

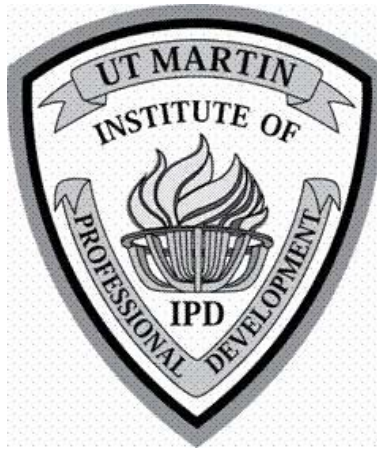
*Personal and Professional Development
Through Training*

**April – December 2009
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) April – December 2009 Training Calendar

Please click on the topic you are interested in for more information.

April 27 – 28

Crime Scene Investigation Techniques

May 12 – 15

Basic Arson Investigation

May 19 – 20

Diffusing Confrontation

May 26 – 27

Managing Marginal/Difficult Employee

June 8 – 12

Basic Criminal Investigation

June 16 – 17

Leadership Survival

June 23 - 24

Rapid Response to Critical Situation
(Active Shooter)

July 8-9

Child Abuse Investigations

July 15-16

Internal Affairs

July 28-30

Death Investigations: Practice &
Principles

August 3-7

Basic Field Training Officer (FTO)

August 10-14

Advanced Supervision

August 20 – 21

Constitutional Law for Street Officers

August 24-28

Managing Undercover/Covert
Investigations

September 10-11

Lawsuit Prevention Training

September 15-16

Background Investigations

September 18

Report Writing

September 21-25

Interview & Interrogation

October 7-9

Workplace Violence

October 12-14

Basic Hostage Negotiation

October 19-23

Administering Small/Midsized Agencies

October 26

Stress Management

November 2

Policy Assessment/Development

November 9-13

Advanced Arson Investigation

November 16-19
General In-Service

November 30
Effective Communications

December 3-4
Radical Extremists

December 7-8
Frontline Counter Terrorism

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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: January 26 – 30, 2009

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

Tuition: \$445.00

Location: Collierville Police Department

Radical Extremists

2 Days

This 2 day course covers the history of domestic and international extremists groups that pose a danger to America and U.S. interests. We examine racial extremists, environmental groups, animal rights extremists, anarchists, antigovernment extremists, antiabortion extremists, Islamist radicals and more.

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
- Appropriate approach to counter threat

Instructors: TSG Group

Dates: February 5 – 6, 2009

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

Tuition: \$275.00

Location: Collierville Police Department

Introduction to Fingerprint Classification and Comparison

5 Days

This 5 day (40 hour) program is designed to teach those individuals interested in the science of fingerprint (friction ridge) identification, classification and comparison the basic skills required to identify, classify and compare known inked impressions to unknown latent fingerprints found at crime scenes.

Upon completion of this course, the student will be able to observe, evaluate, interpret and identify the patterns formed by the ridges present on the friction skin of the human hand and thereafter apply the appropriate fingerprint classification formula using the NCIC (National Crime Information Center) classification system.

In addition, the student will learn the proper method of taking inked impressions from an individual and comparing them to the NCIC (ten print classification) print out for identification purposes.

After successfully completing this course, the student will be able to:

- Relate the history and science of friction ridge identification
- Identify the eight basic fingerprint patterns
- Classify all ten fingers using the National Crime Information Center Classification System
- Take known inked impressions from other individuals
- Effect identification using known inked impressions and NCIC classification printouts.
- Effect identification using known inked impressions and unknown impressions.
- Have a basic understanding of the Henry System
- Understand how to prepare courtroom presentations and testify in a court of law to the science of friction ridge identification.

Instructor: Eddie James

Time: 8 a.m. – 4 p.m.

Tuition: \$445.00

Date: February 9 – 13, 2009

Location: TBA – Memphis Metro Area

CHILD ABUSE INVESTIGATIONS

3 Days

This course of instruction addresses the difficult area of investigating complaints of child abuse. Child Abuse is a complex problem that cuts across class, cultural and educational lines with critical implications for society as a whole. Law enforcement professionals face multiple perspectives in investigating suspected or alleged child abuse. A focused approach may be achieved if the investigator can view the investigation as a detailed process that has as its foundation an understanding of the dynamics of child abuse.

