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Tri-River Police Training Courses

August 2023

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ILETSB - SRO Recertification - Butts

Plainfield Police Department

14300 Coil Plus Dr., Plainfield, IL. 60544

Thursday & Friday, August 3 & 4, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- | | |
|---|--------------------------------------|
| • Civil Rights | 2.0 Hours |
| • Const. Use of LE Authority | 2.0 Hours |
| • Crisis Intervention | 1.5 Hours |
| • Cultural Competency | 0.5 Hour |
| • Human Rights | 0.5 Hour |
| • Legal Updates | 1.5 Hours |
| • Officer wellness/mental health | 0.5 Hour |
| • Procedural Justice | 3.0 Hours |
| • Law concerning stops, searches, and the use of force | 1.0 Hour (0.5 Hour Scenario-Based) |
| • Officer safety techniques, including cover, concealment, and time | 3.0 Hours (1.5 Hours Scenario-Based) |
| • Specialized: School Resource Officer | |
| ○ Active Threat Response | 4.0 Hours (2.0 Hours Scenario-Based) |
| ○ Juvenile Law | 3.0 Hours |
| ○ Officer & Youth Interaction | 3.0 Hours |

**** Students are encouraged to bring a laptop or tablet that can utilize a thumb drive; paper copies of the materials will not be provided. ****

Course Description: This 2-day, 16-hour program has been designed by the Illinois Law Enforcement Training Standards Board to provide students with the required training in use of police personnel within the school setting in accordance with SB 2925 (PA 100-984). SROs must be police officers of law enforcement agencies who are to serve within a school setting pursuant to a memorandum of understanding between the employing law enforcement agency and a school district within the agency's jurisdiction. Any officer serving in this role as of January 1, 2021, must have a special certification issued by the Illinois Law Enforcement Training and Standards Board ("Board"). Such officers must have attended a special training course or attained a waiver by the Board before they can serve in this role.

This course consists of the three primary components addressed in the curriculum: Juvenile Law, Officer and Youth Interactions, and School Threat Response. Students will participate in guided discussions/lectures, interactive activities, and performance-based exercise.

Instructors: This course will be taught by a team of Instructors. Lead Instructor, Danielle Butts is the Founder and Executive Director of All Our Children's Advocacy Center. She has been a Forensic Interviewer for 20 years and conducted over 4,000 interviews. Danielle is a member of the Cook County Child Abuse Advisory Board and the Children's Advocacy Center of Illinois Legislative Committee. She has been a law enforcement instructor for over 15 years and currently teaches; Interviewing Children, Juvenile Investigations, Sexual Assault and SRO.

Member Tuition: None

Non-Member Tuition: None

(members have priority in registration)

**This course is grant funded by the Illinois Law Enforcement Training and Standards Board.*

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Criminal Procedure for Detectives and Patrol Officers

Lockport Police Department
1212 South Farrell Rd., Lockport, IL. 60441
Monday; August 7, 2023
8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- Civil Rights 2.0 Hours
- Const. Use of LE Authority 2.0 Hours
- Legal Updates 4.0 Hours
- Lead Homicide Investigator 8.0 Hours

Course Description:

This course will assist/inform/update Detectives and Police Officers in the criminal procedure laws as they pertain to criminal investigations. This course examines procedural law, substantive law, case law, and photographic crime scene studies. Actual documented case studies are used to illustrate the current state of our laws.

Topics to be discussed:

- Potential Pitfalls in Criminal Procedure | The sources of Criminal Procedure | Due Process of Law | Miranda | Electronic Recording of Custodial Interrogations | Search and Seizure | Right to Privacy | Police Surveillance | Tracking Devices | Searching Vehicles | Canine Searches | Personal Electronic Devices | The "Plain View" Doctrine | Templates regarding Search Warrants, Phone Pings, etc. | Franks v. Delaware | Anticipatory Search Warrants | Securing Buildings | Knock and Announce laws/issues/updates | The Fifth Amendment | Terry Stops | Identification Procedures (Lineups, Photo Arrays, and Showups) | Illinois Supreme Court Rule 3.6 (What An Officer Can and Cannot Say)

