

# 2017 TRAINING CATALOG



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# Corrections & Court Courses

# Prisoner Control, Search and Transportation Techniques

Length of course: 2.5 Days

Instructor: Perry Hollowell

## Course Objectives:

Transporting suspects may be the most dangerous work officers perform, and it often involves minimal resources. The potential danger to officers, civilians and the suspect themselves is substantial.

This class will sharpen the skills of those who transport arrestees and prisoners between locations, including street, correctional, probation, and court officers. Participants will explore all aspects of transportation, included legal considerations, best practices for restraints, and optimal responses to hazardous situations. They will also receive material to help them comply with FAA/TSA regulations for armed transport on aircraft.

## Upon Completion:

Participants will be able to:

- Comply with FAA/TSA requirement for carrying firearms on aircraft
- List six types of common restraints
- Identify tools and procedures for defeating restraining devices
- Demonstrate the most effective placement of restraining devices
- Perform pre-transport search
- Complete transport checklist
- Demonstrate vehicle seating of suspect for maximum officer safety
- Use indirect lighting to enhance officer safety
- Establish/plan routes for transportation
- Complete a plan for escorting outside the vehicle
- List at least four elements outside the officer's control and how to deal with them
- Identify areas of civil liability prior, during and after the transport
- Identify and comply with requirements for out-of-state transports
- Describe the difference between new arrest and custodial transport
- Develop, interpret and comply with agency transport regulations
- List/recognize the fatal danger signs during transport

# Supervision, Management and Leadership Skills for Jail/Correction Officers

Length of course: 2 Days

Instructor: Perry Hollowell

## Course Objectives:

Jail leadership charts the course for the organization, guides the staff's effort, and ensures that the facility and its agency are able to accomplish their mission.

This class identifies key elements of effective leadership, supervision and management in a correctional setting, helps supervisors sharpen their leadership skills, and deepens their knowledge of jail operations and jail-related issues.

## Upon Completion:

Participants will be able to:

- Complete a personality profile that identifies positive and negative traits
- Identify personality traits that promote effective team development
- List the six pillars of ethical character
- List the five standards and principles associated with appropriate staff behavior
- Define "stakeholder" as it pertains to ethics
- Identify and demonstrate the levels of communication and the elements of effective communication
- Demonstrate good questioning techniques
- List the three reactions to stress, as well as the physical and mental dangers it creates
- Demonstrate problem-solving skills by applying coursework to "real world" scenarios
- List and practice the seven problem-solving methods
- Explain the four leadership styles and the factors of leadership
- Define the five steps to effective counseling
- Explain "Theory X-Y" in relationship to employees and inmates
- Identify the Constitutional amendments related to arrest and confinement
- Identify problem employees/inmates and appropriate behavior modification techniques

# Crime Scene Courses



# Crime Scene Investigation and Reconstruction

Length of course: 2.5 Days

Instructor: Tom Martin

## **Course Objectives:**

Crime scene investigation involves making observations, properly documenting those observations, and collecting and documenting physical evidence that will be used to validate or invalidate testimony or investigate leads.

This course addresses the responsibilities of personnel who investigate crime scenes, including responding patrol officers, case detectives, supervisors, coroners/death scene investigators, and laboratory analysts. It emphasizes the documentation and collection of physical evidence that will be used to reconstruct events.

## **Upon Completion:**

Participants will be able to:

- Detail and analyze evidence from the crime scene
- Identify various types of physical evidence, both scientific and nonscientific
- Understand how to uncover physical evidence and important information
- Complete diagrams that accurately document and measure the crime scene
- Identify state-of-the-art equipment and chemical sprays that detect latent evidence
- Properly collect and document blood evidence for DNA analysis and stain interpretation
- Reconstruct, document, and collect evidence for shooting scenes based on the dynamics and trajectories of bullets
- Use gunshot wounds to determine and document information about the weapon and its location
- Address the special sensitivities and evidence considerations in officer-involved shooting investigations

# Criminal Investigation Courses

# Basic Criminal Investigations for Street Patrol and New Criminal Investigators

Length of course: 2.5 Days

Instructors: Steve Campbell or Tim Randall

## Course Objectives:

No matter what type of crime is under investigation, the fundamentals of criminal investigation remain the same. This course will build confidence in investigators by helping them apply determination, along with sound investigative practices, techniques, and procedures, so they will collect evidence in a way that ensures its admissibility in criminal proceedings.

The course will explore the importance of the crime scene and detail the duties and responsibilities of the first responders and investigators in preserving the scene and collecting evidence to support the integrity and success of the investigation. Participants will learn from actual case studies.

## Upon Completion:

Participants will be able to:

- Identify and complete the elements of crime scene documentation
- Distinguish indicators of the cause and manner of death to guide evidence collection
- Assess gunshot wounds and blood evidence to support the investigation
- Understand the role of various types of evidence in developing a successful prosecution
- Become familiar with multiple sources of evidence, including technology sources
- Work more productively and effectively with the prosecution team
- Balance the public's right to know with the defendant's rights and integrity of the case
- Engage the media in assisting law enforcement's investigative efforts
- Recognize legal issues surrounding investigations and warrants
- Employ best practices for identification, interviews, and interrogations
- Identify resources available from outside searches and investigative agencies

# Criminal Investigation of Police Officer-Involved Shootings

Length of course: 2.5 Days

Instructor: David Rivers

## Course Objectives:

No event is more traumatic for a law enforcement agency than an officer-involved shooting, especially given the increased scrutiny and criticism from traditional and social media, community activists, and the justice system. Civil judgments from such cases can debilitate an agency for years, erode employee morale and public opinion, and hamper effectiveness. It is imperative that every agency prepare for the possibility of such a case, and that investigators have the skills to address the unique challenges of the investigation.

This course provides a basic investigative model for all officer-involved shootings, ensuring that investigators and others involved with the case have the knowledge, skills and confidence to handle any deadly force incident. The content is equally applicable for crime scene technicians, medical examiner/coroner investigators, supervisors, military investigators, criminal analysts, and prosecuting attorneys who may be involved in this type of incident.

This is not an Administrative or Internal Affairs course, and due to the sensitive nature, attendance is restricted to sworn law enforcement personnel, crime scene technicians, medical examiner/coroner investigators, prosecutors, and attorneys defending police officers.

Participants will sometimes review highly graphic and intense materials from actual incidents.

## Upon Completion:

Participants will be able to:

- Properly investigate an officer-involved shooting
- Develop a working knowledge of applicable Supreme Court Decisions
- Balance between the public's right to know with the defendant's rights and integrity of the case
- Understand the basics of memory and the effects of trauma on memory
- Reference current and developing scientific knowledge regarding the dynamics of force encounters
- Handle officers as victims
- Understand the benefits and pitfalls of Body Worn Cameras
- Recognize the differences between on duty uses of force and off duty uses of force
- Better understand the police culture as it relates to emotional survival
- Better recognize the necessity of proper documentation in police uses of force

# Death, Injury & Sexual Violence Scene for the First Responder

Length of course: 2.5 Days  
Instructor: Thomas G. Tittle

## **Course Objectives:**

Patrol officers are often the first responders on cases involving physical and sexual violence. The legal complexity of these cases requires special handling from the moment of arrival. This course is designed for officers and investigators with limited experience in handling cases of this nature. It provides a comprehensive examination of sex crimes, death scenes, suicide, and common injuries associated with violence, and addresses 4th Amendment considerations.

Participants will review highly graphic and intense materials from actual incidents, and gain insight to the motives of sexual perpetrators, including sexually violent juveniles. Common aspects of trauma and injury and related evidence will be explored, along with strategies for investigating deviant sexual behavior.

## **Upon Completion:**

Participants will be able to:

- Immediately secure and assess the crime scene
- Preserve the integrity of crime scene evidence
- Identify the 10 most common investigative pitfalls
- Understand the nature of deviant sexual behavior
- Distinguish between hanging and strangulation
- Identify cases of shaken baby syndrome
- Determine type and probable sources of wounds and other trauma
- Recognize thermal injuries and dental marks
- Assess blood evidence
- Estimate the time of death

# Detective and New Criminal Investigator

Length of course: 4.5 Days

Instructor(s): Thomas G. Tittle, Brian Jarvis and Steve Campbell

## Course Objectives:

The success of a criminal prosecution begins with a thorough and effective investigation. This course will give new detectives and criminal investigators a comprehensive review of their responsibilities in an investigation and the broad array of issues and factors that must be taken into account as the investigation proceeds. It provides practical approaches to overall investigations, witness interviews, suspect interrogations, and preparing a case for successful prosecution.

This week-long course examines procedures for a wide range of criminal activities, from injury and death investigations, to sex crimes, to financial and other property crimes. Participants will be involved in practical exercises and review case studies of actual crime investigations.

## Upon Completion:

Participants will be able to:

- Take command of the crime scene
- Protect and gather multiple types of evidence
- Conduct a preliminary inquiry
- Recognize Fourth Amendment considerations and exceptions
- Assess injury and death cases
- Classify types of homicides and suicides
- Evaluate autopsy information
- Identify motives for crime
- Recognize deviant sexual behavior and paraphilia
- Perform supplemental investigations
- Access appropriate resources
- Conduct successful lineups
- Identify and address fraudulent complaints
- Recover stolen property
- Conduct interviews and assess witness reliability
- Perform interrogations while protecting suspect rights
- Build a stronger evidence-based case for prosecution

# **Investigating Sex Crimes: Child Sexual Assault, Rape/Sexual Assault, Elder Sexual Assault**

Length of course: 2 Days  
Instructor: Thomas G. Tittle

## **Course Objectives:**

Offenses involving sexual assault and other deviant behavior are among the most complex and difficult types of crimes to investigate and prosecute. This comprehensive overview provides an entry into effective investigation of deviant sexual behavior, as well as enough information to prepare participants for basic public presentations on and discussions about the topic, and theories and projections of trends.

The course, which is designed for law enforcement officers, prosecutors, rape crisis and social workers, and mental health counselors, examines interviews of child and adult victims and witnesses, explores motivations, and examines studies, statistical data, and analyses of suspects.

## **Upon Completion:**

Participants will be able to:

- Develop working knowledge of sexual terminology, behaviors, and crimes
- Gain insight into the behavior of sex offenders
- Employ effective investigative strategies for victims and suspects
- Cite historical aspects, beliefs and origins of sex terms and practices
- Understand impacts upon victimized children and how to build rapport
- Deliver knowledgeable presentations to civic groups and other audiences

# Investigation and Intervention of Family and Domestic Violence

Length of course: 2 Days

Instructor: Mike J. Coker

## Course Objectives:

The 3.5 million violent crimes committed against family members between 1998 and 2002 accounted for 11 percent of all reported violence, and nearly 22 percent of murders in 2002 were within families. Domestic violence includes not only intimate partner relationships, but also family, elder and child abuse. Although laws regarding domestic abuse have changed over the past century, the spirit of the law remains ambivalent, reflecting the mixed feelings of many in our society. There is greater pressure on police and social services agencies to treat domestic assaults as seriously as they treat other assaults.

This course will deepen law enforcement officers' understanding of all types of domestic violence, assisting them in dealing with domestic violence calls and ways to increase the likelihood that offenders will be prosecuted successfully. In addition to physical violence, participants will gain an understanding of emotional and psychological abuse.

## Upon Completion:

Participants will be able to:

- Understand the theories and dynamics of domestic violence calls
- Identify different roles of service providers
- Provide proven on-scene techniques for successful prosecution
- Recognize the three phases of violence
- Understand why a pro-arrest policy can reduce domestic violence homicides
- Grasp the importance of case preparation for trial
- Identify the role of social services agencies in child abuse cases
- Explain how stalking impacts domestic homicides



# Critical Incident Courses

# **Bombs, Improvised Explosive Devices, & Threat Management**

Length of course: 2 Days

Instructor: Gary D. Bills

## **Course Objectives:**

The threat of terrorist attacks has increased significantly over the past few years. IEDs (improvised explosive devices) have been the weapon of choice for radical terrorists and North American narco-terrorists. Police, fire, and EMS are normally the first responders, often operating for several hours without expert support.

