



INSTITUTE FOR ECONOMIC DEVELOPMENT AND PUBLIC SERVICE

November 16, 1992

MEMORANDUM TO: Dr. Thomas C. Meredith  
President

FROM: Stephen D. House  
Executive Director

*From*  
*11/17/92*

This is to request your approval for a new position to coordinate the activities of the Kentucky Sheriff's Academy. This position will be funded from revenue generated by the program itself. Attached is further explanation and a job description prepared by Dr. Webb.

I am recommending approval based on the fact that it is funded from revenues and its continuation is dependent upon income. I am very optimistic that the position can be a profitable arrangement for the University and provide increased service to the clientele.

If you approve of my recommendation, please indicate this by your signature on the attached form. Please let me know if you desire further information or clarification.

SDH:ps  
cc: Dr. Sandra Webb  
Enclosure

*cc Garman*

*Since this is a new position requiring new dollars, the Bd. must approve before it can begin. The next Bd mtg is Jan 22*

CONTINUING EDUCATION CENTER  
AT WESTERN KENTUCKY UNIVERSITY

November 5, 1992

TO: Dr. Steve House

FROM: Dr. Sandra Webb

RE: Attached Transfer of Funds

As we have discussed, I would like to request a transfer of funds to support the hiring of a Coordinator for the Kentucky Sheriffs' Academy. A sample job description is attached.

The Kentucky Sheriffs' Academy has grown to a point in its history where it needs a Coordinator devoted to its continued development. Each year, the Academy offers 14 weeks of Basic law enforcement training (two classes averaging 20 students each), plus four weeks of inservice training (for an average of 30 students each) on a variety of topics. The programming could be more extensive if Continuing Education had someone on staff with expertise in law enforcement.

Two new initiatives this year make the appointment of a Coordinator critical at this time. Because of a change in state law which makes training mandatory for deputies under a merit system, Western has applied to the Kentucky Law Enforcement Council for certification as an official inservice school. Hopefully, this will be granted next week. We also plan to increase the Basic curriculum to ten weeks beginning in February 1993. We have received votes of support for our continued existence from the Kentucky Fraternal Order of Police, the Kentucky Sheriff's Association, and the National Sheriffs' Association. In addition, the National Sheriffs' Association will be donating sophisticated radar and alcohol testing equipment to us in December. I believe the hiring of a Coordinator will send a signal to the law enforcement community that we are committed to maintaining a high quality program.

The participants expect, and deserve, a Western staff member who is devoted to their needs and curriculum. Because they live on campus during their studies, there is a lot of work to do for this program. At present, Kaye Gordon and I try to anticipate their needs and be available for them, but as we are also expanding the other programming for Continuing Education, so constant attention has become almost impossible.

The funds I am requesting are monies Continuing Education has already earned in previous years and are being carried over for growth opportunities such as this. The Sheriffs' Academy is currently self-supporting and this position would ensure that it remain so. It would also free Kaye and I to work on new self-

supporting projects for Continuing Education and the Bowling Green Center in the new fiscal year. I have discussed the procedure with Dr. Garmon and she indicated you should indicate your approval by signing the attached form and then forward it to the President for his approval. If he agrees, he will direct her to transfer the funds. Thank you.

**Specific Duties:** The Coordinator will be responsible for:

- logistics for all Academy sessions, including the set-up, storage, and restocking of equipment,
- attendance at the Academy sessions, particularly when the Academy is participating in field exercises,
- rescheduling of instructors, including finding substitutes or replacements in the event of cancellations,
- development of new topics to include in the Academy curricula,
- periodic visits to sheriff's departments to develop new courses, maintain good communication, or resolve problems,
- maintaining an atmosphere of integrity and safety for the Academy participants.

**Qualifications for the Position:**

Minimum qualifications include a bachelor's degree in law enforcement or criminology and 2-3 years employment in some aspect of law enforcement. Other law enforcement training or five years of experience may be substituted for a bachelor's degree.

Desired qualifications include experience in a Kentucky Sheriff's department and/or graduation from the Kentucky Sheriff's Academy Basic program.

**Special Requirements:**

-Because this is a revenue dependant position, the coordinator will be expected to assist in the development of new training opportunities which will increase the revenue available to fund this position.

-The person will be hired on a personal service contract with Western Kentucky University and report to the Director of Continuing Education. The salary is \$ , however there are no benefits associated with this position at the present time. Travel reimbursement is available for Academy business.

## Coordinator, Kentucky Sheriff's Academy

**Job Description:** The Coordinator will oversee the day to day operation of the Kentucky Sheriff's Academy, classes both basic and inservice. This is a part-time position, with the person to be in Bowling Green when the Academy is in session. The position is also revenue dependent and will be continued on a yearly contract if resources are available.

**Specific Duties:** The Coordinator will be responsible for:

- logistics for all Academy sessions, including the set-up, storage, and restocking of equipment,
- attendance at the Academy sessions, particularly when the Academy is participating in field exercises,
- scheduling of instructors, including finding substitutes or replacements in the event of cancellations,
- development of new topics to include in the Academy curricula,
- periodic visits to sheriff's departments to develop new courses, maintain good communication, or resolve problems,
- maintaining an atmosphere of integrity and safety for the Academy participants.

### Qualifications for the Position:

Minimum qualifications include a bachelor's degree in law enforcement or criminology and 2-5 years employment in some aspect of law enforcement. Other law enforcement training or five years of experience may be substituted for a bachelor's degree.

Desired qualifications include experience in a Kentucky Sheriff's department and/or graduation from the Kentucky Sheriff's Academy Basic program.

### Special Requirements:

-Because this is a revenue dependent position, the coordinator will be expected to assist in the development of new training opportunities which will increase the revenue available to fund this position.

-The person will be hired on a personal service contract with Western Kentucky University and report to the Director of Continuing Education. The salary is \$ , however there are no benefits associated with this position at the present time. Travel reimbursement is available for Academy business.