Training

Knowledge
useful abilities
backbone of core
need for a tr

An Internationally Accredited Law Enforcement Agency

2012
LAW ENFORCEMENT IN SERVICE TRAINING COURSES
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Scheduled Date</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media Methods for Law Enforcement™</td>
<td>Feb 13 &amp; 14, 2012 8:30 am – 4:30 pm</td>
<td>POLICE technical</td>
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<td>Investigating Use of Force for Field Supervisors</td>
<td>February 29, 2012 8:30 am – 4:30 pm</td>
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<td>Law Enforcement Dispatch™</td>
<td>April 2 &amp; 3, 2012 8:30 am – 4:30 pm</td>
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<td>Hiring the Best: Applicant Interviewing Techniques and Strategies</td>
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<td>Internet for Investigations Workshop</td>
<td>April 26 &amp; 27, 2012 9:00 am – 4:00 pm</td>
<td>David Vine Associates, LLC</td>
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<td>Digital Forensics &amp; Evidence Handling™</td>
<td>April 30 &amp; May 1 8:30 am – 4:30 pm</td>
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<td>First Line Supervision Skills for Civilian Supervisory Personnel</td>
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<td>New Accreditation Manager Training</td>
<td>Jun 25 &amp; Jul 2, 2012 8:30 am – 4:30 pm</td>
<td>New Jersey Public Safety Accreditation Coalition</td>
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<td>NW3C Core Fast Track (ISEE-T3, STOP, BDRA, &amp; IDRA)*</td>
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<td>Interview and Interrogation Technique (3 Day)</td>
<td>Aug 14-16, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
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<tr>
<td><strong>RUTGERS POLICE DEPARTMENT – 2012 IN-SERVICE TRAINING</strong></td>
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<td>Craigslist Investigations™</td>
<td>Sept 10-11, 2012</td>
<td>POLICE technical</td>
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<td>8:30 am – 4:30 pm</td>
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<td>Dispatch Judo™: Verbal Defense &amp; Influence for</td>
<td>Sept 13 &amp; 14, 2012</td>
<td>POWERPHONE</td>
</tr>
<tr>
<td>Emergency Communications</td>
<td>8:30 am – 4:30 pm</td>
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</tr>
<tr>
<td>Recruitment and Retention</td>
<td>Sept 18-20, 2012</td>
<td>Mathieson Consulting LLC</td>
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<td>8:30 am – 4:30 pm</td>
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<td>Investigating Use of Force for Field Supervisors</td>
<td>Sept 19th, 2012</td>
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<td>8:30 am – 4:30 pm</td>
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<td>New Jersey Internal Affairs Investigation Program</td>
<td>Oct 2 &amp; 3, 2012</td>
<td>Center for Public Safety &amp; Security @ Stockton College</td>
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<td></td>
<td>8:30 am – 4:30 pm</td>
<td></td>
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<tr>
<td>Cyber Crime and Security™</td>
<td>Oct 10 &amp; 11, 2012</td>
<td>POLICE technical</td>
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<tr>
<td></td>
<td>8:30 am – 4:30 pm</td>
<td></td>
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<td></td>
<td>8:30 am – 4:30 pm</td>
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<tr>
<td>NJ Emergency Medical Dispatch <em>(EMD)</em></td>
<td>Oct 22-25, 2012</td>
<td>Rutgers Police / NECI</td>
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<td>8:30 am – 4:30 pm</td>
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<tr>
<td>Police Supervisory In-Service Training <em>(POSIT)</em></td>
<td>Dec 3-7, 2012</td>
<td>PennState Justice &amp; Safety Institute</td>
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<td></td>
<td>8:30 am – 4:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

*NW3C Classes require attendees to attend both full weeks.

Unless otherwise listed, all courses are held at:

**Rutgers Public Safety Building**
**Kevin Apuzzio Training Center – Room 231**
**55 Commercial Avenue**
**New Brunswick, New Jersey 08901**
<table>
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<th>Fee</th>
<th>To Register</th>
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<tbody>
<tr>
<td>Social Media Methods for Law Enforcement™</td>
<td>Feb 13 &amp; 14, 2012 8:30 am – 4:30 pm</td>
<td>POLICE technical</td>
<td>$350.00</td>
<td><a href="http://www.policetechnical.com">www.policetechnical.com</a> Tel: 812-232-4200</td>
</tr>
<tr>
<td>Investigating Use of Force for Field Supervisors</td>
<td>February 29, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$200.00</td>
<td>Tel: 866-929-1050 <a href="mailto:lmoustakis@reid.com">lmoustakis@reid.com</a></td>
</tr>
<tr>
<td>911/EMD/Fire Communications Instructor</td>
<td>March 5-7, 2012 8:30 am – 4:30 pm</td>
<td>NECI911</td>
<td>See below**</td>
<td><a href="http://www.neci911.com">www.neci911.com</a> Tel: (404) 601-2891</td>
</tr>
<tr>
<td>First Line Supervision</td>
<td>Mar 13-15, 2012 8:30 am – 4:30 pm</td>
<td>International Association of Chiefs of Police (IACP)</td>
<td>$495.00</td>
<td>Web: <a href="http://www.iacptraining.org">www.iacptraining.org</a> Tel: 800-843-4227</td>
</tr>
<tr>
<td>Discipline &amp; Termination Rules, Policies and Procedures</td>
<td>March 16, 2012 8:30 am – 4:30 pm</td>
<td>Van Meter &amp; Associates</td>
<td>$135 1st</td>
<td>$115 2nd + <a href="http://www.vmanet.com">www.vmanet.com</a> Tel: (800) 331-8025</td>
</tr>
<tr>
<td>Police Executive Development: POLEX Basic Introduction</td>
<td>March 19-23, 2012 8:30 am – 4:30 pm</td>
<td>PennState Justice &amp; Safety Institute</td>
<td>$620.00</td>
<td><a href="http://www.jasi.outreach.psu.edu">http://www.jasi.outreach.psu.edu</a> Tel: (814) 863-0079</td>
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<td>Management’s Rights</td>
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<td>Interview and Interrogation Technique (3 Day)</td>
<td>March 27-29 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$420.00</td>
<td><a href="http://www.reid.com">www.reid.com</a> Tel: 877-887-1488</td>
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<tr>
<td>Advanced Interview and Interrogation Technique</td>
<td>March 30, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$175.00</td>
<td><a href="http://www.reid.com">www.reid.com</a> Tel: 877-887-1488</td>
</tr>
<tr>
<td>Law Enforcement Dispatch™</td>
<td>April 2 &amp; 3, 2012 8:30 am – 4:30 pm</td>
<td>POWERPHONE</td>
<td>$329.00</td>
<td><a href="http://www.powerphone.com">www.powerphone.com</a> (800) 537-6937</td>
</tr>
<tr>
<td>Hiring the Best: Applicant Interviewing Techniques and Strategies</td>
<td>April 9, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$185.00</td>
<td><a href="http://www.reid.com">www.reid.com</a> Tel: 800-255-5747</td>
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<tr>
<td>Homicide and Questioned Death Scene</td>
<td>April 10-12, 2012 8:30 am – 4:30 pm</td>
<td>Public Agency Training Council (PATC)</td>
<td>$295.00</td>
<td><a href="http://www.patc.com">www.patc.com</a> Tel: (800) 365-0119</td>
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<td>Police Executive Development: POLEX Basic Completion</td>
<td>April 16-20, 2012 8:30 am – 4:30 pm</td>
<td>PennState Justice &amp; Safety Institute</td>
<td>$620.00</td>
<td><a href="http://www.jasi.outreach.psu.edu">http://www.jasi.outreach.psu.edu</a> Tel: (814) 863-0079</td>
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<td>$115 2nd + <a href="http://www.vmanet.com">www.vmanet.com</a> Tel: (800) 331-8025</td>
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<tr>
<td>Internet for Investigations Workshop</td>
<td>April 26 &amp; 27, 2012 9:00 am – 4:00 pm</td>
<td>David Vine Associates, LLC</td>
<td>$425.00</td>
<td><a href="http://www.davidvineassociates.com">www.davidvineassociates.com</a> Tel: (803) 649-1184</td>
</tr>
<tr>
<td>Digital Forensics &amp; Evidence Handling™</td>
<td>April 30 &amp; May 1 8:30 am – 4:30 pm</td>
<td>POLICE technical</td>
<td>$350.00</td>
<td><a href="http://www.policetechnical.com">www.policetechnical.com</a> Tel: 812-232-4200</td>
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**Note:** For courses under $200, 3+ @ $175.
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<td>First Line Supervision Skills for Civilian Supervisory Personnel</td>
<td>May 9-11, 2012 8:30 am – 4:30 pm</td>
<td>Mathieson Consulting LLC</td>
<td>$375.00</td>
<td>Lt. Mike Rein @ 732/932-4930 <a href="mailto:mrein@aps.rutgers.edu">mrein@aps.rutgers.edu</a></td>
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<tr>
<td>Social Networking: Employer and Employee Rights</td>
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<td>Van Meter &amp; Associates</td>
<td>$135 $115 1st +</td>
<td><a href="http://www.vmanet.com">www.vmanet.com</a> Tel: (800) 331-8025</td>
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<tr>
<td>High Impact Supervision</td>
<td>May 21-23, 2012 8:30 am – 4:30 pm</td>
<td>PennState Justice &amp; Safety Institute</td>
<td>$390.00</td>
<td><a href="http://www.jasi.outreach.psu.edu">http://www.jasi.outreach.psu.edu</a> Tel: (814) 863-0079</td>
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<tr>
<td>New Accreditation Manager Training</td>
<td>Jun 25 &amp; Jul 2, 2012 8:30 am – 4:30 pm</td>
<td>New Jersey Public Safety Accreditation Coalition</td>
<td>$60.00</td>
<td><a href="http://www.njpsac.org">www.njpsac.org</a></td>
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<td>NW3C Core Fast Track (ISEE-T3, STOP, BDRA, &amp; IDRA)*</td>
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<td>National White Collar Crime Center (NW3C)</td>
<td>Free</td>
<td>Lt. Mike Rein @ 732/932-4930 <a href="mailto:mrein@aps.rutgers.edu">mrein@aps.rutgers.edu</a></td>
</tr>
<tr>
<td>Street Crimes Seminar</td>
<td>Jul 30 – Aug 1, 012 8:30 am – 4:30 pm</td>
<td>Police One</td>
<td>$385.00</td>
<td><a href="http://www.streetcrimes.com">www.streetcrimes.com</a> Tel: (800) 275-4915</td>
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<tr>
<td>Advanced Supervision Skills</td>
<td>August 7-9, 2012 8:30 am – 4:30 pm</td>
<td>International Association of Chiefs of Police (IACP)</td>
<td>$495.00</td>
<td><a href="http://www.iacptraining.org">www.iacptraining.org</a> Tel: (800) 843-4227</td>
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<td>Interview and Interrogation Technique (3 Day)</td>
<td>Aug 14-16, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$420.00</td>
<td><a href="http://www.reid.com">www.reid.com</a> Tel: 877-887-1488</td>
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<td><a href="http://www.patc.com">www.patc.com</a> Tel: (800) 365-0119</td>
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<td>Craigslist Investigations™</td>
<td>Sept 10-11, 2012 8:30 am – 4:30 pm</td>
<td>POLICE technical</td>
<td>$350.00</td>
<td><a href="http://www.policetechnical.com">www.policetechnical.com</a> Tel: 812-232-4200</td>
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<td>Dispatch Judo™: Verbal Defense &amp; Influence for Emergency Communications</td>
<td>Sept 13 &amp; 14, 2012 8:30 am – 4:30 pm</td>
<td>POWERPHONE</td>
<td>$369.00</td>
<td><a href="http://www.powerphone.com">www.powerphone.com</a> (800) 537-6937</td>
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<tr>
<td>Recruitment and Retention</td>
<td>Sept 18-20, 2012 8:30 am – 4:30 pm</td>
<td>Mathieson Consulting LLC</td>
<td>$250.00</td>
<td>Lt. Mike Rein @ 732/932-4930 <a href="mailto:mrein@aps.rutgers.edu">mrein@aps.rutgers.edu</a></td>
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<td>Sept 19th, 2012 8:30 am – 4:30 pm</td>
<td>John E. Reid &amp; Associates</td>
<td>$200.00</td>
<td>Tel: 866-929-1050 <a href="mailto:lmoustakis@reid.com">lmoustakis@reid.com</a></td>
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<td>New Jersey Internal Affairs Investigation Program</td>
<td>Oct 2 &amp; 3, 2012 8:30 am – 4:30 pm</td>
<td>Center for Public Safety &amp; Security @ Stockton College</td>
<td>$299.00</td>
<td><a href="http://www.stockton.edu/IPSS">www.stockton.edu/IPSS</a> Tel: (609) 652-4342</td>
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### Rutgers Police Department – 2012 In-Service Training