This course provides the tools, knowledge and capabilities to react to and stabilize an incident involving an IED or other suspect device until qualified technical support arrives. Taught by a retired bomb squad commander and hazardous devices technician, it takes participants through the “who” with historical studies of previous bombings and current threats, along with the “what” of IED components and the effects of detonation. First responders will learn how to assess an incident and provide useful information to technical units, while supervisory staff will be better able to determine the threat level and justify operational closures and evacuations. Practical exercises will be conducted thorough group tabletop events.

## **Upon Completion:**

Participants will be able to:

- Describe how explosives have been used in the recent past to propagate criminal and terrorist activity, and the current threats posed to public safety
- Identify components of an improvised explosive device (IED)
- Recognize the effects of a detonation and how to set up the scene to ensure public and responder safety while minimizing damage
- Develop a threat analysis of their area of operations and provide threat assessments for simulated incidents
- Create a bomb threat response and use proper search procedures

# **Crisis Communications: Managing a Critical Incident for Public Safety Dispatchers**

Length of course: 2 Days

Instructor: John Distelrath

## **Course Objectives:**

Public safety dispatchers are the first responders to critical incidents ranging from acts of nature, to major accidents, to active shooters. Callers (including other first responders) are in extreme physiological distress, experiencing sensory overload that creates a confused state and constricted thinking. Callers are focused on survival, unaware of the information the dispatcher needs to act effectively. The dispatcher must be mentally prepared to handle the incident, to make decisions quickly and allocate resources efficiently.

This course will help dispatchers better manage critical incidents through stress inoculation. Live telephone and radio transmissions of recent major critical incidents will be used to help participants understand proper questioning techniques, structure responses, practice, and reevaluate their responses. Through challenging exercises, the class will experience constricted thinking on the callers' part and learn how to question callers to obtain both basic information and additional data for managing the incident.

## **Upon Completion:**

Participants will be able to:

- Better manage phone and radio calls for critical incidents
- Recognize constricted thinking on the part of the caller
- Employ proper questioning techniques
- Ask follow-up questions to assist in managing the incident

# Responding to Veterans and Police Officers in Crisis

Length of course: 1 Day

Instructor: Silouan Green

## Course Objectives:

Combat veterans and police officers share more than a commitment to serve others. They experience similar lifetime rates of conditions such as post-traumatic stress disorder (PTSD). While many veterans have healthy transitions to civilian life, others face challenges from unemployment, depression, and PTSD that manifest in destructive behavior such as domestic violence, suicide, and other disturbances.

A resilient police department is the best way to save the life of a veteran or police officer in crisis. In this course, taught by a retired Marine who survived a tragic jet crash and overcame severe PTSD, participants will learn special tactics, techniques and procedures that are effective when responding to a veteran or police officer that may be suffering from anxiety, depression or PTSD.

## Upon Completion:

Participants will be able to:

- Understand the difficulties veterans face in the transition home
- Describe how PTSD develops and manifests itself
- Use proven strategies to defuse threatening situations
- Grasp why resilient officers respond better to those in distress
- Create a culture of resiliency and proactive community awareness of veteran's issues

# Drug & Narcotics Courses

# Criminal Drug Interdiction Techniques & Concealment Locations

Length of course: 2.5 Days

Instructor: Greg Goltz

## Course Objectives:

Criminal patrol techniques can yield large and small drug and other type arrests from traffic stops and other legal contacts.

Participants will learn how to put these legal techniques into place with different types of contacts. They will learn about the growing number of drugs they may see in their area and how to battle them, along with the concealment locations in which smugglers and others involved with drugs hide drugs, weapons, and currency in vehicles.

## Upon Completion:

Participants will be able to:

- Understand the history of contraband saturation and how trends and patterns have shifted
- Identify legal traffic stops
- Identify the conversational questions and concealed interviews during the encounter
- Detect that some terrorist networks are tied to drugs and how to stop them
- Request consent legally
- Identify search and seizure laws associated with arrest, probable cause, and other legal techniques
- Properly use K-9s and the case law pertaining to their deployment
- Identify how to be more officer safety-conscious
- Know how and when to escalate search techniques
- Locate hidden contraband in sophisticated compartments
- Identify cover loads
- Act after criminal activity or contraband is located
- Properly document narcotics arrests
- Develop controlled deliveries into more arrests
- Recognize escort/decoy vehicles and associated awareness
- Identify currency seizure procedures and how they benefit your agency

# Hidden Compartments and Other Areas of Concealment in Drug Investigations

Length of Course: 2 Days

Instructor: Greg Goltz

## Course Objectives:

Performing a legal search of vehicles and the items inside is of paramount importance to officers in law enforcement. Locating contraband can be challenging with the level of sophisticated methods that many Criminal Organizations take advantage of.

This course will provide insight on the incredible advanced concealment places in land vehicles that smugglers and other people involved in criminal activity hide the drugs, weapons and currency. This course is of strictly concealment methods and the challenges they bring to law enforcement.

## Upon Completion:

Participants will be able to:

- Locate hidden contraband in very sophisticated compartments
- Identify the various ways in which hidden compartments can be located
- Understand the inherent value of performing a legal search to the fullest extent of the legal limit
- Understand the importance of a thorough search after probable cause is revealed
- Apply the use of magnets and understand their value
- Identify areas even small-time users may hide small amounts of contraband
- Understand how to bypass electrical compartments
- Recognize traps in recreational vehicles and campers
- Recognize traps in things hauled in or on vehicles

# Developing Confidential Sources for Criminal & Drug/Narcotics Investigations

Length of course: 2.5 Days

Instructor: David B. Broadway

## Course Objectives:

Even in this age of technical advancement, officers must remember that all types of crime are committed by humans, whose motives are constantly evolving and whose behavior cannot be accurately measured or predicted by technology. Successful patrol officers and investigators need to identify who is willing or can be induced to assist in criminal investigations and who will be acceptable by the courts and the public. That requires observing people of all ethnic and socioeconomic backgrounds and becoming familiar with the issues and quirks associated with potential sources.

This course provides comprehensive techniques for recruiting, documenting and managing confidential sources. Beginning with a history of confidential sources, it explores legal and ethical issues related to sources, types of assistance that can be obtained, personality traits and associated inducements, influences, motivation, and predictable behaviors. Participants will learn effective techniques for approaching a potential informant, encouraging cooperation, deploying the source, and properly documenting all activities.

## Upon Completion:

Participants will be able to:

- Explain the historical use of confidential sources and how lessons apply to modern-day policing
- Understand how personality types affect a person's reasoning to betray others
- Identify, approach, recruit, document and manage confidential sources
- Recognize the legal and ethical aspects of using sources
- Identify the management issues associated with each type of informant
- Apply ancient understanding of human attachment to modern-day inducements
- Recognize personality traits, individual motivations, rewards, and predicted behaviors
- Appreciate the value of consistency and commitment issues
- Steer an initial conversation into providing intelligence and cooperation
- Update the source file and closing policies
- Cite safety precautions and control associated with deploying sources
- Identify issues related to loaning sources to other agencies
- Facilitate high-risk and long-term undercover operations



# Drug Investigations for Street Officers and New Investigators

Length of course: 2.5 Days

Instructor: John Kempf

## **Course Objectives:**

As trafficking in narcotics becomes more lucrative and complex, and law enforcement agencies are under increased pressure to reduce drug dealing in their communities, successful investigations require a higher level of knowledge. This course is an introduction to officers new to drug investigations as well as a refresher for those who want to become familiar with current trends. It provides a solid foundation of investigative techniques from which officers can safely and ethically conduct drug investigations.

The course includes the identification of current illicit street drugs, common terms, nomenclature, prices, weights, clandestine lab, and the Uniformed Controlled Substance Act, as well as local and national trends. Participants will receive relevant information on topics such as informant handling, consent searches, operations planning, and controlled purchases. Officers will be instructed on the importance of accurate and ethical documentation, testimony and evidence presentation for successful prosecutions. We will break down actual cases from initial investigation through prosecution.

## **Upon Completion:**

Participants will be able to:

- Learn what information sources are available
- How to use available information to initiate proactive investigations
- The physiological effects of illicit drugs
- Safely plan operations such as covert surveillance, controlled purchases, and raids
- Understand operational secrecy and security
- Learn proven, legal and ethical techniques for successfully conducting voluntary consent searches
- Perform safe and ethical controlled purchases of illicit drugs
- Understand the risks and proper handling of informants

# Drug/Narcotic Investigations: Legal Issues and Best Practices

Length of course: 2 Days

Instructor: Shaun Santos or Jack Ryan

## **Course Objectives:**

Over the last decade, narcotics enforcement has come under media and judicial scrutiny after lawsuits resulting from failed operations or injuries to suspects and informants. Developing a successful narcotics investigation requires more than extensive training and proper equipment. Sound judgment is just as critical.

This course highlights the state of laws regarding the operations of narcotics units. Using a case study approach, narcotics unit commanders, supervisors, and officers will review federal court decisions to identify policies and practices that will help them make legally defensible decisions and provide admissible evidence without compromising operations or creating liability.

## **Upon Completion:**

Participants will be able to:

- Develop familiarity with precedent-setting cases regarding narcotics
- Detail the liability exposures for individual officers
- Explain the potential liability facing law enforcement agencies
- Better understand the nature of civil rights claims
- Assess the adequacy of the training for narcotics operations provided by the participant's agency

# Investigating Prescription Drug Crimes

Length of course: 2 days

Instructor: Tim McClure

## Course Objectives:

The illicit use of prescription drugs kills one American every 25 minutes, and prescription drug dealing has become the #1 drug problem in the U.S. More than five years after the Centers for Disease Control and Prevention declared the abuse of prescription drugs an epidemic, little progress has been made in curbing the problem.

This course will give law enforcement officers and other criminal justice professionals the knowledge and the tools to effectively investigate and successfully prosecute prescription drug crimes. It includes explanations of how prescription painkillers and other controlled substances are legitimately used, how they are abused, and how the drugs ultimately reach the abuser. Participants will become aware of resources available to them, the laws governing prescription drugs, and legal and medical burdens of proof.

## Upon Completion:

Participants will be able to:

- Describe the scope of the prescription drug problem
- Understand the basic pharmacology of the most commonly abused prescription drugs
- Detail how prescription drugs are abused.
- Identify addiction and treatment options.
- Cite relevant case law, statutes and administrative rules
- Identify the red flags that will make the case
- Interpret prescription drug monitoring program reports
- Select the most effective surveillance techniques
- Prepare effective probable cause affidavits
- Describe the nuts and bolts of overdose death investigations
- Conduct productive interviews by asking the right questions
- Understand the physician's role in prescribing controlled drugs
- Identify pill mills
- Explain how to use Narcan (naloxone) to revive an unconscious subject

# Supervising and Managing the Drug Unit

Length of course: 2.5 Days

Instructor: John Kempf

## **Course Objectives:**

Effective narcotics teams begin with highly effective leaders who understand how to supervise, motivate, and evaluate narcotics officers while developing a proactive narcotics unit.

Through this course, current and future first- and mid-level narcotics supervisors will gain knowledge and skills that will enhance their leadership ability. The program provides training in all key areas including operational planning, confidential source management, drug trends and officer safety, recruitment and teambuilding, case development, quality control techniques, operational safety, and how to provide value to the community, agency, and team members without sacrificing effectiveness.

## **Upon Completion:**

Participants will be able to:

- Discuss local and national drug trends impacting their agencies
- Identify sources of drug intelligence
- Set goals and standards for their team
- Implement quality control protocols
- Grasp supervisor perceptions of informants and motivations
- Understand the supervisor's role in planning safe operations
- Evaluate leadership styles and assess motivation
- Apply the strengths and weakness of team members
- Deal with problem employees
- Identify and recruit potential team members

# Fire-Related Courses

# **New Fire/Arson Investigator Academy**

Length of course: 2.5 Days

Instructor(s): Steve Chasteen

## **Course Objectives:**

Fire investigation is the process of obtaining facts about a fire to arrive at the conclusion: the origin of the fire and its cause. Supposition, misinformation, and false intuition will lead to false conclusions.

This entry-level course provides personnel entering fire investigation with the basic tools and knowledge to obtain accurate facts about any fire. Based on NFPA 921 and 1033, it explains the use of the scientific method as an organizational and analytical process for a successful fire investigation, and guides participants through all steps from receiving the assignment through reporting the cause. While not intended to make participants “certified” fire investigators, it will begin their never-ending journey into the process of determining the origin, cause, and development of fires and explosions.

