

Southern Police Institute

Excellence in Policing



Personnel Development, Assessment & Liability

40-Hour Training Course - KLEC Approved

Tuition: \$850⁰⁰

Course Description

This course focuses on the job analysis process, selection procedures and the factors essential for reviewing officers' performance and assessing their promotion potential. Effective methods for measuring individual performance within a law enforcement agency are reviewed, using interactive discussion with participants. Selection and promotion criteria are identified in order to achieve optimum performance by staff.

Various methods of promotional testing will be reviewed and the benefits of adopting an assessment center process will be explored. Emphasis will be placed on the need for both hiring and promotion processes being based on credible and established criteria that will withstand legal and political scrutiny. This course will also address the problems of retaining staff and the administrative management systems necessary to monitor personnel and their positive and negative performance.

The final component of this course reflects on the dangers of ignoring, or being unaware, of the legal constraints concerning the critical area of human resources that has been very costly in litigation for some agencies. Discussion will focus on risk management, 42 USC (1983) actions, EEOC issues, negligent retention, grievance procedures and negotiating with collective bargaining units. These legal and liability issues will be explored in some detail through interactive class discussion.

Personnel Development, Assessment & Liability is one of the four courses required to complete the optional Organizational Management Certificate Program.

Who Should Attend

Senior command officers, executive staff, branch managers, divisional chiefs, middle managers, supervisory personnel, and administrative officers

Course Topics and Areas of Instruction

- What is Your Staff Really Doing?
- Recruiting & Selecting Your Staff
- Developing Your Line Staff and Managers
- Assessing Your Staff for Promotion
- Retraining and Managing Your Staff
- Practical Assessment Exercises & Role Play: Validity and Defensibility
- The Legal Framework for Human Resources: Risk Management
- The Legal Framework for Human Resources: 42 USC (1983) Actions
- The Legal Framework for Human Resources: EEOC
- Negligent Retention, Grievance Procedures, and Negotiating with Unions

Dates:

March 18-22, 2024

Hosted by:

**Schaumburg Police
Department**

Location:

**Schaumburg Police
Department**
1000 Schaumburg Rd.
Schaumburg, IL 60193

Suggested Lodging:

Fairfield Inn
700 National Parkway
Schaumburg, IL 60193
Phone: (847) 541-3347

For More Information Contact:

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