Topics addressed in this course include:

- Physical Child Abuse
- Incest and Interfamilial Abuse
- Child Sexual Exploitation
- Interviewing Child Abuse Victims/Suspects
- Missing Children
- Legal Issues and Considerations
- Crime Scene and Interviewing Practical Exercises

Instructors: Cathy Ferguson

Dates: July 8-9

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

Tuition: \$275

Location: TBA

BASIC CRIME ANALYSIS

2 Days

This workshop in crime analysis is intended for those personnel or managers who are new to an analysis unit or students attempting to understand the vital role crime analysis plays in law enforcement operations. This workshop serves as an intensive overview of crime analysis, crime analysis technology, data-driven decision-making and action research to generate project development and strategic plans for criminal justice agencies. Participants will simultaneously learn about reporting requirements, evaluation and presentation of findings to a larger practitioner and community for response development and policy consideration.

This course is especially useful to people who have taken or will be taking our course on Crime Mapping for Police.

Topics to be covered are:

- Crime Analysis in Action
- Elements and Models: SARA, PAG, Action Research Model
- Crime Analysis Technology
- Applications of Crime Analysis
- Repeat Calls for Service
- Repeat Victimization
- Crime Analysis and Situational Crime Prevention
- Multi-Agency Analysis and Response Development
- Analysis and Evaluation
- Additional Techniques and Resources

Instructor: Leslee Hallenback

Date: February 24 – 25, 2009

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

Tuition: \$275.00

Location: Collierville Police Department

Lawsuit Prevention Training – Officer Level

2 Days

This is a 2 day course that gives 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 importance of reports are discussed. This training addresses what the officer and first line supervisor needs to know about:

- excessive force
- invasion of privacy
- negligence
- pursuits
- use of deadly force
- infliction of emotional distress
- false arrest
- defamation
- Both state law and federal civil rights laws are covered
- And much more

Instructor: Dennis Mays

Dates: March 4 – 5, 2009

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

Tuition: \$275.00

Location: TBA – Memphis Metro Area

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.

Instructor: Dennis Mays
Dates: March 13, 2009
Time: 8 a.m. to 5 p.m.
Tuition: \$160.00
Location: TBA – Memphis Metro Area

Death Investigations: Practice & Principles

3 Days

This course is designed to provide information and skills to assist the initial responder and investigating officer in conducting an investigation involving a death. The officer will learn scene and wound analysis techniques through lecture, case studies and visual presentations of crime scenes. Participants will learn the importance of detailed crime scene observation and documentation. Attendees will review recommended actions they should take whether they are the first officer at the scene, the investigator or the crime scene technician.

Upon completion of this course, participants will have a better awareness of their roles as death scene investigators. They will be able to follow prescribed steps in the management of these cases and properly document their efforts for future court presentation.

Topics include:

- Death scene preservation
- Fundamentals of Death/Crime Scene
- Death scene assessment
 - a. Homicide
 - b. Natural
 - c. Suicide
 - d. Accidental
- Death Scene Photography & Sketching
- Identification of evidence
- Collection of evidence (physical/biological)
- Chain of custody
- Notification of coroner/removal of body
- Release of Scene

Instructors: Eddie James

Dates: July 28-30

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

Tuition: \$365.00

Location: Fayette County Sheriff Office

705 Justice Drive

Somerville TN. 38068

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 30 – 31, 2009

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

Tuition: \$275.00

Location: Fayette County Sheriff Office
705 Justice Drive
Somerville TN. 38068

PERFORMANCE APPRAISAL: *FRIEND OR FOE?*

2 Days

What two words strike fear in supervisors and subordinates alike? Performance appraisal. The performance appraisal process often makes everyone tense, perhaps because many supervisors have little training in the objectives foundations, and delivery of performance appraisals. Furthermore, supervisors often fail to realize that the performance appraisal process is just that – a process, not a once a year chore. This course is designed to provide supervisors a way to give an employee a plan of achievement, not merely a judgment. This course is designed for the new and experienced supervisor alike.

By the conclusion of instruction, the student will:

- Be aware of the elements in a successful appraisal program
- Explore steps for developing and implementing a successful system
- Analyze the interviewing process
- Recognize common pitfalls and problems
- Learn tips to reduce errors and bias

Numerous interactive activities are utilized in this training session to encourage group participation and enhance retention and application of the learned information.

