

The University of Tennessee at Martin

Office of Extended Campus & Online Services

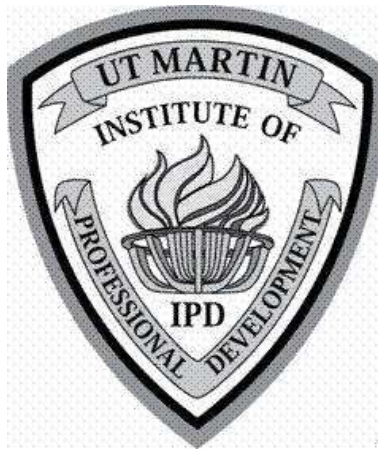


January – June 2012 Catalog

Institute of Professional Development

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<http://www.utm.edu/departments/ecce/nondegree/lawenforcement.php>

**Institute of
Development (IPD)
Training Calendar**



**Professional
January – July 2012**

March 7 – 8

Leadership Survival

March 14 – 15

Diffusing Confrontation

March 26 – 30

Crime Scene Photography

April 4 – 5

Background Investigations

April 11 – 12

Managing the Marginal/Difficult
Employee

April 25 – 26

Effective Communication for the Street
Officer

May 16 - 17

Domestic Radical Extremist

May 21 – 25

Basic Criminal Investigation

June 4-5

Advanced School Resource Officer:
Protecting our Schools in the Age
Of Social Networking

June 6 – 7

Effective Communication for the Street
Officer

June 12 – 14

Death Investigation: Practice &
Principles

June 18 – 22

Instructor Development

July 11 – 12

Internal Affairs Investigation

July 23-27

Basic School Resource Officer

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Managing the Marginal/Difficult Employee

2 Days

This seminar describes the strategies available to manage the small percentage of any organization who are problem employees. This seminar is a common sense approach to effectively modify the behavior of problem employees. The participants will learn to assess their personal strategies for change. Nothing is more frustrating to a manager than an employee with a bad attitude. These are the employees who are seldom a true discipline problem, but are a serious morale problem with their constant whining and undermining of your leadership. This seminar is designed to help supervisors deal with whiners, complainers and other poor performers. They will also learn how to stop the cancerous spread of attitude problems across your department.

Topics Include:

- Defining the Marginal/Problem Employee
- Organizational Factors Causing Marginal/Problem Employees
- Eliminating the Organizational Problems; Developing a Good Place to Work
- Managing the Marginal/Problem Employee
- Preventing Marginal/Problem Employees

Instructors: TSG Group

Dates: April 11 – 12, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$275.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Leadership Survival

2 Days

Leadership Survival is not survival of the fittest but rather survival of the most prepared. President John F. Kennedy is quoted on Leadership, as, "In order to go along, you need to get along." Leadership is about building bridges, not walls. Participants' discussions will center upon "Surviving with Honor." Surviving through understanding today's employee, communications, empowering change and leadership through trust loyalty and delivery of promises. The leadership topics presented during this workshop target law enforcement chief executives, command staff and first line supervisors.

Topics for this seminar include:

- Organizations generally reflect the personality of those who run them
- Who's Job Is It Anyway?
- Workplace Diversity
- Understanding your client base
- Ya Gotta Talk to EM! (Communications)
- A Change Agent is not 007

Instructors: TSG Group

Dates: March 7 – 8, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$275.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Instructor Development Police Instructor Qualification Course

5 Days

This class will satisfy the instructor development requirements for police instructors required by Tennessee P.O.S.T. regulations. This skills-oriented program is developed primarily for the law enforcement instructor. This is a practical, skills-oriented course designed to familiarize the law enforcement instructor with instructional design principles and effective instructional techniques. It is intended for individuals who have or will have training or instructional responsibilities in their agencies. This course is also highly recommended for employees who are called on frequently to make department presentations such as school resource officers and some staff supervisors.

Course topics include:

- Application of principles of adult learning
- Task analysis
- Valid instructional objectives
- Valid written examinations that correspond to specific instructional objectives
- Various methods of instruction in the lesson plan
- Known methods of combating stage fright
- Design and production of overhead transparencies
- Using audio-visual aids effectively in a presentation
- Design of lesson plan including the six major elements for a two-hour presentation
- A ten minute class presentation of a segment of the lesson plan developed during the course

Instructors: TSG Group

Date: June 18 – 22, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$445.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Defusing Confrontations

2 Days

Law Enforcement officers deal daily with confrontations between that occur between people or groups of people. Appropriate measures must be taken by law enforcement officers to ensure confrontations do not turn violent. The primary objective of this course is to help law enforcement officers to identify those situations with the potential to become the focus of violence and defuse the problems before they escalate. These situations might involve fights, job actions, demonstrations, marches, neighborhood disputes, etc. It also includes how to deal with irate people.