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<tr>
<td>NJ Basic 9-1-1 (NECI)</td>
<td>Oct 15-19, 2012</td>
<td>Rutgers Police / NECI</td>
<td>$350.00***</td>
<td>Ms. Eileen McElhaney 732-932-4935 <a href="mailto:emcelhaney@aps.rutgers.edu">emcelhaney@aps.rutgers.edu</a></td>
</tr>
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<td></td>
<td>8:30 am – 4:30 pm</td>
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<td>NJ Emergency Medical Dispatch (EMD)</td>
<td>Oct 22-25, 2012</td>
<td>Rutgers Police / NECI</td>
<td>$350.00***</td>
<td>Ms. Eileen McElhaney 732-932-4935 <a href="mailto:emcelhaney@aps.rutgers.edu">emcelhaney@aps.rutgers.edu</a></td>
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<td>8:30 am – 4:30 pm</td>
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</tr>
<tr>
<td>Police Supervisory In-Service Training (POSIT)</td>
<td>Dec 3-7, 2012</td>
<td>PennState Justice &amp; Safety Institute</td>
<td>$620.00</td>
<td><a href="http://www.jasi.outreach.psu.edu">http://www.jasi.outreach.psu.edu</a> Tel: (814) 863-0079</td>
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*NW3C Classes require attendees to attend both full weeks.

**Instructor certification in a single course - $495, Instructor certification in two disciplines (9-1-1/EMD or 9-1-1/Fire or EMD/Fire) - $495 for the first and $295 for the second. For 9-1-1, EMD and Fire Communications Instructor, the third is only $195.

***Individuals who register for both the NJ Basic 9-1-1 and NJ Emergency Medical Dispatch courses will receive a $200.00 discount, bring the total for both classes to $500.00.

For more information on any of these in-service training courses, please visit our website at: http://rupd.rutgers.edu and click on the link for Law Enforcement Training.
Social Media Methods for Law Enforcement™
Rutgers Police Department
New Brunswick, NJ
February 13-14, 2012       $350.00 per seat
Register at www.policetechnical.com

Course Overview
Social Media Methods for Law Enforcement™ is designed to help personnel and their departments utilize social media effectively to managing their online presence. Facebook, YouTube and twitter are powerful social mediums. But few law enforcement agencies are effectively leveraging these sites for the benefit of their departments and communities. This course helps agencies positively impact and engage their communities through the generation of their own managed social media presence.

Social media sites are also rich in criminal activity. Criminal intelligence gathering and online investigations may be the other side of the coin, but few personnel have been trained in the actual use of these websites. This course helps personnel use social media sites; a prerequisite for any online investigation. Nationally, many officers have been administratively disciplined (or fired) due to their activity on social media sites. Many departments have enacting strong policies regarding online officer behavior. This course provides best practices (both professional and personal) for online behavior.

This course is intended for law enforcement personnel, including: any sworn officer, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers.

Note: This is not a social media investigations course; it is an application course for managing social media.

Day 1
1. Law Enforcement and the web – Finding our place in cyber space.
2. Facebook Fundamentals – where do we start, and how much does it cost?
3. Engaging the community – how to hold a virtual community meeting.

Day 2
5. YouTube – how to send your message on your own terms.
6. Twitter, MySpace, Google+, LinkedIn – and many sites you’ve never even heard of.
7. Information on the go – how to leverage smart phones and tablets to engage the officers.
8. How do we know if Social Media is working? – using the available metrics to evaluate your strategy.
9. Creating the environment – How to decide what message to prioritize and when to send it.
10. Getting buy in – How to get buy in from the Chief, Manager and Council.

Doug Nolte
Lt. Doug Nolte is a nineteen year veteran of the Wichita Police Department. He currently is assigned as the Commander over the Information Services Unit and serves as the Department’s Public Information Officer.
Lt. Nolte has advocated for the use of technology and information sharing as a key component in addressing crime and fear of crime. His practical knowledge of law enforcement operations and working in the community to get information out helped him craft the I.M.P.A.C.T. program to put police and citizens together to discuss crime and fear of crime in the citizen’s neighborhoods.

For scheduling please call: 812.232.4200 or email at: jmanson@policetechnical.com
INVESTIGATING USE OF FORCE FOR FIELD SUPERVISORS

A One-Day Training Seminar Presented by John E. Reid & Associates.

Guaranteed to help your agency establish measures that will protect your officers and your community.
ABOUT THE SEMINAR
This training program was developed from working with agencies undergoing review by the U. S. Dept. of Justice.

The program is designed for Chiefs, assistant chiefs, commanders, lieutenants, sergeants, and supervisors – anyone involved in the review of use of force cases.

IN THIS SEMINAR YOU WILL LEARN
• How to effectively and efficiently investigate use of force cases
• How to recognize and identify the subtle clues often overlooked in the investigation
• How to avoid common pitfalls in police practices, including tactical and training issues leading to pattern and practice claims and civil rights investigations

TOPICS
What Constitutes Deadly Force
Phases of a Use of Force Event
Organizational Factors that Influence a Dept.’s Use of Force Experience
Supervision and Use of Force
Court Decisions Re Use of Force
Use of Force Investigation Procedures
Negligence Issues (Appointment, Retention, Assignment, Entrustment, Failure to Supervise, Failure to Train and Failure to Direct)
Factors to Consider in Determining if Force was “Objectively Reasonable”
Decision Point Analysis
Case Studies

Chief Gruber’s career in law enforcement spans more than 36 years with 30 years as a Chief of Police. He is Past President of the International Association of Chiefs of Police (IACP) and the Illinois Association of Chiefs of Police.

Chief Gruber was appointed by the federal district court as part of a team of legal and policing experts to monitor compliance with the negotiated settlement agreement between the City of Oakland, California and private plaintiffs pertaining to pattern and practice claims filed against the Oakland Police Department. Concurrently, he is retained by the U.S. Department of Justice Civil Rights Division to investigate alleged pattern & practice abuses in several police departments. Like much of Chief Gruber’s work, the DOJ reviews include assessments of numerous officer-involved shootings and use of force issues.

Chief Gruber holds a Bachelor’s Degree in Psychology and received his Master’s Degree in Police Administration. He is a graduate of the FBI National Academy, Law Enforcement Executive Development Seminar, National Executive Institute, and the Southern Police Institute at the University of Louisville.

Chief Gruber is a decorated law enforcement executive and has received many distinguished service awards. While heading the Shreveport Police Department, he received national attention for his leadership role in preventing use of force by his officers while containing a two-day riot within the city. Chief Gruber was awarded the Paul Lynch Award for his contribution to the advancement of Shreveport’s civil rights movement by containing and de-escalating the riot without resort to force. He has been the recipient of numerous other awards including Law Enforcement Officer of the Year by the U.S. Marshals Service, and the International Association of Chiefs of Police Civil Rights Award.
Basic 9-1-1 Instructor National Certification

Course Purpose

The purpose of this course is to provide the instructor candidate with the knowledge and skills necessary to certify others with a basic 9-1-1 certification curriculum.

NOTE: The course is not to teach the instructor candidate basic call-handling techniques. This is a train-the-trainer course, not a basic certification course.

Instructor candidates should be formerly trained or experienced at the basic level of emergency communications before taking this instructor-level course. Instructor candidates will learn methods of instruction rather than learning the basic of emergency communications.

Student Performance Objectives

By the end of this course, the instructor candidate will be able to:

- Understand the principles of adult learning
- Demonstrate the ability to make a professional presentation
- Demonstrate the ability to make a presentation from a PowerPoint
- Understand and be able to demonstrate classroom management
- Understand how to request training materials from NECI
- Understand how to certify others in 9-1-1 basic communications
EMD Instructor National Certification

Course Purpose

The purpose of this course is to provide the EMD instructor candidate with the knowledge and skills necessary to certify others with a basic emergency medical dispatching (EMD) curriculum.

**NOTE:** This is a train-the-trainer course, not a basic certification course. Instructor candidates should be formerly trained or experienced at the basic level of emergency communications. The course is not to teach the instructor candidate basic call-handling techniques. EMD Instructor candidates will learn methods of instruction rather than learning the basics of emergency medical dispatching (EMD).

National EMD Standards

This course meets the following NHTSA and ASTM national standards for emergency medical instructors and emergency medical dispatchers.

- ASTM Standards:
  - 1258: EMD Course Content
  - 1552: EMD and EMD Instructor Criteria
  - 1560: EMD Management and Quality Assurance

Student Performance Objectives

By the end of this course, the instructor candidate will be able to:
- Understand the principles of adult learning
- Demonstrate the ability to make a professional presentation
- Demonstrate the ability to make a presentation from a PowerPoint
- Understand and be able to demonstrate classroom management
- Understand how to request training materials from NECI
- Understand how to certify others as an EMD
The purpose of this course is to provide the instructor candidate with the knowledge and skills necessary to certify others with a Fire Communications Officer certification curriculum.

