

NONDISCRIMINATORY POLICY

It is the policy of the Center for American and International Law (formerly The Southwestern Legal Foundation) that no person, on the basis of race, color, religion, national origin or ancestry, age or handicap, shall be discriminated against in educational programs and activities, scholarship programs or admissions.

TUITION CANCELLATION

Tuition, less a \$25 handling charge, will be refunded upon written cancellation received five (5) working days prior to the program. Cancellations received after that date cannot be refunded, although substitutions will be permitted.

ILEA HEADQUARTERS DRIVING DIRECTIONS

From DFW Airport: Take the North Airport exit. Take 121 North and go approximately 18.5 miles to Legacy Drive. Turn right on Legacy Drive and go 1.5 miles to Parkwood Blvd. Turn right on Parkwood Blvd. and go .4 mile to Tennyson Parkway. Turn left on Tennyson Parkway and go .5 mile to Democracy Drive. We are on the right, on the corner of Democracy Drive and Tennyson Parkway. **From Downtown Dallas:** Go north on the Dallas North Tollway. Take the Spring Creek Parkway/Tennyson Parkway exit and drive north on the Dallas North Tollway frontage road. Go through the first stop light and turn right at the next stop light (Tennyson Parkway). Proceed east on Tennyson for .7 mile, and we are on the right, at the corner of Tennyson Parkway and Democracy Drive.

HOTEL ACCOMMODATIONS

The cost of lodging is not included in the tuition. Guest rooms will be available at the Residence Inn, 5001 Whitestone Lane, Plano, TX 75024, at a rate of \$89.00 per night, plus tax. Full breakfast is included. To assure room availability, contact the Residence Inn directly (972.473.6761) at least thirty days prior to arrival and ask for the government rate.

2004 ILEA COURSES

Police Media Relations (San Bernardino, CA)	January 21-23
Internal Affairs, Professional Standards & Ethics (San Bernardino, CA)	January 26-30
Management College Guide to the Fair Labor Standards Act (FLSA)	Feb 2 - Mar 26
Contemporary Issues Conf.	February 26-27
Internal Affairs, Professional Standards & Ethics	March 24-26
Ethics Train-the-Trainer	April 19-23
Police Executive Development: The Pursuit of Quality	April 26-30
Advanced Management College	April 26-30
Police Media Relations (Albany, NY)	May 5-7
Teaching Diversity: Train-the-Trainer	May 10-12
Ethics Train-the-Trainer (Albany, NY)	May 10-14
School of Police Supervision Internal Affairs, Professional Standards & Ethics (Albany, NY)	May 17-21
Ethics Train-the-Trainer	June 2-29
Police Media Relations Administration & Management of Training	June 14-18
School of Police Supervision	Sept 13-17
Ethics Conference	Sept 20-22
Police Executive Development: The Pursuit of Quality	Sept 27-Oct 1
Internal Affairs, Professional Standards & Ethics	October 4-29
Teaching Diversity: Train-the-Trainer	October 20-22
Ethics Train-the-Trainer	November 1-5
	November 8-12
	November 15-19
	December 6-10

Please let us know of corrections needed in your mailing address.

Please Note: The Institute utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.



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THE CENTER FOR AMERICAN AND INTERNATIONAL LAW
5201 Democracy Drive — Plano, Texas 75024



BUDGETING AND GRANTSMANSHIP

MARCH 4-5, 2004

**HIRING FOR QUALITY: RECRUITING AND
SELECTING THE NEW EMPLOYEE**

MARCH 11-12, 2004

MANAGING SPECIALIZED UNITS

MARCH 18-19, 2004

BUDGETING AND GRANTSMANSHIP

MARCH 4-5, 2004 ▼ 8:30 AM - 4:30 PM

In lean economic times, the ability to budget for - and fund - law enforcement services becomes more essential than ever. This course will discuss techniques for calculating the true cost of police activities, and for creating an effective, defensible budget. Participants will have an opportunity to explore a variety of grant sources, write a grant proposal, and develop effective evaluation measures.

WHO SHOULD ATTEND?

- ▼ Administrators
- ▼ Managers
- ▼ Finance Personnel
- ▼ Grant Writers

THIS COURSE WILL ADDRESS SUCH TOPICS AS

- ▼ The Formation and Utilization of Budgets
- ▼ Budgets as a Policy and Planning Tool
- ▼ Cost Analysis of Police Services
- ▼ Resources for Private and Governmental Grants
- ▼ Developing and Writing a Grant Proposal
- ▼ Crafting Evaluation Measures for Grant Proposals

FACULTY

Mr. Robert Neff, Manager of Criminal Justice Programs, North Central Texas Council of Governments. A 22-year veteran of the Kalamazoo, MI, Police Department, Robert holds a MSW in Social Work and Correctional Administration from Western Michigan University.

