

Illinois State Police Career Development Resource Guide

The following list includes an array of programs, courses, trainings, and resources available to enhance an ISP employee's career development opportunities. You may learn more about each of these listings at the ISP Career Development website <http://home.statepolice.il/careerdev/index.htm> or by contacting the Academy, Educational Services Bureau by telephone at 217/786-6902.

ISP ACADEMY TRAINING

Leadership Through People Skills (LTPS) Performance Building Seminars

The LTPS program is an intensive, three-day program for supervisors (sworn and code). Participants engage in team activities, skills practices, and true-to-life demonstrations. Specifically, participants learn how to: work with different behaviors, get commitment from employees, communicate the vision clearly so that it can be executed, empower people to act competently, and apply influence skills with direct reports, peers, and bosses. To inquire, contact the Academy at 217/786-6902.

Mentoring Program

All ISP personnel may participate. The Mentoring Program's purpose is to assist protégés in enhancing their careers. Through guidance of a mentor, the protégé develops an Individual Development Plan. The plan includes the writing of goals and objectives for enhancement of protégé competencies. To place your name on a waiting list, contact the Academy at 217/786-6902.

Shift Briefing for Sworn/Code Employees

In-Service is provided via Lotus Notes for sworn as monthly Shift Briefings, and is disseminated to code employees, as available. For topic suggestions, contact the Academy at 217/786-6902.

Real Colors

This National Curriculum and Training Institute, one-day training is provided to code employees. To place your name on a waiting list, contact the Academy at 217/786-6902.

ADMINISTRATIVE MANAGEMENT SCHOOLS

Senior Management Institute for Police

<http://www.policeforum.org/index.asp>

The three-week course at Boston University is available to Lieutenant Colonels and above.

FBI National Academy

<http://www.fbi.gov/hq/td/academy/na/na.htm>

Officers at the rank of Lieutenant or above, attending the FBI National Academy in Quantico, Virginia, receive an 11-week program of advanced professional instruction.

School of Police Staff and Command (NUTI)

<http://server.traffic.northwestern.edu/>

The Northwestern University 10-week police management program is available to sworn police supervisors and equivalent code personnel.

Southern Police Institute

<http://www.louisville.edu/a-s/ja/spi/>

The University of Louisville offers the 12-week Southern Police Institute at Louisville, Kentucky to officers at the rank of Master Sergeant.

CONTINUING EDUCATION

ISP Career Development Intranet Website

<http://home.statepolice.il/careerdev/index.htm>

This intranet site provides a compendium of continuing educational information on bachelor and masters degree programs.

College Credit for ISP Cadet Curriculum

<http://www.excelsior.edu> <http://www.bellevue.edu/>

Contact the Academy by telephone at 217/786-6902.

Promotional School

This five-day program is held at the Academy for Sergeants and Master Sergeants receiving a promotion.

OTHER SERVICES

Statewide Training Clearinghouse

<http://www.intra.state.il.us/TCH/>

Capital City Software Training

www.llcc.edu/cctc

Contact Capital City Software Training by telephone at 217/782-7436.

CMS Agency Training and Development

Access "course schedule" at:

http://www.cms.il.gov/cms/2_servicese_educ/agtrndev.htm

CMS Upward Mobility Program

http://www.cms.il.gov/cms/2_servicese_educ/umprgm.htm

State of Illinois e-Learning and Virtual College

<http://www.illinois.gov/learning/elearning.cfm>

www.ivc.illinois.edu

ISP Tuition Reimbursement for Teamsters Bargaining Unit

Contact ISP Division of Administration by telephone at 217/524-6891.

ISP Tuition Reimbursement for F.O.P. Bargaining Unit Members

Contact ISP Division of Administration by telephone at 217/524-6891.

ILETSB Mobile Training Units for Sworn

Access the "Training" link at: <http://www.ptb.state.il.us/>

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In compliance with ISP Directives PER-005, PER-009, PER-012, PER-014, PER-032, PER-033, PER-102, and PER-103, this Career Development Guide was developed for Illinois State Police supervisors. The guide provides supervisors with a valuable resource to help employees chart their career paths and enhance their skill levels. The guide should be used during the supervisor-employee annual evaluation consultation. This practice will ensure employees are *aware* of career development options available to them.

Supervisors should familiarize themselves with the programs, courses, and trainings listed in the guide. When an employee voluntarily expresses interest in participating in one of the offerings, supervisors should provide whatever assistance possible (i.e., helping with initial contacts, funding sources/tuition reimbursement, and monitoring progress). If the supervisor identifies specific listings they feel would be of benefit to the employee, the supervisor *may encourage* the employee to pursue these opportunities. Employees should also be reminded to periodically check the ISP career development intranet site (listed in the guide) for updates and special career development activities.

CAREER COUNSELING REVIEW: A joint counseling session between the employee and his/her supervisor was conducted on the below date concerning career development opportunities. The session addressed educational goals, assessment of employee skills, and career enhancement. Notes concerning this review are listed below:

Guidelines for Career Counseling Review (optional):

Supervisor has reviewed and discussed the following directives with employee:

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| <input type="checkbox"/> PER-005, Integrated Strategic Performance | <input type="checkbox"/> PER-009, Equal Employment Opportunity |
| <input type="checkbox"/> PER-012, Education and Training | <input type="checkbox"/> PER-014, Career Development |
| <input type="checkbox"/> PER-32, Discrimination Complaints | <input type="checkbox"/> PER-033, Sexual Harassment |
| <input type="checkbox"/> PER-102, Code Employee Evaluation | <input type="checkbox"/> PER-103, Code Employee Disciplinary Rules |

Employee's Signature/Date: _____

Supervisor's Signature/Date: _____