NOTE: The course is not designed to teach the instructor candidate basic call-handling techniques. This is a train-the-trainer course, not a basic certification course.

Instructor candidates should be formerly trained or experienced at the basic level of emergency communications before taking this instructor-level course.

Instructor candidates will learn methods of instruction rather than learning the basic of fire communications.

Student Performance Objectives

By the end of this course, the instructor candidate will be able to:

- Understand the principles of adult learning
- Demonstrate the ability to make a presentation from a Lesson Plan Outline Form
- Demonstrate the ability to make a presentation from a PowerPoint presentation
- Understand and be able to demonstrate classroom management techniques
- Understand how to request training materials from NECI
- Understand how to certify others with the NECI Fire Communications Officer course
Police executives throughout the country recognize that the first-line supervisor plays a critical role in virtually every aspect of the modern police agency. As part of the departmental leadership team, the supervisor is responsible for directing personnel toward the effective delivery of police services through tasks ranging in complexity from routing administrative duties to tactical police operations. Some of these duties and responsibilities include ensuring compliance with policies and procedures, initiating appropriate discipline when necessary, mentoring officers under their command, and serving as the communication link between management and line officers. It is their skill which defines the service that brands the department and in many ways determines agency success or failure in their communities.

Research shows there are core skills essential to supervisory and agency success. This program focuses on these core elements, delivering the information in a manner that is clearly understood, effectively illustrated and easy to apply in the workplace.

Learning Objectives:

At the conclusion of the course, participants should be able to do the following:

- Identify the essential elements that are key to supervisory success
- Appreciate and understand the importance of the supervisory role in maintaining ethical practices and preventing acts of corruption and misconduct
- Communicate more effectively at all levels
- Understand the importance of the role of the supervisor as a "linking pin" between management and first-line personnel
- Understand and apply the concepts of performance management and progressive discipline
- Understand generational differences and their effect on workplace Dynamics
- Apply leadership skills to address common employee problems
D.J. “Van” Van Meter Ph.D. is the principle of Van Meter & Associates, Inc. (VMA) He has spent the last 44 years in law enforcement, 15 years as a sworn officer. “Van” has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold’s a Master’s Degree in Labor and Human Resource Management. “Van” works with counsel as an expert witness, reviews discipline and termination cases for client agencies and develops customized policy and procedures manuals for agencies nationwide and is the author of Evaluating Dysfunctional Police Performance: A Zero-Based Approach.

The traditional punitive approach to progressive discipline and termination has become increasing burdensome and complex. Civil rights laws, unions and civil service board provide too many opportunities for problem employees to file frivolous grievances and law suits. Management needs to include non-punitive approaches, last chance agreements and no-fault terminations to deal with employees who will not or can’t comply with the rules of the organization and be productive.

Students will learn:
- How court and arbiters’ support management’s right to enforce its rules, policies, procedures and practices with discipline and termination
- The principles of Just Cause and Due Process as they apply to progressive discipline and terminations
- How to use traditional v. non-traditional approaches to progressive discipline and termination

Students receive manual, model forms, model discipline-termination policy and certificate of attendance.

Your National instructor will be:

D.J. “Van” Van Meter Ph.D. is the principle of Van Meter & Associates, Inc. (VMA) He has spent the last 44 years in law enforcement, 15 years as a sworn officer. “Van” has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold’s a Master’s Degree in Labor and Human Resource Management. “Van” works with counsel as an expert witness, reviews discipline and termination cases for client agencies and develops customized policy and procedures manuals for agencies nationwide and is the author of Evaluating Dysfunctional Police Performance: A Zero-Based Approach.

Save $20 per student by prepaid tuition

PrePaid-tuition checks/CC postmarked by March 9, 2012
$135 first prepaid registrant
$115 each additional

RegularTuition-checks/CC Postmarked March 10, 2011 & later
$155 first registrant
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Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: vmanet.com (Duplicate this form if needed)

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Van Meter & Associates, Inc. (www.vmanet.com)
Training & Organizational Development for Public Safety Forces
The “How to” company from Coast-to-Coast Since 1982
P.O. Box 21313
Columbus, Ohio 43221
POLICE EXECUTIVE DEVELOPMENT (POLEX)

a two-week program designed to develop the leadership and managerial skills of law enforcement professionals

Training That Makes a Difference for You and Your Agency

Effective and responsible management and leadership is essential to the success of police agencies. The Penn State Police Executive Development (POLEX) program is designed to prepare law enforcement supervisors and managers to effectively assume greater leadership and management responsibility in their agencies. The POLEX program emphasizes the development of skills and abilities in leadership, problem solving, motivation, risk management, policy development, policy implementation, and ethically driven leadership. Through the presentation of materials, in-class discussion, and directed exercises, POLEX encourages participants to think innovatively about solutions to contemporary law enforcement issues. POLEX recognizes that all learning does not come from the podium, and therefore draws on the knowledge and experiences of participants as well as the experiences and academic preparation of its nationally based instructors.

Convenient, Comprehensive Training

POLEX is a ten-day program of instruction designed to cover topics that are integral to those moving into mid- to upper-level police management positions. Instructors represent agencies from across the nation, and each possesses a unique blend of extensive law enforcement experience and strong academic preparation. Through direct contract or co-host program arrangements, POLEX will bring these instructors to you.

Academic Credit Option

POLEX may be taken for 3 upper-division undergraduate credits (ADM J 482). These credits may be applied toward Penn State’s online degree program in organizational leadership or may serve as transfer credit into other programs of study. For information about Penn State’s online education programs, visit this Web site: www.worldcampus.psu.edu

For more information about this program and Penn State’s other law enforcement programs, visit: www.jasi.outreach.psu.edu
Program Benefits

- Recognize how modern management practices from the private sector can be applied to the public sector.
- Appreciate how demographics and social change impact agency management and leadership.
- Learn how to distinguish between leadership and management and the role of each factor in promoting a forward-looking organization.
- Learn how to analyze an organizational culture for strengths and weaknesses. Understand how effective leadership can promote the positive while treating or eliminating negative aspects.
- Learn what the latest leadership gurus are saying and how you may be able to apply it to the world of policing.
- Understand how ethically centered leadership creates and nurtures value-driven followership.
- Be able to identify the dynamics working within groups and understand how groups may be led toward consensus and high performance.
- Recognize the importance of supporting creative management and responsible risk taking.
- Learn to proactively identify problem policies, practices, and customs that present a risk to the department, its individual members, and the citizenry.
- Learn about the elements required for effective policy development and implementation (model policies).
- Recognize the liability gap that may develop between policies/training standards and actual operations and supervisory practices.
- Understand the types of direct liability and vicarious liability, and the claims and actions likely to be used by the plaintiff’s attorney.
- Learn how to effectively use coaching, appraisal, and discipline to promote high performance. Understand the interplay of, and differences between, these components.
- Recognize measures of quality that have meaning and value for agency members, customers, and stakeholders.
- Learn methods and tactics that may be used in dealing with problem supervisors and underperformers.

Turn to a Leader

The Penn State Justice and Safety Institute was formed in 1971 to meet the professional development needs of law enforcement and public safety professionals. Since then more than 450 municipal, county, state, and federal agencies have entrusted the training of thousands of law enforcement professionals to the institute.

Key Topics

Applying Management Concepts to the World of Policing

- Relationship of modern management movements (Deming, Peters, Blanchard, Kouzes, etc.) to police management
- The supervision of those who supervise, e.g., handling the marginal supervisor
- The role of police and organizational culture in the management and leadership of the police agency
- Problem solving, decision making, planning, and contingency planning
- The interplay of social and demographic changes in the transition of policing and police management
- The evolution of American policing, and current methods
- Quality measure and the promotion of quality in policing

Leadership

- Inventory of personal leadership practices; styles of leadership
- Core required leadership skills (administrative, interpersonal, and representational)
- Keeping performers motivated to diagnose and deal with problem employees
- Developing and leading high-performance work teams; the attributes of high-performance teams, and stages of development
- Leading people to success (performance feedback and career development)
- The role of effective communications in leading groups toward a common purpose; identifying and understanding personal strengths and weaknesses
- The dynamics of groups and how to promote consensus building

Policies and Practices (Pitfalls and Opportunities)

- Actions that offer the highest probability of claims and lawsuits (accidents, use of force, custody, searches and/or seizures, forcible entries, job claims)
- Focus on supervisory and agency practices in exposing the agency, citizenry, or staff to loss, or protecting them from loss
- The links of policies and procedure, supervision and management, and individual officer actions to potential liability
- Proactive measures for protecting the police organization from liability
- Guidelines for effective policy development and implementation

Creating and Leading an Ethically Centered Agency

- Human behavior in the police organization and the role of management in building a positive organizational environment
- The effective use of coaching, appraisal, and discipline
- Sources of difficulty within the organization, and the role of leaders
- The continuum of organizational compromise and its impact on high-quality service and/or ethical behavior
- Developing ethically driven and customer-focused leadership; attacking the problem
Hosted by the Rutgers University Police Department, NJ (New Brunswick)
March 23, 2012 from 8am-4pm

Management’s Rights

for all Command, Supervisory Personnel and HR representatives

This course teaches that the employment relationship is an enforceable contract wherein management has inherent and enforceable rights. These rights include requiring employees to: attend work on a regular basis, give a fair day’s work, be subordinate, lawful to directives, perform to standards, get along with others and to be loyal to their employer’s lawful business needs. The problem is that the traditional people-oriented style of management has been seriously weakened by over 40 years of employee labor and employee rights laws. A performance-oriented model of management based on principles found in contract law, economics and Performance Theory is a more powerful, practical, simpler and enforceable alternative.

Topics include:

- understanding why management must move away from people management and move towards performance management.
- provide support for the fact that courts and arbitrers support the enforcement of management’s rights
- define the “Universal Rights” of management
- design the foundation for a performance-oriented style of management

Attendees will receive a certificate of training, a class manual and hard copies of model forms and policies to use as resources for implementing this program into their agency. Class size is limited, please register early.

Your National Instructor will be:

D.J. Van Meter Ph.D. is the principle of Van Meter & Associates, Inc. (VMA) and has spent the last 44 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold’s a Master’s Degree in Labor and Human Resource Management. He works with counsel as an expert witness, reviews discipline and termination cases and develops customized policy and procedures manuals for all public safety organizations nationwide. He is the author of the book, Evaluating Dysfunctional Police Performance: A Z-based Approach published by Charles Thomas Publishing. Dr. Van Meter is qualified in state/federal courts as an expert in law enforcement training, use-of-force, and management and operational policies.

