

TRAINING SERVICES GROUP, INC.
PROFESSIONAL LAW ENFORCEMENT TRAINERS
JANUARY 2008

Each of the courses is presented by practitioners with years of experience in police work. Our methodology is to present “nuts and bolts” instruction – how to actually “do it”- not textbook theory. The instructors teach from the vantage point of having practical experience and war stories to illustrate their points.

The course descriptions depict the days of training the full course requires. However, they can be modified to your particular in-service or in-house needs.

TSG also works with agencies that prefer to cosponsor training courses.

CONTRACT TRAINING

TSG can also provide custom training for your agency. You identify a training need and we develop a curriculum for you to approve. If requested we will obtain POST approval. Our instructors have experience in almost every discipline.

References and instructor biographies are available.

THE PRINCIPALS

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COURSE DESCRIPTIONS

ARSON INVESTIGATIONS (4 DAYS)

INVESTIGATIONS SERIES

You can learn the latest techniques on determining the cause and origin of fires and update your basic arson investigation procedures by attending this school. Practical exercises are included. Topics covered are: Motivation of the Arsonist; Determining the Point of Origin; Fire Cause – Accidental and Incendiary; Fatal Fires; Vehicle Fires; Practical Exercise and Legal Aspects. Approved by the State Fire Fighting Commission for 32 hours of in-service.

ADVANCED ARSON INVESTIGATIONS (5 DAYS)

This school is designed to give the participant the knowledge to conduct legal arson investigations of fires which may occur in the investigator's jurisdiction, determine the origin and cause of that fire and prepare the necessary forms, sketches and reports to record the facts determined by the investigation. The participant will be able to identify common motives which are often encountered in fire investigations. The course will cover practical exercises on how to identify, collect and preserve evidence which may be used to prove facts and/or occurrences. Approved by the State Fire Fighting Commission for 32 hours of in-service.

CONSTITUTIONAL LAW FOR THE STREET OFFICER (2 DAYS)

This course provides legal guidelines for the street officer. What to do, when to do it, anticipating the traps and blind alleys of the judicial system and, most importantly...how to properly explain what you've done to insure admissibility of the evidence and reduce the chance of a complaint or lawsuit are all covered in this course.

Included: the exclusionary rule and the exceptions, reasonable suspicion stops and frisks, pursuits, traffic stops and interdictions, field interviews, interviews and confessions, the Miranda rules, suspect admissions, search and seizure and the exceptions to the warrant requirement, field identifications, and probable cause arrests are all covered.

CRIME SCENE INVESTIGATION (2 DAYS)

This intensive two day course provides officers, investigators and crime scene technicians with the skills to process a crime scene and manage physical evidence. Participants will process mock scenes as a part of a team. Topics include: Securing the scene, scene search procedures, documenting the scene, evidence collection, proper packaging, the chain of custody and legal issues involving the introduction of evidence at trial.

CRIMINAL INVESTIGATIONS (5 DAYS)

This intensive course covers practical techniques of criminal investigation. This is not textbook theory, rather a “nuts and bolts”, hands on, how to do taught by experienced investigators.

Topics include: case management, managing the crime scene, processing the crime scene, coordinating with the crime lab, psychological profiling, wound and scene interpretation, locating witnesses, canvassing techniques, identifying suspects, interview and interrogation and a session entitled “Miranda made simple”.

Included: the decision of when to arrest, preparing for trial, courtroom demeanor and trial testimony. Also includes sessions on media and public relations issues related to an investigation, and the popular “working the case for trial” and “legal aspects of criminal investigation” (the exclusionary rule, stops, frisks, arrests, search and seizure, Miranda, confessions and identifications).

DIGNITARY/EXECUTIVE PROTECTION (4 DAYS)

This course is designed to provide the participants with the knowledge of strategies and tactics of protecting a “principal”, be they a government official or a high-risk business executive. It is part of the overall Homeland Defense concept with emphasis on maintaining continuity of operations on both state and local level. It is a mentally intensive course that requires excellent physical condition, observation skills and deductive reasoning ability.

The course includes: gathering protective intelligence; threat assessment; conducting the advance; site security; motorcade operations; “working the principal”; emergency procedures; coordinating with other agencies and managing the detail from the advance to “wheels up” and more. Practical exercises reinforce the classroom training. The instructor’s have been involved with protective details for the first and second families, Congress and Senate office holders, presidential candidates, actors, entertainers and high profile executives.