## **Upon Completion:**

Participants will be able to:

- Follow the basic method of fire investigation
- Obtain the facts about fires
- Apply the scientific method to fire investigation
- Tap into knowledge of firefighters who were involved with suppression
- Describe the chief’s role in setting investigator standards and expectations
- Explain how courts are using NFPA 921 as a standard of care

# Fire Pattern Recognition, Identification and Certification

Length of course: 2.5 Days

Instructor: Steve Chasteen

## **Course Objectives:**

Determining the origin of a fire involves the coordination of information derived from burn patterns, observations, and the chemistry and physics of fire.

This course will familiarize participants with the chemistry and physics involved in fire so that they are better able to make accurate determinations of the area of origin and possible causes. They will learn about the identifiable patterns in visible or measureable effects that are known as the “fingerprints” of fire. Participants will review actual case studies and are encouraged to bring a case for possible review.

## **Upon Completion:**

Participants will be able to:

- Review the chemistry and physics of fire
- Coordinate observations and burn patterns with chemistry and physics
- Identify patterns that offer clues to the characteristics of fire
- Validate fire patterns

# Hands-On Vehicle Fire/Arson Investigation

Length of course: 2.5 Days

Instructor: Steve Riggs

## Course Objectives:

With the growing complexity of today's vehicles, fire/arson investigators need specialized knowledge to accurately investigate and determine the origin and cause of vehicle fires.

In this user-friendly course, participants will gain practical and technical skills they can immediately use in investigations. The course combines classroom and hands-on training with practical exercises on how to conduct a systematic accurate examination of the vehicle. It includes practical knowledge of vehicle design, electrical systems, and components that may be encountered in a motor vehicle fire, and how these components can cause fires. Because some vehicle reconstruction is required, participants should bring a helmet or hardhat, coveralls, boots, and other personal protective equipment.

## Upon Completion:

Participants will be able to:

- Demonstrate the proper sequence for investigating vehicle fires
- Understand vehicle design and electrical systems
- Display knowledge of wiring used in motor vehicles and testing procedures
- Apply knowledge of fuses, breakers, and fusible links
- Document the vehicle fire
- Photograph the vehicle fire scene
- Collect evidence from the vehicle fire scene
- Investigate in accordance with NFPA 921 and 1033
- Obtain recall, technical service bulletin, consumer complaint, and general research information regarding vehicle fire investigation
- Apply the scientific method, while examining and reporting the investigation process
- A flash drive will be provided to each attendee, the flash drive will include testing, and the examination of the vehicles used in the class, along with a large amount of useful reference information
- The opportunity to take the National Association of Fire Investigator examination, Certified Fire and Explosion Investigator, and the Certified Vehicle Fire Investigator examination will be offered. The tests will be offered the first or second evening



# **New Fire/Arson Investigator Academy**

Length of course: 4.5 Days  
Instructor: Steven Chasteen

## **Course Objectives:**

Conducting a valid, legal, and proper origin and cause investigation is the first step in working toward a criminal investigation in arson -- and is also important when investigating accidental fires to prevent future fires and injuries.

In this course, new and veteran fire investigators will gain state-of-the-art knowledge for investigation, enhancing their ability to prepare for the challenges of both criminal and civil investigations and court settings. Participants will discuss the tools and equipment necessary to perform investigations, and how to obtain and document information that will withstand the challenges of the legal system. We recommend that participants bring copies of NFPA 921 (Guide for Fire and Explosion Investigation), NFPA 1033 (Standard for Professional Qualifications for Fire Investigator), and the latest edition of Kirk's Book on Fire Investigation.

## **Upon Completion:**

Participants will be able to:

- Prepare diagrams of and photograph the scene
- Use field notes to compile a final report
- Identify, collect and preserve evidence recovered at the fire scene
- Conduct interviews to obtain usable information
- Conduct all post-incident investigation processes to determine origin and cause
- Make presentations in legal proceedings
- Prepare reports that can be used in criminal proceedings

# Practical Aspects of Fire/Arson Fatality Fire Scene Investigation

Length of course: 2 Days

Instructor: Vickie Schaefer or Jody Cooper

## Course Objectives:

The scene of any fatality fire is itself evidence, and requires two separate, but related, investigations. The first law enforcement officer or firefighter to arrive incurs the serious responsibility of securing the fire scene and taking precautions to protect the body and the scene. Improper handling of the fatality fire scene can destroy the indicators needed to determine the causes of death and the fire.

This course gives fire investigators, law enforcement officers, insurance investigators, and DA investigators in-depth guidance on the investigation of fire fatalities, including proper photography, diagramming, and examination of the body. In addition to procedural knowledge, it includes awareness of human behavior in a fire and what information may be obtained from physical material, victim position, and location. Participants will learn the considerations, guidelines, and procedures to avoid an oversight, ensure thoroughness, and comply with requirements that may affect the investigation's outcome.

## Upon Completion:

Participants will be able to:

- Determine the proper sequence for investigating fatality fires
- Establish scene security and accountability
- Document the location of the fatality
- Explain the importance of the fire victim's locations, position, and appearance
- Know the two types of investigations required in a fatality fire
- List methods for identifying the victim

# Practical Aspects of Fire/Arson Investigations and Arson Case Management

Length of course: 2.5 Days

Instructor: Steve Riggs

## Course Objectives:

There is more to investigating an arson or fire scene than determining the cause. Because of the prospect of criminal or civil action and the involvement of insurance investigators, the fire investigator must take a thorough approach to investigating and documenting all factors, and be prepared to share that information in a courtroom setting or with other professionals.

This course gives fire investigators, law enforcement personnel, insurance investigators, DA prosecutors, and private fire investigators a comprehensive examination of how to properly conduct and document a fire origin and cause investigation. In addition to an overview of fire behavior, participants will learn how to manage an investigation, diagram and document a fire scene, and perform more effectively in depositions or courtroom testimony (including Rule 26 reports for federal court cases). The course will reference NFPA 921 (Guide for Fire and Explosion Investigation) and NFPA 1033 (Standard for Professional Qualifications for Fire Investigator). Participants will receive a resource link to download additional material.

## Upon Completion:

Participants will be able to:

- Explain the effects that temperatures, melting points, and conditions have on fire behavior
- Applying the scientific method, and a systematic approach
- Describe the different stages of fire
- Discuss the fire indicators and how that information can lead to the origin and cause
- Discuss the roles of all involved with the investigation
- Explain the motives of arsonists and pyromaniacs
- Provide proper security of the scene and documentation of the investigation
- Find the area of origin and determine the cause
- Documenting contents, and interview witnesses, owners, and occupants
- Identify, photograph, and package evidence
- Create reports based on the scientific method
- Write a search warrant affidavit
- Learn what can be shared with insurance investigators
- Present expert opinions in a courtroom setting
- Withstand the challenges of a courtroom or deposition setting

# Practical Fire/Arson Scene Search and Evidence Recovery

Length of course: 2 Days

Instructor: Steve Riggs

## Course Objectives:

The scene of any fire itself is evidence, and the testimony of a trained investigatory professional about observations and findings at the scene is vitally important to the successful clearance of the case. The first law enforcement officer or firefighter to arrive incurs the serious responsibility of securing the fire scene and taking precautions to protect any physical evidence. Improper protection can result in the contamination, loss, or unnecessary movement of evidence.

This course gives fire investigators, law enforcement officers, insurance investigators, and DA investigators in-depth guidance on the investigation of fire scenes and procedures for evidence collection. In addition to procedural knowledge, participants will learn the proper means of processing a fire scene, as well as photographing, marking, tagging, packaging, and transporting evidence. Participants will learn the considerations, guidelines, and procedures to avoid an oversight, ensure thoroughness, and comply with requirements that may affect the investigation's outcome.

An additional download resources link and password will be provided to each attendee so they may download all the additional class resources.

The opportunity to take the National Association of Fire Investigator examination, Certified Fire and Explosion Investigator examination will be offered. The test will be offered the first evening.

## Upon Completion:

Participants will be able to:

- Determine the proper sequence for investigating fires
- Establish scene security and accountability
- Identifying and properly collecting potential evidence
- Document the location of evidence
- Comply with legal and scientific requirements
- Applying the systematic approach and scientific methodology

# Homicide & Death Investigation Courses

## 5-Day Homicide and Forensic Death Investigation Conference

Length of course: 4.5 Days

Instructor: David Rivers, Tom Martin and Mike Coker

### **Course Objectives:**

Homicide and death investigators may be called upon to work on a wide variety of cases, each with different complexities and legal issues. This course provides a broad overview that will help investigators put the pieces of the puzzle together and gain exposure to the many types of cases.

Topics covered include cold-case homicides, the three phases of homicide investigation, investigation and reconstruction of homicide scenes, child murders, mass murders, serial murders, and domestic/family homicides. The use of DNA and blood pattern analysis will be detailed, along with key points of preparing cases for the courtroom. Finally, participants will receive a review of procedural issues related to deadly force, case law, the rights of subjects and witnesses, and Garrity issues.

### **Upon Completion:**

Participants will be able to:

- Identify and perform the three phases of homicide investigation
- Describe the elements of homicide scene investigation and reconstruction
- Explain the use of blood pattern analysis and DNA in homicide cases
- Investigate domestic/family homicides
- Understand procedural issues related to laws and rights

# **Bloodstain Pattern Evidence Analysis for Crime Scene Reconstruction**

Length of course: 2.5 Days

Instructor: Thomas Martin

## **Course Objectives:**

Blood found on crime victims, suspects, or witnesses can be considered significant and should be treated as important evidence when investigating crime scenes. Bloodstain pattern analysis may provide investigative leads as well as supportive or non-supportive evidence for statements from victims, suspects, and witnesses.

This course gives investigators and crime scene personnel a basic foundation in identifying and documenting bloodstain pattern evidence at crime scenes. It provides the basic tools needed to establish parameters in bloodstain pattern identification and crime scene reconstruction, and serves as a foundation for additional observations and experiments involving bloodstains. Participants will learn how to document evidence so that others will be able to reconstruct what occurred. The course includes case presentations and practical exercises.

## **Upon Completion:**

Participants will be able to:

- Identify and document bloodstain evidence
- Collect and preserve bloodstain evidence
- Compare evidence with statements from victims, suspects, and witnesses

# Investigation of Childhood Injury and Death

Length of course: 2 Days

Instructor: Tracey S. Corey, M.D.

## **Course Objectives:**

Investigating injuries and deaths of children requires a unique approach and a solid understanding of the aspects of investigation that are unique to child victims. This course provides a comprehensive overview of the approach used in the investigation of injury and deaths involving children, including natural causes, accidental injuries, and child physical abuse. Taught from medical examiner case material, the course provides a highly graphic overview of actual cases involving infants and children.

Investigators will learn common presentations and scene findings in cases involving sudden natural deaths, including important interview questions, scene investigations, and autopsy findings. Participants will differentiate common accidental patterns of injury from injuries inflicted by caregivers, based upon the pediatric age group. Common scene findings, victim age ranges and characteristics, and perpetrator characteristics and behaviors for the various age ranges and causes of death will be highlighted and compared. Natural diseases and conditions that may be mistaken for abuse will also be illustrated. Other topics include neonaticide (the killing of a newborn infant), stranger-abduction homicide, and factitious illness (also known as Munchausen Syndrome by Proxy).

## **Upon Completion:**

Participants will be able to:

- Identify common causes of death in infants, toddlers, and older children
- Differentiate common accidental injury patterns from inflicted injury patterns
- Recognize natural conditions that may be mistaken for abuse
- Identify common victim and perpetrator characteristics in the most common causes of death from inflicted injury
- Recognize “recurring themes” and findings in neonaticide and factitious illness
- Identify scene investigative techniques for the pediatric age range
- Recognize victim and perpetrator characteristics in the most common causes of death in each unique age group
- Understand the complexity and specificity required with pediatric death investigation



# Child Death Investigation: Death Scene to Court

Length of course: 2 Days

Instructor: Lisa Mayhew, MS

## Course Objectives:

Determining the cause and manner of a child's death requires an approach that differs from other types of homicides. This course provides a comprehensive overview of the mechanisms of death typically found with child deaths, as well as specific information and strategies for properly investigating the cases. The slightest misstep can derail a case and take it from homicide to undetermined, and not everyone is cut out to handle these cases.