PrePaid-all checks/cc postmarked by March 16, 2012 Regular Tuition-Checks/cc Postmarked March 17, 2012
$135 first prepaid registrant $155 first regular registrant
$115 each additional $135 each additional

How to Register:

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Seminar Enrollment Form

SEMINAR: 3-Day Reid Technique of Interviewing and Interrogation & 1-Day Advanced Reid Technique Seminar

WHEN: March 27 – 30, 2012 - 8:00 am - 3:00 pm

WHERE: Rutgers University Police Department
Public Safety Building
55 Commercial Avenue
New Brunswick, NJ  08901

COURSE FEE: $420 - 3-Day Reid Technique Interview and Interrogation.
$175 - 1-Day Advanced Seminar on The Reid Technique
$595 - 4-Day Combined Seminar

Checks or Purchase Orders Payable to:
John E. Reid & Associates
209 West Jackson Boulevard Ste. 400
Chicago, IL  60606

TO REGISTER: Register Via: MAIL - TELEPHONE - E-MAIL - MAIL

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DEADLINE: March 20, 2012

John E. Reid and Associates, Inc.
Established in 1947
Celebrating our 65th Anniversary

Presents

THE REID TECHNIQUE OF INTERVIEWING AND INTERROGATION®
and

THE ADVANCED COURSE ON THE REID TECHNIQUE OF INTERVIEWING AND INTERROGATION®

“The most effective and flexible interviewing and interrogation techniques available – perfect for Law Enforcement, Corporate Security, Government and Military Investigators”

Location & Date
March 27 – 30, 2012

Rutgers University Police Department
Public Safety Building
55 Commercial Avenue
New Brunswick, NJ  08901
Interview and Interrogation Preparation

- The style, appearance and approach of the successful interviewer and interrogator will be covered, as well as the room settings conducive to these activities.

Behavior Symptoms

- Learn how to analyze and categorize verbal answers from suspects as more indicative of a truthful person or a deceptive person.
- Learn how to use nonverbal behavior displayed by the suspect to make a determination of whether they are telling the truth or withholding relevant information.
- Learn how to read nonverbal behavior during the interrogation to identify the suspect’s frame of mind and to recognize when the suspect is ready to confess.
- Learn the six nonverbal behavior symptoms every investigator should know.
- Learn the psychology of what suspects tell you and what they really mean.

Reid Behavior Analysis Interview (B.A.I.)

- Find out why standard investigative questions of “who,” “what,” “when,” “where” and “how” are often not adequate enough to identify the guilty suspect with a high degree of accuracy.
- Learn more than 20 behavior-provoking questions that should be asked of all suspects to assist the investigator in identifying the guilty suspect and eliminating the innocent from suspicion.
- Discover how the guilty suspect’s answers to behavior-provoking questions will give you information needed to get their confession.

The Reid Nine Steps of Interrogation

- A systematic, common-sense approach to a successful interrogation developed by John E. Reid and Associates through extensive research and practical experience over the past 60 years.

Proven Value of Reid Seminars

Save Learning Time

You can spend years trying to develop the skills and know how on your own, or you can attend our outstanding seminar and benefit from our 60 years of knowledge in three, four or five days.

Make Decisions Based on More Than a Hunch

Most good interrogators can’t tell you why they are able to identify the guilty or obtain confessions, because they are relying on a “sixth sense” or gut feeling.

Let us convert your “hunch” into an understandable and objective technique.

We Don’t Just Make Promises—We Guarantee Them

We guarantee to increase your ability to identify the guilty and get them to confess. Put into practice our techniques taught at this seminar and if you don’t agree they increase your ability to identify and get them to confess, we will refund your tuition in full, no questions asked. Our guarantee is the strongest in the field.

What Our Participants Think...

95% of the respondents reported that using The Reid Technique helped them to improve their confession rate.

The majority of the respondents said they increased their confession rate by more than 25%; almost a quarter of the respondents said they increased their confession rates as much as 90%.

100% of the respondents reported that they thought the benefits they received attending The Reid Technique seminar was worth the investment they made to attend the seminar.

Seminar Benefits

- Enhanced learning through the use of actual videotaped interviews and interrogations conducted by the Reid staff.
- Learn to develop a strategic game plan for every interrogation based on profiling the suspect using case facts, evidence and the results of the interview.
- Learn to quickly analyze the real meaning behind what a suspect tells you during a question-and-answer interview.
- Learn how to use the suspect’s own behavior to tell you when they’re ready to confess.
- Learn to identify the five facial expressions that provide you with the emotional state of the suspect.
- Receive detailed and thorough instruction regarding what to say to a guilty suspect to get them to confess no matter what type of crime they may have committed.

Stages of Interrogation

Most unsuccessful interrogations are a result of the interrogator’s inability to move the guilty suspect from one stage of the interrogation to the other. We have defined three distinct stages of the interrogation that may give an interrogator problems: defiant stage, neutral stage and acceptance stage.

Defiant Stage

Some guilty suspects feel that if they continue to deny, sooner or later the interrogator will give up. The suspect at this point is verbally denying and nonverbally is very defensive. Unless the interrogator can move the suspect out of this defiant stage, a confession will not be obtained. This section of the seminar will address seven proven tactics to move the suspect out of the defiant stage.

Neutral Stage

Guilty suspects in this phase of an interrogation feel that if they tune out the interrogator, he or she sooner or later will give up interrogating them. Suspects in this phase of an interrogation are really not fighting the interrogator with strong denials, but are merely tuning out the interrogator. This section of the seminar will discuss four proven techniques used by the Reid staff to move the suspect into listening to the interrogator’s themes.

Acceptance Stage

Sometimes an interrogator has the suspect very close to confessing but can’t...
The most important decision that an employer can make is the selection of new employees. Consequently, the more we can learn about the applicant during the selection process, the more informed and reliable our hiring decision will be.

It is widely acknowledged that the most important part of the selection process for new employees is the interview of the candidate. Consequently, strengthening the quality of the selection interview will enhance an organization's ability to select the best individuals for the job.

Since 1947 John E. Reid and Associates has been conducting pre-employment interviews of applicants applying for positions of public trust. In this one-day training seminar we will share with you interviewing techniques and strategies that will significantly enhance your ability to identify high-risk applicants before they become problem employees.

**IN THIS SEMINAR YOU WILL LEARN HOW TO**
Recognize when an applicant is withholding relevant information. Identify when a candidate has falsified information on the application. Develop admissions of wrongdoing when the candidate initially tried to conceal such information. Assess the overall integrity and trustworthiness of the candidate.

**TOPICS COVERED THE APPLICATION**
- The Value of an Application Versus a Resume
- Elements of an Application
- Analysis of an Application - Recognizing "Red Flags"

**ENCOURAGING CANDIDNESS**
- Interviewer Characteristics
- The Arrangement of the Interview Room and Furniture
- The Type of Statements that Discourage Applicant Openness and Honesty
- The Opening Statement
- The Transition Statement

IDENTIFYING DECEPTION
- Preliminary Considerations
- Behavioral Attitudes
- Verbal Behavioral Symptoms
- Nonverbal Behavior Symptoms
- The Areas of Inquiry

UNCOVERING MORE INFORMATION
- Question Types
- Rules for Effective Question Design
- Using Follow-Up and Clarification Questions to Develop Complete and Honest Answers

SPECIFIC AREAS OF INQUIRY
- Employment History
- Attendance
- Disciplinary Actions
- Falsification of the Application
- Involvement in Criminal Behavior
- Use of Illegal Drugs and Narcotics
- Theft from Past Employers
- Use of Excessive Physical Force
- Paying or Receiving of Bribes
- Starting of Illegal Fires

All of the topical information is supplemented by the use of videotapes of real life candidate interviews. Each participant at the program will receive a 100 page training manual and a certificate of completion.
Course Objectives:
This intensive two (2) day training module will provide the information, knowledge and skills to interpret homicide and questioned death crime scenes. Through the use of lecture, case history and video demonstrations, attendees will be provided the basic skills of homicide and questioned death scene investigations; to include bloodstain pattern recognition, ballistics and trajectory as evidence, and modern technology available for obtaining and displaying information.

Every Crime Scene Tells a Story
Each death scene presents itself differently, and to that end, it is important to identify the issue in each case. Is this scene a homicide, suicide, accident, or natural death? If the scene is determined to be a homicide investigation, does the evidence tell the story of a cold blooded, premeditated murder, or a killing as a result of a momentary loss of control during a heated argument? The death scene investigator should be alert for evidence or information to determine the manner of death.

Evidence vs Information
Crime scene investigators examine crime scenes in search of evidence, which has taken on a context of being affiliated with something that is scientific in nature, such as fingerprints, bullets, bloodstains, or other biological material. Recognizing and properly collecting scientific evidence is obviously important in any death investigation. Information however, can come in many forms and is not necessarily limited to scientific evidence. The available avenues in which to uncover evidence, as well as information important to the investigation will be discussed in detail.

The Ever Expanding Crime Scene
The modern crime scene/death scene is no longer limited to the four walls that surround the deceased. Modern technology allows for the collection of information from numerous sources outside the immediate crime scene. Items routinely collected such as cell phones, computers, video surveillance images, to name a few, can add great depth to an investigation and provide valuable information into the events leading up to the death. Many new and novel techniques for obtaining information from unconventional sources will be discussed and displayed, including ideas for using simple and cost effective methods for displaying this information in court proceedings.

Investigating Defined Murders
Investigating defined murders such as domestic violence murders or child murders can present unique circumstances, and should be understood and addressed. Murders occurring within the home are often the result of prolonged issues and go undetected by friends, neighbors, and extended family members. “Traditional” scientific evidence such as DNA or fingerprint evidence are often times less probative in murders occurring within the home, since there is a legitimate.
Rutgers University Police Department, NJ (New Brunswick)  
on April 24, 2012 from 9am-3pm

Absenteeism Control and Tracking System (ACTS)

for all Command, Supervisory Personnel, City/County Human Resource Personnel

This course is specifically designed for supervisors and managers who need an effective and defensible method for promoting attendance, and establishing accountability for excessive and non-scheduled absenteeism

1. Non-scheduled absenteeism.
2. Cost of supervision
3. Work productivity

Students learn how to objectively measure and rate these three critical measures from illegal quotas or unlawful discrimination.

Attendees will receive a certificate of training, a class manual and hardcopies of model forms and policies to use as resource for developing and implementing this program within their agency. Agencies in attendance will have access, for a limited period of time to VMA’s program for tracking and rating non-scheduled absenteeism, cost of supervision and work productivity during directed and self-directed work time. This provides attendees returning to their agency an opportunity to practice and apply principles for conducting bias-free rating scores on data from their own agency.

