

NORTHERN ILLINOIS TRAINING ADVISORY BOARD

Jeff Schelling, Executive Director
527 Colman Center Drive ** Rockford, IL 61108
Tel: 779-210-8422
www.nitab.org

THE ACADEMY: POLICE SUPERVISORY TRAINING

Date: October 19-23, 2026 **Registration Deadline: September 19, 2026**

Times: 0800-1600 hours

Location: NITAB
527 Colman Center Drive
Rockford, IL.

Instructor: Offset Consulting LLC

Member Fee: \$0 Non-Member & Member Non-Sworn Fee: \$150

This course has been approved by ILETSB for the following mandates:

Civil Rights - .50
Constitutional Use of LE Authority - .50
Cultural Competency – 1.5
Officer wellness/mental health – 1.75
Procedural Justice – 20.25

LAPTOP REQUIRED FOR THIS CLASS

PURPOSE OF COURSE:

This 40-hour course aims to provide police supervisors with a comprehensive, multi-faceted training program that encompasses adaptive leadership, critical incident response, effective report approval, and performance evaluation skills. This program aims to foster a culture of adaptability, accountability, and professionalism in law enforcement leadership, enhancing their capacity to manage personnel, respond to critical incidents, and promote community trust through excellence in supervision.

COURSE OVERVIEW:

The Academy™ is a meticulously designed 40-hour course aimed at equipping new police supervisors with a holistic and dynamic set of skills required for effective leadership in the law

enforcement context. This program synthesizes over two decades of military leadership experience, modern policing strategies, critical incident management, advanced communication techniques, and organizational psychology into a cohesive and impactful training curriculum.

Foundational Leadership and Adaptive Strategies:

Drawing from the extensive military background of the instructors, the course begins by instilling foundational leadership skills and an adaptive mindset. Supervisors are trained to navigate complex and changing environments, applying lessons from military leadership to police supervision. This includes understanding the principles of adaptive leadership, self-assessment for continuous improvement, and strategies for fostering adaptability among teams.

Critical Incident Command and Response:

Building on the basics of FEMA's Incident Command System (ICS) levels 100 and 200, The Academy™ delves deeper into the roles and responsibilities of police leaders during critical incidents. Through tabletop exercises and immersive scenarios, participants will practice acting out command roles, coordinating multi-agency responses, and making swift, informed decisions under pressure. The curriculum emphasizes a systematic approach to crisis management, aiming to enhance the supervisors' capabilities in leading effective and coordinated efforts during emergencies.

Advanced Police Report Review:

Recognizing the importance of documentation and communication in law enforcement, the course introduces the Gap-Free Narrative™ system for report review and approval. Developed by doctoral candidates and a Dr. in Strategic Security, this method provides a standardized, defensible approach to reviewing and identifying comprehensive and clear police narratives. Supervisors will learn to analyze and construct reports that withstand scrutiny and effectively communicate the nuances of incidents.

Performance Evaluations and Mentoring (PEMLE):

The program addresses the critical need for continuous professional development and accountability through the Performance Evaluations and Mentoring for Law Enforcement (PEMLE) system. It focuses on fostering a culture of fairness, objectivity, and constructive feedback in performance evaluations. Supervisors will be trained on developing and conducting evaluations that promote career development, officer wellness, and community trust. The curriculum covers legal and ethical considerations, creating unbiased rating systems, and the importance of mentorship in shaping the next generation of law enforcement officers.

Practical Application and Continuous Learning:

Throughout The Academy™, participants will engage in a variety of learning methods, including interactive workshops, case studies, role-playing, and practical exercises. The course is designed to be immersive and experiential, ensuring that supervisors not only learn theoretical concepts but also apply them in simulated real-world scenarios. By the end of the program, participants will have a comprehensive toolkit of leadership, management, and communication skills, ready to be applied in their daily roles as supervisors in law enforcement agencies.

The Academy™ aims to transform new police supervisors into well-rounded, adaptive, and effective leaders. By addressing leadership, critical response, communication, and professional development comprehensively, the course prepares supervisors to meet the challenges of modern policing with confidence and competence. It's a forward-thinking program designed to empower leaders to make a positive and lasting impact on their teams and the communities they serve.

COURSE GOALS:

- To instill an adaptive leadership mindset capable of facing modern policing challenges.
- To familiarize supervisors with ICS and effective critical incident management.
- To enhance report review skills using the Gap-Free Narrative™ system for defensible police reports in court.
- To improve performance evaluation processes and mentorship within law enforcement agencies.
- To promote officer wellness, accountability, and community trust through structured supervisory practices.

COURSE PREREQUISITES:

Only personnel who are currently employed by a Law Enforcement Department in a sworn capacity will be permitted to attend this program. Only the Chief of the agency requesting this training - or his designated representative - may schedule officers. Personnel attending this course must at minimum be the rank of Officer in Charge (OIC) or Corporal. Personnel attending this course MUST have completed FEMA's IS-100 and IS-200 level courses completed.

METHODS OF EVALUATION:

Students will be required to demonstrate knowledge of all course materials. Additionally, the instructor will evaluate students' comprehension and retention of course topics based on their participation in discussions conducted during the course. Evaluation forms completed by each student will provide feedback to NITAB on the quality of the course content and the instructor's effectiveness in delivering this content.

METHODS OF INSTRUCTION:

This course is conducted using the following methods of instruction:

- Review of student handout materials
- Lecture and demonstration with practical exercises
- Participation in Tabletop Critical Incident Scenarios
- Participation in Group Discussions
- Participation in Scenarios

COURSE REFERENCES/BIBLIOGRAPHY:

All applicable handouts

COURSE REQUIREMENTS/GRADING POLICY:

This program requires a classroom with a podium, computer, multimedia projector for the PowerPoint presentation, and a screen. The training site should ideally be a training room with at least 20 seats of capacity. This class should also take place in a training room, that would allow

for two separate 6x8 foamboard maps to be laid over tables and allow for two groups of students to gather around. The training site should have a separate area, outside of the main training room, to run the scenario and broadcast messages via radio. In this way, the students won't hear anything regarding the timeline and how the other team is navigating the scenario. This other area can be a room, or an office, so long as there is a table and a chair, an electrical outlet, and the ability to access Wi-Fi. Students are required to bring Laptops and note-taking materials.

RECOMMENDED INSTRUCTIONAL AIDS:

- Multimedia projector
- Laptop or desktop computer
- Screen, monitor, or projector
- Whiteboard with dry-erase markers
- 4x6 Foamboard Maps and 3D structures for models (provided by Offset Consulting)

ATTENDANCE POLICY:

This is a state certified course. Thus, no more than 10% of class time, or approximately 4 hours, may be missed. It is strongly suggested, however, that the student be in attendance for the entire session in order to maximize upon the knowledge and skill development associated with the training. Should a temporary absence from the class be necessary, it remains in the responsibility of the student to contact the instructor and arrange to obtain any information or materials missed due to the absence.

ACADEMIC INTEGRITY:

The Offset Police Training Group supports a strict policy on academic integrity. Students are responsible for their own work, including the preparation of research papers, case study reports and the taking of pre and post examinations. Cheating and plagiarism will not be tolerated and will result in a failing grade.

SAFETY PROTOCOLS:

Safety is a priority for all courses, especially involving those that involved hands-on drills and techniques, live fire or high-risk activities. Safety measures for this course include:

- There are no specific safety measures in place for this course.

Police