Instructor: Ollie Mannino

Date: April 1 – 2, 2009

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

Tuition: \$275.00

Location: Millington Police Department, 7950 Memphis Ave., Millington, TN

HOSTAGE/CRISIS NEGOTIATIONS

3 Days

Hostage taking involves a desperate individual or individuals demanding certain conditions, threatening suicide, or creating other conditions that may find first responders unprepared to handle. This class is to provide basic training in hostage/crisis negotiations for those members of a Negotiation/Tactical Team that are assigned to resolve these situations. Through the use of statistical data, clinical information about mental illness, the student will become familiar with the history of negotiations, negotiation methods and their practical application. This will be accomplished in a seminar format that encourages student participation and incorporates lecture, handouts, videos, and transparencies.

Topics include:

- Bargaining vs. Intervention
- Crisis Negotiation Theory and Procedures
- Case Studies
- Crisis Intervention/Active Listening
- Abnormal Psychology
- Suicide – By – Cop
- High Risk Factors
- Tactical Role of Negotiator

Instructor: TBA

Dates: October 12-14

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

Tuition: \$365.00

Location: TBA

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: April 13 – 17, 2009

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

Tuition: \$445.00

Location: Collierville Police Department

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: Cliff Freeman & Eddie James

Dates: April 27 – 28, 2009

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

Tuition \$275.00

Location: Fayette County Sheriff Office

705 Justice Drive

Somerville TN. 38068

Sexual Assault Investigation

2 Days

This course is designed to provide officers and investigators with guidelines for responding to complaints of sexual assault. The course will be a comprehensive overview of sexual assault investigation. Officers and criminal investigators play a crucial role in the victim's willingness to cooperate in the investigation and their ability to cope with the emotional and psychological after effects of the crime. Therefore, it is necessary to deal with the victim with compassion and consideration. Starting with the specific challenges that sexual assault investigations present, the course outlines proper preliminary investigative techniques, victim interviews, evidence identification and collection. Recognizing that law enforcement's interaction with the victim will dictate the outcome of the investigation; special emphasis is placed on the victims themselves.

Topics include:

- Relevant Tennessee Statutes
- Identifying and proving the elements of the crime
- Dynamics of sexual assault.
 - Acquaintance
 - Stranger
 - Drug / Alcohol Facilitated
 - Spousal / Domestic
- First responder responsibilities
 - Dispatcher protocols
 - Victim Handling and Evidence Preservation
 - Crime Scenes
- Victim Interviews and Importance of Victimology
 - Corroborating the victim.
 - Initial interviews and follow-up interviews
 - Establishing the elements.
 - Special Victims.
- The Forensic Exam
- The Victim Advocate.
- Evidence Potential, Documentation, Lab requests,
- Rape Suspect Typologies & Interview Techniques
- Serial Offenders
- Geographic Profiling
- Putting it all together – initiating prosecution.

Instructors: Mike Holt, etal

Dates: December May 5 – 6, 2009

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

Tuition: \$275.00

Location: Millington Police Department, 7950 Memphis Ave., Millington, TN

BASIC ARSON INVESTIGATIONS

4 DAYS

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. This course meets approval by the State Fire Fighting Commission for 32 hours of in-service.

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.

Instructors: Johnny Hays

Dates: May 12– 15, 2009

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

Tuition: \$400.00

Location: Fayette Co. Sheriff Office

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: May 19 – 20, 2009

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

Tuition: \$275.00

Location: TBA - Memphis Metro Area

Managing the Difficult/Marginal 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: May 26 – 27, 2009

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

Tuition: \$275.00

Location: Collierville Police Department

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 Barry Michaels

Dates: June 8 – 12, 2009

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: June 16 – 17

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

Tuition: \$275.00

Location: Collierville Police Department

RAPID RESPONSE TO CRITICAL INCIDENTS

(Active Shooters)

2 Days

This course is designed for line officers, supervisors, and commanders and is based on concepts currently espoused by the International Association of Chiefs of Police. Many high – risk deployments are eventually handled by specialized units (e.g., TACT, SWAT). However, this course provides a framework for police agencies to develop response plans and policies for those incidents when tactical capabilities are not available or resolution is deemed necessary prior to the arrival of the appropriate specialized units or specially trained officers. Included in this course of instruction will be operational use of less-lethal force options and how they relate to proper containment and limiting suspects' options in such instances. The course also includes a brief overview of violent, high- risk incidents in the United States.