Your National Instructor will be:

D.J. Van Meter Ph.D. is the principle of Van Meter & Associates, Inc. (VMA) and has spent the last 44 years in law enforcement, 15 years as a sworn officer. He has a Ph.D. in Training and Organizational Development from The Ohio State University, Columbus, Ohio and also hold’s a Master’s Degree in Labor and Human Resource Management. He works with counsel as an expert witness, reviews discipline and termination cases and develops customized policy and procedures manuals for all public safety organizations nationwide. He is the author of the book, Evaluating Dysfunctional Police Performance: A Z-based Approach published by Charles Thomas Publishing. Dr. Van Meter is qualified in state/federal courts as an expert in law enforcement training, use-of-force, and management and operational policies.

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Presented in 47 states since 1996, David Vine’s unique learning opportunities have helped more than 8,000 professionals better utilize Internet. These programs are appropriate for the majority of computer users with average computer and Internet skills and a desire to find more relevant information faster and manage that information more efficiently with existing or free services and software.

Day One:
- Free Tools, Techniques, Concepts and Methods to Cut Costs, Save Time, Know More and Do More With Internet
- DVASEMINAR Group Signup and Overview
- Locate/Background People
- Research Private Companies
- Techniques to Investigate Web Sites
- Email Tracing, Logs & Free Specialized Software For Hard Drive Examination
- Free Public Records Availability, Quality and Timeliness Versus Commercial Investigative Databases
- Information Management Including Free Tools To Plan, Retrieve, Organize, Analyze & Communicate

Day Two:
- Google Advanced Search & Special Commands
- Deep Web Techniques Including People Metasearch
- International Search Techniques and Free Translation
- Specialized Search To Find Items For Sale, Multimedia Files, Etc. and Free Monitoring Services
- Search Using Geographic and/or Other Criteria
- Directories, Gateways & Portals To Find Information
- Social Networks – Special Techniques To Find People, Posts and Software For Link Analysis of Friends
- News Sources – Six Ways To Work With News Sources Within Various Time Frames

Workshop participants receive a file with slides in Adobe Acrobat format. The slides have Internet links so participants can practice techniques throughout the day. The DVASEMINAR Group provides 5,000 links to free public records and related information, a two-way discussion list and downloadable documents and freeware.

David Vine operates the DVASEMINAR Group (3,200+ members, open only to workshop attendees). It provides a Q&A email list, links and other resources.

On LinkedIn his Open Source Intelligence Gathering group includes 1,100+ qualified members. The OSIG membership ranges from entry level to top executives in many countries who are interested in the subject and want to share relevant information and network with each other.

The cost for the two-day workshop is $425 per person, with a $50 per person discount when one organization registers three or more people at one time.
Digital Forensics & Evidence Handling™

Rutgers Police Department
New Brunswick, NJ
April 30-May 1, 2012   $350.00 per seat
Register at www.policetechnical.com

Course Overview
This course provides law enforcement officers, investigators and managers with a basic understanding of digital forensics. Attendees will leave with an understanding of what is possible in digital forensics, how the basic process works, how to handle digital evidence, what NOT to do, and an idea of what the future might hold. Attendees need only a very basic understanding of computers and cell phones. This course is intended for law enforcement professionals who need to understand the basics of digital forensics and evidence handling. No technical background is needed. Attendees may choose to progress to the Digital Forensics Technician or Analyst Course, which is oriented toward those who are starting to practice digital forensics or are setting up an in-house lab.

Day One
Students will acquire a basic understanding of digital forensics including:
- The history of digital and media forensics (anyone remember Watergate?)
- The forensic process
- Digital forensics vs. Data recovery vs. e-Discovery
- Tools and skills of the trade (vendor neutral)
- The correct collection and handling of digital evidence
- Common mistakes and how to avoid them
- How digital evidence is attacked in court

Day Two
Students will apply their understanding of digital forensics:
- The types of devices which may be processed (some may surprise you!)
- The contexts or ‘real world’ environments in which digital forensics is used
- The legal and societal implications of digital forensics
- Professional issues including licensing and certification
- Future trends for digital forensics
- A survey of specialties such as audio & video analysis, photogrammetry, steganography and decryption
- Counter-forensics: How the bad guys fight back
- How to develop an in-house digital forensics capability

Andrew E Neal

Andrew E Neal is a licensed private investigator and security consultant specializing in digital, audio and video forensics, and technology and trade related security. Mr. Neal has over 25 years of professional experience serving clients in the Southwestern United States and throughout North America. He holds multiple certifications in forensics and security, and is an active member of several professional and community organizations including ASIS and the American Board for Information Security and Computer Forensics. He has published articles in regional and national magazines including Inside Homeland Security and Managing Security Today, and is a frequent speaker at national and international conferences and seminars.

Mr. Neal works full time as a digital forensics investigator, security consultant, and professional instructor. He is also a Lecturer at the University of Texas at El Paso, teaching digital forensics for the Computer Science Department.

Mr. Neal lives in El Paso, Texas with his wife and three children.

For scheduling please call: 812.232.4200 or email at: jmanson@policetechnical.com
Police administrators across the country recognize that civilian personnel play an integral role in the law enforcement organization of today. These individuals hold a variety of key positions including dispatch, information technology, community service, crime scene specialists and administration, to name a few.

While training for sworn police supervisors is understandably a priority for most agencies, budget constraints and legislative mandates have limited the resources available for training programs geared specifically to civilian supervisory personnel in a police environment. Consequently, these supervisors are frequently at a disadvantage to their sworn counterparts in terms of the job training and skills which they need to carry out their supervisory duties effectively.

Without the requisite training, potential problems for the individual supervisor and the agency can be created when supervisors lack the skills necessary to take proactive and productive actions necessary to maximize teamwork and employee effectiveness. The result is that instead of focusing on the important tasks of the organization, supervisors can spend inordinate amounts of time dealing with “brush fires”, issues that pop up out of nowhere and never seem to come to resolution. In turn, managers become frustrated or angry with the perceived inabilities of the supervisor. In many cases, what was really needed was a training program providing important tools which supervisor could employ from the outset of their assignment to address the needs of employees and the organization.

Supervision for Civilians in a Police Environment is a three day program which focuses on providing practical tools which the civilian supervisor can employ every day. It is geared specifically for the civilian supervisor or for a sworn supervisor whose primary responsibility is supervising civilians in a communications environment.
Training Makes All the Difference

The responsibilities and demands facing police supervisors are daunting. New employees have different value systems, workplaces and communities are increasingly diversified, and the expectation for problem solving has been pushed downward while the risk of liability has increased. In the middle of this mix stands the frontline leader. On his or her shoulders rests the responsibility for the success of modern policing strategies. As police environments, managerial practices, and effective policing approaches change, so does supervision. Where can frontline supervisors and middle-level managers find the training that is so crucial for effective leadership?

Convenient, Comprehensive Training

The High-Impact Supervision program offers intensive training in the skills that supervisors need most to manage capably in contemporary policing environments. The program instructors are uniquely qualified teachers whose backgrounds combine academic know-how and professional experience as command officers in law enforcement agencies. They have taught both nationally and internationally.

Contact

Penn State Justice and Safety Institute
The Pennsylvania State University
305 Lubert Building
Penn State Innovation Park
University Park PA 16802-7009
Phone: 814-863-0079
Fax: 814-863-3108
E-mail: jasiInquiry@outreach.psu.edu

For more information about this program and Penn State’s other law enforcement programs, visit:

www.jasi.outreach.psu.edu

an outreach program of the College of the Liberal Arts and the Penn State Justice and Safety Institute
Program Benefits

By completing this program, participants can gain the training to:
• identify personal strengths and weaknesses as they relate to effective supervision, and develop strategies to improve performance
• understand the concept of flexibility and why it is unfair to treat all subordinates the same way
• list and explain the steps in dealing with the problem employee
• identify contemporary strategies that have been useful in making subordinates a willing part of the organization
• identify and list the steps in problem solving, decision making, and planning
• understand the supervisory role in the performance appraisal process
• effectively supervise in contemporary policing environments, including restructured COP settings

University Policies

Access—Penn State encourages individuals with disabilities to participate in its programs and activities. If you anticipate needing special accommodations or have questions about the physical access provided, please call 814-863-0079.

Cancellation—The University may cancel or postpone any course or activity because of insufficient enrollment or other unforeseen circumstances. If a program is canceled or postponed, the University will refund registration fees but cannot be held responsible for any other related costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.

Key Topics

Supervision Skills—Are You an Effective Manager?

Management concepts
• management skills every police supervisor must have and administer to be effective
• personal strengths and weaknesses as they relate to delegation, communication, time control, decision making, directing, and the development of subordinates
• management strategies to overcome identified weaknesses

Flexibility and effective supervision
• management behavior styles and their effectiveness, based on a subordinate’s competencies and commitment
  — how to handle the subordinate who is skilled but not motivated
  — critical times that a supervisor must spend with employees
  — how to maintain subordinate accountability in the modern policing environment

Dealing with the problem employee
• dealing with officers who are not performing at an acceptable level
  — factors that account for acceptable individual performance
  — steps in the Coaching for Excellence model
  — steps in the progressive discipline process
  — the performance of supervisors in dealing with problem employees

Motivation
• theories of motivation that are particularly relevant to police supervisors
  — behaviors that have been useful in making officers a willing part of police organizations
  — the importance of trust, commitment to excellence, and care as they relate to the motivation process
  — why it is essential to model the behavior expected from subordinates

Problem solving and decision making
• describes methods of decision making and problem solving
  — steps in a standard approach to identifying and solving problems
  — steps in the process of decision analysis

Contingency planning
• developing short-range plans to deal with the immediate crises at the scene of a critical incident
  — contingency planning steps
  — rapid decision making

Performance appraisal
• identifies various measures of police performance and shows how they are used to enhance officer performance
  — valid and reliable measures of police performance
  — common rating errors

Turn to a Leader

The Penn State Justice and Safety Institute was formed in 1971 to meet the professional development needs of law enforcement and public safety professionals. Since then more than 450 municipal, county, state, and federal agencies have entrusted the training of thousands of law enforcement professionals to the institute.
The increase in online social networking is presenting new challenges for law enforcement agencies. This course has three objectives. The first objective is to ensure agency representatives are familiar with case law that regulates the amount of control an organization has over what their employees post online. The second objective focuses on both the short and long term consequences social networking can have on an officer’s credibility in the courtroom; the media impact and officer safety issues. The third objective is to provide guidance on developing a comprehensive organizational policy.

Topics include:

- First Amendment: Landmark cases apply to social networking (Pickerington/Garcetti)
- Courtroom Testimony Impeachment
- Media Impact: Incidents tend to be national news
- Officer Safety Issues
- Privacy Settings

Students will receive a model policy, class manual, handouts and certificate of training. Class size is limited, please register early.

Your National Instructor will be:

Melissa Schnee has nearly 20 years of law enforcement experience with 15 years at the supervisory level. She is currently a lieutenant in a larger city department. As a lieutenant, Melissa has served as an assistant commander in the patrol division, background investigator, in-service training instructor, member of the policy and procedure writing committee, and for the last four years has been an Internal Affairs investigator.

