

Memorandum

DATE: 10/10/2011

TO: MR. BRILTZ AND THE LEMOORE CITY COUNCIL

FROM: CORPORAL KENDALL

RE: SUPERVISORY SCHOOL

To Mr. Briltz and the Lemoore City Council,

On 09/19/2011 I attended the POST Supervisory Course at the Riverside Sherriff's Department training facility. The Supervisory course is an 80 hour POST mandated course which must be completed within 12 months of promotion or appointment to a first-level supervisory position.

Throughout the course I was instructed in the following categories: Values, principles and ethics, leadership styles, liability issues, assertive leadership, employee performance appraisal, counseling, discipline, employee relations, administrative support, planning and organizing, communication, training employees, report review, personnel investigation, and stress management.

Respectfully submitted,

Corporal Mike Kendall