GANG INVESTIGATIONS (3 DAYS)

This course provides an overview of gang activity – specifically illegal drug activity, violent crime among gangs and gun crimes. Topics include gang structure and tactics, gang psychology, emerging trends, targeted investigations, intelligence gathering, graffiti analysis, gang terminology and both state and federal prosecutions.

INTERNAL AFFAIRS INVESTIGATIONS AND THE DISCIPLINE PROCESS (2 DAYS)

This seminar 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 the types of misconduct that must be investigated, police officers rights, coordinating an internal and criminal investigation, interview techniques, the discipline process, and preparing for a legal attack on the investigation.

INTERVIEW AND INTERROGATION (5 DAYS)

A comprehensive course on communicating with victims, witnesses and suspects resulting in the investigator obtaining complete and accurate information. The special techniques for interviewing victims and witnesses and interrogating suspects are individually addressed.

The sessions include: preparation of the investigator, the interview room set up, communications skills, reading body language, evaluating behavioral responses, detecting deception, indicators of truthfulness, the formal written adopted statement and its value at trial, criminal profiling and how to be an effective interrogator.

All the legal issues are addressed: The exclusionary rule and its application to interrogations, Fifth and Sixth Amendment protections– when Miranda is required – limits on trickery – avoiding coerced confessions – and their legal ramifications.

Advanced techniques include, cognitive interview techniques and evaluating written statements for deception. Many, many practical exercises

LEGAL ASPECTS OF CRIMINAL INVESTIGATION (2 DAY)

This is a “nuts and bolts” seminar for investigators. What to do, when to do it, anticipating the traps and blind alleys of the judicial system and how to properly explain what you have done to insure the admissibility of evidence. The rule of evidence and procedure as they relate to criminal investigation and trial are also incorporated. The exclusionary rule, stop and frisk, traffic stops, interdictions. Miranda, search and seizure, interviews and confessions, arrests, detentions and identifications are all covered.

NARCOTICS INVESTIGATION (5 DAYS)

This course covers both undercover and traditional narcotics investigations. Topics include substance/drug identification, identifying offenders, conducting surveillance, effectively using undercover techniques and tactics, developing the cover and setting up operations, conducting traditional narcotics investigations (stops, frisks, interdictions, search techniques, interviewing and Miranda), and managing legal issues to insure admissibility of evidence.

All instructors are experienced narcotics investigators and undercover operatives. Participants should come in an unmarked/undercover vehicle and a cell phone to facilitate to surveillance practical exercises. Participants will learn how to set up a cover and cover story and perform as an undercover operative

SEXUAL ASSAULT INVESTIGATIONS (2 DAYS)

This course provides a comprehensive look at the techniques and procedures of conducting a sexual assault investigation. Topics include: understanding the criminal code and proving the elements of the crime, the dynamics of sexual assault, first responder responsibilities interview techniques, the importance of victimology, the forensic physical examination, the victim advocate, managing evidence, DNA evidence, rape suspect typologies, serial offenders, geographic profiling and commencing the prosecution

TESTIFYING AND TRIAL TECHNIQUES (1 DAY)

A seminar that focuses on the ultimate end of police activity - testifying. Topics include courtroom demeanor, recognizing nonverbal signals, handling cross-examinations, interacting with the jury and the court, how to be an impressive witness. The rules of evidence are also examined.

UNDERCOVER OPERATIONS & COVERT INVESTIGATIONS (5 DAYS)

An extensive course for the new investigator and a great refresher for the veteran.

Instruction will include:

Overview of Operations: transitioning from uniform (& back); determining the depth and building the cover; financing operations and psychological issues – living the lie.

Tactical Issues: officer safety; the use of props; surveillance and counter surveillance including practical exercises; informant management; recognizing deception; working with Federal agencies. Also a session on the bust out and raid planning

Collecting intelligence on the target – sources of information and collecting corroborating evidence.

Managing the operation: Drug and weapon purchases, vice/prostitution cases; corruption investigations; the contract murder case; storefront operations and more.

Equipment: Sessions on state of the art surveillance equipment and how to use it to build rock solid cases, offer officer and CI safety and to gather intelligence

Included in each session-the undercover on the stand and tips for testifying. Also, legal issues involved in UC operations such as: entrapment, wiretap laws, consent once removed, UC investigation of inmates, listening posts and search warrants.

The instructors are all veteran law enforcement officers with extensive experience working undercover and managing UC and covert investigations as supervisors.

WORKING THE CASE FOR TRIAL (1 DAY)

What “working the case for trial” actually means...the four questions the investigator must constantly ask to insure evidence is acquired and is admissible. How do I prove this? How do I get this evidence introduced? How will the defendant attempt to explain away the evidence? A full day of tactical tips from actual cases. A session on testifying, cross-examination and courtroom demeanor is included.