Melissa has an Associate’s Degree in Criminal Justice from the University of Akron and is in the process of completing a Bachelor’s Degree in Interpersonal and Public Communication. She is also a graduate of PELC (Police Executive Leadership College) and CLEE (Certified Law Enforcement Executive)-both are programs that emphasize leadership skills for the 21st century.
ICAC - Fast Track Program (ISEE-T3, STOP, BDRA and IDRA)
(ICAC - Fast Track)

The NW3C Fast Track program (FT) was developed to assist agencies in establishing or replenishing a cadre of computer forensic examiners in a short period of time. (3 months) The FT consists of four classes, Cyber-Investigation 250 – ISEE-T3, Cyber-Investigation 101 – STOP, Cybercop 101 – BDRA, and Cybercop 201 – IDRA. These classes are delivered at one location in three one week sessions, over a three month period. These courses provide the students with the knowledge and skill sets to correctly identify digital evidence at a crime scene, how to collect and preserve the digital media, how to create duplicate images of the digital media, and utilizing automated computer forensic tools, examine the digital media for evidence and document their findings in a report.

Cyber Investigation 250 - Instructor Development Program (ISEE-T3)
The ISEE-T3 course utilizes advanced adult learning skills and takes the participants through a process and methodology that will train them on presenting the ISEE course either in a basic recruit academy atmosphere or an in-service training situation. The ISEE course is designed to instruct participants in the basics of recognizing potential sources of electronic evidence, preparing them to respond to an electronic crime scene, and to safely and methodically preserve and collect items of evidentiary value to be used in court proceedings. The ISEE course, when taught by an ISEE-IDP trained instructor, will consist of six hours of instruction. ISEE-T3 is an Instructor Development Project (IDP) course. In a T3 course, participants are trained to instruct the ISEE course. After completing the course, they are supplied with all of the course materials that will allow them to instruct the course on their own, with support from NW3C. The course is designed to be instructed by non-technical instructors. Instructors with varying investigative backgrounds will be able to grasp the concepts and materials necessary to instruct the course.

Cyber Investigation 101 – Secure Techniques for Onsite Preview (STOP)
This 2 day course is intended for probation/parole, detectives and officers conducting “knock and talk” interviews or spot checks and home visits. This class utilizes a Linux-based bootable CD to preview a suspect computer system for potential evidence in a forensically sound manner. The CD is based on the Linux operating system and has the advantage of being able to “read” other computer system’s files without writing to or altering the data on those systems. Students are taught how to conduct a manual search of a computer, how to use an automated tool to search the computer and how to save evidence to a USB drive.
Cybercop 101 – Basic Data Recovery and Acquisition (BDRA)
This 4 day course was designed for criminal investigators, prosecutors, or support staff whose duties include the investigation and prosecution of high-technology crimes and the seizure of electronic evidence. It teaches the fundamentals of computer operations and hardware function, and how to protect, preserve and image digital evidence. This class will introduce participants to the unique skills, best practices and methodologies necessary to assist in the investigation and prosecution of computer crime.
The course includes presentations and hands-on instruction on such topics as Partitioning, Formatting, Data Storage, Hardware and Software write blockers, the Boot Up process, and Duplicate Imaging. This course is designed for individuals who already possess a good understanding of computers and common software applications. It utilizes common computer forensic applications, currently used in the field by experienced practitioners. In addition, knowledge of basic DOS commands is essential.

Cybercop 201 - Intermediate Data Recovery and Analysis (IDRA)
This 5-day course is designed to be the “sequel” to the Cybercop 101 (BDRA) course. It covers the forensic examination of Windows based operating systems on FAT File System, and includes processing the Recycle Bin, the swap file, the registry, long file names and other windows features. Topical areas include detailed partition table entries and recovering data from the registry. In addition, the student will learn to process slack space, unallocated space, print spool files, and application metadata for additional evidence that may be overlooked. The class is scenario based giving an opportunity for the students to examine 5 separate “suspect” hard drives. This will be accomplished throughout the course of the week using manual tools as well as the automated forensic tools by FTK and EnCase.
Recently Updated 3-Day Street Crimes Seminar
- sponsored by PoliceOne/Calibre Press
  Produced by Pat McCarthy Productions, Inc.

- This training seminar is very unique and contemporary and is presented through a combination of lectures and a state of the art multimedia creation.

- All of the Street Crimes Instructors have at least 25 years of actually street experience. They are able to blend their many unique experiences in Patrol, Gang Crimes, Undercover work, S.W.A.T. Team and Federal Task Forces to create the fastest growing law enforcement training program in the country.

- We guarantee that you won’t find this type of real world training and street level crime skills at any other police training seminars.

- 99% of the thousands of cops/agents who have attended street crimes have rated this training excellent or very good.

We are so sure that…
If you don’t agree that “Street Crimes” is one of the most informative and entertaining police training program you’ve ever attended we will give you a complete refund!

STREET CRIMES COURSE CONTENT

1. Deadly Force / Police Involved Shootings (New Training Segment)
2. Conducting effective street interviews and stops for patrol officers and investigators
3. Surveillance tactics for patrol and plain clothes officers and agents
4. Developing criminal intelligence / street information for all levels of law enforcement
5. Ethical considerations for street cops and street agents / making the right choices
6. Street tested techniques for conducting successful gang and drug related cases
7. Car traps and hidden compartments being used by today’s gangs and drug dealers
8. Conducting / planning search warrants and high risk raids (New Training Segment)
9. Important officer safety issues for both on and off duty situations
10. How to develop street sources and C/I’s for patrol, investigators and special agents
11. Street gang members in the military / How these trends effect law enforcement / MS-13 the World’s worst gang / The spread of Methamphetamine across the U.S.

...And much more

Course also features…

- Actual video of sting and surveillance operations
- Interviews with Police informants and criminals in prison
- Pat McCarthy’s Street Cop Video Training Series
- All Attendees receive an extensive training manual and a certificate of course completion.
In our ever changing and increasingly complicated world, the role of the supervisor becomes progressively more complex.

Global, national, and local events including terrorism; school shootings; cuts in federal and local funding; and changes in the generational, ethnic, and gender composition of the workforce create challenges for the supervisor that are greater than ever before. Accordingly, every supervisor must view development as an ongoing process to ensure that individuals and agencies remain relevant and effective.

**Learning Objectives:**
At the conclusion of the course, participants should be able to do the following:

- Learn how to apply "Good to Great" leadership concepts in the law enforcement context
- Apply motivational tools to improve officer attitudes and performance
- Identify the typical dysfunctions of a team and how to overcome them
- Apply teamwork, networking, and brainstorming skills to problem solve
- Apply advanced leadership concepts such as followership and attribution and motivation through goal setting
- Develop a plan for future supervisory and leadership development

**Course Prerequisite:**
This course is designed for experienced supervisors and new supervisors who have mastered fundamentals. Ideally the participant successfully completed IACP's First-Line Supervision course.
Seminar Enrollment Form

SEMINAR: 3-Day Reid Technique of Interviewing and Interrogation & 1-Day Advanced Reid Technique Seminar
WHEN: August 14 – 17, 2012 - 8:00 am - 3:00 pm
WHERE: Rutgers University Police Department
Public Safety Building
55 Commercial Avenue
New Brunswick, NJ 08901

COURSE FEE: $420 - 3-Day Reid Technique Interview and Interrogation.
$175 - 1-Day Advanced Seminar on The Reid Technique
$595 - 4-Day Combined Seminar
Checks or Purchase Orders Payable to:
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209 West Jackson Boulevard Ste. 400
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DEADLINE: August 7, 2012

The General Services Administration (GSA) awarded a Federal Supply Schedule contract to John E. Reid & Associates, Inc. Our contract number is GS-07F-0164P.

John E. Reid
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Established in 1947
Celebrating our 65th Anniversary
Presents
THE REID TECHNIQUE OF INTERVIEWING AND INTERROGATION®
and
THE ADVANCED COURSE ON THE REID TECHNIQUE OF INTERVIEWING AND INTERROGATION®
“The most effective and flexible interviewing and interrogation techniques available – perfect for Law Enforcement, Corporate Security, Government and Military Investigators”
Most unsuccessful interrogations are a result of the interrogator’s inability to move the guilty suspect from one stage of the interrogation to the other. We have defined three distinct stages of the interrogation that may give an interrogator problems: defiant stage, neutral stage and acceptance stage.

**Defiant Stage**

Some guilty suspects feel that if they continue to deny, sooner or later the interrogator will give up. The suspect at this point is verbally denying and nonverbally very defensive. Unless the interrogator can move the suspect out of this defiant stage, a confession will not be obtained. This section of the seminar will address seven proven tactics to move the suspect out of the defiant stage.

**Neutral Stage**

Guilty suspects in this phase of an interrogation feel that if they tune out the interrogator, he or she sooner or later will give up interrogating them. Subjects in this phase of an interrogation are really not fighting the interrogator with strong denials, but are merely tuning out the interrogator. This section of the seminar will discuss four proven techniques used by the Reid staff to move the suspect into listening to the interrogator’s themes.

**Acceptance Stage**

Sometimes an interrogator has the suspect very close to confessing but can’t move them over the edge to get that acknowledgement of guilt. In this section, the Reid instructors introduce three specific techniques which will dramatically increase admission of guilt.

**Profiling Suspects for Interrogation**

People that commit crimes do so to fulfill certain needs—once the interrogator knows what needs were fulfilled, he or she can now pinpoint the primary themes which will trigger the confession.

### Who Should Attend the Advanced Course?

Attendance at the advanced seminar is for those individuals who have completed a prior 3-day regular Reid seminar on the Reid Technique of Interviewing and Interrogation.

### Why Should I Attend?

Excellent interrogators are not born, but are a result of hard work and proper training. The Advanced Seminar will increase your confession rate.
The NW3C Advanced Fast Track program (FT) was developed to provide experienced computer forensic examiners with specialized knowledge and skills on advanced file systems, operating systems and internet trace evidence. The FT consists of three classes, Cybercop 305 – NTFS, Cybercop 310 – NTOS, and Cybercop 320 - INET. These classes are delivered at one location in three one week sessions, over a three month period. These courses provide the students with the knowledge and skill sets to competently examine the most current Microsoft operating systems, XP, VISTA, and Windows 7; the NT file system; and the trace evidence available on a system from the operation of popular internet applications, such as browsers, instant messengers, and email. Each of these courses have prerequisites that have to be met by students. Please review the individual course descriptions for content and requirements.

Cybercop 310 - Windows NT Operating System (ICAC-NTOS)
This 4 day course is designed to be an introduction to processing issues related to the Windows 2000, Windows XP, and Windows Vista operating systems. Topical areas include a detailed look at the registry, user assist, mounted devices, thumbs.db (XP), thumbnail cache (Vista), event logs, and security rights and permissions. Processing issues such as recovering information from the registry, recovering information from system restore, and methods for gaining operating system access are also addressed.

