

REGISTRATION

On the opening day, registration will begin at 8:00am. Class will begin at 8:30am and will end at 4:30pm Monday through Thursday. Friday's session will begin at 8:30am and will end at 12:00 noon. Lunch will be on your own.

COURSE LOCATIONS

Dallas: Center for American and International Law, 5201 Democracy Drive, Plano, Texas.

San Bernardino: San Bernardino Police Department, 710 N. D Street, San Bernardino, California.

Albany: New York State Sheriff's Association Headquarters, 27 Elk Street, Albany, New York.

HOTEL ACCOMMODATIONS

Dallas: Residence Inn, 5001 Whitestone Lane, Plano, \$89.00 per night studio or 1-bedroom, plus tax. Full breakfast is included. To assure room availability, contact the Residence Inn directly (972.473.6761) at least 30 days prior to arrival and ask for the government rate.

San Bernardino: Nearby hotels include the La Quinta Inn, 205 E. Hospitality Lane, San Bernardino, 909.888.7571; Comfort Inn, 1909 S. Business Center Drive, San Bernardino, 909.889.0090; or the Hilton Hotel, 285 E. Hospitality Lane, San Bernardino, 909.889.0133.

Albany, New York: Guest rooms are available at the Crowne Plaza, State and Lodge Streets, Albany, at a rate of \$97.00 per night. Contact Irene, New York Sheriff's Association, at 518.434.9091 for reservations.

NONDISCRIMINATORY POLICY

It is the policy of The Center for American and International Law that no person, on the basis of race, sex, 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 for this program will be permitted.

TCLEOSE CREDIT

Persons successfully completing these courses will be eligible for 32 hours of Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.

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



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

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



INTERNAL AFFAIRS

PROFESSIONAL STANDARDS AND ETHICS

NOVEMBER 3-7, 2003
DALLAS METROPLEX

APRIL 19-23, 2004
DALLAS METROPLEX

JANUARY 26-30, 2004
SAN BERNARDINO, CA

JUNE 14-18, 2004
ALBANY, NEW YORK

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INSTITUTE FOR
LAW ENFORCEMENT ADMINISTRATION

(The Center for American and International Law)

5201 Democracy Drive
Plano, Texas 75024
972-244-3430

www.theILEA.org

INTERNAL AFFAIRS, PROFESSIONAL STANDARDS AND ETHICS

November 3-7, 2003 ■ Dallas Metroplex, Texas
January 26-30, 2004 ■ San Bernardino, California
April 19-23, 2004 ■ Dallas Metroplex, Texas
June 14-18, 2004 ■ Albany, New York

The Institute for Law Enforcement Administration (ILEA), a division of The Center for American and International Law, will hold its nationally known Internal Affairs, Professional Standards and Ethics course at the above locations around the country. This program prepares law enforcement personnel to manage internal complaints and investigations.

This four and one-half day program is designed for internal affairs investigators and managers.

The program will include such topics as:

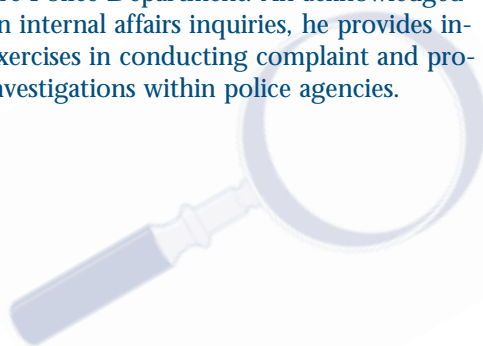
- Administration of the internal affairs function
- Employee interviewing
- Employee drug testing and searches
- Managing internal investigations
- Procedural aspects of discipline
- Ethics and the Internal Affairs function
- Early-warning systems

LECTURERS

MICHAEL BERKOW, Deputy Chief, Los Angeles Police Department and formerly Chief of Police, Irvine Police Department, California. He also served as project manager for the U.S. Justice Department's International Assistance program and worked with the Haitian, Hungarian and Somalian police agencies for the U.S. State Department. Recently he was appointed to serve on the Board of the Police Executive Research Forum in Washington, D.C. Chief Berkow holds an M.S. degree from Johns Hopkins University and a J.D. from Syracuse University School of Law. He taught seminars and workshops in internal affairs for the IACP, including an advanced course, and has presented internal affairs programs in major police departments across the country.

GARY W. SYKES, Director, Institute for Law Enforcement Administration. Dr. Sykes has his B.A., M.A. and Ph.D. in Political Science from The Pennsylvania State University. He is a former professor in the School of Justice Administration, University of Louisville and a graduate of the Aspen Institute on Ethics. Since 1989, he has administered the Internal Affairs program and teaches the ethics sessions.

TIMOTHY J. LONGO, SR., Chief of Police, Charlottesville, Virginia Police Department. Chief Longo began his career in law enforcement as a police cadet in the Baltimore, Maryland Police Department and moved through the ranks including Lieutenant/Shift Commander, Internal Investigations Division, Special Investigations Unit and retired as Major of the Communications Division. Chief Longo holds a Bachelor's degree from Towson University and a J.D. from the University of Baltimore School of Law. As the Commander of the Special Investigations Unit, he managed pro-active and aggressive investigations of serious misconduct among officers in the Baltimore Police Department. An acknowledged expert in internal affairs inquiries, he provides in-depth exercises in conducting complaint and pro-active investigations within police agencies.



REGISTRATION –INTERNAL AFFAIRS

Mail, fax or e-mail to: ILEA Phone: 972.244.3430
Registrar: Institute for Law Enforcement Administration ILEA Fax: 972.244.3431
5201 Democracy Drive E-mail: ILEA@cailaw.org
Plano, TX 75024

Tuition: \$445.00 member, \$545.00 non-member of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

Date/Location _____

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 _____

Purchase Order attached: # _____

Invoice my agency: Attention _____

Charge to: Master Card Visa
 AMEX Discover

Credit card tuition may be faxed or e-mailed.

Card Number _____

Expiration Date _____

Name on Card _____

Billing Address (if different from above address) _____

Authorized Signature _____