

**The Professional Internal Affairs
Certification for Public Safety
"Certified Internal Affairs Investigator/
Supervisor"**

A professional training, education and certification program offered by the **Public Agency Training Council**, Indianapolis, IN., and endorsed by the **National Internal Affairs Investigator Association**.



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INDIANAPOLIS, IN
PERMIT NO. 1547

Certification Overview

- To provide 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. These operations encompass administrative investigations, response to complaints alleging employee misconduct or agency dissatisfaction, employee discipline, high risk/critical task audits and preliminary risk management assessments. It is understood that not all agencies may have a designated unit assigned to these tasks, but the training is designed to provide guidance for personnel assigned to conduct these types of investigations, supervise these investigations, oversee the process and/or adjudicate these types of investigations
- To provide employees assigned the task of conducting these administrative investigations with the investigative tools necessary to conduct fair and reasonable investigations
- To provide graduates of the program with the ability to evaluate, modify and/or enhance their agency's written and operational directives concerning citizen complaint processes, administrative investigations, risk management oversight, internal affairs functions and employee discipline
- To provide supervisors responsible for internal affairs/citizen complaint operations with the necessary tools to ensure that the process is conducted in a fair and reasonable manner
- To provide public risk management personnel with the essential knowledge and tools to conduct comprehensive oversight and audit of this function
- To provide the most up-to-date legal and generally accepted practices foundation for employee discipline and the conduct of administrative investigations
- To provide successful candidates with industry recognition for engaging in personal and professional development in this essential public safety task

Certification Validity:

Certification will be valid for three (3) years. The successful candidate will receive special recognition for this achievement. During this three (3) year period, each successful graduate will be provided with a regular update bulletin.

Certification will provide the opportunity for networking with other nationally Certified Internal Affairs Investigators. This allows certified members to share information and discuss issues in conducting internal and administrative investigations.

Re-Certification:

Graduates of the Certification Program who desire to maintain their current status as a Certified Internal Affairs Investigator/Supervisor will be required to attend one (1) PATC Internal Affairs related training program during the three (3) year period (visit ia.patc.com for a listing of related programs). Individuals must also re-take the examination. **In addition**, attendance at a 5 day Internal Affairs Conference is mandatory in the year re-certification is sought.

Testing Requirement:

Each applicant applying for certification will be required to pass a written examination. The written examination will address significant IA/OPS questions.

Criteria for Professional Certification:

There is no cost to challenge the IA Certification Program. Each successful candidate will receive an appropriate printed certification. Attend one of the qualifying training modules presented by the PATC within the last five (5) years or attended an NIAIA Annual Conference. Within the year the candidate seeks Certification, the candidate must attend a 5-day Internal Affairs Conference presented by PATC. This seminar is considered essential as it is designed to spotlight the most up-to-date issues, trends and legal developments in the IA/OPS operations.

Visit us on the web for more details.
ia.patc.com



Public Agency Training Council

5235 Decatur Blvd
Indianapolis, Indiana 46241

Phone: 1-800-365-0119

Fax: 317-821-5096

Email: questions@patc.com

Visit us on the Web at:
www.patc.com

April 8, 9, 10, 11 & 12, 2019 • West Palm Beach, Florida

**Public Agency
Training Council**

Mark Waterfill, President



National Criminal Justice

Public Safety Continuing Education



Sponsored By:
**National Internal Affairs Investigators
Association**

Sponsored By:
Palm Beach County Sheriff's Office
West Palm Beach, Florida

Upon approval of your agency administrator, this course may be used to satisfy the training requirements as mandated by the Criminal Justice Standards Training Council in Florida. The course name and number of instructions hours must be entered on the CJSTC 74 form under Section 6. A copy of the certificate must be retained by the submitting agency as proof of attendance.