Mr. Charles Wiley, Chief of Police, City of Denton, TX. Prior to his current position, he served in various capacities with the Galveston Police and Sheriff's Departments, as a Bureau Commander in Charleston, South Carolina Police Department and Director of Public Safety for Medical University of South Carolina. He holds Bachelors and Masters degrees in the Administration of Justice and Police Science, and attended the FBI Academy in Quantico, VA. He was appointed Chief in Denton in March of 2002.

"HANDS ON PROGRAM"

Participants will have the opportunity to "cost-out" and prepare a budget for law enforcement programs, identify potential grant sources, and draft an effective grant proposal.

HIRING FOR QUALITY: RECRUITING AND SELECTING THE NEW EMPLOYEE

MARCH 11-12, 2004 ▼ 8:30 AM - 4:30 PM

Today, the process for identifying, attracting and selecting quality employees is more competitive and demanding than ever. This course will outline and discuss strategies for maximizing the potential of recruitment efforts, and highlight effective and proven techniques for selecting the most-qualified candidates for law enforcement employment.

WHO SHOULD ATTEND?

- ▼ Administrators
- ▼ Recruiting Staff
- ▼ Human Resources
- ▼ Background Investigators

THIS COURSE WILL ADDRESS SUCH TOPICS AS

- ▼ Hiring for Character; Training for Skills
- ▼ Current Trends in Recruitment
- ▼ Attracting a Diverse Candidate Pool
- ▼ Effective Background Investigations
- ▼ Conducting "Integrity-Based" Interviews
- ▼ Defending the "Hire/Don't Hire" Decision

FACULTY

Mr. Dan Carlson, Associate Director, Institute for Law Enforcement Administration, where he directs the activities of the Center for Law Enforcement Ethics. A retired New York State Police Captain, he holds a BS from the State University of New York.

Sergeant Laurretta Hill, Supervisor in the Arlington, TX, Police Department Personnel/Recruiting unit. She holds a Bachelor's degree from the University of Texas-Arlington.

Lieutenant Steve Pugsley, Instrumental in revamping the background investigation process for the Massachusetts State Police, he holds a BS from Boston State College, a M.A. from Anna Maria College, and a Juris Doctor from Suffolk University Law School in Boston, MA.

Deputy Chief Lisa Womack, Commander of the Patrol Division for the Arlington, TX, Police Department. She holds a BS from Texas Women's University, and a MPA from the University of North Texas.

MANAGING SPECIALIZED UNITS

MARCH 18-19, 2004 ▼ 8:30 AM - 4:30 PM

Specialized units in law enforcement function differently than patrol operations and require a specific approach to management. This session provides both management theory and practice to assist senior administrators in oversight of these particular services.

WHO SHOULD ATTEND? ANY MANAGER WHO SUPERVISES SPECIALIZED UNITS, SUCH AS THE FOLLOWING:

- ▼ Tactical or SWAT
- ▼ Canine and Dog Tracking Units
- ▼ Bicycle and Mounted Patrol
- ▼ Drug Task Forces or Street Drug Enforcement Squads
- ▼ Motorcycle Units
- ▼ Undercover Drug Teams
- ▼ Executive Security Details
- ▼ Helicopter or Aviation Divisions
- ▼ Scales and Speed Enforcement Teams
- ▼ Warrant Execution Operations

THIS COURSE WILL ADDRESS SUCH TOPICS AS

- ▼ Specialization in Public Operations
- ▼ Differences in Managing Specialized Units and Teams
- ▼ Problem Solving in Specialized Units
- ▼ Policies for Managing Specialization

FACULTY

Mr. Dan Carlson, Associate Director, Institute for Law Enforcement Administration, where he directs the activities of the Center for Law Enforcement Ethics. A retired New York State Police Captain, he holds a BS from the State University of New York.

Chief Douglas Kowalski, McKinney Police Department, Texas. Formerly SWAT Commander and Deputy Chief of the Dallas Police Department.

Dr. Gary W. Sykes, Director, Institute for Law Enforcement Administration and formerly professor of justice administration, University of Louisville.

REGISTRATION

Mail, fax or e-mail to:
Registrar: Institute for Law
Enforcement Administration
5201 Democracy Drive
Plano, TX 75024

Registrar: 972.244.3405
ILEA Office: 972.244.3430
or 800.409.1090
Fax: 972.244.3431
E-Mail: ilea@cailaw.org

Tuition: \$295 member, \$345 non-member of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

COURSE TITLE

Name/Rank _____

Agency _____

Address _____

City, State, Zip _____

Telephone _____

Fax _____

E-mail Address _____

Payment Information

Check enclosed payable to:
The Center for American and International Law
Check# _____ Check Amount _____

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Charge to: Master Card Visa
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Expiration Date _____

Name on Card _____

Billing Address (if different from above address) _____

Authorized Signature _____

NOTE: All Courses will be conducted at the headquarters of The Center for American and International Law, 5201 Democracy Drive, Plano, Texas 75024.

Persons successfully completing these courses will be eligible for Texas Commission On Law Enforcement Officer Standards and Education (TCLEOSE) credit.