The course gives participants a new perspective on exactly what these cases require to reach final determinations of cause and manner of death. Participants will learn practical exercises for reconstructions of infant deaths, participate in scenarios, and delve in-depth into cases for discussion. (You're encouraged to bring your own cases to class.) Strategies to prevent mistakes will be outlined.

## Upon Completion:

Participants will be able to:

- Recognize the variety of mechanisms common to child deaths
- Interpret wounds, injuries and pathological findings
- Identify death scene details that are critical in determining cause and manner
- Understand the importance of interdisciplinary investigations
- Deal with and obtain information from grieving families
- Conduct a proper reconstruction for an infant death investigation

# Death and Homicide Investigation: Scene Assessment & Reconstruction

Length of course: 5 Days

Instructor: Wayne Sheppard and Tom Martin

## Course Objectives:

There is more to investigating a death scene than determining the cause. Investigators must take a thorough approach to investigate and document all factors, and be prepared to share that information in a courtroom setting.

This intensive course for those who respond to death scenes (patrol officers, detectives, supervisors, medical examiner investigators, and lab personnel) provides the basic information, knowledge and skills necessary to investigate and interpret homicide and questioned death scenes. Lecture, case history, and graphic crime scene photo and video demonstrations will provide an introduction to what can be learned at crime scenes. Emphasis will be placed on specific observations to be made and documented, as well as specific evidence needed for case files, proper collection of data, and subsequent event reconstruction. The course culminates in case scenarios, giving participants the opportunity to demonstrate their proficiency.

## Upon Completion:

Participants will be able to:

- Investigate and interpret homicide and questionable death scenes
- Recognize bloodstain patterns
- Identify ballistics evidence
- Develop timelines
- Handle the special needs of scenes involving child or self-inflicted deaths
- Address domestic violence-related homicide scenes
- Identify appropriate technology for obtaining and sharing information
- Prepare for court testimony

# Death Investigation for First Officer or Supervisor on Scene

Length of course: 2 Days

Instructor: David W. Rivers

## Course Objectives:

The first law enforcement officer to arrive on a death incurs the serious responsibility of securing the scene and taking precautions to protect the body and any evidence. Improper handling of the scene can destroy the indicators needed to determine the cause of death.

This course will assist first responders and their supervisors in conducting a thorough initial investigation and follow-up investigations. It examines a wide variety of death scenes -- including natural death, suicide, accidental death, homicide, and officer-involved shootings -- to address the responsibilities of the first responder. Security and control of the scene will be discussed, along with 4th Amendment and Miranda issues, and preparing to testify in court. Participants will also become familiar with physical changes to the body after death.

## Upon Completion:

Participants will be able to:

- Know what to do on the scene
- Conduct a thorough initial investigation
- Identify the difference between cause and manner of death
- Cite scene security issues
- Handle the presence of a subject on the scene before investigator arrives
- Notify and interview relatives
- Check medication
- Deal with the media
- Properly document the case

# Domestic-Related Homicides

Length of course: 2 Days

Instructor: Mike J. Coker

## Course Objectives:

Every year there are over 4 million incidents of domestic violence in the United States, meaning that someone is beaten by their intimate partner every 12 seconds. In addition to married couples, violence may be present with live-in partners and dating relationships, and domestic violence also includes elder and child abuse. Abusive behavior may be physical, sexual, or psychological and involve destruction of property or pets. Without some type of intervention, abuse may escalate over a period of time.

This course equips law enforcement officers and other helping professionals with ideas and techniques to assist them in investigating domestic homicides. Homicide cases involve the most detailed types of investigations and rank among the most significant for any agency. The fact that the perpetrator is someone that the family knows and perhaps loves makes this type of investigation much more difficult. The course also addresses intimate partner violence and child homicide investigations.

## Upon Completion:

Participants will be able to:

- Use a pro-arrest philosophy to reduce domestic homicides
- Explain relevant case law in domestic homicide investigations
- Access collaboration of services in child abuse cases
- Collect electronic evidence
- Understand fourth and fifth amendment requirements when investigating domestic homicides
- Investigate stalking
- Interview and interrogate domestic homicide offenders

# Forensic Pathology for the Death, Homicide and Criminal Investigator

Length of course: 2 Days

Instructor: Tracey S. Corey, M.D.

## Course Objectives:

Effective investigation of events involving injury or death requires recognition of patterns of physical findings on the body and at the scene. Early recognition of those injury patterns allows investigators to properly assess the scene and begin procedures for collecting relevant evidence.

This course begins with an introduction to forensic pathology and the terminology used by medical professionals. Through visual presentation of hundreds of cases of injury and death, including homicides, suicides, accidents, and deaths from natural disease, the cause, mechanism, and manner of death are discussed and defined. Patterns of decomposition are used to estimate postmortem interval and time of death, and associated scene findings and evidence collected are detailed. Participants will explore categories of injury and their causes, such as blunt force trauma, sharp force injury, injuries from firearms, asphyxia, drug-related deaths, fire-related deaths, electrocution, drowning, and motor vehicle collisions. Special consideration is given to the investigation of injury and death in children.

## Upon Completion:

Participants will be able to:

- Have a good visual library of common injury patterns
- Recognize, collect, and preserve subtle trace evidence
- Recognize significant physical findings on bodies and at crime scenes
- Integrate knowledge with case facts to draw defensible forensic conclusions

# Homicide and Questioned Death Scene Determination and Reconstruction

Length of course: 2.5 Days

Instructor: Tom Martin

## Course Objectives:

Each death scene presents itself differently, and it is important to identify the issue in each case. Is this scene a homicide, suicide, accident, or natural death? If the scene is a homicide investigation, does the evidence tell the story of a cold-blooded, premeditated murder, or a killing as a result of a momentary loss of control during a heated argument? Homicide and death scene investigators should recognize evidence or information to determine the manner of death and to support findings regarding culpability.

This course provides intensive training to help those who respond to homicide and questioned death scenes (including patrol officers, detectives, supervisors, medical examiner investigators, and lab personnel) investigate and interpret the scenes. Instruction will highlight the specific evidence that should be observed and documented in each particular death scene, with emphasis placed on collection of data and appropriate measurements for proper case documentation and subsequent event reconstruction. Case histories, photos, and videos of actual crime scenes will be used to illustrate concepts.

## Upon Completion:

Participants will be able to:

- Investigate and interpret homicide and questionable death scenes
- Recognize evidence and other useful information
- Recognize and interpret bloodstain patterns
- Properly document, collect, and preserve blood evidence
- Identify ballistics evidence
- Handle the special needs of scenes involving child or self-inflicted deaths
- Address domestic violence-related homicide scenes
- Identify appropriate technology for obtaining and sharing information
- Prepare for court testimony

# Homicide Investigation: Crime Scene to Courtroom

Length of course: 2.5 Days

Instructor: Stephen Campbell

## Course Objectives:

Homicides are one of the most important areas law enforcement deals with, leaving behind families that seek answers, victims in need of justice, and a suspect who must answer for his or her crime.

This course provides a practical approach to every facet involved with responding to homicides and other death scenes, beginning with the duties and responsibilities of the first responders and investigators. It will explore proper documentation, how to distinguish the cause and manner of death and distinguish homicides from other deaths, gather evidence and other information, deal with the media and the public, avoid legal problems, and work effectively with the prosecution team.

## Upon Completion:

Participants will be able to:

- Describe the duties and responsibilities of the first responders
- Preserve, process, and document the scene
- Identify evidence that indicates the cause and manner of death
- Learn more about the victim
- Interview witnesses, friends, and family members
- Consider the many potential sources of evidence
- Deal with media
- Balance the public's right to know with the suspect's 6th amendment rights
- Explain how to collect evidence that is admissible.
- Identify and access resources from outside investigative agencies
- Explain the importance of cold cases
- Work more effectively with the prosecution team
- Understand the detective's role in victim advocacy

# Homicide: The Investigative Challenge

Length of course: 2.5 Days

Instructor: David W. Rivers

## **Course Objectives:**

There are three basic steps in all homicide investigations: crime scene, follow-up, and case and courtroom presentation.

This course gives participants the skills and competency to conduct complete and thorough homicide investigations with prosecutorial merit, and to recognize and bring other types of death investigations to a successful conclusion. Participants will examine a case, evaluate evidence discovered by observations, and determine whether the case is an accidental death, suicide, or homicide. They'll review suggestions from defense attorneys, judges, and prosecutors on how to be a better witness. Participants will also learn the 12 steps involved with reopening and managing unresolved cases, and discuss the dynamics and problems associated with use of deadly force and the death of officers in the line of duty.

## **Upon Completion:**

Participants will be able to:

- Conduct complete and thorough homicide investigations
- Recognize and handle other types of death investigations
- Evaluate whether the classification of the case should be accidental death, suicide, or homicide
- Cite important relevant court decisions regarding search and seizure
- Be a better witness and better prepared for court
- Learn the 12 basic steps to re-opening and managing unresolved cases



# Solving Homicides: Investigative Steps to Success

Length of course: 2.5 Days

Instructor: Wayne Sheppard

## Course Objectives:

Law enforcement agencies investigate sexual and non-sexual homicides, rape and abductions. Over the past three decades, research into violent crime behaviors has proven to be extremely helpful when trying to piece together why individuals fall victim to violent crime.

This interactive course provides the knowledge, tools, and investigative steps necessary to conduct thorough investigations. Participants will receive an overview of research into violent crime behavior and relationships between victim and offender, tools for making crime scene observations and timelines, insight into the role of sexual deviancy and fantasies, strategies for assessing the behavior of offenders and developing profiles, and tools for managing case information. The course also provides familiarity with resolving undetermined and long-term unresolved homicide cases and autoerotic death investigations. Participants will conduct actual case studies and participate in case exercises, reviewing graphic photographs of actual crime scenes, using investigative checklists, and applying investigative techniques.

## Upon Completion:

Participants will be able to:

- Conduct thorough investigations
- Use checklists for developing and documenting detailed information about victims and suspects
- Assess crime crimes and formulate investigative, interview, and trial strategies
- Accurately document pre-crime, crime, and post-crime actions of victims and suspects
- Consider the presence of sexually deviant behavior and sexual fantasies in violent crimes
- Determine whether offenders exhibit organized or disorganized behavior
- Identify and apply crime scene dynamics, homicidal patterns, and suspect profiles of offenders
- Move death investigations from unknown to known causes
- Handle autoerotic death investigations
- Apply knowledge to resolve long-term unsolved homicides
- Use software to manage case information

# Hostage & Negotiations Courses

# Phase I & II Hostage Negotiations and Crisis Intervention

Length of course: 4.5 Days

Instructor: Mark Lowther or Jack Cambria

## **Course Objectives:**

Skilled negotiators can make the difference between successfully resolving hostage situations and similar crises and having those situations spiral dangerously out of control.

This course provides extensive basic information about and strategies for hostage negotiation. It includes theoretical concepts on the three different types of response incidents and the value of negotiation, as well as the equipment needed for effective negotiation. Participants will learn strategies for active listening, building rapport with hostage-takers, managing demands, understanding the role of stress, and negotiating with people displaying irrational and inappropriate behavior because of personality disorders and mental illnesses. The course covers special situations involving complex environments and situations, including cases involving law enforcement personnel. Participants will review actual hostage situations to provide in-depth analyses and understand the lessons that were learned. In addition, they will participate in an interactive video exercise in which their responses drive the outcomes.

## **Upon Completion:**

Participants will be able to:

- Manage a hostage or other crisis incident
- Identify the three different types of response incidents
- Explain reasons for negotiation
- Differentiate emotion and rationality
- Describe profiles of hostage-takers and hostages
- Understand the basic concepts of active listening
- Cite relevant court decisions and legal issues
- Explain the five core principles of managing emotion
- Understand response protocols for special environments
- Develop effective tactical teams
- Adjust negotiating strategies for common personality disorders and mental illnesses
- Review responses to incidents involving law enforcement officers
- Manage hostage-taker demands and stress levels

# Phase III Hostage Negotiations and Crisis Intervention Certification

Length of course: 4.5 Days

Instructor(s): Mark Lowther, Jack Cambria and Jim Arey

## **Course Objectives:**

This course builds upon Phase I and II, strengthening the foundation of both the theories and practice of hostage negotiations. Completing the Phase I & II Hostage Negotiations through Public Agency Training Council is a prerequisite (other hostage training courses do not qualify).

