



# First-Line Supervisor Program



## **POST First-Line Supervisor Program Requirements**

Program completion will be assessed through the following components:

1. Participants must complete the full 80 hours of the course.
2. Participants must actively participate in all classes (taking part in discussions, activities, and presentations).
3. Participants must complete the final exam given on the last day of the program. The final exam consists of thirty questions.
4. You must obtain a score of 80% or better on the final exam to receive a certificate of completion.

Failure to complete any of the above portions of this course will result in a non-completion grade with no certificate being issued.

Contact Information:

Greg Bennallack (775) 687-3311; [gbennallack@post.state.nv.us](mailto:gbennallack@post.state.nv.us)

Kayla Parsley (775) 687-3310; [kparsley@post.state.nv.us](mailto:kparsley@post.state.nv.us)

### **NAC 289.255 Supervisor certificate. ([NRS 289.510](#))**

1. The Executive Director shall grant a supervisor certificate to an officer upon submission of proof satisfactory to the Executive Director that the officer:

- (a) Currently is employed as a peace officer by an agency;
- (b) Has a current basic certificate;
- (c) Is employed full-time as the direct supervisor of at least one other peace officer; and
- (d) **Has successfully completed an 80-hour course of training described in subsection 2.**

2. **The 80-hour course of training required pursuant to this subsection must include, without limitation, instruction in:**

- (a) Principles of leadership, including the ethical responsibilities of leadership;
- (b) Group dynamics, including, without limitation, working with persons of different ages and learning styles and the study of multiple intelligences;
- (c) Reviewing reports made by peace officers;
- (d) Staffing and scheduling;
- (e) Preparing performance evaluations;
- (f) Legal issues for supervisors, including, without limitation, personnel law;
- (g) Supervisory skills, including, without limitation, coaching, team-building, providing positive reinforcement, building trust and setting goals;
- (h) Carrying out progressive discipline;
- (i) Stress management;
- (j) Preventing suicide by peace officers;
- (k) Effective communication skills, including, without limitation, making public presentations and communicating with the media;
- (l) Writing, reviewing and implementing policies;
- (m) Managing conflict in the workplace; and
- (n) Any other topics required by the Executive Director.

## POST First-Line Supervisor Program

### Subject

Basic Leadership-Powell	2
Introduction to Supervision	6
Role Transition	4
Ethical Supervision	4
Situational Leadership	4
Followership	4
Generational Issues	4
Team Building	4
Problem Solving	4
Discipline	4
Communications/Counseling	4
Conflict Management	4
Performance Evaluation	4
Legal Issues	4
Critical Incident/Stress Management	4
Media	4
Report Review	4
Staffing/Scheduling	4
Presentations/Testing/Evaluations	2

**Total Hours**

**80 hours**

## **Course Requirements**

1. Keep a journal/notes of the key points you have learned in each day's topics.  
People may think that you can remember everything you hear, but many studies have repeatedly show that you can't. Writing down key points will help to reinforce the material you are covering.
2. Students will be required to present material to the class on an assigned scenario.  
This activity is designed to tie-in the material learned throughout this Course.
3. Maintain a supervisor's file.  
During this course you will observe members of the River City Police Department (SFT) Supervisor's Fictitious Team). You should keep a supervisor's file on each member of the team, making notes relative to information that would be required or included in a performance evaluation.
4. Participate in class learning activities and class discussions.
5. Prepare a written performance evaluation.
6. Conduct a counseling session.
7. Prepare a Media/PIO briefing on an assigned scenario.
8. Other activities as assigned by the Instructor(s)

## **Required Materials:**

1. Journal/Notebook, pens or pencils, (Laptop is optional, but Student will need access to a printer in order to print out their journal for submission or keep a notebook to turn in)
2. Copies of the following Dept. forms (if applicable)
  - A. Annual Evaluation Form
  - B. Counseling Form/Memo
  - C. Patrol Log
  - D. Leave Request Form
  - E. Commendation Form/Memo
3. Copies of the following policies/procedures
  - A. Performance Evaluation Policy
  - B. Discipline Policy
  - C. Internal Investigations Policy
  - D. Media Policy
  - E. Supervision of Civilian Personnel Policy

Students are encouraged to bring a copy of their entire Policy and Procedures Manual for reference if practical, such as on a CD or flash drive. Recommended but not required.

**You are required to bring the following:**

Students attending this course must bring a copy of the POST First Line Supervisor Student Manual or an electronic device (laptop, tablet, etc.) with the student manual downloaded on the device. This manual is found on the POST web site (<http://post.nv.gov/>) Training tab at top of page, Training Material, POST First Line Supervisor Student Manual. Students must have this manual to attend class.

**Student Dress Code:**

As Students are typically “on duty” while attending POST courses, they are expected to dress in a professional and appropriate manner at all times while attending POST courses. If it would be inappropriate for office attire while on duty, it would also be inappropriate while attending training. No shorts, flip flops, tank tops, workout clothing, yoga pants, etc.

**Student Conduct Code:**

Students are expected to be on time for scheduled classes and when returning from breaks. Students shall not report for training while under the influence of any intoxicating substances. Smoking and the use of tobacco products are limited to designated areas and only while on break from class. Unprofessional or conduct unbecoming will not be tolerated.



STATE OF NEVADA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

5587 Wa Pai Shone Avenue, Carson City, Nevada 89701  
(775) 687-7678 FAX (775) 687-4911

December-2019

Welcome,

Congratulations on your attendance of the POST First Line Supervisor Course. You're either a newly promoted or soon to be promoted supervisor. The information in this course is designed to assist you in becoming a successful Leader of people in your Organization and/or others you may find yourself in a position to lead.

This course has been recently updated based on changes in Laws, Policies or Practices in the field of Law Enforcement Supervision. It has also been updated and revised based on evaluations and input from previous attendees. We hope that you find the information valuable and applicable and we encourage you to be candid in your evaluation at the end of the course. We can only improve on this course if we know what needs improving.

Some of the changes in this course were implemented to facilitate actual learning, as opposed to simply attending and being fed the required information. It is important that you participate fully in order to receive the full benefit of the information provided. You will only get out of this course what you are willing to contribute in terms of attendance, active participation, attention and adherence to the course requirements.

We hope that this course, and the materials provided, will serve as a resource and a reference as you move forward in your career. We appreciate your service to the Citizens of Nevada and your willingness to lead others in Law Enforcement. If we can be of further assistance, please contact us at your earliest convenience.

Sincerely,

NV POST Training Staff



## **POST First-Line Supervisor Program Requirements**

Student Manual:

This manual is designed to serve as a guide and companion in your required Student Journal. You may print out the manual and use it to record notes for the required Student Journal, or simply take notes in an accompanying notebook and submit that for review.

As this course is extensive and updated regularly, please make note if any of the information in this manual is inconsistent with the presentation or information provided by the Instructor(s).

You will also find the handouts for various portions of the course in the back of this manual and they are organized according to the appropriate blocks of instruction. Some Instructor(s) may require that you print out portions for certain class activities. You will be provided notice in advance and/or given access to a printer if this is required.