Topics to be covered in this course:

- Recognition of problem
- Communication skills
- Free Speech Rights
- Resolution techniques
- Crowd management
- Other legal risk

Instructors: Dennis R. Mays and Jimmy Leach

Date: March 14 – 15, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$275.00

Location: Gipson County Sheriff Office

401 N College

Trenton, Tennessee 38382

Basic Criminal Investigation

5 Days

This course has been designed to provide the investigator or uniformed officer with the basic investigative skills, tactics, and procedures to conduct a successful criminal investigation from assignment to court presentation. It covers aspects of case management, legal aspects of criminal investigation, and working the case for trial.

Course Topics Include:

- Managing the crime scene
- Processing evidence
- Coordinating with the crime lab
- Profiling
- Wound interpretations
- Locating witnesses
- Interview and interrogation
- Identification of suspects
- Miranda made easy
- Media relations

Instructors: Dennis Mays, Jimmy Leach & Aimee Oxley

Dates: May 21 – 25, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$445.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Internal Affairs Investigations

2 Days

This 2 day course examines, in detail, a practical approach to internal affairs investigation and discipline. Investigative tactics, officer's due process rights, and a discussion of citizen review boards is included. This course examines the distinction between an internal affairs complaint and a citizen complaint, when officer discretion is proper and when discipline is appropriate. A close look at the legal pitfalls in disciplining – particularly discrimination and due process claims. Attendees will gain an understanding of police ethics, barriers which may hinder ethical behavior, types of misconduct and the methods used to conduct investigations of this type. They will also learn how to prepare plans for investigating personnel complaints as well as how to conduct investigations. A method for preparing and conducting interviews of complainants, witnesses and accused officers will be discussed.

Topics include:

- Liability Issues – Why Do An IA Investigation?
- Police Officer's rights: what a department can regulate and discipline an officer when conduct violates policies.
- Police Officer's rights: what a department can regulate and discipline an officer when conduct violates policies.
- Personnel Policies: What the department can demand from officers and discipline an officer when the policies are violated.
- Investigating Policy Violations: Who investigates what.....questioning the subject officer.....questioning witnesses including officers....
- Criminal Misconduct Investigations
- Preparing for legal attacks on the investigation
- The discipline process
- Basic investigative techniques ...rules of evidence...search & seizure....sources of information...privileges, etc.
- Interview techniques and the formal written adopted statement

Instructors: Jimmie Leach and Dennis Mays.

Dates: July 11 – 12, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$275.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Background Investigation/Employee Screening

2 Days

This course prepares the investigator to conduct thorough and legal pre-employment background investigations of police, security, corrections and other government organizations applicants. The topics will focus on:

EVALUATING THE APPLICATION AND PERSONAL HISTORY STATEMENT

- How to interpret the written application and personal history statement. Spotting errors and omissions. What does the application not tell you?

THE APPLICANT INTERVIEW

- Questions that must be asked and those forbidden by law and the answers you're looking for. "Reading" the applicant for signs of deception. Getting the required releases

THE BACKGROUND CHECK

- Sources of information. Interviewing references, landlords, family members, neighbors, former employers, supervisors, co-workers and 3d party acquaintances.

LEGAL ISSUES

- Understanding the Civil Rights Act of 1964 which prohibits discrimination, the Americans with Disabilities Act; the Fair Credit Reporting Act and the use of credit reports; Federal and State employment statutes; Polygraph laws; issues of defamation and the consequences of negligent hiring.

At the conclusion of this course participants will be able to:

- Successfully conduct a comprehensive applicant background investigation
- Understand the legal environment and its potential for liability regarding background investigations.
- Demonstrate an understanding of available resources, including internet and electronic screening devices when conducting pre-employment background investigations.
- Develop the necessary skills to conduct interviews with applicants.

The instructors are veteran law enforcement officers experienced in conducting police applicant background investigations, supervising others, reviewing investigations and making hiring decisions.

Instructors: Dennis Mays & Jimmie Leach

Date: April 4 – 5, 2012

Time: 8 a.m. to 4 p.m.