PATROL/FIRST RESPONDER COURSES

BLOODBORNE PATHOGENS - THE RISK TO PUBLIC SAFETY (1 DAY)

This program outlines the various types of bloodborne pathogens, OSHA regulations, techniques for protecting the officer and post exposure procedures.

COMMUNITY ORIENTED POLICING (2 DAYS)

Study of the philosophy of policing based on the concept that the synergy of the police officers and private citizens working together can solve problems related to crime, fear of crime, social and physical disorder and neighborhood decay. How to establish new relationships with the people being served and solving crime related problems

DOMESTIC VIOLENCE INVESTIGATIONS (5 DAYS)

Domestic violence calls are one of the most dangerous calls an officer responds to. This course of instruction includes a close look at various domestic situations and is designed to provide the participant with the knowledge to recognize domestic related situations. By covering statistical information regarding domestic violence, the participant will understand the importance of domestic laws and how to safely and properly respond to domestic calls.

This course discusses Domestic Violence Laws and other laws applicable to domestic situations, such as stalking and self defense, in detail so that the participant will recognize the appropriate applicable law when operating in the field, including the requirement to assist victims. Topics include: the history of DV, identifying the primary aggressor, spousal rape, conflict resolution and elder abuse.

To provide the participant with stronger skills when investigating domestically related cases, the course provides the participant with investigative and intervention strategies for domestic violence calls. Participants will participate and critique role-play scenarios in this course to allow the participant to become more familiar with skills acquired during the course. This course concludes with an open discussion between participants and instructor to discuss officer response to and applicable laws for various domestic situations.

REPORT WRITING (1 DAY)

The procedures for drafting accurate, thorough, and concise reports that are organized and impressive. What to explain and how to properly explain it. Incident reports, offense reports, investigation reports and internal affairs reports are all covered. Topics include: Conceptualizing the writing process, planning the report, common areas in grammar and syntax and understanding the various police report users. Also - responding in writing to high-risk situations to reduce the potential for lawsuits.

FRONT LINE COUNTER TERRORISM (3 DAYS)

The focus of this three-day, extensive, course is to increase Participants' awareness of the characteristics of global and international terrorists so they can be identified and potential attacks disrupted. Included in these sessions are: The history of and a current evaluation of the terrorist threats posed by domestic extremists, international terrorists, crazies, "Lone Wolves" copycats and "wannabes and the threat posed by Islamist extremists.

Participants will learn how a terror cell is structured and how they are funded and the seven indicators of a terrorist incident. What types of targets they look for and the WMD's they may use to produce mass casualties.

First responders will receive training in conducting threat assessments, using conventional and unconventional resources to counter the threat and improve cooperative efforts among other agencies and with citizens, including how to harden a High Value Target. Included are practical exercises to illustrate the importance of intelligence the officer may encounter during "routine" daily duties, including how to handle an NCIC hit from the Terrorist Screening Center. Finally, considerations for the first response to an incident. Topics will include PPE and other safety issues, managing evidence, the first responder as a target of a secondary attack and the "Locate, Isolate and Evacuate" concept.

This training is practical, hands on training directed primarily to those that will have to respond to a terrorist incident and other critical incidents. The blocks of instruction can be taught as stand alone sessions.

TERRORIST AND TERRORIST ACTS – 8 HOURS ... includes their motives, methods of communication and recruiting. The focus is to increase participants' awareness of the characteristics of domestic and global terrorists in the hope that they may be identified and their actions disrupted. Discussion will look at the history of the main groups and individual extremists including "Lone Wolves", copycats and "wannabes". Interactive session will involve the class creating behavioral profile of radical extremists including WMD's they hope to use (Chemical and

Biological). Major terrorist actions will be reviewed as well as recent activities. This session will conclude with participants creating a fictitious cell, outlining members' responsibilities and creating a terror attack.

UTILIZING CONVENTIONAL & UNCONVENTIONAL RESOURCES – 4 HOURS...includes examining avenues of material support. This session explores both conventional and unconventional methods of increasing law enforcement through such things as inter-agency cooperation, citizen involvement, utilizing grant resources, using new technological advances and laws such as the Patriot Act. Also, discussion of such programs as the Citizen Corp and Highway Watch.

UNDERSTANDING GENERAL & SPECIFIC THREAT ASSESSMENT – 4 HOURS...this class involves gaining a better understanding of how terrorists pick and attack their targets with focus on how to make a High Value Target a harder target to strike. Participants will learn methods of performing a general risk assessment and how to analyze particular threats. Interactive session will encourage participants to choose a HVT in their area and discuss specific ways to make those targets more difficult to successfully attack.