Cybercop 310 - Windows NT Operating System (NTOS)
This 4 day course is designed to be an introduction to processing issues related to the Windows 2000, Windows XP, and Windows Vista operating systems. Topical areas include a detailed look at the registry, user assist, mounted devices, thumbs.db (XP), thumbnail cache (Vista), event logs, and security rights and permissions. Processing issues such as recovering information from the registry, recovering information from system restore, and methods for gaining operating system access are also addressed.

Cybercop 320 - Windows Internet Trace Evidence (ICAC-INET)
This 3 1/2 day course is designed to teach the recovery of “trace evidence” left on a computer system as a result of using the Internet. INET covers information about the use of Internet Explorer, FireFox, AOL and several of the instant messaging tools like Yahoo, AIM and WLM (Windows Live Messenger). This is NOT an "Undercover Investigation" course! Topical areas include the recovery and examination of cookies, cache, history files, and auto-complete information (passwords); Instant Messenger registry entry and file structure information; Outlook Express email, AOL Client stored-mail, buddy lists, address books and more. The Microsoft COFEE program will be utilized to capture pertinent volatile information about the computer system’s Internet connection status prior to take-down. This course requires the student have previous training in Cybercop 101 (BDRA) and Cybercop 201 (IDRA), or the equivalent and experience drawn from the application of the techniques utilized in the Cybercop 101 (BDRA)/Cybercop 201 (IDRA) training.
Crime Scene Investigation for New Detectives and New Criminal Investigators

Evaluation Of A Serial Murder: Brings to the officers a level of awareness of the ramifications of failure to properly process the crime scene.

Crime Scene Overview: This period covers the intended results of this seminar, as well as an overview of the various levels of responsibility encountered as an evidence technician. The officer will be made aware of expected levels of performance and safeguards to be employed to protect him/herself from liabilities, which may be caused by others.

Evidence: This segment will be used to discuss values of various forms of evidence and measures to protect the integrity of these most important elements of truth.

First Responders Duties: During this section, the student will be instructed in methods used in protecting, evaluating, and planning the processing of the crime scene. Also, the instructor will cover major concerns of the evidence technician regarding officer safety, above and beyond those normally associated with the duties of the patrol officer.

Forms and Documentation: The student will be introduced to various forms used to simplify the process of note taking, documentation, and record keeping.

Overview Of Crime Scene Processing: Slide presentations will provide the student with the opportunity to, photographically, "walk through" several crime scenes. Preferred methods for moving through the crime scene and documenting evidence will be explained.

Processing The Crime Scene: Students will have the opportunity to "analyze" various crime scenes and will learn common indicators of what did or did not actually occur and "why".

Blood Stain Pattern Recognition and Altered Crime Scenes: During this period, students will gain an insight into the diagramming of blood stain patterns, transfer patterns, etc. He/She will be introduced to the mapping technique used by many examiners, allowing later reconstruction of this valuable evidence. Because "THINGS ARE NOT ALWAYS AS THEY SEEM" students will receive a new appreciation for indicators of fabricated and/or altered crime scenes.

Crime Scene Photography: This period provides the student with an appreciation of light, "the essence of photography" and an understanding of it's qualities and characteristics and how these relate to the finished photo. He/She will learn the principles of camera functions and how to use these features to control the appearance of the finished product. Lens application and elements of distortion will also be discussed.

Digital Imaging: The student will gain an appreciation of the time and money saving benefits of digital imaging, as well as the expected challenges associated with this frontier technology. He/She will learn how this technology enables us to enhance low quality images to provide a more usable item of evidence. Emphasis will be placed on the need for authentication of the integrity of these images, as per standards set forth by federal rules of evidence, and how it compares to the familiar "film" concept. Equipment and transition concerns will also be addressed.

Fingerprinting The Crime Scene: During this session, the instructor will explain the various types of fingerprints officers can expect to encounter. Collection and documentation methods for each (ranging from photography to an explanation of various chemical methods) will be offered. The student will be shown fingerprints on items generally thought to be unprintable. Cyanoacrylate (super glue) fuming will be explained.
as well as chemical enhancements available for these prints. The students will be given pointers on how needed equipment can be built from readily available items, at a much lower cost than commercially manufactured equipment.

**Collection Of Physical Evidence:** During this period, the student will be trained in the techniques of collecting various items of evidence, with the emphasis being placed on officer safety as well as protecting the integrity of the recovered evidence.

**Crime Scene Search:** Students will become familiar with the application of various search patterns to provide the most thorough coverage.

**Crime Scene Sketching:** This "HANDS-ON" period will train the student to reduce the crime scene dimensions, by scale, allowing these to be put on paper. He/She will be trained to use the sketch to "tie together" his/her notes and crime scene photos so that reconstruction will be possible, when necessary.
Course Overview

Craigslist's has replaced traditional media (newspapers and magazines) and many online sources (chat rooms) as a primary online source for classifieds, jobs and sales…and for criminal activity. This course provides law enforcement personnel with the foundation to begin investigations on Craigslist. Starting with Craigslist’s basic operations, the course quickly develops into preferred methods and tools for logging communication, utilizing undercover regressed photos, best practices for investigations, and incorporating Google Voice (a phenomenal new tool for law enforcement). Students will also learn how information easily obtained from Craigslist can eliminate the need for using decoys in undercover operations. Case examples in class will include property related crimes, drug investigations, prostitution, and enticement of juveniles.

This course is intended primarily for law enforcement investigations personnel; associated department personnel may attend: any sworn officers, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers. No technical or analytical background is required.

Day 1

2. What to look for in a Craigslist posting – What’s hot, what’s not
3. Needed utilities and tools for Craigslist – Undercover email addresses, PDF tools, LE databases
4. Tips to make your operation a success – Meat and potatoes
5. Obtaining information from Craigslist – Administrative subpoena or search warrant

Day 2

6. Property related crimes – Why are criminals more inclined to now use Craigslist?
7. Drug investigations – How are narcotic sales occurring via Craigslist?
8. Prostitution investigations – Did shutting down the “erotic services” section make a difference?
9. Enticement operations – Sexual predators are now using Craigslist versus traditional chat clients
10. Using Google Voice in your investigation – Even if you’ve never heard of it

Wayne Nichols

Detective Wayne Nichols currently works for the Henderson, NV Police Department and has over 9 years of law enforcement experience. Currently assigned to the department’s Computer Crime Unit, Detective Nichols is a forensic examiner and also conducts proactive enticement and P2P investigations. With the success of traditional chat cases experiencing a decline in recent years, Detective Nichols has begun to focus efforts on online classified websites, social networking sites, and other popular devices (iPhone, iPad, etc) that offer social applications.

Detective Nichols holds degrees from University of Phoenix (Master of Criminal Justice, 2011; Bachelor of Criminal Justice, 2008). He currently resides in Henderson, NV with his wife and two children.

For scheduling please call: 812.232.4200 or email at: jmanson@policetechnical.com
RECRUITMENT AND RETENTION FOR LAW ENFORCEMENT  
September 19, 20, 2012  
COURSE DESCRIPTION

A police organization’s success is a direct result of the effectiveness of its’ recruitment, selection and retention policies and practices. While we all know that our organizations must reflect the composition and priorities of the communities we serve, how can we be sure that the processes which we have in place are truly the best available tools to help us to accomplish those goals?

RECRUITMENT AND RETENTION FOR LAW ENFORCEMENT, a two day program being hosted by the Rutgers Police Department in New Brunswick, New Jersey, has been designed to provide you with the answers to these questions. The course (outline attached);

- Identifies the elements of a successful recruitment and selection program
- Highlights innovations in police hiring and recruitment
- Provides researched based information concerning diversity related issues and strategies
- Outlines strategies to mobilize the community to facilitate organizational diversity programs and goals
- Describes how “Good to Great” concepts apply to your recruitment and retention efforts
- Presents “Best Practices” on this topic from around the country
- Uses case study tools and group discussions to reinforce the main learning points

The instructor/facilitator is Larry W. Mathieson, a 35 year veteran of law enforcement and retired Chief of Police from the state of Florida. Chief Mathieson is a national instructor for the IACP and is also a national facilitator for Franklin Covey, an international leadership development company. During his tenure as Chief of Police, he was an innovator whose recruitment and retention programs were emulated throughout the state of Florida and recognized nationally. He consistently receives the highest possible ratings for his classes and seminars. For more information concerning Chief Mathieson, please go to www.mathiesonconsultants.com.
NEW JERSEY INTERNAL AFFAIRS INVESTIGATION PROGRAM

The curriculum is specifically crafted to ensure that those who attend the training learn why it is important to conduct a comprehensive internal investigation and more importantly, **HOW** to conduct that investigation. The course curriculum includes:

- Detailed instruction on the liability associated with the failure to properly investigate and document employee misconduct
- A comprehensive overview of the Law and Attorney General Guidelines related to internal investigations
- Detailed instruction on the use of Early Warning and Policy Accountability Systems
- Practical Case Studies of Contemporary Internal Affairs Issues and Investigations
- Our Step by Step process for conducting a comprehensive Internal Investigation
- Our New Jersey Internal Affairs Investigation Manual in both paper and electronic format

**SEMINAR INFORMATION:**

This 2 Day (16 Hour) training program is priced at $299.00 and is **co-sponsored by the Rutgers University Police Department.** Each participant will receive a USB data drive that includes all pertinent course materials for future use. Light refreshments and coffee will provided each morning by the instructional team.

**REGISTER TODAY** as seating is very limited.
OUR INSTRUCTOR TEAM

We have assembled a team of the most experienced and skilled Internal Affairs Investigators and Legal Professionals whose practice of law specializes in the defense of law enforcement. Our instructors have conducted and/or supervised over 1500 internal affairs cases and litigated hundreds of others. Their unique level of experience in the field and training methodology are combined to deliver a one of a kind practical curriculum that will make you a better internal affairs investigator.

Captain Michael C. Corcoran, Jr. Esq. currently serves as Commanding Officer of the Office of Professional Responsibility for the West Orange Police Department, a CALEA Internationally accredited agency. In this capacity, Captain Corcoran leads the Internal Affairs, Accreditation, Legal Affairs, CompStat, and Training Units. He has investigated and/or supervised hundreds of internal investigations, implemented an electronic “early warning system”, and overhauled the internal affairs investigation records systems through implementation of electronic investigative management programs. As an attorney, he maintains a practice of law devoting his efforts exclusively toward police training and risk management. Captain Corcoran has authored numerous books on police promotional examination preparation to include a wide variety of legal and technical areas.