**Internal Affairs
Conference &
Certification**

**Specialized Issues In Internal Affairs Investigations,
Employee Discipline, and Legal Issues**

Instructors:

Timothy J. Longo, Sr., J.D.
Chief (Retired)
Charlottesville Police Department
Charlottesville, Virginia

Stephen Campbell
Major (Retired)
Providence, RI Police Department
Providence, Rhode Island

Jeff Carter, Major
Fayette County Detention Center
Lexington, Kentucky

Rick Lober J.D., C.I.G.A.
Inspector General (Retired)
Florida's Department of Environmental
Protection

April 8, 9, 10, 11 & 12, 2019

West Palm Beach, Florida

Register On-Line At: www.patc.com

Seminar Agenda Internal Affairs Conference & Certification

Specialized Issues In Internal Affairs Investigations,
Employee Discipline, and Legal Issues

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Chief Timothy Longo began his law enforcement career with the Baltimore Police Department in 1981. In September of 1990, he was reassigned to the Education and Training Division as the agency's primary law instructor. April of 1993, he assumed command of the department's Special Investigation Section within the Internal Investigation Division. His duties focused on the investigation of criminal wrongdoing within the department's ranks. Chief Longo retired and served briefly as a Senior Associate with a public sector consulting firm in Rockville, Maryland. In February of 2001, he was selected to serve as the Chief of Police for the City of Charlottesville, Virginia where he retired in May of 2016. He is currently Assistant Professor and Program Director of Public Safety Administration for the University of Virginia and was appointed to a position within the School of Continuing and Professional Studies to coordinate the development of a Master's Degree Program in Public Safety Administration. Chief Longo is a graduate of Towson University in Baltimore where he served as an Adjunct Professor. He is a graduate of the University of Baltimore, School of Law. Chief Longo lectures across America in the field of Ethics, Professional Standards and Internal Affairs.

Jeff Carter is currently the Deputy Director at the Fayette County Detention Center in Lexington, Ky. Over his 18 year career he has worked all levels of custody inside a 1300 bed correctional facility located in the horse racing capital of the world. Jeff was an instructor for 5 years inside the Academy where he trained over 700 recruits, molding them into successful leaders in the Corrections field. He's trained and commanded the CERT team as well as taught Drill and Ceremony to the Division Honor guard. While promoting through the ranks he commanded the Professional Standards Unit where he specialized in Internal Affairs investigations and Gang Intel for 7 years. Jeff completed over 200 administrative investigations, as well as, conducted over 100 PREA (Prison Rape Elimination Act). He is well versed in PREA as he is a PREA Investigator Instructor. Jeff has completed the top Leadership academies at the National Institute of Corrections in Aurora, Co. Jeff brings experience from proudly serving 4 years in the U.S. Marine Corps, to then obtaining his BS degree in Correction's and Juvenile Services/ Political Science from Eastern Ky. Univ., through his career as a Corrections Leader, also adding that he is a certified Deputy Coroner within the Commonwealth of Ky.

Stephen Campbell began his Law Enforcement career with the Providence Rhode Island Police Department in 1982 and retired at the rank of Major, Chief of Detectives, in 2008. During his 26 years he worked in numerous bureaus within the department including the Detective Bureau, and developed and commanded the Domestic Violence Unit. As the Chief of Detectives he had oversight of all Major Crimes, Narcotics Bureau & Organized Crime, Crime Scene Investigation, and Youth Services. Steve is the Director of the Policy Committee for the Legal and Liability Risk Management Institute (LLRMI). He is a graduate of the Senior Management Institute for Policing at the Police Executive Research Forum (PERF) at Boston University. He holds a Bachelor of Science Degree in Administration of Justice from Roger Williams University, Bristol RI and a Master of Science Degree in Administration of Justice from Salve Regina University, Newport RI.