Tuition \$275

Location: U.T. Memphis Campus Police Department

Death Investigations: Practice & Principles

3 Days

This course is designed to provide information and skills to the investigator who is conducting a death investigation. The course will consist of case studies that include scene and wound analysis, determinations of the cause and manner of death and practical pointers to successfully complete the investigation and prosecute the suspect. The instructors have decades of experience conducting and supervising death investigations.

Upon completion of this course, the participant will have an understanding of the methods used to conduct a death investigation and the appropriate case management practices.

Topics include

- Evaluating the death scene
- Managing evidence collection
- Coordinating with the crime lab
- Physical and medical evidence
- Victimology
- Interrogations
- Statement analysis
- Psychological Profiling
 - Organized/Disorganized
 - Serial Killers
 - Thrill Killers
 - Child predator killers
 - Children who kill
- Case management
- Legal issues
- Cold cases

Instructors: Jimmie Leach, Dennis Mays & Rita McCoy

Dates: June 12 – 14

Time: 8 a.m. to 4 p.m.

Tuition: \$365.00

Location: U.T. Memphis Campus Police
740 Court Avenue
Memphis, TN 38163

Domestic Radical Extremists

2 Days

This 2 day course covers the history of domestic extremists groups that pose an increasing danger in the United States. This course explains the belief system of radical extremists and why they view the government, law enforcement in particular, as their enemy. It examines investigative, response, and officer safety strategies for agency use in identifying and managing domestic extremist cases. We examine supremacist groups, environmental groups, animal rights extremists, anarchists, antigovernment extremists, and of course great emphasis is placed on the rising threat of the Sovereign Citizen movement.

Topics:

- Recognizing individual and group activities of extremists
- Understanding group characteristics, beliefs and motives
- Methods they use to raise funds
- What the officer needs to watch for
- Reacting to threats of extremist activity

Instructors: Jimmie Leach & Dennis Mays

Dates: May 16-17, 2012

Time: 8a.m. – 4p.m

Tuition \$275.00

Location: Dyersburg Police Department
605 Lewis Avenue
Dyersburg, TN

Effective Communications for the Street Officer

1 Day

Building better community relations is still one of the primary concerns of law enforcement throughout the country. That is why every action by a law enforcement officer has a bearing on the relationship of the agency with the community. Since many citizens come into contact with law enforcement officers at traffic stops, this becomes a critical element for law enforcement agencies in their overall public relations effort. Traffic enforcement offers agencies a way to build bridges to the community, one traffic stop at a time.

This one day course is all about techniques and strategies for building positive relationships with the community through routine contacts with citizens that occur on a daily basis.

At the conclusion of this training the participants will have a working knowledge of the basics of communication as well as the perceptions the public has about police officers. Officers will learn how to communicate positively during routine citizens' contact to reduce negative encounters. Utilization of strategies taught in this course will in most cases allow officers effort to perform their duties more effectively.

Instructors: Dennis Mays & Jimmie Leach

Date: April 25 – 26, 2012

Time: 8 a.m. to 4 p.m.

Tuition \$160.00

Location: Fayette County Sheriff Office
705 Justice Drive
Somerville, Tennessee

This course will also be held

Date: June 6 – 7, 2012

Location: Lexington Police Department
88 First Street
Lexington , TN 38351

Crime Scene Photography

5 Days

This course is designed for law enforcement officers and crime scene technicians. The successful prosecution of a crime is dependent on the documentation of the crime scene in such a manner as to place the jury at the scene through photographs taken during scene processing. The police photographer, to be competent, must be well versed in proper photographic techniques. This course will provide the police photographer with the knowledge and skills necessary to accurately record a crime scene. Attendees will have the opportunity to apply all techniques learned through practical exercises.

Topics to be covered in this course:

- Basic camera familiarization
- Filter usage
- Courtroom presentation
- Crime scene photography
- Use of electronic flash
- Laboratory procedures
- Accident photography
- Practical exercises

Instructors: Terry Lee

Date: March 26 – 30, 2012

Time: 8 a.m. to 4 p.m.