Certification is available to participants who score 70 percent or higher on a 50-question test covering material from Phase I, II, and III. Participants will also be critiqued on their ability to fulfill the duties of the primary negotiator.

## **Upon Completion:**

Participants will be able to:

- Supervise and manage a hostage negotiation team and scene
- Predict the resolution of hostage/barricade situations
- Serve as an expert witness on hostage/barricade situations
- Analyze the mental and psychological state and suicide risk of a hostage-taker
- Communicate and negotiate effectively with mentally impaired individuals
- Understanding the communications and negation challenges of correctional facilities
- Deal effectively with individuals suffering from PTSD

# Interview & Interrogation Courses

## 5 Stages of Interview & Interrogation Techniques

Length of course: 2.5 Days

Instructor: Daniel E. Sosnowski

### **Course Objectives:**

Experienced interviewers know that admissions obtained from a suspect will more than likely be challenged in court. Criminal defense attorneys have placed well-known techniques under the microscope, and cases have been thrown out due to poor tactics.

This course will explain how to conduct interviews following a structured interview approach and using better listening skills that will result in obtaining more relevant information. This approach has been used for more than three decades for both law enforcement agencies and criminal defense attorneys, and can be applied by background investigators, detectives, intelligence officers, judicial investigators, loss prevention, patrol officers, and polygraph examiners. Participants will review videos of real-life interviews (including graphic material) while learning how to obtain information, statements, and confessions which will withstand a court challenge.

### **Upon Completion:**

Participants will be able to:

- Identify the five stages of successful interviewing
- Conduct interviews following a structured interview approach
- Develop better listening skills to obtain more relevant information
- Learn techniques for building rapport
- Obtain information, statements, and confessions which will withstand a court challenge
- Assess verbal responses and non-verbal behaviors
- Identify the 18 traits of deception
- Learn three critical questions and how to analyze the answers
- Understand why and how people lie

# **Interviewing and Understanding Sexual Deviant Behavior & Registered Sex Offenders**

Length of course: 2.5 Days

Instructor: Daniel E. Sosnowski

## **Course Objectives:**

Over the last few years, clinical psychologists and therapists have been able to successfully treat convicted sex offenders. The methodology employed by these treatment centers clearly show that the rate of recidivism has gone down remarkably. The discipline of interviewing both suspects and victims has also evolved over the last few years.

This course educates detectives and other individuals responsible for conducting interviews and investigations related to sexual deviant behavior. Interviewers must understand the nature of this behavior to successfully obtain pertinent and relevant information about sex crimes and other unidentified victims. Participants will be introduced to current research and effective treatment programs, as well as information about the different types of sexual paraphilias and types of sex offenders. Graphic videos of convicted sex offenders will be viewed as part of the course.

## **Upon Completion:**

Participants will be able to:

- Understand what sexual deviance is and how deviant behavior begins
- Identify treatment programs that work with convicted sex offenders
- Detect and control the states of stress response during interviews
- Identify the dominant personality of the suspect and how to best interact

# Investigative Statement Analysis

Length of course: 2.5 Days

Instructor: MSgt Bob Shaffer

## Course Objectives:

Investigative Statement Analysis is highly effective in detecting deception, truthfulness and identification of hidden information in statements from criminal and civil investigations. Master Sergeant Bob Shaffer, a nationally-recognized statement analysis instructor since 1996, incorporates a validated, systematic, scientific process for examining the word choice, structure and content of a subject's statements. Decades of research by experts in the fields of language, psychology and deception detection have led to the identification of these trends in language that are referred to as "linguistic signals". ISA is equally effective with suspect, witness, and victim statements.

This highly interactive course will give investigators practical knowledge of ISA, allowing them to identify the linguistic signals that reveal areas of deception before the interview even begins. Thus giving them a remarkable advantage during the course of their investigations and interviews. Students will apply the technique to actual statements from a wide variety of crimes including theft, vandalism, sexual assault, homicide, assault, and arson. Students are encouraged to bring statements from past or current cases and a simple, four-function pocket calculator.

## Upon Completion:

Participants will be able to:

- Understand concepts of truthfulness and deception
- Maximize efficiency and effectiveness when interviewing
- Understand how to collect valid statements
- Identify linguistic signals that indicate deception and truthfulness
- Gain the most information possible, improving confession rates
- Interpret analysis results and integrating them with linguistic signals
- Use the validity assessment process
- Develop alternative interview strategies
- Use the subject's own words against them to elicit confessions



# **Kinesic Interview Techniques for Street and Road Patrol Officers®**

Length of course: 2 Days

Instructor: Stan B. Walters

## **Course Objectives:**

DEA officials have estimated that 40 percent of all drug arrests in this country start with a traffic stop. More illegal guns are taken off the streets as a result of traffic stops than by any other tactic. Even the Oklahoma City bomber was apprehended during a roadside/field interview. Law enforcement agencies are discovering the importance of the street/road patrol officer's ability to detect deception with effective interview skills as a valuable tool in the fight against crime.

This course provides basic instruction in the Kinesic Roadside Interview Technique®, a multi-phase behavioral analysis system that improves the communications process, allowing more effective and efficient roadside interviews. Street/road patrol and drug interdiction officers will learn how to recognize the verbal, non-verbal, and emotional responses of subjects in a vehicle stop. Participants will learn how to control the interview and identify signs that tell whether a subject is being truthful or deceptive.

## **Upon Completion:**

Participants will be able to:

- Detect deceptive signals and stress response answers.
- Control a roadside interview by changing the area
- Recognize non-verbal cues such as body language
- Identify symptoms of speech quality and content that suggest truth and deception
- Recognize speech disturbances that signal deception
- Deal with angry roadside subjects
- Recognize and adapt to subject denial and bargaining statements

## **Phase I - Practical Kinesic Interview and Interrogation®**

Length of course: 2.5 Days

Instructor: Stan B. Walters

### **Course Objectives:**

In 1975, Rand Corporation research concluded that the single most important factor directly affecting the outcome of any investigation was the quality of information obtained from the witness or victim of the event. The proper interview and interrogation of possible suspects has a significant effect on the success of an investigation. Kinesic interview and interrogation is a multiphase behavioral analysis system used to conduct more effective and efficient interpersonal communications, based upon common everyday behavior of human beings.

This course will use Kinesic principles to assist interviewers in identifying and detecting deception based upon normal and abnormal response to stress, and using the subject's personality profile to structure interviews and questions to gain the maximum information.

### **Upon Completion:**

Participants will be able to:

- Conduct a successful and effective interview
- Identify symptoms of speech quality and content to determine truth and deception
- Assess truth and deception through verbal cues coupled with methods of human recall
- Observe body language cues that are inconsistent with speech cues or emotional symptoms
- Use techniques to take control and command of the interview environment
- Recognize verbal and nonverbal cues signaling that a subject is prepared to confess

# Phase I & II - Practical Kinesic Interview & Interrogation Techniques®

Length of course: 4.5 Days

Instructor: Stan B. Walters

## Course Objectives:

In 1975, Rand Corporation research concluded that the single most important factor directly affecting the outcome of any investigation was the quality of information obtained from the witness or victim of the event. The proper interview and interrogation of possible suspects has a significant effect on the success of an investigation. Kinesic interview and interrogation is a multiphase behavioral analysis system used to conduct more effective and efficient interpersonal communications, based upon common everyday behavior of human beings.

This course provides all the information and techniques from our Phase I course, along with an exploration of tactical Kinesic interrogation methods that help the interview obtain an admission or confession from even the most difficult subjects.

## Upon Completion:

Participants will be able to:

- Conduct a successful and effective interview
- Recognize the dominant personality types of subjects and appropriate interrogation strategies for each
- Identify symptoms of speech quality and content to determine truth and deception
- Assess truth and deception through verbal cues coupled with methods of human recall
- Recognize sub-verbal encryption, through which subjects unknowingly share key traits the interviewer can use to streamline information gathering
- Observe body language cues that are inconsistent with speech cues or emotional symptoms
- Use techniques to take control and command of the interview environment
- Recognize verbal and nonverbal cues signaling that a subject is prepared to confess

# Leadership & Supervision Courses

# **Administrative and Mid-Level Supervision for First-Line Supervisors and New Administrators**

Length of course: 2.5 Days

Instructor: Mike J. Coker

## **Course Objectives:**

The significance of middle management's role of supporting the mission and vision of the department can't be understated. New administrators and supervisors need preparation to effectively handle the challenges they'll face in their roles.

This course provides an overview of the key responsibilities of middle management, offers practical strategies for addressing challenges, and explores ways to provide a positive work environment. Participants will gain insight into the importance of aligning performance evaluation with the agency's mission and vision, how to hold supervisors accountable, and using sound risk management practices to minimize potential liability. In addition, they'll explore ways to implement the CEO's agenda while preserving relationships with those under their supervision and become more aware of the pitfalls of dealing with the media. Case studies and case law will be used to illustrate situations and evaluate solutions.

## **Upon Completion:**

Participants will be able to:

- Lead by example and ethics
- Develop an action plan for dealing with the problem supervisor
- Better understand the role of middle management
- Assess the subculture of the organization
- Identify the major components of a press conference
- Understand their role in the mission and vision statement
- Recognize the importance of performance evaluations to work performance
- Identify Level 5 leadership
- Describe 12 critical high risk tasks
- Create written expectations for supervisors

# Command Leadership for Field Training Officers in Challenging Times

Length of course: 2.5 Days

Instructor: Mike J. Coker

## Course Objectives:

The Field Training Officer program is a nationally recognized system of training that has been adopted by many departments across the nation, and the FTO is the key component to retaining competent and committed officers. Because FTOs are responsible for shaping our future leaders, it is critical that we put more time in developing their knowledge and skills.

This course shares innovative ideas that add value and effectiveness to the FTO's role. Participants will better understand how FTOs can enhance community policing and preparation for homeland security. The course explains the FTO's value to the department's success, the role of leadership, innovative theories of understanding people and behavior, and practical strategies for addressing common challenges.

## Upon Completion:

Participants will be able to:

- Describe the importance of the department's mission and vision
- Explain their role and job function within the department
- Use emotional intelligence and leadership ethics
- Deal constructively with problem recruits
- Explain the ideas and ethics different generations bring to the workplace
- Use strategies to reduce burnout

# Developing Leadership Skills for Excellence

Length of course: 2.5 Days

Instructor: Silouan Green

## **Course Objectives:**

Leadership is not rank -- it is the ability to take people somewhere. Organizations that are built on a foundation of leadership have better esprit de corps, higher performance, clearer goals and communication, and are more resilient to the challenges in an increasingly dynamic world.

This course teaches the core principles needed of every leader, from new recruit to Chief. Participants will use practical exercises to better understand the character, vision, and accountability of leadership. It includes real-life examples, practical application, and lessons from historically great leaders and teachers.

## **Upon Completion:**

Participants will be able to:

- Develop a core competency of leadership skills that translates department-wide
- Use tools for clearer communication and instructions
- Inspire courage and moral authority
- Create and chart a leadership vision
- Create and lead a culture of accountability
- Use tools for building resilient organizational structure and actionable planning
- Lead with real humility that inspires others to be continually improving
- Be the spark of initiative and creative-problem solving
- Use and understand timeless leadership principles such as the paradigm effect, DISC personality assessment, and SWOT analysis

# First-Line Supervision: Leadership and Management Skills

Length of course: 2.5 Days

Instructor: Stephen T. Smith

## Course Objectives:

While some individuals appear to be born leaders, real and effective leaders come from all walks of life and socioeconomic backgrounds. The Marine Corps is famous for having recruited, tested, developed, and deployed leaders for over 200 years. Similarly, law enforcement leaders have risen from the ranks through mentoring by senior law enforcement leaders who helped them to find their voices and vision.

This course draws upon best practices of first-line supervisors from various walks of life to prove that leadership excellence is attainable for first responders who are willing to challenge themselves to lead others from the front.

