polytechnic Institute  
Attn: Mr. William D. Healy, Director  
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Fax (440) 353-0797  
e-mail: [info@ncpi-ohio.com](mailto:info@ncpi-ohio.com)  
Web: [www.ncpi-ohio.com](http://www.ncpi-ohio.com)



*presents*

**First Line  
Supervision  
for  
POLICE  
& CORRECTIONS**

Hosted  
by



**Westlake  
Police  
Department**

**One week School**

**MONDAY – FRIDAY**

**March 19-23, 2012**

**8:00 AM – 4:30PM  
each day**