

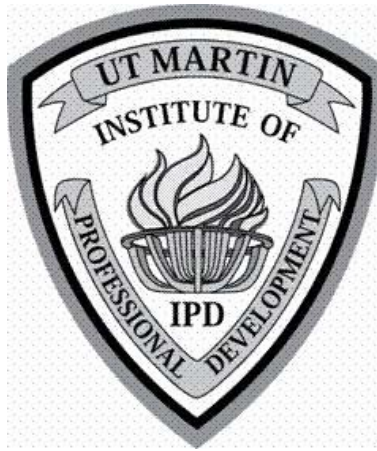
*Personal and Professional Development
Through Training*

**January – June 2010
Course Schedule & Course
Descriptions**



Institute of Professional Development

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



Institute of Professional Development (IPD) January – June 2010 Training Calendar

[Please click on the title you are interested in for more information.](#)

January 14 – 15
Diffusing Confrontation

April 22 – 23
Internal Affairs Investigation

January 25 – 26
Background Investigations

April 26 - 30
Basic First Line Supervision

February 15 – 19
Basic Criminal Investigation

May 11 - 14
Interview & Interrogation Techniques

February 22 – 26
Instructor Development

May 26 – 27
Leadership Survival

March 10 – 11
Basic Crime Scene Investigation

June 2 – 3
Lawsuit Prevention Training for
Supervisors

March 29 – 30
Crime & Violence in America's Schools

June 21 – 25
Managing Undercover/Covert
Investigation

April 5 – 9
Basic Field Training Officer (FTO)

TABLE OF CONTENTS

MANAGEMENT/SUPERVISORY

TOPICS

Basic First Line Supervision	3
Lawsuit Prevention Supervisor Level	14
Leadership Survival.....	9

INVESTIGATIVE TRAINING

Internal Affairs Investigation	11
Background Investigation/Employee Screening.....	12
Interview & Interrogation Techniques	13
Crime Scene Investigation Techniques	6
Undercover Operations/Covert Investigations.....	15
Basic Criminal Investigation	8

PATROL & TACTICAL TRAINING

Crime & Violence in America's Schools.....	16
Diffusing Confrontation	7

GENERAL TRAINING COURSES

Basic Field Training Officer (FTO)	10
Instructor Development: Police Instructor Qualification Course.....	5

ABOUT IPD	17
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REGISTRATION AND CONTACT INFORMATION	18
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REGISTRATION FORM	19
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BASIC FIRST LINE SUPERVISION

5 Days

This course is designed to provide the first line law enforcement supervisors or soon-to-be supervisors with a basic understanding of some of the skills necessary to accomplish the awesome task of directing the police line officer as they provide police services to the community. It is also an excellent refresher course for the veteran supervisor.

The course will cover the following topics:

Transition to supervisor level	Personnel law/EEO/FLSA
Values/Principals/Ethics	Communications
Coping with stress	Liability issues/risk management
Diversity in work place	Leadership styles
Employee relations	
Employee discipline and investigation	
Counseling/performance appraisal	

Instructors: Jimmie Leach, Ollie Maninno and Dennis Mays.

Dates: April 26 – 30, 2010

Time: 8 a.m. to 5 p.m.

Tuition: \$445.00

Location: TBA / Memphis Metro Area

Crime & Violence in America's Schools

2 Days

This course is designed to provide solutions to the growing trend of youth crime and violence that is occurring in and around our school campuses. Lessons learned from previous school shootings will be explored. Attendees will develop skills that are effective in properly recognizing persons who are at-risk for participating in serious violent incidents. This course will also feature a comprehensive approach to reduce school crime and violence. The "community-school-police" model will be presented to establish the needed partnership to combat violence.

This course is designed for law enforcement commanders, supervisors of youth and school-based programs, school resource officers, D.A.R.E. officers, youth investigators, school administrators and counselors, teachers and executive staff members.

Topics include: Current Trends in School Crime & Violence

- Crime on campus: The role of law enforcement
- Identifying children at high risk for violent behavior
- Proactive intervention and prevention of youth violence
- Building successful police/school partnerships
- How to establish a viable law enforcement and school partnership
- Student safety and staff responsibility
- Staff safety and school administrators
- Using a staff/student team approach for safer schools
- Ten ways an unsafe school develops
- Strategies to address bullying
- Terrorism – internal & external risk factors for schools

Instructor: TSG Group

Date: March 29 – 30, 2010

Time: 8 a.m. to 5 p.m.

