



Institute for Law
Enforcement
Administration

Internal Affairs: Safeguarding
the Commitment to
Excellence

MANAGEMENT OF INTERNAL COMPLAINTS AND INVESTIGATIONS

The process for managing and investigating complaints against law enforcement personnel can be complex, sensitive and highly-charged. This four and one-half day, nationally-prominent program in Internal Affairs, Professional Standards and Ethics, will provide participants with the knowledge and insights required to conduct and administer timely, objective and thorough internal affairs inquiries.

Topics

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

Who Should Attend?

- Internal Affairs investigators and managers
- Police department legal staff
- Human resources personnel
- Law enforcement supervisors and executives

Faculty

Michael Berkow, Deputy Chief, Los Angeles Police Department, California

Daniel P. Carlson, Associate Director, Institute for Law Enforcement Administration

Timothy J. Longo, Sr., Chief, Charlottesville Police Department, Virginia

Course Location

ILEA Headquarters, 5201 Democracy Drive, Plano, TX 75024

Course Hours

8:30am to 4:30pm Monday - Thursday; 8:30am to 12:00 noon Friday.

Tuition

\$495 ILEA Member, \$595 ILEA Nonmember
For more information, visit www.theILEA.org or call 972.244.3430 or 800.409.1090.

Hotel

Residence Inn, 5001 Whitestone Lane, Plano 75024. Full breakfast is included. To assure room availability, contact the hotel directly at 972.473.6761 two weeks prior to the program and ask for the ILEA course rate of \$85 per night.

INTERNAL AFFAIRS, PROFESSIONAL STANDARDS AND ETHICS

April 25-29, 2005 ♦ November 7-11, 2005 ♦ Plano, TX ♦ www.theILEA.org

APPROVED FOR
TCLEOSE
CREDIT

FOUR WAYS TO REGISTER

• **Online**
www.theILEA.org

• **Fax**
972.244.3431

• **Mail**
Center for American
and International Law
5201 Democracy Drive
Plano, TX USA 75024

• **Phone**
972.244.3400 or
800.409.1090
8:30am-5:00pm CST

TCLEOSE CREDIT: Law enforcement personnel attending this course are eligible for Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credit.

REGISTRATION FORM

Internal Affairs, Professional Standards and Ethics
April 25-29 • Nov 7-11 • Plano, TX

TUITION: \$495 ILEA Member \$595 Non-member

Course Date _____

Name/Rank _____

Agency _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

PAYMENT INFORMATION

Check enclosed payable to: Center for American & International Law

Purchase Order attached: # _____

Invoice my agency: Attn _____

Credit Card: MC VISA AMEX Discover

Card number _____

Exp. date _____

Name on card _____

Billing address (if different than above address) _____

E-mail for credit card receipt _____

Cancellation Policy:

Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail: cburkel@cailaw.org). No refunds after this date, although substitutions of attendees for this program are permitted. Registrants not entitled to a refund will receive the course materials, with the exception of copyrighted items.



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*The Center for American
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Plano, Texas 75024



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