## Upon Completion:

Participants will be able to:

- Understand what true leadership resembles in a real-world environment
- Gauge their own strengths and weaknesses via the DISC personality assessment
- Appreciate others' unique capabilities and growth areas
- Recognize how different generations prefer to be led in the workplace
- Use power appropriately in providing first-line supervision
- Assess their own roles in inspiring a shared vision within their units
- Recognize how paradigms have aided and thwarted change initiatives
- Learn that the concept of time management is fine as a starting point, but remains fluid in the ever-changing and unpredictable law enforcement world
- Develop a renewed commitment to ethical leadership of ourselves, our subordinates, the communities we serve, and our families



# How to Be an Effective Field Training Officer

Length of course: 4.5 Days

Instructor: Steven Kellams

## **Course Objectives:**

Field Training Officers are the key component to retaining competent and committed officers. Because FTOs are responsible for shaping our future leaders, it is critical that we develop their knowledge and skills.

This course is designed to provide knowledge and training to develop FTOs' skills. Each new FTO will be presented with ideas and techniques to assist them in becoming more professional and confident in the application of their skills. This course is based on a modified "San Jose" program.

## **Upon Completion:**

Participants will be able to:

- Discuss the "San Jose" and other program models
- Identify demands on FTOs as instructors
- List five of the errors in rating
- Understand the basics of adult learning theory
- Identify liability issues
- Understand performance evaluations
- Instruct from training briefs
- Understand the rating scale and reference numbers
- Complete the daily observation report
- Develop a scenario and additional training plans
- Understand the purpose of program management and control

# Law Enforcement Supervision, Management and Leadership Skills for Challenging Times

Length of course: 2.5 Days

Instructor: Mike J. Coker

## Course Objectives:

Accepting a new leadership position can be the most demanding role. Often, new leaders receive the least training. Leadership is influence, and each of us has the power of influence. To becoming an effective leader you must recognize the potential in others and yourself.

This course provides an overview of the supervisor's role in day-to-day operations. Participants will receive innovative ideas and practical strategies for supporting officers and making critical decisions that are aligned with the mission and vision of the organization. The course will explore strategies for developing personnel and dealing with those employees who are difficult to manage or motivate. The discussions and strategies will help participants make sound decisions that benefit the citizens and the organization and take responsibility for those decisions.

## Upon Completion:

Participants will be able to:

- Understand their role in the mission and vision statement
- Smooth the transition to leadership
- Deal more effectively with problem employees
- Identify the 12 critical tasks that reduce liability risk
- Develop staff skills while prioritizing workload
- Explain how the COMPSTAT program relates to accountability
- Become an effective critical decision-maker
- Become better able at dealing with the media

# Leading Behind the Badge

Length of course: 2 Days

Instructor: James W. Dodson

## **Course Objectives:**

Every day, public safety and criminal justice professionals encounter society's most difficult and demanding challenges. Meeting the demands placed upon these agencies requires strong leaders at all levels of the organization. Much of today's leadership training is geared toward ability and proficiency in one's profession, ignoring the benefits of developing sound personal leadership principles which build cohesiveness and enhance other professional development.

This course focuses on proven principles of personal leadership development. It offers a blueprint that will greatly impact and influence any new, current or future leader that true leadership excellence is about doing the right thing, setting the right example, serving as a positive role model and making a difference in the lives of others. The course focuses on human resource development, highlighting organizations that provide the "winning edge" in employee, staff and organizational development.

## **Upon Completion:**

Participants will be able to:

- Use skills for real-life challenges
- Develop sound personal leadership principles
- Build cohesiveness within the department
- Enhance other professional development efforts
- Serve as positive role models

# Successful Performance Evaluations for Administrators & Supervisors

Length of course: 2.5 Days

Instructor: Mike J. Coker

## **Course Objectives:**

Police agencies are no strangers to budget tightening and may be unable to fill vacancies. Yet the public needs law enforcement to provide public safety regardless of constraints. If we have to do more with less, we must become skilled at retaining the best and ensuring that every employee knows how he or she is doing. Performance evaluations are an excellent mechanism, for maintaining a positive work environment but most field training officers, first-line, and civilian supervisors were never taught the proper use of evaluations.

This course teaches how evaluations can have a huge impact on morale, performance, and attitudes. It explains how focusing on an employee's strengths will increase productivity, how to clarify expectations and ensure the employee understands the ratings criteria. Participants will learn how to write reviews that will withstand legal scrutiny, as well as the value of proofreading and having an appeal process.

## **Upon Completion:**

Participants will be able to:

- Identify 3 key performance areas
- Learn how to prepare for performance reviews
- Identify common errors in rating performance
- Set goals and clarify expectations
- See the importance, from a liability perspective, of documenting the 12 critical tasks
- Learn sample phrases to document work performance
- Learn how to rate more objectively

# Supervising & Managing the FTO Unit

Length of course: 2.5 Days

Instructor: Steven Kellams

## Course Objectives:

This class is designed for the line supervisors and administrators assigned the responsibility of overseeing a field training unit. One of the key elements of success in a field training program is program management. Often programs will train the FTO, but fail to prepare the supervisor for the variety of tasks required to properly coordinate, administrate, and lead the field training unit. This course will prepare the Field Training Manger (FTM) and Field Training Coordinator (FTC) for the requirements of their positions.

## Upon Completion:

Participants will be able to:

- Describe the San Jose model FTO program
- List the duties of the FTM and FTC
- Describe the importance of leadership in FT Program
- Use proven training methods to correct poor performance
- Properly review the DOR
- Use the weekly manager's report
- Describe the importance of proper management and selection of the FTO
- List legal issues regarding Field Training Programs

# Supervising the Toxic Officer

Length of course: 2.5 Days

Instructor: Mike Coker

## **Course Objectives:**

Part of a leader's responsibility is to maintain favorable work conditions. Unfortunately, there are people who make this difficult to accomplish, often referred to as toxic employees. Their unhappiness can stem from a variety of sources, and their counterproductive attitudes can negatively impact the workplace. They like to threaten supervisors with lawsuits and file baseless grievances. If the workforce feels the toxic person is not being held accountable, morale suffers.

This course helps police leaders develop strategic approaches to deal with toxic employees while managing liability risk. The user-friendly course presents multiple defensible techniques to help administrators and supervisors establish a plan to manage the toxic employee and avoid costly lawsuits.

## **Upon Completion:**

Participants will be able to:

- Identify outcomes based on a clear mission and vision
- Use operational checklists when hiring
- Understand the best approaches to background checks
- Recognize potentially toxic employees
- Reduce liability risks through progressive discipline and defensible performance evaluations

# Legal & Liability Courses

# The Professional Internal Affairs Certification

Instructors: Multiple

## Overview

The Professional Internal Affairs Certification provides law enforcement, fire service and public risk management agencies with a training and education program that will enhance the performance of Internal Affairs/Office of Professional Standards operations, among them administrative investigations, response to complaints alleging employee misconduct or agency dissatisfaction, employee discipline, high-risk/critical task audits and preliminary risk management assessments. Training addresses guidance for personnel assigned to conduct and supervise these investigations, oversee the process and/or adjudicate these investigations whether or not there is a designated unit for these tasks.

Certification will provide:

- The investigative tools necessary to conduct fair and reasonable investigations
- The ability to evaluate, modify and/or enhance an agency's written and operational directives concerning citizen complaint processes, administrative investigations, risk management oversight, internal affairs functions, and employee discipline
- Supervisors responsible for internal affairs/citizen complaint operations with the necessary tools to ensure that the process is fair and reasonable
- Public risk management personnel with the essential knowledge and tools to conduct comprehensive oversight and audit of this function
- Up-to-date legal and generally accepted practices for employee discipline and the conduct of administrative investigations
- Industry recognition for engaging in personal and professional development in this essential public safety task

## Criteria

There is no cost for the IA Certification Program. Candidates must have attended one of the qualifying PATC training modules or an NIAIA Annual Conference within the past five years. During the year in which the candidate seeks certification, he or she must attend a five-day Internal Affairs Conference presented by PATC, which will spotlight up-to-date issues, trends, and legal developments in the IA/OPS operations. Successful candidates will receive a printed certification.

## Testing

Each applicant for certification must pass a written examination addressing significant IA/OPS questions and complete a 500-word research paper within three months of conference attendance. The paper's subject must adhere to the list of topics designated by the Advisory Board. Some papers may be featured in the PATC Email Newsletter and all will be archived on the PATC website.

## Validity and Recertification



Certification will be valid for three years. During this period, each graduate will receive a regular update bulletin in printed, electronic, or CD format. Graduates will be able to network with other Certified Internal Affairs Investigators, sharing information and discussing issues.

Graduates who wish to maintain certification must attend at least one PATC Internal Affairs related training program during the three-year period (visit [ia.patc.com](http://ia.patc.com) for a list of programs) and retake the examination. Graduates must also attend the Internal Affairs Conference during the year in which they seek recertification.

Visit [ia.patc.com](http://ia.patc.com) for more details.

# Arrest, Search & Seizure: Law Enforcement Best Practices

Length of course: 2 Days

Instructor: Jack Ryan, Timothy J. Longo, Sr., or Shaun Santos

## Course Objectives:

The manner in which an officer conducts police operations may impact the prosecution of offenders. In addition, the professionalism and credibility of officers and agencies is scrutinized and challenged where cases are lost due to a technical failure to follow ever-changing legal principles. Officers and agencies may also face exposure to civil liability.

This course updates officers and supervisors on the foundational legal skills related to the critical legal tasks in law enforcement. Participants will review the legalities associated with different types of street encounters, the current legal framework related to stop-and-frisk situations, the concept of probable cause and arrest and how it differs based on location, and the most recent court decisions on search incident to arrest.

## Upon Completion:

Participants will be able to:

- Explain the distinctions between consensual contacts, reasonable suspicion-based stops and arrests, and probable cause-based arrests
- Identify what constitutes legal stop-and-frisk in the current framework
- Describe reasonable suspicion as a necessary component of a lawful stop
- Detail the distinctions between arrests in public places and those in autos and residences
- Identify the necessary components and scope of a legal search incident to arrest

# Drug/Narcotic Investigations: Legal Issues and Best Practices

Length of course: 2 Days

Instructor: Shaun Santos or Jack Ryan

## Course Objectives:

Over the last decade, narcotics enforcement has come under media and judicial scrutiny after lawsuits resulting from failed operations or injuries to suspects and informants. Developing a successful narcotics investigation requires more than extensive training and proper equipment. Sound judgment is just as critical.

This course highlights the state of laws regarding the operations of narcotics units. Using a case study approach, narcotics unit commanders, supervisors, and officers will review federal court decisions to identify policies and practices that will help them make legally defensible decisions and provide admissible evidence without compromising operations or creating liability.

## Upon Completion:

Participants will be able to:

- Develop familiarity with precedent-setting cases regarding narcotics
- Detail the liability exposures for individual officers
- Explain the potential liability facing law enforcement agencies
- Better understand the nature of civil rights claims
- Assess the adequacy of the training for narcotics operations provided by the participant's agency

# Emerging Law Enforcement Legal Trends

Length of course: 2 Days

Instructor: Steve Campbell

## Course Objectives:

What are the contemporary issues facing law enforcement? New and emerging technologies play an increasingly crucial role in the daily work of frontline police officers. Body cameras worn by officers and citizens taping officers in action creates increased scrutiny. The internet and technologies such as drones provide new channels for investigation and information. However, each new development creates liabilities and legal questions.

This course examines the newest developments in law enforcement to help professionals craft policies that reflect best practices and procedures related to these and other issues.

## Upon Completion:

Participants will be able to:

- Develop policies related to body cameras and privacy
- Conduct criminal investigations using social media
- Understand legal issues and challenges related to citizens recording officers on duty
- Cite issues and laws regarding law enforcement use of drone aircraft
- Increase awareness of issues related to eyewitness identification and wrongful convictions
- Understand strategies and use of force when dealing with mentally ill and emotionally disturbed subjects
- Prevent friendly fire injuries and deaths

# Legal and Best Law Enforcement Practices

Length of course: 2 Days

Instructor: Jack Ryan, Timothy J. Longo, Jr., or Shaun Santos

## Course Objectives:

Law enforcement agencies and individual officers are the subject of intense public scrutiny, in large part because of the litigious condition of American society. Law enforcement officers must have a working knowledge of the developing laws relating to police civil liability and discipline. Failure to recognize the importance of this area of the law can lead to serious monetary consequences for individual officers, supervisors, executives, and agencies as a whole, and can even result in criminal sanctions.

The course assists officers and agencies in assessing their level of risk exposure by examining court decisions that have interpreted standards of conduct by officers and supervisors. Participants will review court cases that have paved the way for the current climate and gain a working understanding of current case law and its impact upon law enforcement operations and liability.