Tuition: \$275.00

Location: TBA / Memphis Metro Area

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: Lori Bullard

Date: February 22 – 26, 2010

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

Tuition: \$445.00

Location: TBA / Memphis Metro Area

Crime Scene Investigation Techniques

2 Days

This is an intensive 2 – Day basic course to provide patrol officers, investigators, and other persons responsible for crime scene processing, evidence collection and evidence submission the knowledge and skills necessary to process crime scenes for physical evidence. Participants will be broken into teams and engage in processing of indoor and outdoor mock crime scenes. This will include the basic procedures necessary for the protection of the crime scene, location of physical evidence, collection of the evidence and submission of the evidence to the crime laboratory.

Topics include:

- Documentation of Events
- Crime Scene Control Procedures
- Crime Scene Search
- Sketching the scene
- Crime scene photography
- Evidence collection
- Methods to obtain friction ridge prints and from evidence collected
- Physical evidence theory of transfer
- Additional Crime scene techniques

Instructors: Brian Kiersey

Dates: March 10 – 11, 2010

Time: 8 a.m. to 5 p.m.

Tuition \$275.00

Location: TBA / Memphis Metro Area

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: January 14 – 15, 2010

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

Tuition: \$275.00

Location: TBA - Memphis Metro Area

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, and Brian Kiersey

Dates: February 15 – 19, 2010

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

Tuition: \$445.00

Location: TBA - Memphis Metro Area

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: May 26 – 27, 2010

Time: 8 a.m. to 5 p.m.

Tuition: \$275.00

Location: TBA / Memphis Metro Area

Basic Field Training Officer

5 Days

This five-day program is designed for the senior patrol officer who is about to or has assumed the role of a FTO. This course offers the new FTO skills in evaluation, motivation, and role and responsibility of the Field Training Officer. Students also get an understanding of the "San Jose Model" and its values in determining the length and scope of their department policy. Training will include the role of the FTO coordinator and the Chief in the decision making process and scenario testing of the students' ability to justify their decisions in critical situations.

Topics to be covered in this course:

- Role of the FTO
- Student/trainer relationship
- Standard evaluation guidelines
- Class exercises
- San Jose Model
- Legal & ethical issues
- Case Law

Instructors: Lori Bullard

Date: April 5 – 9, 2010

Tuition: \$445.00

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

Location: TBA / Memphis Metro Area

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 15 – 16, 2009

Time: 8 a.m. to 5 p.m.

Tuition: \$275.00

Location: TBA / Memphis Metro Area

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: January 24 – 25, 2010

Time: 8 a.m. to 5 p.m.

Tuition \$275

Location: TBA/Memphis Metro Area

Interview and Interrogation Techniques

5 Days

This intensive 4 day course covers the legal aspects of interview and interrogation, successful techniques, pre/post interrogation issues, situational tactics, special circumstances, the legal use of trickery and deception and evaluating nonverbal responses. The focus is on quality results in the courtroom. The Criminal Personality Profiling session will enable the officer to more accurately determine the personality type he/she is confronting and some of the interviewing techniques best suited to elicit information from that individual. The other topics covered will strengthen the officer's overall interview and interrogation techniques

Topics include:

- The verbal communication process
- Witness memory enhancement
- Flow of information
- Interviewing process
- Kinesics interview techniques
- Detecting deception
- Videotaping and recording interrogations
- Interview of rape victims
- Interview of child witnesses and victims
- Criminal personality profiling for interviews
- The effective interrogator
- Legal aspects

Instructor: Dennis Mays & Jimmy Leach

Date: May 11 – 14, 2010

Time: 8 a.m. to 5 p.m.

Tuition: \$400

Location: TBA/Memphis Metro Area

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

Instructor: Dennis Mays

Date: September 10 – 11, 2009

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

Tuition:

Location: TBA/Memphis Metro Area

Undercover Operations & Covert Investigations

5 Days

An extensive course for the new investigator and a great refresher for the veteran. Individuals who participate in covert operations must develop the skills needed to perform effectively and safely in undercover situations. This program will provide officers with the techniques and survival tactics necessary to develop and/or compliment their present skills for undercover operations.

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 to 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.

Instructors: Jimmie Leach, Patrick Willis and Dennis Mays

Date: June 21 – 25, 2010

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

Tuition: \$445

Location: TBA/Memphis Metro Area

Crime & Violence In America's Schools

2 Days

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This course is designed for law enforcement commanders, supervisors of youth and school-based programs, school resource officers, D.A.R.E. officers, youth investigators, school administrators and counselors, teachers and executive staff members.

Topics include: Current Trends in School Crime & Violence

- Crime on campus: The role of law enforcement
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- Proactive intervention and prevention of youth violence
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- Student safety and staff responsibility
- Staff safety and school administrators
- Using a staff/student team approach for safer schools
- Ten ways an unsafe school develops
- Strategies to address bullying
- Terrorism – internal & external risk factors for schools

Instructor: TSG Group

Date: March 29 – 31, 2010

Time: 8 a.m. to 5 p.m.

Tuition: \$275.00

Location: TBA/Memphis Metro Area



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.

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 _____