At the conclusion of this course of instruction, the student will be able to:

- Define “Less Lethal” Force and its concepts
- List the primary “Less Lethal” Force options available to law enforcement officers (e.g., chemical munitions, extended range kinetic energy projectiles, noise/flash diversion devices, K-9, and others identified during the course)
- Explain that the top priority in all hostage situations is the well-being of the hostage or hostages
- List the three tactical options in high-risk incidents (talk, force, or take out the suspects)
- Communicate that the safety priorities in high-risk incidents include, in order, the hostages, innocent bystanders, officers and suspects
- Demonstrate the Rapid Deployment Numbering System
- List the seven (7) primary responsibilities of the first responding officer
- Explain the importance of establishing the inner and outer perimeter in high-risk situations
- Define the “armed walk-out” concept and the actions to take in the event such occurs
- Outline the Comparative Options of the police and suspects in barricade and hostage situations

Instructors: TSG Group

Date: June 23 – 24, 2009

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

Tuition: \$275.00

Location: Fayette County Sheriff Office

705 Justice Drive

Somerville TN. 38068

CONSTITUTIONAL LAW FOR STREET OFFICERS

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.

Topics Include:

- the exclusionary rule and the exceptions
- reasonable suspicion
- stops and frisks
- pursuits
- traffic stops and interdictions
- field interviews
- interviews and confessions
- Miranda rules
- suspect admissions
- search and seizure and the exceptions to the warrant requirement
- field identifications
- probable cause arrests

Instructor: Dennis R. Mays

Tuition: \$275.00

Date: February 25 – 26, 2009

Second session: August 20 – 21, 2009

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

Location: Murfreesboro Police Department

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: Collierville Police Department



ADVANCED SUPERVISION

5 Days

This is a continuation of our Basic First Line Supervisor course but with a focus on the management role inside a law enforcement agency. The course is designed for the experienced supervisor, the middle manager or division commander and has value as a primer for those in upper management. 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 situations involving the manager and the city. 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” projects to establish a venue for learning.

Topics to be covered in this course:

- Problem solving/decision making utilizing the SARA model
- Toward Leadership Excellence
- Policy assessment and development
- Risk management
- Managing Change
- Ethics from a management perspective
- Resource allocation
- Media relations
- Team building

Instructors: Jimmie Leach, Dennis Mays, Ollie Mannino

Dates: August 10 – 14, 2009

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

Tuition: \$445.00

Location: TBA – Memphis Metro Area





Administering Small and Midsized Agencies

5 Days

This course is designed for the Administrator and Upper Staff members in small and midsized criminal justice agencies. In small and midsized agencies The Chief and/or Upper Staff are not able to delegate the enormous number of duties and responsibilities associated with running a proactive agency. They must develop a working knowledge of a number of areas that are performed by specialist in larger agencies. This program will address the many concerns associated with managing these sized agencies, including lack of finances, hiring and retaining good officers, obtaining effective low-cost training, evolving technology and forming relationships with other organizations.

Topics include:

- Sound Planning Processes
- Policy Development
- Legal Issues, Risk Management & Vicarious Liability
- Programs for Personnel Administration
- Leadership
- Problem-solving Techniques (Internal & External issues)
- Emerging Technologies
- Partnership with Universities, Public & Private Corporations, etc.
- Best Practices in Community Policing
- Sound Fiscal Management and Budgeting Principles
- Grant Availability

Instructors: Leslee Hallenback, Jimmie Leach, Dennis Mays, Ollie Mannino, etal

Dates: November 27 – December 1, 2006

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

Tuition: \$445.00

Location: TBA – Memphis Metro Area



Personal & Professional Development through Training



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: September 15 – 16, 2009

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

Tuition \$275

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: August 5 – 7, 2009

Tuition: \$445.00

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

Location: TBA/Memphis Metro Area



Personal & Professional Development through Training



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: August 24 – 28, 2009

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

Tuition: \$445

Location: TBA/Memphis Metro Area



Personal & Professional Development through Training



Maximizing Communication Effectiveness

1 Day

Effective communication skills are essential in today's law enforcement agencies and departments. Communication can make or break someone's career and personal relationships. This one – day seminar will explore communication styles, communication means, and communication improvements. Giving and receiving feedback, listening skills, and communication barriers will be discussed. Participants will be engaged in interactive activities to utilize various communication styles and strategies. Effective meetings, coaching sessions, training, and written communications will be examined.