Instructor: Jeffrey J. Pavletic is an award-winning trial attorney who has built a reputation of integrity and exceptional skill in the courtroom. As a prosecutor for the past two decades, he has tried countless cases to victory (including approximately 150 jury trials with a concentration in homicide and violent crime). In addition to trying some of the highest profile and complex cases that have occurred in the history of Northern Illinois, Jeff was Chief of the Felony Review Division, and is currently the First Assistant State's Attorney for the Lake County (Illinois) State's Attorney's Office. Jeff served as Special Counsel to the U.S. House of Representatives Judiciary Committee in the impeachment of President Clinton. His duties included all aspects of independent counsel review, the impeachment inquiry, presentation of articles of impeachment to the U.S. House of Representatives, all witness interviews and depositions of trial witnesses, and the actual impeachment trial before the U.S. Senate. Jeff has received numerous federal, state, and local awards. These include Illinois State Crime Commission's State's Attorney of the Year, Felony Trial Attorney of the Year, The Fred L. Foreman Criminal Justice Award, The Ruth Rosengarden Victim Service provider Award, and a special U.S. House of Representatives Award presented by Congressman Henry Hyde. (continued)

Jeff has been featured on 20/20, The Today Show, Good Morning America, Court TV, and the Discovery Channel. Jeff is a published author and a well-respected legal instructor who holds undergraduate and graduate faculty positions and has received accolades as a nationally renowned lecturer, training thousands of police officers, lawyers, prosecutors, and judges.

Member Tuition: None

Non-Member Tuition: \$150.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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BUILDING A BETTER POLICE REPORT

Lockport Police Department

1212 South Farrell Rd., Lockport, IL. 60441

Tuesday; August 8, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- | | |
|-----------------------------------|-----------|
| • Const. Use of LE Authority | 0.5 Hour |
| • Procedural Justice | 3.0 Hours |
| • Psychology of Domestic Violence | 2.0 Hours |
| • Use of Force (General) | 1.0 Hour |
| • Lead Homicide Investigator | 8.0 Hours |

Course Description:

This 8- hour course will focus on enhancing an officer's report writing skills so that he or she may better submit clear, accurate, concise, and detailed primary case reports. Emphasis will be placed on detailing probable cause for an arrest, better providing investigators with essentials in primary reports so that follow-up may become more efficient and enhancing case building in a way that will aid prosecutorial success. The course will examine some of the top failure points of poorly written reports as seen by shift supervisors, and then provide a blueprint to organization to better build reports for the future. Added emphasis will be placed on the additional care and challenges presented when preparing initial reports for Domestic Violence, Criminal Sexual Assault, and when an officer has had to apply physical force in the field. This course is geared to both newer patrol officers who may be developing report writing experience, as well as those veteran officers who might benefit from enhancing their report writing skills. Learning will be done through both lecture and a practical writing lab. Students are encouraged to bring a laptop computer with Microsoft Word installed.

Topics to be discussed:

- Developing a winning mindset for proper report writing- Why it is THAT important!
- Top areas of report failure and how to correct them before you commit them
- Eliminating the "Cliffhangers" and communicating to your overall audience (cops, courts, lawyers, and social services)
- Implementing a fool-proof "Blueprint" for organizing any report, every time
- Making the link from describing events to establishing why actions were taken
- Strategy for reviewing reports prior to submitting them
- Challenges in preparing a primary Domestic Violence Report
- Challenges in preparing a primary Sexual Assault Report
- Documenting your use of force within your report

(CONTINUED)

Instructor: Sergeant Phelan is a 22- year veteran of the Lockport Police Department, and a patrol Sergeant for the last 9. He graduated from the University of Illinois- Chicago earning a BA in Criminal Justice. He is also a graduate of the NUCPS School of Staff and Command. In addition to his formal education, he has served his department by managing the crime prevention/community outreach program where he was responsible for DARE, GREAT, community outreach, as well as writing and implementing a curriculum for his department's Citizen's Police Academy.

He was also the primary grant writer for Lockport in obtaining the Bureau of Justice Assistance's (BJA) Gang Resistance Education Grant, COPS Hiring Grant, Illinois Tobacco Enforcement Reimbursement Grant, and the Illinois Department of Transportation's Traffic Safety Grant. Those roles included the added responsibility of submitting grant proposals, timely progress reports, and preparing follow-up press-releases. He currently is the department's Field Training Manager where he is responsible for assisting in the selection of FTOs and reviewing the overall progress of recruits through the daily submitted observation reports.