Tuition \$445.00

Location: Memphis Police Department Training Academy
4371 O.K. Robertson Rd
Memphis, TN



The Institute of Professional Development [IPD] was established to assist law enforcement officers in specialized training. It is a division of the Extended Campus & Continuing Education Department at The University of Tennessee at Martin. The mission of IPD is to offer quality, specialized training at affordable rates to address current needs. Since 1995 IPD has trained law enforcement officers from all across the United States. These non-credit continuing education programs address a specific educational need which meet and exceed P.O.S.T. requirements and the guidelines as set by the Southern Association of Colleges and Schools. All schools are approved by P.O.S.T. and also qualify for Continuing Education Units (CEU)

The higher the stamp of approval you can receive, the more recognition and credibility you can receive. Our court systems are intricately structured, operating upon strict adherence to Rules of Criminal Procedure and Rules of Evidence. The more complex the testimony required from you, the more credibility will have to be established through formal training and experience.

Credibility is received in two ways:

- Education - Must be quality education with a sufficient degree of credibility and must be professionally structured to address a specific area.
- Experience - Based on case work, number of years of work experience, and previous trial experience.

[The University of Tennessee at Martin](#) has served our region for nearly 100 years, and part of its mission is to support lifelong learning through continuing education programs such as the Institute of Professional Development for law enforcement. UT Martin is located in Northwest Tennessee, about 125 miles northeast of Memphis and 150 miles northwest of Nashville, and within fifty miles of a number of the state's most famous recreation areas.



Advanced School Resource Officer: Protecting Our Schools in the Age of Social Networking

2 Days

This course is designed to provide school Resource officers with advanced skills in school safety. The 2 day program will highlight the latest training and information to protect our schools in the age of social networking.

Topics include:

- Current Trends in Youth Culture
- Strategies to Identify and Deal with Aggressive Students
- Strategies to Deal with School Based Threats
- Bullying
- Gangs and Their Impact on Schools
- Strategies to Communicate with Today's Youth.

Current officers and supervisors assigned to school-based policing should attend this nationally recognized Advanced S.R.O. Program.

Instructors: Robert J. Kipper

Date: June 4 – 5, 2012

Tuition: \$320

Time: 8 a.m. to 4 p.m.

Location: Memphis Police Training Academy



Personal & Professional Development through Training



Basic School Resource Officer (SRO)

5 Days

This course is designed to provide the participant with the history, philosophy and basic skills necessary to serve as a School Resource Officer. Participants will receive instruction in juvenile law, counseling skills, identification and ways to handle exceptional students, and coordination role needed with school officials. All officers who are currently assigned or will be assigned full time duty in an elementary, middle or high school should attend this course.

Topics include:

- Defining the School Resource Officer concept and applying this to the school in which assigned.
- The dual objectives of prevention and enforcement as it applies to the SRO program.
- The functions of a SRO unit within the law enforcement agency.
- Juvenile law and public school law to the specific responsibilities of SROs and school administrators.
- Effective instructional strategies to assist students with implementing law related educational programs with a delinquency prevention impact.
- Development of relationships necessary to function as a SRO
- The process of threat assessment
- Relevant security policies and procedures
- Crisis response plans
- Initial response procedures to critical incidents
- Fundamentals of non-violent methods of defusing confrontation
- Crime & Violence trends in America's schools

Instructors: Bobby Kipper, Dennis Mays & Jimmie Leach

Date: July 23 – 27, 2012

Time: 8 a.m. to 4 p.m.

Tuition: \$445

Location: Memphis Police Training Academy



Personal & Professional Development through Training

For information about these and other courses please visit our website at:
www.utm.edu/departments/ecce/lawenforcement.php

For more information about IPD, contact: Dennis Joyner
Cell 901-831-0036- Fax: 731-881-7081
dejoyner@comcast.net

Registration for courses

Pre registration is required for all courses.

1. This can occur by printing off the registration form on the web site at:
<http://www.utm.edu/departments/ecce/documents/ipdregistration2.pdf> and faxing to 731-881-7984 or mailing to the listed address.
3. Register on line www.utm.edu/departments/ecce/non_credit_registration.php
4. Send email to dejoyner@comcast.net with appropriate information and billing instructions.
5. Call 731-881-7081 or 901-831-0036

IPD Registration Form

Mail to:

IPD
110 Gooch Hall
Martin, TN 38238;

Fax to:

7318817984

Enroll me in _____

Date of School _____

Name _____

SSN _____ DOB _____

Email Address _____

City _____ State _____ Zip _____

Department Name _____ Department Phone No. _____

Department Address _____

City _____ State _____ Zip _____

Department Contact Person _____

Please indicate payment option:

Check payable to UT Martin enclosed _____

Please invoice _____

Check will be mailed _____

Payment by credit card _____

Type of card _____

Card Number _____

Expiration Date _____