## Upon Completion:

Participants will be able to:

- Assess of their level of risk exposure
- Learn about the historical background leading to today's explosion of litigation against law enforcement officers and agencies
- Describe the nature of tort claims frequently brought against officers and departments
- Speak to current liability regarding use of deadly and non-deadly force
- Explain cases related to claims of false arrest and malicious prosecution
- Understand the current legal climate surrounding racial profiling
- Explain the situations in which officers have an affirmative obligation to protect citizens
- Understand the duties of officers related to arrestee medical and mental health
- Examine court cases related to high-speed pursuit and emergency vehicle operation
- Detail the liability of supervisory personnel
- Describe agency liability in civil rights issues
- Employ risk assessment and risk reduction strategies to reduce liability exposure
- Explain current law on qualified immunity as it relates to law enforcement officers
- Cite claims, defenses, and other issues related to law enforcement liability

# Legal and Liability Update for Jail/Corrections

Length of course: 1 Day

Instructor: Jack Ryan

## **Course Objectives:**

Jails are designed primarily to function as holding places for those who are held awaiting trial, along with some individuals who are serving sentences. Jail administrators must be aware of the court decisions and the constitutional and legal standards for both pretrial detainees and sentenced inmates, because both kinds of inmates are confined. To run effectively, jails require a high degree of uniformity, and the environment may contribute to the filing of litigation.

This course addresses holdings and standards that apply to jails, focusing on those that are peculiar to the main jail population: pretrial detainees. Participants will develop a thorough understanding of rights guaranteed to prisoners under the Constitution and learn how to develop and implement policy aligned to those rights. The course will also explain potential liability and the types of legal actions often pursued by inmates.

## **Upon Completion:**

Participants will be able to:

- Understand constitutional and case law regarding prisoner rights
- Develop policy that reflects constitutional guarantees
- Establish mentor relationships for jail employees
- Understand the risks both types of detainees represent
- Document work performed and unusual incidents

# Legal and Liability Management for Tactical, SWAT and Emergency Response Operations

Length of course: 2 Days

Instructor: Jack Ryan

## Course Objectives:

One of the most critical tasks in law enforcement involves the use of tactical officers to accomplish high-risk operations. Over the last decade, tactical operations have come under the scrutiny of the courts, largely resulting from lawsuits filed against agencies and officers following tactical operations.

This course uses a case study approach to identify the important policy and practice considerations that will help tactical commanders, supervisors, and officers make legally defensible decisions without compromising operations during tactical events. Participants will review legal cases affecting operations and liability, evaluate policy issues, and determine in practical terms how to implement those issues.

## Upon Completion:

Participants will be able to:

- Improve decision-making related to tactical operations
- Make legally defensible decisions without compromising operations
- Explain legal cases impacting tactical operations
- Develop defensible policy consistent with legal cases
- Understand the civil liability for tactical officers, supervisors, and agencies
- Review how tactical officer candidate selection may affect liability
- Study cases where agencies failed to plan the tactical response
- Cite court cases involving the use of deadly force and non-lethal options
- Review tactics used when dealing with emotionally disturbed persons
- Explain legal issues applicable to tactical operations with known suicidal persons
- Understand the implications of using tactical units for high-risk warrant service

# **Policies & Procedures: Enhancing Agency Operations**

Length of course: 2 Days

Instructor: Jack Ryan

## **Course Objectives:**

Even the most simple and straightforward policies can have significant implications when it comes to operations and liability.

This course will examine policies for law enforcement agencies and how they can be used to enhance operations while minimizing potential liability. Participants are encouraged to bring existing agency policies for purposes of discussion.

## **Upon Completion:**

Participants will be able to:

- Explain the history behind liability for governmental entities and the impact of policies
- Understand the defining factor of governmental liability
- Explain the impact of a final policy maker on liability
- Incorporate a mission statement and agency values into policy
- Identify which policies are high-risk and which are low-risk
- Use the Gallagher-Westfall group approach to risk assessment and liability avoidance
- Employ a practical approach to accessing resources and writing policies
- Tailor policies developed by others to the agency's needs
- Simplify policies
- Explain the impact failing to train on a policy can have on liability
- Document the distribution and enforcement of policies
- Describe current trends in policy development



# Supervising – Managing Internal Affairs, Managing Citizen Complaints, and Employee Discipline

Length of course: 2.5 Days

Instructor: Lou Reiter

## Course Objectives:

Even if a department does not have a designated internal affairs unit, it needs to have processes in place for performing administrative investigations, responding to complaints alleging employee misconduct or agency dissatisfaction, handling employee discipline, and performing high-risk/critical task audits and preliminary risk management assessments.

This course provides a thorough overview of the essential elements of an internal affairs or professional standards program, as well as an examination of the current state of misconduct potential in law enforcement around the nation and common complaints about police misconduct systems.

## Upon Completion:

Participants will be able to:

- Identify the essential elements of an internal affairs or professional standards system
- Define what constitutes a complaint and misconduct
- Understand the peculiarities of “conduct unbecoming” allegations
- Explain the challenges in designing an effective complaint system
- Maintain files and confidentiality, and issues related to purging investigations
- Identify effective investigative control measures
- Describe proactive administrative enforcement of misconduct
- Describe issues related to administrative interviews
- Deal reasonably with the “code of silence”
- Determine whether to publish adjudication statistics
- Creating reasonable and defensible employee discipline
- Use values as a foundation for organizational performance
- Handle resignations and retirements in lieu of disciplinary action
- Describe the benefits and detriments of an early warning system
- Address employee-involved domestic misconduct
- Explain the impact of Brady and Giglio on the agency and its operations
- Manage use of force reporting
- Develop emergency provisions before they are needed

# Supervisor Liability

Length of course: 2 Days

Instructor: Tim McClure

## Course Objectives:

Supervisors take on more the responsibility for overseeing the operations of their areas. They often take on greater potential liability for lawsuits and other legal actions.

In this course, police supervisors will learn to understand what types of police behavior will most likely spawn lawsuits. Participants will learn how to make sound hiring decisions, document and discipline officers for misconduct, and ensure adequate training. They'll explore the role of leadership in reducing liability and protecting the agency from lawsuits. Participants will review real-life cases and video to enhance understanding and practical application of the legal concepts being discussed.

## Upon Completion:

Participants will be able to:

- Describe the potential impact of 1983 actions
- Make sound hiring decisions
- Legally screen out unfit applicants
- Avoid negligent retention of problem officers
- Identify officer behaviors that subject departments to liability
- Discourage sexual harassment
- Use performance appraisals to establish the right to discipline or dismiss officers
- Handle workplace issues related to injured or disabled officers
- Document performance and discipline officers for misconduct
- Understand the importance of proper officer training
- Identify leadership behaviors that reduce liability
- Avoid actions that can lead to retaliation
- Detail what constitutes a hostile work environment
- Deal more effectively with "gypsy" cops who switch departments to escape trouble

# **Use of Force: Deadly Force and Officer-Involved Shootings**

Length of course: 4.5 Days

Instructor(s): David Rivers and Timothy Longo

## **Course Objectives:**

No event is more traumatic for a law enforcement agency than an officer-involved shooting, especially given the increased scrutiny and criticism from traditional and social media, community activists, and the justice system. Civil judgments from such cases can debilitate an agency for years, erode employee morale and public opinion, and hamper effectiveness. It is imperative that every agency prepare for the possibility of such a case, and that investigators have the skills to address the unique challenges of the investigation.

This course prepares officers, supervisors, investigators and prosecutors in the proper response and investigation of serious use of force incidents and officer-involved shootings. It explores everything from the initial response and securing evidence and witnesses, through the types of investigation that must be performed, to current legal trends involving use of force, and developing a mechanism through which use of force incidents can be reviewed.

## **Upon Completion:**

Participants will be able to:

- Properly investigate an officer-involved shooting
- Document the crime scene and collect evidence
- Explain the current legal trends related to use of force
- Properly conduct an administrative investigation
- Identify the four necessary investigations
- Detail investigative techniques and emergency procedures
- Create an agency review process

# School-Related Courses

# Bombs and Bomb Threat Management in Schools

Length of course: 2 Days

Instructor: Gary Bills

## Course Objectives:

The threat of terrorist attacks has increased significantly over the past few years. IEDs (improvised explosive devices) have been the weapon of choice for radical terrorists and juveniles who may not grasp the potential danger. Bomb threats have become a fairly common occurrence in schools and have to be taken seriously.

This course provides the tools, knowledge, and capabilities to react to and stabilize an incident involving an IED or other suspect device until qualified technical support arrives. Taught by a retired bomb squad commander and hazardous devices technician, it takes participants through the “who” with historical studies of previous bombings and current threats, along with the “what” of IED components and the effects of detonation. First responders will learn how to assess an incident and provide useful information to technical units, while supervisory staff will be better able to determine the threat level and justify operational closures and evacuations. Practical exercises will be conducted thorough group tabletop events.

## Upon Completion:

Participants will be able to:

- Know how explosives have been used in the recent past to propagate criminal and terrorist activity
- Recognize current threats posed to schools
- Identify components of an improvised explosive device
- Know the effects of an explosive detonation and how to set up the scene to insure public and responder safety as well and minimizing damage from the detonation
- Be able to develop a threat analysis of school premises and provide a threat assessment to a simulated incident
- Be able to develop a bomb threat response and use proper search procedures

# Legal and Liability Issues In Schools for Teachers, Students and School Resource Officers

Length of course: 2 Days

Instructor: Jack Ryan or Brian Batterton

## Course Objectives:

America's schools face a difficult balance of protecting students' freedom and rights while assuring their physical safety. High-profile incidents of school violence place communities on edge, and teachers and school resource officers are placed in the position of having to ensure students' security without violating a confusing array of rights.

This course provides an overview of the impact of school violence on student rights and an exploration of the practical impacts of a long list of court cases involving students and school employees. Participants will review a variety of issues and associated legal challenges, acquire strategies for ensuring student safety, and develop a sound framework for policy development.

## Upon Completion:

Participants will be able to:

- Describe the shifting legal requirements that have resulted from school violence
- Gain an understanding of the law relating to searches in and around school property
- Discuss the legal differences of searches conducted by teachers and those conducted by law enforcement
- Identify the legal issues surrounding the use of video and audio surveillance
- Explain Constitutional rulings regarding drug testing of students
- Gain working knowledge of laws relating to student interviews/interrogations for disciplinary matters
- Detail current law related to use of physical force to control and punish students
- Understand legal duties and obligations with respect to protecting students
- Recognize obligations of teachers and school officials to report various crimes that they become aware of through contact with students
- Become familiar with students' First Amendment rights
- Understand legal issues regarding use and censorship of students' use of the internet
- Explain student confidentiality rights with respect to discipline and schoolwork
- Discuss law relating to school-requested mental health evaluations of students

# School Violence, Safety and Security Conference

Length of course: 2.5 Days

Instructor: Floyd Peterson

## Course Objectives:

America's schools face a difficult balance of protecting students' freedom and rights while assuring their physical safety. High-profile incidents of school violence place communities on edge, and teachers and school resource officers are placed in the position of having to ensure students' security without violating a confusing array of rights.

This course examines several of the most significant challenges in today's schools, and presents strategies for addressing those challenges in ways that contribute to a positive, supportive culture.

## Upon Completion:

Participants will be able to:

- Call attention to the real issues kids face today
- Help banish bullying behavior and create positive change
- Suggest practical strategies to make school a safe and comfortable place for learning
- Develop a culture of respect within schools
- Identify warning signs and behaviors suggesting suicidal ideation
- Effectively intervening to prevent potential suicides
- Help young people solve difficulties that arise
- Promote pro-social activities that reduce the risk for violence
- Encourage positive relationships between students, teachers, and families
- Propose steps schools can take to promote learning and reduce negative outcomes
- Use verbal tools to reduce assaults and injuries, while generating compliance and cooperation

# Technology-Related Courses



# Cell Phone Technology & Forensic Data Recovery Certification

Length of course: 4.5 Days

Instructor: Glenn K. Bard

## Course Objectives:

Cell phones are more than a technological convenience. For law enforcement investigators, they can provide a treasure trove of evidence and data that can assist in solving crimes and successfully prosecuting offenders.