TERRORIST TARGETS AND TACTICS – 4 HOURS...an assessment of the types of targets terrorists prefer and the tactics and WMD's (Nuclear, Radiological, Explosive) they use to inflict mass casualties. The instruction will include recognizing Symbolic, Strategic and Combination targets. This session will involve a review of the Al-Qaeda training manual (Manchester) and a look at the most recent international terrorist incidents.

TERRORISM: FRONT LINE COUNTERTERRORISM – 2 HOURS...ninety five percent of the counterterrorism capability is in the hands of state, local and tribal law enforcement. This block of instruction will give the officer an understanding of the seven indicators of terrorism – the sequences of an impending attack and what to look for during "routine" daily duties. Also, recognizing and collecting intelligence in the field and how to handle a NCIC hit from the Terrorist Screening Center.

TERRORIST INCIDENT? THE FIRST RESPONSE - 2 HOURS...what the first responder must consider when responding to an incident. What to look for, what to do first, who to call first and what to do next. Instruction will include crime scene issues, the potential for secondary attacks, decontamination requirements, PPE and the Locate, Isolate and Evacuate concept in response to a WMD incident.

INTERPERSONAL SKILLS

DEFUSING CONFRONTATIONS (2 DAYS)

Techniques for solving confrontational situations. Participants gain an understanding of how to recognize potential violence and turn hostile situations, individual or group, into controlled events by using communication skills, resolution techniques and crowd management. Topics include: recognition, communication skills, resolution techniques and crowd management, Also included: How To Deal With Irate People.

EFFECTIVE COMMUNICATION SKILLS (1 DAY)

This seminar examines the communication process and is designed to make the attendees more effective communicators. Learn how differences in perception and experience can result in communication failures and complaints. Emphasis is on learning to listen, recognizing the barriers to communication and how to over come them. Cultural and gender differences are also examined.

SIMPLY SAFE (1 DAY)

Methods for making the workplace, facilities and the home safer. Includes sessions on personal security measures that you can use whether around town or while traveling. This is an excellent course for community relations purposes

WORKPLACE VIOLENCE (3 DAYS)

Recognizing, preventing and responding to incidents of violence in the workplace. This course examines the cost to business and industry, threat assessments, offender characteristics, triggering events, prevention strategies, intervention techniques, sample grievance reporting procedures, managing the security function, employee screening, termination strategies and interacting with local law enforcement.

MANAGEMENT SERIES

CRITICAL INCIDENT MANAGEMENT-THE PATROL RESPONSE (1 DAY)

An intensive course on managing manmade and natural critical incidents. This training will provide the attendees with the concepts of locate, isolate and evacuate during the initial response to a disaster. Incorporates the incident command concepts into the response and recovery phases. Includes an examination of mitigation, prevention and preparedness issues. The training will include critiques of actual incidents managed by the instructors.

ETHICS IN GOVERNMENT (1 DAY)

A seminar designed to familiarize the government employee with the ethical issues facing him or her each day. Focus is on the government employee's duties and responsibilities - what's legal, what's illegal, what's required and what's right. The discussion will include the perceptions of citizens, how they are established, eliminating misperceptions and providing adequate services.

IMPROVING MANAGERIAL EFFICIENCIES (1 DAY)

Techniques for improving the productivity and efficiency of public sector managers. Topics include personal organization, time management, planning, delegation, and supervisory responsibility in the bureaucracy.

MANAGEMENT: FIRST LINE SUPERVISION (5 DAYS)

This course is designed around contemporary issues of public safety management. The focus is on making sound decisions and implementing procedures that provide for maximum efficiencies. Topics include: Transitioning to the role of supervisor, personal organization, time management, effective communications, policy assessment and development, motivating and evaluating subordinates, managing grievances and disciplining employees, problem solving, decision making, delegating, training, risk management and liability issues, personnel law, the supervisor's public relation responsibilities and "putting out fires"

MANAGEMENT: ADVANCED SUPERVISION (5 DAYS)

This is a continuation of our First Line Supervisor course but with a focus on the middle management role in a law enforcement agency. The course is designed for the experienced supervisor, middle manager or division commander and has value as a refresher for those on the Executive Command Staff. Promoting police personnel and not providing them with the information and tools necessary

to perform the task is not only a poor management decision, but provides the mechanism for vicarious liability. This course will introduce the manager to theory, practicality and legality of the world in which they operate. This course combines lecture, discussion and “hands on” practicals. Topics include personnel legal issues (FMLA, FLSA, ADA, EEOC), managing discipline and appeals, risk management, needs assessments, personnel allocations, conflict resolution, budget issues, media relations, team building, ethics and more.