Member Tuition: None

Non-Member Tuition: \$150.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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Freedom of Information Act (FOIA) - OAG - 3 Hour LIVE Webinar

Wednesday, August 9, 2023

9:00 am till 12:00 pm

This course complies with the guidelines of the following mandate(s):

- Legal Updates 2.5 Hours
- Procedural Justice 0.5 Hour

Course Description:

Law enforcement agencies receive a large number of FOIA requests. Properly responding to those requests involves understanding not only the Illinois FOIA statute but also other Illinois laws that regulate access to police reports, investigation files, and video and audio recordings. This course will summarize those laws and apply them to FOIA requests for common law enforcement records. Topics to be addressed in this course include:

- Personal privacy for victims and witnesses
- Traffic crash reports
- Limits on disclosure of juvenile records
- Requests for worn body camera recordings
- Records relating to open investigations and pre-trial cases
- Best practices for responding to FOIA requests in a timely manner

Please note: this course will not address expungement of arrest reports or retention of worn body camera recordings. A link will be provided to the meeting one week before the start date.

Topics to be discussed:

- The limitations of the Act.
- Various definitions that must be considered.
- The time deadlines provided by the Act.
- Various exclusions from the coverage of the Act.
- Various techniques in dealing with FOI requests will be discussed.
- Alternative methods of responding to these requests will be listed and analyzed.
- The Local Records Act will be discussed and defined.
- Guidelines for compliance with these provisions concerning both paper and electronic records.
- The required methods of identifying, inventorying, and destroying local records will be analyzed.
- New expungement and sealing requirements.

Instructor: Leah Bartelt is the Public Access Counselor in the Illinois Attorney General's Office. The Public Access Bureau works to educate public bodies and citizens about the Illinois Freedom of Information and Open Meetings Acts, and to address allegations that public bodies have violated those laws. Leah joined the Attorney General's office in January 2015 and was named Public Access Counselor in March 2022. Leah is a graduate of the University of Pennsylvania Law School, and earned a Bachelor of Arts degree in Economics from the University of Chicago.

Member Tuition (Sworn & Civilian): None Non-Member Tuition: None

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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Photography for the Law Enforcement Officer 1-Day Basic Photography Workshop

Plainfield Police Department

14300 Coil Plus Dr., Plainfield, IL. 60544

Thursday; August 10, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- Lead Homicide Investigator (LHI) 6.5 Hours (4.5 Hours Scenario-Based)

Course Description: This workshop is designed for the officer assigned to investigate/process crime scenes and will provide them with the needed skills to operate their department issued camera equipment to correctly photographically document evidence at a crime scene. Upon completion of this workshop officers will have learned how to operate their department issued cameras in normal and low light environments along with taking examination quality photographs of evidence.

Course Goals: By the end of this workshop, officers will be able to do the following:

- Will understand how depth of field affects crime scene photography.
- Will be able to produce the three types of crime scene photographs, orientation, reference, and identification with their department issued equipment
- Be able to produce examination quality photographs of evidence.
- Will understand the use of fill flash in outdoor crime scene photography.
- Will understand how to properly expose photographs in a low light environment using timed espouser, painting with light and multi-flash techniques.

Equipment List:

1. Department issued camera (if it is a SLR camera then also bring the following equipment)
 - a. Detachable flash unit (with fresh batteries)
 - b. Cable for detachable flash unit
 - c. Tripod
 - d. Cable to connect camera to laptop computer
 - e. Camera manual (if not available download one prior to class)
2. Laptop computer
3. Flashlight
4. Part of the class will be outside, dress for the weather.

Instructor: This course will be taught by Michael Kirby (Inverness P.D.-retired).

Member Tuition: None

Non-Member Tuition: \$150.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

The Legal & Justifiable Use of Force - Pavletic

Frankfort Police Department

20602 Lincoln-Way Lane, Frankfort, IL. 60423

Monday; August 14, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

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|--|-----------|
| • Const. Use of LE Authority | 1.0 Hour |
| • Legal Updates | 1.0 Hour |
| • Procedural Justice | 1.0 Hour |
| • Law concerning stops, searches, and the use of force | 5.0 Hours |
| • Specialized: Lead Homicide Investigator | 8.0 Hours |

Course Description: This course will focus on police officer use of force considerations in on-duty and off-duty scenarios. Practical use of force issues will be examined by viewing actual videos from live police use of force encounters and discussing the officer's decisions in those instances. The course will review U.S. Supreme Court cases, Federal Court decisions, Illinois statutes and case law, and what our courts specifically look for in police use of force situations. The course will also address use of force occurrences, ranging from crimes in progress to the use of force in medical emergencies. The material will consider use of force from an officer's perspective: pre-assault indicators, force options that may be utilized, the use of intermediate weapons, permitted uses of force, prohibited uses of force, and the deadly use of force. Instruction will include proper documentation, Qualified Immunity, Garrity issues, and the Illinois Uniform Peace Officer's Disciplinary Act. The program will conclude with a discussion of the "10 Myths of Police Use of Force."