This course demonstrates the basic concepts and methods to using cellular records to prosecute criminals. It familiarizes officers and investigators with cell phone data recovery solutions and practical techniques used in cell phone data analysis, as well as strategies for conducting investigations using available databases and cellular usage records.

## Upon Completion:

Participants will be able to:

- Properly seize and store a cell phone to protect data
- Prepare a search warrant for data stored on a cell phone
- Explain current case law pertaining to cellular technology
- Identify and differentiate CDMA, GSM, and iDEN phones
- Recognize which companies use each technology
- Describe the types of cellular records available to law enforcement
- Explain methods to acquire cellular records and use software to display them
- Understand cellular records and cellular tower records
- Use the internet to determine a phone's wireless carrier
- Access internet resources for cell phone forensics
- Present cellular records in a court of law

# Cell Phone Technology in Criminal Investigations

Length of course: 2 Days

Instructor: Glenn K. Bard

## **Course Objectives:**

Everyone has heard about the prevalence of cell phones in criminal investigations. The technology is currently being used across the nation to identify and convict criminals.

This course demonstrates the basic concepts and methods for using cellular records to prosecute criminals. Participants will learn how to conduct proficient and effective investigations using available databases and cellular usage records. We recommend that participants bring a PC-based laptop, although having one is not mandatory.

## **Upon Completion:**

Participants will be able to:

- Use practical techniques to enhance criminal investigations
- Acquire and understand cellular phone and tower records
- Obtain, use, and present information from background research and cellular data records
- Use cellular data to recognize patterns within targeted investigations
- Identify software that can assist with using cellular records
- Present cellular records in a courtroom setting

# Electronic Device Crime Scene Search and Evidence Recovery

Length of course: 2 Days

Instructor: Brian Jarvis

## Course Objectives:

Electronic devices carry more crucial evidence now than ever before. Police officers and detectives need to know how to legally and properly identify, collect and process important electronic evidence. Agencies without in-house forensic examiners typically send electronic evidence to state or federal labs for examination, but readily accessible evidence can be used to help establish probable cause and prepare a prosecution.

This course will aid law enforcement agencies in understanding the proper and legal methods of collecting evidence from electronic devices so that they can be used in a successful prosecution. Participants will learn about the electronic evidence that can be collected by the investigating officers and detectives. Legal precedents related to the collection of electronic evidence will be detailed.

## Upon Completion:

Participants will be able to:

- Develop familiarity with the ever-changing legal techniques to gather electronic evidence
- Identify where electronic evidence may be stored at the crime scene
- Obtain, document, and preserve electronic evidence
- Deal with passcodes
- Obtain search warrants for devices, cell tower data, from the cloud and ISPs
- Request information from social networking sites
- Know how requested data will be received
- Use interviews to gather digital evidence without compromising 5th Amendment rights
- Access no-cost websites for public records searches

# Internet Tools for Criminal Investigators

Length of course: 2 Days

Instructor: Glenn K. Bard

## Course Objectives:

There is a wealth of information available on the internet, and much of it may be useful in a criminal investigation, especially when there is an online component to the crime.

This course familiarizes law enforcement officers and investigators with how the internet and online applications can be used as part of criminal investigations. Participants will also learn the fundamental procedures for investigating crimes occurring online. The course will focus on Federal case law pertinent to computer crimes and computer search and seizure, and how to design a department policy concerning internet usage and online investigations.

## Upon Completion:

Participants will be able to:

- Explain how IP addressing works
- Use geographic IP addressing to determine an approximate suspect location
- Explain how emails travel, and how they can be traced and intercepted
- Describe online fraud methods and their use in identity theft
- Explain how criminals use social media sites
- Discuss the artifacts social media sites leave on computers
- Describe how criminals locate and groom children
- Understand rules and procedures for conducting proactive chat investigations
- Explain how anonymizers, TOR, and proxy servers work
- Describe basic forms of hacking
- Understanding federal rules of electronic discovery
- Design a policy for internet usage, computer investigations and proactive investigations

# Investigating and Tracking Cyber Predators and Online Child Pornography

Length of course: 2 Days

Instructor(s): Glenn K. Bard

## Course Objectives:

Internet crimes against children are among the most under-reported and rapidly growing types of crimes.

This intense hands-on course provides practical knowledge and skills to investigate and successfully prosecute cyber predators and child pornography crimes, giving participants the opportunity to practice the skills they'll use in pursuing these criminals.

## Upon Completion:

Participants will be able to:

- Define and use terms related to investigation of child pornography and cyber predators
- Cite statistics that confirm the importance of this type of investigation
- Describe the links between social networking and the accelerating scope of child porn
- Examine the market for child porn
- Explore example of the number of charges and successful prosecutions
- Employ specific techniques and evolving tactics for successful cyber investigations
- Intercept child pornography evidence online
- Identify and confirm that files are child pornography
- Explain the importance of securing metadata when intercepting evidence
- Prepare the information needed to request warrants and court orders
- Investigate both the cyber crime scene and the physical crime scene to increase the chances of successful prosecution
- Seize electronic and physical evidence
- Understand the challenges created by cell phones and sexting
- Conduct a peer-to-peer (P2P) investigation

# Investigative Techniques Using Social Networking Sites

Instructor: Glenn K. Bard  
Length of course: 2.5 Days

## Course Objectives:

As use of social networking sites such as Facebook, Twitter, and Google+ has expanded, they have created new channels for sharing information that can also be used by law enforcement to investigate crimes and identify suspects.

This course provides detectives, school resource officers, and anyone involved in conducting investigations involving social networking sites with the basic information and tools to accomplish investigations more efficiently. Participants will learn how to perform several different types of live router interrogations, allowing investigators to preview a computer on scene without changing system information. We recommend that participants bring a PC-based laptop, although having one is not mandatory.

## Upon Completion:

Participants will be able to:

- Describe the various social networking sites
- Understand the basic steps for preserving a profile and identifying its creator
- Set up an undercover profile and use it to gather information
- Review the artifacts that social networking sites leave on a computer
- Capture live digital evidence from computers and networks using internet tools
- Perform live router interrogations
- Use router interrogations to find evidence on computers and copy RAM contents
- Conduct search warrants on networks of all sizes
- Analyze routers at the scene
- Obtain evidence from servers

# Smartphone Forensics and Cellular Technology Certification for Criminal Investigators

Instructor: Glenn K. Bard  
Length of course: 4.5 Days

## Course Objectives:

Cell phones are more than a technological convenience. For law enforcement investigators, they can provide a treasure trove of evidence and data that can assist in solving crimes and successfully prosecuting offenders.

This course provides practical instruction on the forensic techniques for acquiring and investigating evidence from smartphones and cellular technologies. Participants will learn how to examine devices and access information to support the development of the case. The course concludes with a practical exercise in which participants will examine an image of a smartphone, locate evidence, prepare a report, and testify about their findings in a mock trial.

## Upon Completion:

Participants will be able to:

- Discuss cellular networks and smartphone technology
- Recognize operating systems used by cellular devices, including jailbreaking and rooting devices
- Recover data from smartphones using a variety of applications
- Identify where to find artifacts that may be important to the investigator
- Examine backups of synchronized phones, wi-fi and Skype analysis, and internet history
- Understand the function of a PIN and PUK
- Examine devices with a PIN
- Use utilities and tools that may be able to defeat the PIN
- Obtain a PUK for some cellular devices

# Training Courses



# Managing the Property & Evidence Room

Length of course: 2 Days

Instructor: Joseph Willis

## **Course Objectives:**

The property and evidence room plays a critical role in both the effective investigation of criminal cases and the subsequent prosecution of offenders. Deficiencies in operations or documentation can lead to inadmissibility and the potential for a lost or dismissed case.

This course for small to mid-size agencies provides a basic understanding of the legal and ethical requirements for a professional evidence/property management system. Participants will become familiar with techniques and responsibilities involved in the function of a property room environment, and encouraged to exchange ideas to improve their agency's property management system. The course complies with CALEA standards.

## **Upon Completion:**

Participants will be able to:

- Identify common property room problems and solutions
- Develop policies and procedures
- Ensure proper packaging and security of evidence and property
- Discuss management theories, events, and trends related to property room management
- Describe ideal room layouts and management approaches
- Properly document evidence and property
- Purge systems of unneeded items and dispose of them
- Conduct audits and inventories of property rooms

# Responding to Veterans and Police Officers in Crisis

Length of course: 1 Day

Instructor: Silouan Green

## **Course Objectives:**

Combat veterans and police officers share more than a commitment to serve others. They experience similar lifetime rates of conditions such as post-traumatic stress disorder (PTSD). While many veterans have healthy transitions to civilian life, others face challenges from unemployment, depression, and PTSD that manifest in destructive behavior such as domestic violence, suicide, and other disturbances.

A resilient police department is the best way to save the life of a veteran or police officer in crisis. In this course, taught by a retired Marine who survived a tragic jet crash and overcame severe PTSD, participants will learn special tactics, techniques and procedures that are effective when responding to a veteran or police officer that may be suffering from anxiety, depression or PTSD.

## **Upon Completion:**

Participants will be able to:

- understand the difficulties veterans face in the transition home
- describe how PTSD develops and manifests itself
- use proven strategies to defuse threatening situations
- grasp why resilient officers respond better to those in distress
- create a culture of resiliency and proactive community awareness of veteran's issues

# Recruiting, Hiring and Officer Retention

Length of course: 2.5 Days

Instructor: Harvey Finkel

## Course Objectives:

Police agencies are no strangers to budget tightening and may be unable to fill vacancies. Yet the public needs law enforcement to provide public safety regardless of constraints. If we have to do more with less, we must become skilled at hiring and retaining the best and ensuring that every employee knows how he or she is doing.

This course explores four aspects of personnel management: recruiting the best talent, performing effective testing and interviewing, conducting thorough background investigations, and the best ways to retain high-quality employees.

## Upon Completion:

Participants will be able to:

- Identify and attract talent from a diverse pool
- Ensure that every candidate is treated fairly throughout the hiring process
- Make recruiting a rewarding experience for candidates
- Verify that the application and screening processes are bias-free
- Develop a policy that protects your hiring process
- Obtain assistance and buy-in from city/county HR departments
- Foster community involvement with the hiring process
- Create strong onboarding, mentoring, employee development and career counseling
- Assess the need for employee support groups
- Conduct thorough background investigations with consistency and without bias

# Talk Tactics: Verbal De-escalation and Compliance

Length of course: 2 Days

Instructor: Tim Randall

## Course Objectives:

When police officers are in dangerous situations with subjects who are violent or agitated, those situations can escalate quickly. However, the skilled use of proven verbal de-escalation tools can significantly reduce the potential for violence and increase the likelihood that subject will comply with an officer's request.

This course provides the basic tools for using verbal de-escalation and customer service strategies to resolve a variety of situations. In addition to enhancing the safety of officers and the communities they serve, these techniques can reduce the number of citizen complaints and improve overall relationships between the community and its police department.

## Upon Completion:

Participants will be able to:

- Read verbal and non-verbal behaviors associated with impending violence
- Use verbal de-escalation tools effectively
- Enhance officer and community safety
- Improve relationships between the police and the community
- Decrease citizen complaints
- Become more effective in the use of words and nonverbal communication to gain compliance
- Persuade by the use of reasoning
- Identify the warning signs of verbal conflict
- Avoid the 11 things that should never be said
- Apply the 15 customer service skills every officer needs
- Take verbal abuse with dignity

# Use of Force and Documentation

Length of course: 2.5 Days

Instructor: Jon Blum

## **Course Objectives:**

The use of force is rapidly evolving, physically challenging and emotionally stressful event for many officers. Reporting the decision to use force requires effective note-taking, recall, organization, and narrative compilation skills. The goal of this course is to help law enforcement professionals write a clear, complete, detailed and accurate report to avoid unnecessary scrutiny and civil litigation.

This course provides concepts that will help officers and supervisors document use of force with reports that are clear, concise, accurate, and easy to understand. Additionally, participants will have dozens of report writing samples and templates for use in the field made available to them.

## **Upon Completion:**

Participants will be able to:

- Identify current use of force laws
- Identify critical details needed for every use of force report
- Write and examine reports using step-by-step strategies
- Apply strategies that make reports easier to read and write
- Capture specific data in reports to guide future use of force training
- Systematically analyze body-worn-camera video for reporting efforts.