



Supervisor Training
&
Education Program
(STEP)

Law Enforcement Foundation, Inc.

Instructions

Provide all information requested on the attached Admission Application. An application with unanswered questions will not be considered. *The Statement of Nomination is to be completed by the Chief Executive Officer of your agency or an upper-command staff member.* **Statement of Nominations must be received before an application will be considered.**

Selection Criteria

STEP is intended for sworn police or sheriff first line supervisors who are newly promoted or about to be promoted and employed full-time as a law enforcement officer.

Applications are accepted on a first to apply, first to be considered basis.

Admission preference will be given to persons:

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.

All applications must be submitted by August 1, 2012. An application must include a Statement of Nomination from the Chief or Sheriff or his/her Command level designee.

Applicants who have been promoted to first line supervisor within the last two years will be given first priority on a first apply, first to be considered basis.

Applicants who will be promoted to first line supervisor within 90 days of the beginning of the first Session of the next STEP class offering will be given second priority on a first apply, first to be considered basis. The Statement of Nomination must include an explanation of why the agency is able to verify that the applicant's promotion will take place within the 90 day period.

Applicants who are not first line supervisors and for whom the agency has no immediate plans for the applicant's promotion, typically an officer-in -charge, will be placed on a stand-by list on a first apply, first to be considered basis. These candidates will be notified of their admission status 60 days in advance of the first session of STEP.

Admission Application Supervisor Training & Education Program

Applicant Rank & Name: _____

Name Wanted on Nametag: _____

Department Name: _____ County: _____

Department Address: _____

City: _____ State: _____ Zip: _____

Work Phone Number: _____ Work Fax Number: _____

E-mail Address: _____

Total Sworn Personnel: _____ Total employees: _____

Size of Community: _____ Applicant's **total** years in law enforcement: _____

* Length of time at department: _____ *Previous rank: _____

Job Assignment Information

Date promoted or to be promoted: _____

Name of direct supervisor: _____

Direct supervisors phone number: _____ and email: _____

New assignment (include rank and responsibilities):

Last job assignment: _____

Describe mentoring you have had or will have as a new first line supervisor. Include the name of mentor, the extent of contact with the mentor and whether the mentoring is through a formal or informal process.

Formal Education and Supervisor Training

Education: provide information about post-high school education you have accomplished.

Training: provide information about **supervisory, management or leadership training** you have completed.

Education

Institution or Presented by	Course of Study or Program Name	Hours Completed	Type of Degree/Certificate Received	Date Completed

Formal Training

Institution or Presented by	Course of Study or Program Name	Hours Completed	Type of Degree/Certificate Received	Date Completed

Questions

Answer the following questions in complete sentences.

1. Why do you want to attend STEP?

2. Provide three questions for which the answers would be helpful to you if covered in STEP.
 - a.

 - b.

 - c.

3. What do you believe is your strongest attribute or competency that will help you become a successful first line supervisor?

4. Which personal attribute or competency do you feel needs the most development to become a successful first line supervisor?

Applicant's Statement of Commitment

- "I understand that if I am selected to attend the Supervisor Training and Education Program, I will be involved in an educational program that will require a commitment of my time and energy and a dedication toward excellence."

- "I agree to personally complete all homework assignments and projects required for the Supervisor Training and Education Program by the assigned due dates. They will be my own independent, original work."

- "I understand that if I do not attend the scheduled program and complete the required projects and assignments, I will be dropped from the program and my department may not be reimbursed for the tuition costs."

Applicant's Signature

Date

Statement of Nomination

All applicants must have a statement of nomination from the Chief Executive Officer of your agency or an upper-command staff member. Note to Nominator: If the candidate has not been promoted to a first-line supervisor, explain why the candidate is being nominated.

Nominator Signature

Date

Nominator Name & Title Printed: _____

Nominator's Email Address: _____