Topics Discussed:

- Video analysis of actual police use of force events and decision making
- Use of force during crimes in progress; offenders fleeing a crime scene; medical emergencies
- Use of force where offender is neither evading arrest nor committing a crime
- Review of Illinois, Federal, and U.S. Supreme Court cases regarding police use of force
- What our courts consider when evaluating an officer's use of force
- Pre-assault indicators; force options; quantum of force; use of intermediate weapons
- Acceptable methods of force; unacceptable methods of force; use of deadly force
- Documenting an officer's use of force
- Probable cause and Qualified Immunity; Garrity issues
- The Illinois Uniform Peace Officer's Disciplinary Act
- "The 10 Myths of Police Use of Force"

Instructor: Jeffrey J. Pavletic is an award-winning trial attorney who has built a reputation of integrity and exceptional skill in the courtroom. As a prosecutor for the past two decades, he has tried countless cases to victory (including approximately 150 jury trials with a concentration in homicide and violent crime). In addition to trying some of the highest profile and complex cases that have occurred in the history of Northern Illinois, Jeff was Chief of the Felony Review Division, and is currently the First Assistant State's Attorney for the Lake County (Illinois) State's Attorney's Office. Jeff served as Special Counsel to the U.S. House of Representatives Judiciary Committee in the impeachment of President Clinton. (continued next page)

His duties included all aspects of independent counsel review, the impeachment inquiry, presentation of articles of impeachment to the U.S. House of Representatives, all witness interviews and depositions of trial witnesses, and the actual impeachment trial before the U.S. Senate. Jeff has received numerous federal, state, and local awards.

These include Illinois State Crime Commission's State's Attorney of the Year, Felony Trial Attorney of the Year, The Fred L. Foreman Criminal Justice Award, The Ruth Rosengarden Victim Service provider Award, and a special U.S. House of Representatives Award presented by Congressman Henry Hyde. Jeff has been featured on 20/20, The Today Show, Good Morning America, Court TV, and the Discovery Channel. Jeff is a published author and a well-respected legal instructor who holds undergraduate and graduate faculty positions and has received accolades as a nationally renowned lecturer, training thousands of police officers, lawyers, prosecutors, and judges.

Member Tuition: None

Non-Member Tuition: \$150.00

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40 Hour Basic Evidence Technician

Plainfield Police Department

14300 Coil Plus Dr.; Plainfield, IL 60544

Monday-Friday; August 14-18, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

• Civil Rights	0.5 Hour
• Const. Use of LE Authority	1.0 Hour
• Legal Updates	1.0 Hour
• Officer wellness/mental health	0.5 Hour
• Procedural Justice	6.0 Hours
• Law concerning stops, searches, and the use of force	1.0 Hour (1.0 Hour Scenario-Based)
• Officer safety techniques, including cover, concealment, and time	0.5 Hour
• Lead Homicide Investigator	32 Hours (1.0 Hour Scenario-Based)

Course Description: This program is designed for recently assigned evidence technicians and will introduce them to various evidence collection, identification, and preservation techniques. The impact of these techniques upon specific criminal investigations will also be discussed.

Course topics include:

- Crime scene management
- Crime scene photography
- Crime scene sketching, diagramming, and animation
- Forensic Laboratory Sections
- Evidence recognition, handling, packaging, and submission
- Trace, tool mark, and firearm evidence
- Footwear/tire track castings
- Latent prints and impression evidence
- Biological evidence and D.N.A.
- Search warrants and consent to search
- Gunshot residue tests and results
- Advances in evidence technology

❖ *Each officer should be familiar with his/her Department's digital camera and should bring the following items to class:*

- ✓ **Camera and tripod to fit it**
- ✓ **Latent print development kit which includes black powder/magnetic powder, tape, and backing cards**
- ✓ **Sufficient packaging and personal protection supplies to process a crime scene**

Instructor: This course will be taught by Lt. Heather Hansen (ret.), Illinois State Police and Lt. Chris Collins (ret.) with Kane County Sheriff's Department.