MANAGEMENT: ADMINISTERING SMALL AND MIDSIZED AGENCIES (5 DAYS)

This course is designed for the Administrator and Executive Staff members of a small or midsized law enforcement agency. To be effective senior supervisors must develop a working knowledge of a myriad of topics that are managed by subordinate specialists in a larger agency. The topics covered in this course include: budgeting and financial management, managing with a lack of resources, planning, policy development, legal and liability issues, personnel law, problem solving, managing public relations, leadership and more.

MEDIA RELATIONS (1 DAY)

An examination of the often differing goals of the news organization and the law enforcement community. Instruction includes: drafting the media release and managing news conference. The principal focus will be on managing the media during a crisis or critical incident.

POLICY ASSESSMENT AND DEVELOPMENT (1 DAY)

This course is designed to provide public safety officials with a methodology for reviewing and assessing current policies, determining when development of new policies is necessary, insuring the conduct of employees is consistent with the policy or the policy is consistent with their conduct and the legal implications of not having a policy or having substandard policies.

LEGAL TRAINING

ANNUAL LEGAL UPDATE (1 DAY)

This one day course is designed to provide the participant with all newly enacted laws passed by the Tennessee Legislature that affect law enforcement. In addition recent State and Federal court decisions will be discussed. This knowledge can help officers to avoid being held liable for alleged improper conduct, prevent evidence admissibility problems and increase their investigative skills in gathering evidence. Particular emphasis is placed on criminal and civil sanctions that may be instituted against those officers who act in violation of constitutional rights. The course will also cover recent court decisions involving the high risk areas use of force, search and seizure and false arrest. This course is designed to provide legal updates to all law enforcement officers regardless of rank.

BACKGROUND INVESTIGATION/EMPLOYEE SCREENING (1.5 DAYS)

This course prepares the investigator to conduct thorough and legal pre-employment background investigations of police applicants. The topics of instruction include:

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. Also the answers you're looking for. "Reading" the applicant for signs of deception. Getting the required releases signed.

THE BACKGROUND CHECK

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

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

LEGAL ISSUES FOR SUPERVISORS: DISCRIMINATION, HARASSMENT AND SEXUAL HARASSMENT (1 DAY)

An overview of Title VII of the Civil Rights Act which prohibits, discrimination or harassment based on race, color, gender, nationality, or religion. Identifies supervisory conduct which can justify a discrimination complaint, suggested methods for preventing and responding to such claims and how to justify management actions. Sexual harassment is also prohibited under the act. These sessions deal with recognizing sexual harassment and the appropriate response, including an immediate and adequate investigation. The final session provide guidelines for avoiding and responding to retaliation claims.

LEGAL ISSUES FOR SUPERVISORS:

EMPLOYEE RIGHTS (1 DAY)

This course examines the pitfalls that a supervisor faces when dealing with subordinates. The principal focus is on the federal and state employment rights each employee has. The OSHA, FSLA, FMLA, ADA, and statutory protections as they relate to age discrimination, sick leave, hiring, disciplining, firing, providing references and more are addressed.

RISK MANAGEMENT:

LAWSUIT PREVENTION TRAINING – OFFICER LEVEL (2 DAYS)

An in-depth examination of why enforcement officers are such a target for lawsuits. Particular risks are reviewed as well as tactics for reducing those risks. Prevention through proper conduct and the importance of reports are covered as well as managing the lawsuits. This training addresses what the officer and first

line supervisor need to know about excessive force, invasion of privacy, negligence, pursuits, use of deadly force, infliction of emotional distress, false arrest, defamation and much more will be covered. Both state law and federal civil rights law are covered.

LAWSUIT PREVENTION TRAINING – SENIOR SUPERVISOR LEVEL (2 DAYS)

This session provides proven tactics to avoid lawsuits from police operations. This is “nuts and bolts”...what senior supervisors must do and must not do. How effective training, supervision and discipline interact to reduce liability and when the City or County can be liable. Also covered - responding to the incident from investigation to trial. Attendees will get hands on training managing incidents that could occur in their departments any day. Topics include citizen complaints, prisoner suicides, shooting deaths, managing pursuits, false arrests, excessive force, discrimination and harassment claims, negligent hiring, providing references, defamation, intentional torts, policy assessment, discipline and officer’s due process rights, the federal civil rights act, wrongful death claims and much more will be covered.