

# Training Conference

February 12 & 13, 2019

Fort Lauderdale, Florida

Course Name	Seminar ID #	Start	End	Fee
Advanced Internal Investigations: Legal and Practical Issues	16016	Feb 12	Feb 13	\$350
Homicide Investigation: Crime Scene to Courtroom	16006	Feb 12	Feb 13	\$350
Stress Management in Law Enforcement	16007	Feb 12	Feb 13	\$350
Detecting Deception	16008	Feb 12	Feb 13	\$350
Investigation of Childhood Injury and Death	16056	Feb 12	Feb 13	\$350

~ **2 WAYS TO REGISTER** ~

Online: [www.patc.com](http://www.patc.com)

Phone: 1-800-365-0119 - Our representatives will gladly assist you

PRESORTED  
STANDARD  
POSTAGE & FEES  
PAID  
INDIANAPOLIS, IN  
PERMIT NO. 1547



**Public Agency Training Council**

5235 Decatur Blvd  
Indianapolis, Indiana 46241

Phone: 1-800-365-0119

Fax: 317-821-5096

Email: [questions@patc.com](mailto:questions@patc.com)

Visit us on the Web at:

[www.patc.com](http://www.patc.com)

March 5, 6 & 7, 2019 • Winter Garden, Florida

# Public Agency Training Council

Mark Waterfill, President



National Criminal Justice  
Public Safety Continuing Education

Sponsored By:  
**Winter Garden Police Department**  
Winter Garden, 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.

## Training Seminar

# “Recruiting, Hiring and Officer Retention”

**Instructor:**

**Harvey Finkel, Master Police Officer (Retired)**

Harvey served 14 years with the City of Charlottesville Police Department retiring in 2015 as a Master Police Officer. Harvey participated in over 60 hiring processes with the Charlottesville Police Department coordinating all phases from application to on boarding for new employees. He has experience as a recruiter, Hiring Manager and Background Investigator. For 10 years Harvey held a Crime Prevention Specialist (CPS) certification in Virginia which included qualification as a General Instructor. He taught Crime Prevention with the Virginia Crime Prevention Association and assisted the Virginia Department of Criminal Justice Services as an instructor for their Basic Crime Prevention course. A frequent instructor with the regional police academy both at their basic Law Enforcement Academy and for the In Service Program required for LEO continuing certification. Harvey holds an instructor certificate from the National Rifle Association for 3 curriculums.

**March 5, 6 & 7, 2019**

Winter Garden, Florida

Register online at: [www.patc.com](http://www.patc.com)

# “Recruiting, Hiring and Officer Retention”

## Course Overview

The Recruiting, Hiring and Officer Retention course is segmented into four distinct training modules. The recruiting module will train the hiring officer/personnel on how to attract the best talent pool with diversity in mind. Next, the hiring module will discuss how to effectively work with Human Resources in order to conduct testing and interviewing. The background investigation module will then teach the individual how to properly administer a background investigation on potential job candidates. The final training module is retention, after you hire the individual, the best methods of to retain the talent will be detailed.

### Recruiting

#### Recruiting with Diversity in mind

The goal of the recruiting component is to identify and attract talent from a diverse pool and to ensure that every candidate is treated fairly throughout the hiring process. Most recruiters focus on identifying and attracting talent for the organization. However, the recruiting manager must be equally concerned that once talented candidates are identified – especially diverse candidates – they have a rewarding experience in their interactions with the organization. They must ensure that the application and screening processes are bias-free and that hiring

### Hiring

#### Define your process in a policy...Protect yourself!

Partners in the process: buy in from your city/county HR department ask them to assist you! Proctor the process so that it is fair and unbiased. Review your plans with them. Treat HR as your ally not the enemy. Community Involvement – if your agency has issues with the appearance of not being fair, ask your community leaders to become involved.

### Retention

Many recruiting managers believe their job is complete when new diverse candidates are hired. However, when you consider that organizations often spend tens of thousands of dollars to hire a single candidate, retention can be essential to the financial bottom line. Therefore, it is important for the recruiting manager to ensure their organization has strong on-boarding (orientation), mentoring, employee development and career counseling processes. In addition, the manager should assess the need for employee support groups and recommend the creation of ones deemed necessary.

### Background Investigations

Background investigators must be knowledgeable about all applicable local, state, and federal fair employment laws. They must be conversant in the legal requirements for appointment to the positions in question. They must heed all agency policies, practices, and operational limitations. They must base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they must do so with consistency and without bias. They must be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.

How do we treat a background investigation: Treat this process as you would any investigation, it is confidential, do not talk about this with anyone that does not have a need to know. Speak only to your supervisor or another investigator should you require advise or consul on information developed.

# Seminar Agenda “Recruiting, Hiring and Officer Retention”

March 5, 6 & 7, 2019 • Winter Garden, Florida

Tuesday, March 5, 2019

- 8:00 a.m. – 8:30 a.m. Registration
- 8:30 a.m. – 10:30 a.m. Recruiting and Why we do it
- 10:30 a.m. – 12:00 p.m. The Recruiting Team and Budget
- 12:00 p.m. – 1:00 p.m. Lunch (On Your Own)
- 1:00 p.m. -2:30 p.m. Why we go places and where
- 2:30 p.m. – 3:30 p.m. Recruiting Workshop – Develop a Plan
- 3:30 p.m. – 4:30 p.m. Plan Reviews and On to Hiring

Wednesday, March 6, 2019

- 8:00 a.m. – 10:00 p.m. Steps to effective Hiring
- 10:00 a.m. – 12:00 p.m. Hiring – Applications, Personal History Statements and Review
- 12:00 p.m. – 1:00 p.m. Lunch (On Your Own)
- 1:00 p.m. – 2:30 p.m. Testing Pro's and Con's ...Who Goes Forward
- 2:30 p.m. – 4:00 p.m. Interviews and After

Thursday, March 7, 2019

- 8:00 a.m. – 10:00 a.m. Background Investigations and Why do them
- 10:00 a.m. – 11:00 a.m. Folders, Documents and Checking References
- 11:00 a.m. – 11:30 a.m. Results of the Background and Retention
- 11:30 a.m. – 12:00 p.m. Certificate Presentation

Cut Along Dotted Line

## 3 Ways to Register for a Seminar!

1. **On-line Registration** at [www.patc.com](http://www.patc.com) — Yellow/Blue link in 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: Recruiting, Hiring and Officer Retention**

**Instructor: Harvey Finkel**

**Seminar Location: Winter Garden Police Department**  
251 West Plant Street  
Winter Garden, Florida 34787

**When: March 5, 6 & 7, 2019**

**Registration Time: 8:00 A.M. (March 5, 2019)**

**Hotel Reservations: Hampton Inn and Suites Clermont**  
2200 West Colonial Drive  
Clermont, Florida 34711  
1-352-536-6600  
Call Hotel For Current Rates (plus tax)

**Registration Fee: \$350.00** Includes Recruiting , Hiring and Officer Retention Course Material, Coffee Breaks, and Certificate of Completion.

**Seminar ID #16252**

**Note:** To receive special room rates, please identify yourself with **Current Rates**

**Names of Attendees** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Agency** \_\_\_\_\_

**Invoice To Attn:** \_\_\_\_\_  
(Must Be Completed)

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_