Member Tuition: None

Non-Member Tuition: \$750.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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Sexual Assault Investigator Training (Day-2)

Attendees must have previously completed the Initial Responders 8-hour in person or 8-hour online class to attend

New Lenox Police Department
200 Veterans Parkway, New Lenox, IL. 60451
Tuesday; August 15, 2023
8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- | | |
|---|-----------|
| • Civil Rights | 0.5 Hour |
| • Const. Use of LE Authority | 0.5 Hour |
| • Cultural Competency | 0.5 Hour |
| • Human Rights | 0.5 Hour |
| • Legal Updates | 0.5 Hour |
| • Procedural Justice | 0.5 Hour |
| • Psychology of Domestic Violence | 1.0 Hour |
| • Sexual Assault Trauma Informed Response | 4.0 Hours |
| • Lead Homicide Investigator | 8.0 Hours |
| • Sexual Assault Investigator Training | 8.0 Hours |

Course Description: This course will meet all the requirements of the Sexual Assault Incident Procedure Act (Public Act 099-0801) which was enacted January 1, 2017. This Act requires all agencies employing law enforcement officers who conduct sexual assault and abuse investigations be required to provide specialized training within 2 years (January 1, 2019) of the effective date of this act. The act also requires that agencies present training to all law enforcement officers who are initial responders within 3 years (January 1, 2020) of the effective date of this act.

Instructor:

Commander John Arizzi has worked for the Lockport Police Department since 2005. He is the Investigations Commander and currently serving as a Division Commander in the Will/Grundy Major Crimes Task Force. John is a former Deputy Director of the Metro Area Narcotics Squad and has worked undercover for both state and federal authorities. John is also an FBI certified crisis negotiator and served on the Will County SWAT team. John holds a Bachelor's Degree in Criminal Justice from Benedictine University.

Member Tuition: None

Non-Member Tuition: \$150.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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40 Hour Instructor Development Course

Lockport Police Department

1212 South Farrell Rd., Lockport, IL. 60441

Monday-Friday; August 21-25, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- PENDING

Course Description: This new 40-hour curriculum has been designed to provide new instructors with the skills needed to become dynamic, effective trainers. In this highly interactive and participatory program, students will be introduced to a multitude of techniques that can be used successfully within traditional law enforcement environments and applications, including the classroom, field operations, simulated scenes, scenarios, and assessment training.

This course focuses on techniques of instruction that address different adult learning styles and will provide a comprehensive overview of different classroom management principles. Participants will complete numerous practical exercises in public speaking, demonstrative instruction, and lesson plan preparation. Class will culminate in each participant providing a block of instruction on a law enforcement-related topic of their choosing. Attendees will be encouraged in the development of their instructional skills through immediate, supportive feedback from instructors as well as their fellow classmates.

Topics to be addressed include:

- How to instruct to all adult learning styles
- Time management of a training program or unit of instruction
- Organization and lesson plan preparation
- Writing course objectives
- Different types of class participation
- How to construct exam questions
- Classroom media, including PowerPoint, and Poll Everywhere

Instructors: This course will be taught by Lt. Heather Hansen (ret.), Illinois State Police and Lt. Chris Collins (ret.) with Kane County Sheriff's Department.

Member Tuition: None

Non-Member Tuition: \$750.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

Non-Escalation & De-Escalation as Force Alternatives

Plainfield Police Department
14300 Coil Plus Dr., Plainfield, IL. 60544
Tuesday; August 29, 2023
8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- | | |
|---|-----------|
| • Crisis Intervention | 3.0 Hours |
| • De-escalation Techniques | 2.0 Hours |
| • Law concerning stops, searches, and the use of force | 2.5 Hours |
| • Officer safety techniques, including cover, concealment, and time | 0.5 Hour |

Course Description: Effective communication skills can assist law enforcement in preventing unnecessary injuries to both officers and citizens, while reducing liability exposure to agencies and units of government. This course will encompass communication skills necessary to prevent escalation in potentially intensifying circumstances when people are in crisis. If events worsen, students will learn communication skills shown to de-escalate potentially violent encounters. Participants will also learn about the rights of citizens to peacefully assemble and express their first amendment rights vs. situations that would justify an arrest. Additionally, participants will learn proper use of force based on prevailing case law and U.S. Supreme Court decisions. Instruction will include video examples of contemporary events.