Richard Lober specializes in training for law enforcement officers, correctional officers and investigators for government agencies. Until his retirement in May 2010, Richard Lober was the Inspector General for Florida's Department of Environmental Protection, which had over 4,000 employees. The Inspector General had independent authority concerning all matters relating to the investigation and review of misconduct, fraud, waste, misuse/abuse and mismanagement of the agency's resources. Mr. Lober has served as the Chief Inspector of the Office of Executive Investigations for the Florida Department of Law Enforcement (FDLE). This office, which reported directly to the FDLE Commissioner, handled Governor Ordered investigations, high profile public corruption cases, internal investigations and background investigations of Governor Appointees. Mr. Lober received his Juris Doctorate in 1983 from Western New England School of Law and began his legal career as a prosecutor with the Miami-Dade State Attorney's Office.

Seminar Agenda (continued)

Monday, April 8, 2019

8:00 a.m.—8:30 a.m. **Registration**
8:30 a.m.—12:00 p.m. **Class**
12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**
1:00 p.m.—5:00 p.m. **Class**

- Introduction and Description of I.A. Certification Program
- The Role of Internal Investigations in Maintaining Professional Standards
- The I.A. Process – Complaint Acceptance, Investigation, Interviews, Reporting & Disposition
- Administrative Statements – Compelled vs. Voluntary
- Administrative Searches in the Workplace

Tuesday, April 9, 2019

8:00 a.m.—12:00 p.m. **Class**
12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**
1:00 p.m.—5:00 p.m. **Class**

- Use of Force Investigations – Reporting Requirements, Role of Supervisor, Documentation, 5th Amendment Implications
- Administrative Investigations of Use Force vs. Criminal Investigations
- Officer-Involved Shootings or In-Custody Death Investigations

Wednesday, April 10, 2019

8:00 a.m.—12:00 p.m. **Class**
12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**
1:00 p.m.—5:00 p.m. **Class**

- Workplace Discrimination
- Title VII - Types of Discrimination
- Sexual Harassment – Quid Pro Quo and Hostile Environment Policy, Investigation and Best Practices
- Sexual Misconduct by Law Enforcement & Corrections

Thursday, April 11, 2019

8:00 a.m.—12:00 p.m. **Class**
12:00 p.m.—1:00 p.m. **Lunch (On Your Own)**
1:00 p.m.—5:00 p.m. **Class**

- Body-Worn Camera Programs – The Impact on Complaints & Use of Force Incidents and Best Practices
- Social Media Misconduct and the First Amendment Implications
- Other Legal Issues Related to Internal Investigations

Friday, April 12, 2019

- 8:00 a.m.—12:00 p.m. **Class**
- Defending the Internal Investigation & Disciplinary Action
 - Early Intervention Systems
 - Open Forum – Q & A
 - Wrap-Up & Completion of Final Written Examination

12:00 p.m. **Certificate Presentation**

NOTE: The course description may be modified to accommodate scheduling of instructors.

3 Ways to Register for a Seminar!

1. **Register Online** at www.patc.com — Yellow link upper left corner.
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd.
Indianapolis, Indiana 46241

***NEW**

Federal ID# 47-4078912

***NEW**

***** Pre-payment is not required to register *****

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call

317-821-5085 (Indianapolis)

800-365-0119 (Outside Indianapolis)



Seminar Title: Internal Affairs—5 Day

Instructors: Multiple

Seminar Locations: Palm Beach County Sheriff's Office
Training Facility
4215 Cherry Road
West Palm Beach, Florida 33415

When: April 8, 9, 10, 11 & 12, 2019

Registration Time: 8:00 A.M. (April 8, 2019)

Hotel Reservations: Hilton Palm Beach Airport
150 Australian Avenue
West Palm Beach, Florida 33406
1-561-684-9400
Call Hotel For Current Rates (plus tax)

Registration Fee: \$625.00 Includes Internal Affairs Class Course Material Coffee Breaks, & Certificate of Completion.

**Seminar ID
#15990**

Note: To receive discount room rates, ask for **Current Rates**

Cut Along Dotted Line

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** _____ **Zip** _____

Email _____

Phone _____

Fax _____