Guy Ryan, Esq. is a certified civil trial attorney and for the past 20 years he has devoted his practice to representing police agencies and police officers, as well as other public entities and employees, in civil rights and other employment related matters. Mr. Ryan has tried numerous cases involving claims against police officers and agencies under 42 U.S.C. §1983 (Civil Action for Deprivation of Rights) alleging excessive force, false arrest and failure of the agency to properly monitor, train, investigate, and supervise officers. Mr. Ryan has extensive teaching experience to veteran officers throughout New Jersey specializing in the fields of criminal law, internal affairs, and arrest, search and seizure.

Dr. William Toms retired from the New Jersey State Police in 2008 as the interim Deputy Superintendent of Investigations. During his tenure in the State Police, Dr. Toms served in leadership roles in a number of key commands while the organization was under federal monitoring by the United States Department of Justice. These commands included the Office of Professional Standards where he directed all internal investigations, inspections, and audit functions and Commandant of the State Police Academy in Sea Girt. Dr. Toms was also responsible for designing and implementing the organizational plan that led to CALEA International Accreditation of the NJSP.

Lt. Colonel Frank Rodgers retired from the New Jersey State Police in 2007 as the Deputy Superintendent of Investigations (DSI). During his 25 year tenure he served in and later supervised the Internal Affairs Bureau. He culminated his career serving his last two years as the DSI where he oversaw a staff of in excess of 900 personnel and all investigations conducted by the Division. Rodgers currently leads a consulting business that is under contract with numerous law enforcement agencies in New Jersey and he regularly serves as an expert witness in the defense of law enforcement.
Course Overview
Cyber Crime and Security™ provides law enforcement officers, investigators and supervisors strategies and tactics for investigating cyber-related (online) crimes and best practices for providing cyber security. It covers the past, present and future of cybercrime, cybersecurity, and cyber-based investigations. The technology has provided an ever growing list of ways for information to be distributed, hidden, protected and stored. These techniques are being used by businesses, individuals, government agencies and law enforcement. They are also being used by criminals, terrorists and a foreign intelligence services. This course is intended for law enforcement personnel, which includes: any sworn officer, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers. No technical background is required.

Day One
- The history of cybercrime and cyber security.
- Basic internet mechanics (how it actually works):
  - The internet • Email • The World-Wide Web • Chat • Texting
- Physical vs. Cyber Crime – A heads-up comparison.
- Types of Cybercrime including:
  - Fraud & Con Games
  - Crimes against children
  - Conspiracy to commit ______
  - Espionage, Sabotage & Extortion
  - Terrorism

Day Two
- A dictionary of cybercrime and cyber security terms.
- The basic concepts of cyber security.
- Passwords and encryption.
- Cybersecurity tools as used by criminals and law enforcement.
- Social Engineering
- Social media and cybercrime.
- Investigating and protecting against cybercrime
- Special issues
  - Mobile devices • Cloud computing • Jurisdictional issues • Evolving technology • Cyber-warfare
- Developing a cybercrime investigations team

Andrew E Neal
CISM CIFI CHS-III CSC/P CSC/I LPI CRISC

Andrew E Neal is a licensed private investigator and security consultant specializing in digital, audio and video forensics, and technology and trade related security. Mr. Neal has over 25 years of professional experience serving clients in the Southwestern United States and throughout North America. He holds multiple certifications in forensics and security, and is an active member of several professional and community organizations including ASIS and the American Board for Information Security and Computer Forensics. He has published articles in regional and national magazines including Inside Homeland Security and Managing Security Today, and is a frequent speaker at national and international conferences and seminars. Mr. Neal works full time as a digital forensics investigator, security consultant, and professional instructor. He is also a Lecturer at the University of Texas at El Paso, teaching digital forensics for the Computer Science Department. Mr. Neal lives in El Paso, Texas with his wife and three children. For scheduling please call: 812.232.4200 or email at: jmanson@policetechnical.com
Rutgers University Division of Administration & Public Safety hosts

NJ Basic 9-1-1 (NECI) Course

October 15, 16, 17, 18, 19, 2012
08:00 – 16:30 (8am – 4:30pm)
Attendance at all sessions is required
Prerequisite: Cardio Pulmonary Resuscitation (CPR)

Both courses to be held at
Rutgers University Public Safety Building
55 Commercial Avenue
Kevin Apuzzio Training Center Room 231
New Brunswick, NJ 08901

Tuition for each course is $350, register for both and receive a $200 discount

These courses are officially recognized by New Jersey OETS

NJ Emergency Medical Dispatcher Course

October 22, 23, 24, 25, 2012
8am – 4:30pm
Attendance at all sessions is required
Prerequisite is: CPR & Basic 911
21 NJ EMT Elective CEU’s will be awarded

To register please contact Eileen McElhaney via email at emcelhaney@aps.rutgers.edu telephone 732-932-4935 or visit http://publicsafety.rutgers.edu/Portal/E-SClassRegis/ClassRegisPublic1.aspx
Training Makes All the Difference

The first-line supervisor can be described as the “backbone” of any police organization. He or she must be able to successfully adjust and lead in an ever-changing society and workplace. Each generation of officers has different expectations, work ethics, and values, which may conflict with the current police culture. Resting heavily on the shoulders of the first-line supervisor are the successful implementation of policy, the development of valid practices, and the task of guiding subordinates to become productive, resourceful, and competent members of the police organization. If this backbone of the organization is not properly prepared to carry this burden, the organization will falter. The well-prepared supervisor is a critical component of the organization.

Convenient, Comprehensive Training

POSIT approaches training with the understanding that experience is the best instructor. Using the experience of both the program instructors and the participants creates a melding of ideas and opinions. To achieve this end, the participants will be involved in real-life scenarios, role play, group exercises, and problem solving. The use of these experiential learning methods allows for the commingling of ideas and fosters an adult learning environment. The POSIT instructors are all eminently qualified. Each brings practical experience as well as academic credentials to the program.

Program Benefits

It is to everyone's benefit that the police supervisor receives the best training and preparation possible so as not to be at a disadvantage when dealing with the daily demands of the contemporary law enforcement workplace. POSIT will give your frontline supervisor the tools necessary for being the strong backbone that your organization and community expect.

Upon completion of this program the participants should:

• be prepared for future administrative responsibilities
• know how to define and modify their supervisory roles as their organizations respond to societal change
• be better able to fulfill their potential as supervisors
• have gained knowledge from the experiences of, and lessons learned by, other officers
• be able to further develop their supervisory skills and conduct self-analysis to identify weaknesses
• be able to turn theory into practice
• be able to use a team approach to problem solving
• perform better as members of their management teams
Key Topics

Role of the Supervisor
POSIT identifies the varied roles that the supervisor plays in performing his or her duties.
• Motivator
• Activator
• Mentor
• Role model
• Disciplinarian
• Mediator

Discipline as a Supervisory Tool
POSIT provides students with an overview of discipline as a system of both rewards and punishments.
• Discipline as training
• Discipline as motivation
• Proper use—firm but fair and equitable
• Progressive discipline

Measurable Standards of Performance
POSIT helps to define performance standards and shows how to establish measurable performance standards.
• The supervisor's role
• Errors of leniency
• Halo effect
• Errors of bias
• Evaluation process
• Acceptable performance standards

Legal Aspects of Supervision
Relevant case law is presented. The question of whether your appraisal process, discipline, and supervisory practices can withstand court scrutiny is discussed.
• Personal liability
• Vicarious liability

Hostile Work Environment
Harassment is too common in today's workplace. Police departments are not immune to this type of behavior. Information is presented that will help supervisors in handling complaints of this type.
• Documentation
• Public and individual's rights
• Federal policy
• Agencies policy
• How to properly handle a complaint

Supervisory Styles
How do you see yourself as a boss? POSIT can help you realize which supervisory style is most effective for you.
• Different supervisory styles
• Identifying your dominant style
• Using the correct style
• Expectations—supervisors and officers

Marginal or Problem Employees
POSIT identifies the differences between a marginal employee, a problem employee, and an employee with a problem. It gives instruction on how to identify and properly supervise each type.
• Employees as individuals
• Employee assistance programs
• Counseling
• Identifying the problem
• Motivational techniques
• Open communication

Contact
Justice and Safety Institute
The Pennsylvania State University
306 Lubert Building
Innovation Park
University Park PA 16802
Phone: 814-863-0079
Fax: 814-863-3108
E-mail: jasiInquiry@outreach.psu.edu

University Policies
Access—Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing special accommodations or have questions about the physical access provided, please call 814-863-0079.

Cancellation—The University may cancel or postpone any course or activity because of insufficient enrollment or other unforeseen circumstances. If a program is canceled or postponed, the University will refund registration fees but cannot be held responsible for any other related costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.

Turn to a Leader
The Penn State Justice and Safety Institute was formed in 1971 to meet the professional development needs of law enforcement and public safety professionals. Since then, more than 450 municipal, county, state, and federal agencies have entrusted the institute with the training of thousands of law enforcement professionals.

For more information about Police Supervisory In-service Training and Penn State's other law enforcement programs, visit our Web site: www.jasi.outreach.psu.edu

This publication is available in alternative media on request.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.
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Directions to the Rutgers Public Safety Building:
55 Commercial Avenue, New Brunswick, New Jersey

- From New Jersey Turnpike (North or South)
  - Turn off at Exit 9, bear right after the toll booths and follow signs for "Route 18 North - New Brunswick."
  - Follow directions from Route 18 North Below.

- From Garden State Parkway
  - Southbound (from northern points)
    - Turn off at Exit 129 for the New Jersey Turnpike and head south.
    - Turn off the Turnpike at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North - New Brunswick."
    - Stay to the left to continue on Route 18 North.
    - Follow directions from Route 18 North Below.
  - Northbound (from southern points)
    - Turn off at Exit 105 and follow signs for Route 18 North.
    - After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike.
    - Continue on Route 18 North.
    - Follow directions from Route 18 North Below.

- From Route 287 (North or South)
  - Turn off at Exit 9 "River Road, Bound Brook, Highland Park."
  - Proceed East on River Road toward Highland Park.
  - Make a right onto Route 18 South (exit after the traffic light at Landing Lane).
  - Cross the Raritan River on the John Lynch Memorial Bridge.
  - Continue on Route 18 South.

- Route 18 South
  - At the first traffic light make a right onto Commercial Avenue.
  - At the next traffic light make a right onto Nielsen Street (Public Safety Building is on th left).
  - Make first left onto Elijah’s Way. Parking Deck will appear on left.

- Route 18 North
  - Proceed along Route 18 North through Route 1 Interchange.
  - After the first traffic light (Paulus Boulevard) you will bear right for local traffic.
  - At the second traffic light you will turn left onto the ramp for Commercial Avenue.
  - The exit ramp leads you directly onto Commercial Avenue.
  - At the traffic light, turn right onto Nielsen Street. (Public Safety Building will be directly ahead of you).
  - Make first left onto Elijah’s Way. Parking Deck will appear on left.

The Rutgers Police Communications Center can be reached at 732/932-2711.