Topics Include:

- Non-escalation Skill Development
- De-escalation Skill Development
- Use of Force Strategies
- Reasonable Force Standards
- Civil Rights and Legal Issues
- First Amendment Gatherings
- Constitutional Limits on Police Authority

Instructor: The program will be conducted by Dr. Michael Schlosser, President and Lead Instructor with Law Enforcement Expert, Training, and Consulting, LLC (LEETAC). Dr. Schlosser has been in Law Enforcement for over 34 years. He is currently Director of the University of Illinois Police Training Institute (PTI). Dr. Schlosser retired as a Lieutenant from the Rantoul Police Department after 20 years of service. During this time, he held positions as field training officer and supervisor, detective, juvenile officer, wellness director, control tactics instructor, and K-9 supervisor. He earned a Master's Degree in Public Administration from Governor's State University, a Master Degree in Legal Studies from the University of Illinois-Springfield, and a Doctorate in Education from the University of Illinois at Urbana-Champaign. Dr. Schlosser has worked for PTI since 1998 and has been a full-time instructor since his retirement in 2004. He has taught dozens of courses and trained thousands of police recruits in most aspects of policing. His instructor certifications include 7th Degree Blackbelt in Karate-Do, Master Arrest & Control Tactics Instructor, and O.C. Spray Instructor.

Member Tuition: None

Non-Member Tuition: \$150.00

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Police Recruiting, Hiring, Retention & Background Investigations

Plainfield Police Department

14300 Coil Plus Dr.; Plainfield, IL 60544

Wednesday & Thursday; August 30-31, 2023

8:00 am till 4:00 pm

This course complies with the guidelines of the following mandate(s):

- | | |
|-----------------------|-----------|
| • Civil Rights | 1.0 Hour |
| • Cultural Competency | 1.0 Hour |
| • Legal Updates | 3.0 Hour |
| • Procedural Justice | 2.0 Hours |

Course Description:

Recruiting

Recruiting with Diversity in mind

The goal of the recruiting component is to identify and attract talent from a diverse pool and to ensure that every candidate is treated fairly throughout the hiring process. Most recruiters focus on identifying and attracting talent for the organization. However, the recruiting manager must be equally concerned that once talented candidates are identified – especially diverse candidates – they have a rewarding experience in their interactions with the organization. They must ensure that the application and screening processes are bias-free.

Hiring

Define your process in a policy...Protect yourself!

Partners in the process: buy in from your city/county HR department and ask them to assist you! Proctor the process so that it is fair and unbiased. Review your plans with them. Treat HR as your ally not the enemy. Community Involvement – if your agency has issues with the appearance of not being fair, ask your community leaders to become involved.

Retention

Many recruiting managers believe their job is complete when new diverse candidates are hired. However, when you consider that organizations often spend tens of thousands of dollars to hire a single candidate, retention can be essential to the financial bottom line. Therefore, it is important for the recruiting manager to ensure their organization has strong on-boarding (orientation), mentoring, employee development and career counseling processes. In addition, the manager should assess the need for employee support groups and recommend the creation of ones deemed necessary.

Background Investigations

Background investigators must be knowledgeable about all applicable local, state, and federal fair employment laws. They must be conversant in the legal requirements for appointment to the positions in question. They must heed all agency policies, practices, and operational limitations.

(continued)

They must base their inquiries and evaluations on candidate behaviors that have a direct relationship to the requirements and demands of the position, and they must do so with consistency and without bias. They must be able to articulate the information gathered from a wide variety of sources and how it is used in determining candidate suitability.

How do we treat a background investigation: Treat this process as you would any investigation, it is confidential, do not talk about this with anyone that does not have a need to know. Speak only to your supervisor or another investigator should you require advice or counsel on information developed.

Instructor: Harvey Finkel served 14 years with the City of Charlottesville Police Department retiring in 2015 as a Master Police Officer. Harvey participated in over 60 hiring processes with the Charlottesville Police Department coordinating all phases from application to on boarding for new employees. He has experience as a recruiter, Hiring Manager and Background Investigator. For 10 years Harvey held a Crime Prevention Specialist (CPS) certification in Virginia which included qualification as a General Instructor. He taught Crime Prevention with the Virginia Crime Prevention Association and assisted the Virginia Department of Criminal Justice Services as an instructor for their Basic Crime Prevention course. A frequent instructor with the regional police academy both at their basic Law Enforcement Academy and for the In-Service Program required for LEO continuing certification. Harvey holds an instructor certificate from the National Rifle Association for 3 curriculums.

Member Tuition: None

Non-Member Tuition: \$300.00

Funded in Partnership with the Illinois Law Enforcement Training & Standards Board

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