

## Seminar Goals (continued):

6. To acquaint attendees regarding the interviewing techniques associated with internal investigations. The attendee will learn the differences in interviewing civilians, witness officers and subject officers. The attendee will also learn the difference between an interview and an interrogation.

7. To inform the attendees of union contract rights and Law Enforcement Officer Bill of Rights and their applicability to internal complaints/investigations.

8. To inform attendees about the constitutional limitations of taking compelled statements from public employees or regarding work-place searches in both the administrative and criminal settings and provide recommendations for agency policy/practices.

9. To acquaint the attendees with the steps necessary in case file and report preparation and recommended findings for management review.

10. To inform the attendees about their personal exposure and liabilities for failing to effectively manage and investigate their personnel.

11. To inform attendees about the role of the Internal Affairs investigator in reviewing/ conducting use of force investigations.

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**Public Agency Training Council**

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# Public Agency Training Council

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National Criminal Justice  
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**Columbus Police Department**  
Columbus, Ohio

## Training Seminar **The Essentials of Conducting an Internal Affairs Investigation**

**Instructor:**

**George A. Perez, Major**

**Major George A. Perez** is a law enforcement executive within a law enforcement agency in Miami-Dade County, and has served its citizens for over 18 years. He currently commands the Professional Compliance Bureau, which encompasses the Internal Affairs Investigations, Criminal Conspiracy, and Public Corruption Sections. His responsibilities also include the achievement and maintenance of the agency's active status in the Commission on Florida Accreditation and The Commission on Accreditation for Law Enforcement Agencies. Major Perez possesses a Bachelor of Science in Criminal Justice Management and enjoys a robust professional and practical background in law enforcement management and criminal investigations. His practical knowledge and experience is rooted in assignments, which have included command positions in municipal police services and police districts within his agency. His investigative experience includes assignments within the Internal Affairs Section, Homicide Bureau, Robbery Bureau, and Commander of a General Investigations Unit. Major Perez is a bilingual instructor and is sought after to instruct several investigative and command level subjects. He utilizes a dynamic approach to instruction that includes student participation and thought provoking problem solving methods relative to today's law enforcement professional. He proudly served as a board member representative within the Miami-Dade County Police Benevolent Association, (PBA) between 2004 through 2012, and remains a proud member of the PBA today.

**April 12 & 13, 2021**

Columbus, Ohio

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

# The Essentials of Conducting an Internal Affairs Investigation

## Course Objectives:

The Internal Affairs Investigations Basic Course is designed to orient law-enforcement officers and related personnel to the basic core of receiving, handling and completing Internal Affairs Investigations. Internal Affairs investigations are the cornerstone for transparency, accountability, public trust, community support and reducing organization liability. Each law enforcement agency is responsible for having an effective and professional process for investigations of complaints made against its officers and employees. A police agency must demonstrate to the public and its members that only the highest ethical standards of law enforcement will be practiced by the agency and that the investigation of complaints follow established professional standards. This course will provide the framework on Police Ethics, Complaint Acceptance/Classification, Investigative Process, Subject Employee's Union Protections, and Final Case Summary. Students will have learned the foundation of Internal Affairs Investigations at the completion of this course.

## Seminar Goals:

- Attendees will learn the importance of ethical standards for supervisors or persons assigned to conduct internal investigations of its officers and core values associated with the proper handling of all internal investigations.
- Attendees will learn about the impact of internal investigations on officers' conduct and ethical decision-making.
- Attendees will learn the differences between performance matters and serious misconduct and the supervisor's role in handling such incidents.
- To inform the attendees of the importance of an open, unbiased and responsive complaint intake process and their impact on the process.
- To define the different types of reviews involving internal reviews of alleged misconduct (complaint review, inquiry, investigation) and achieve the objectives of personnel investigations.

# Seminar Agenda The Essentials of Conducting an Internal Affairs Investigation

April 12 & 13, 2021

## April 12, 2021

- 8:00 a.m.– 8:30 a.m. **Registration**
- 8:30 a.m.– 9:00 a.m. Introductions and Ethics Definition
- 9:00 a.m.– 10:00 a.m. Ethical and Professional Responsibilities of the Investigator/Supervisor
- 10:00 a.m.– 11:00 a.m. Responsibility of the Supervisor
- 11:00 a.m. - 12:00 p.m. Citizen/Employee Complaint Intake
- 12:00 p.m.– 1:00 p.m. **Lunch (On Your Own)**
- 1:00 p.m.– 4:00 p.m. Basic Investigative Steps, Interview Process, Report Writing and Case File Preparation
- 4:00 p.m.– 5:00 p.m. Union Contract Protections & Law Enforcement Officers' Rights

## April 13, 2021

- 8:00 a.m.– 9:00 a.m. Administrative Investigations vs. Criminal Investigations
- 9:00 a.m.– 11:00 a.m. Administrative Interview Techniques
- 11:00 a.m.– 12:00 p.m. Role of the I.A. Investigator in Use of Force Investigations
- 12:00 p.m.– 1:00 p.m. **Lunch (On Your Own)**
- 1:00 p.m.– 2:00 p.m. Supervisor/Investigator Liability
- 2:00 p.m.– 3:00 p.m. Work Place Searches
- 4:00 p.m.– 5:00 p.m. Case Scenarios
- 5:00 p.m. **Certificate Presentation**

## 3 Ways to Register for a Seminar!

- Register online** at [www.patc.com](http://www.patc.com) — Yellow link in upper left corner
- Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
- Mail Form** to

<b>Public Agency Training Council</b> 2230 Stafford Road STE 115, PMB 379 Plainfield, IN 46168 <b>Federal ID# 47-4078912</b>
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\*\*\* 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)**



<b>Seminar Title:</b>	<b>The Essentials of Conducting an Internal Affairs Investigations</b>	<b>Seminar ID #17696</b>
<b>Instructor:</b>	<b>George Perez</b>	
<b>Seminar Location:</b>	<b>Columbus, Ohio Division of Police Training Academy</b> 1000 North Hague Ave. Columbus, OH 43204	
<b>When:</b>	June 8 & 9, 2020	
<b>Registration Time:</b>	8:00 A.M. (June 8, 2020)	
<b>Hotel Reservations:</b>	<b>Drury Inn</b> 88 E. Nationwide Blvd. Columbus, OH 43215 1-614-221-7008 Contact Hotel for State Gov't Rate (plus tax)	
<b>Registration Fee:</b>	\$325.00 Includes The Essentials of Conducting an Internal Affairs Investigations Course Material and Certificate of Completion.	

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

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

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

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

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

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

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

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

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

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

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