At the end of this seminar participants will:

- Identify effective communication skills
- Recognize communication and listening barriers
- Better understand the value of team communications
- Learn coaching skills
- Identify departmental and individual communication strengths
- Gain insights in ways to improve existing communication means
- Increase meeting effectiveness
- Reduce conflict through enhanced communication strategies

Instructor: Ollie Mannino

Dates: November 30, 2009

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

Tuition \$160.00

Location: TBA – Memphis Metro Area





Interview and Interrogation

5 Days

This intensive 5 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: September 21 – 25, 2009

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

Tuition: \$445

Location: TBA/Memphis Metro Area





Report Writing

1 Day

The importance of the offense report cannot be overestimated since subsequent investigation, usually by officers other than the report writer, will be based on the report's contents. A written report reflects the officer's investigative thoroughness and his ability to organize and express himself. Efficiency in this area, therefore, is a vital part of career development. This is an intensive one-day introduction or review to proper report writing. Attendees will learn the procedures for drafting accurate, thorough, and concise reports that are organized and impressive. The course illustrates what to explain and how to properly explain it. Incident reports, offense reports, investigation reports, and internal affairs reports are all covered. Also – responding in writing to high-risk situations or potential lawsuits.

At the conclusion of 8 hours of instruction, the student will be able to:

- Differentiate between a training problem and a motivation problem
- Recognize the diverse audience that uses the police report
- Conceptualize the writing process.
- Recognize common errors in grammar and writing
- Identify common writing errors in the participant's writing samples
- Develop an action plan for correcting common writing errors
- Implement a department – wide strategy for improving written communications.

Instructor: Dennis Mays

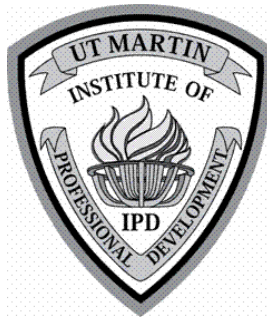
Date: September 18, 2009

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

Tuition: \$160.00

Location: TBA/Memphis Metro Area





Stress Management in Law Enforcement & Corrections

1 Day

Law enforcement officers every day run into the horrors that others don't have to face. The cumulative stress of responding to shootings, car wrecks and battered families, coupled with the immediate terror of an officer-involved shooting or a triple-fatality vehicle crash, may eventually take its toll on even the strongest of individuals. For law enforcement employees, stress is a multifaceted monster. Besides the job-related anxiety that afflicts almost everyone in today's work force ("Am I doing my best?" "How will I ever meet this deadline?"), employees face some unique challenges. Every day, they face wrongdoers who fight incarceration, violent criminals, and those who detest anyone wearing a badge.

The rate of police suicide, alcoholism, divorce, hypertension, etc. is disproportionately higher than other vocations. The more officers increase their awareness of the impact of the mind on performance, the better they will be able to control their performance in a stress-filled environment.

The primary objective of this course is to provide law enforcement officers with knowledge of stress, its affect (office and family) and how to manage stress in their lives.

Topics to be presented include:

- Understanding stress
- Direct stressors in life and on the job as police officers/family
- Early warning signs of stress
- Stress reducers

Instructor: Lori Bullard

Date: October 26, 2009

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

Tuition: \$160.00

Location: TBA/ Memphis Metro Area





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.

At the conclusion of this instruction the participant will:

- Understand the potential causes of workplace violence
- Know how to recognize behaviors that may predict violence
- Have learned types of events that have triggered incidents
- Have learned intervention techniques designed to prevent an incident
- Recognize the importance of planning for an event and the steps involved
- Understand the types of police responses
- Know the legal issues faced by officers and managers

Instructor: Dennis R. Mays and Jimmie Leach

Date: October 7 – 9, 2009

Tuition: \$365.00

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

Location: TBA/Memphis Metro Area



Personal & Professional Development through Training



Advanced Arson

5 Day

This school is designed to give the student 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 student 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.

Instructor: Johnny Hayes

Dates: November 9 - 13

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

Tuition \$445

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 _____