

TUITION

\$995 non-members, \$895 members of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

SCHEDULE AND MATERIALS

On the opening day, check-in will begin at 7:45am. Daily sessions begin promptly at 8:30am and will end at 3:30pm; lunch will be on your own from 11:30am to 12:30pm. On the concluding day of the program, a graduation ceremony will be held for students and their guests.

All materials will be furnished including a textbook for use during the School and a binder for instructor handout material. Out-of-area participants may want to bring a computer or typewriter to assist in the completion of writing assignments.

DRESS

Dress for the School is casual with the exception of two occasions - class pictures and graduation. Please keep in mind that Dallas/Fort Worth area weather can be unpredictable with average temperatures in January ranging from 25-60, June 71-100 and October 57-85.

HOUSING

The cost of housing is not included in the tuition. Guest rooms are available at the Summerfield Suites, 4900 Edwin Lewis Drive, Addison 75001 (www.summerfieldsuites.com), at a special rate. Complimentary phone and internet service is offered. To assure room availability, contact the Summerfield directly at 972.661.3113. For additional housing information or information concerning Fort Worth lodging, please contact Ms. Pam Hooper at 972.244.3420.

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.

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

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Organization
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SCHOOL OF POLICE SUPERVISION

June 2-27, 2003

October 6-31, 2003

January 5-30, 2004

Institute for Law Enforcement Administration
(The Center for American and International Law)
5201 Democracy Drive
Plano, Texas 75024

SCHOOL OF POLICE SUPERVISION

The Institute for Law Enforcement Administration, a division of The Center for American and International Law, will hold the 77th and 78th Schools of Police Supervision at our new location, 5201 Democracy Drive, Plano, Texas. The 79th School will be hosted by the Fort Worth Police Department and held at the Fort Worth Police Academy, 1000 Calvert Street, Fort Worth, Texas.

This four-week course is designed for first-line supervisors and middle-level management. It should be of interest to law enforcement agencies concerned with the professionalism of their management team. This is the only independent four-week school in the nation for police supervisors and recognizes the importance of supervision as a major management function in law enforcement. The curriculum focuses on the transition from "street policing" to management, especially the social and personal adjustments.

COURSE MAIN TOPICS

- Change and the Organization
- Legal Aspects of Discipline
- Motivation
- Basic Statistics
- Street Culture and Supervision
- Community-based Policing
- Legal Liability of the Supervisor
- First Amendment Issues
- Stress and Supervision
- Sexual Harassment and Workplace Discrimination
- Creating a Strong Ethical Environment

COURSE SPECIALIZED TOPICS

- People-centered Supervision
- Leadership
- Performance Evaluations
- Supervising Organizational Diversity
- Executive Writing Workshop
- Managing Conflict
- Supervisor as Coach and Counselor
- Cultural Awareness and Cross-Cultural Communications
- Media Relations
- Psychological Type and Leadership Style
- Police-Community Relations

FACULTY

Faculty who teach are invited from the law enforcement and academic communities. The following list includes regular faculty as well as guest faculty. The Institute is committed to assembling some of the best minds in administrative and academic areas.

Tory J. Caeti, Ph.D., University of North Texas
Jennifer Cameron, Communications Consultant
Daniel P. Carlson, Associate Director, Institute for Law Enforcement Administration
Brian E. Harvey, Lieutenant, Dallas Police Department
David N. James, Chief, Carrollton Police Department
Patt Scheckel-Hollingsworth, Training Manager, North Central Texas Council of Governments
A. Jay Six, Chief Deputy, Tarrant County Sheriff's Department
Barbara A. Smith, Lieutenant, Dallas Police Department
Gregory Smith, Assistant Director, Institute for Law Enforcement Administration
Gary W. Sykes, Ph.D., Director, Institute for Law Enforcement Administration
Robert W. Taylor, Ph.D., Chair, Department of Criminal Justice, University of North Texas
Sally Dee Wade, Lecturer, Texas A&M University

REGISTRATION

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

Registrar Phone: 972.244.3430
ILEA Phone: 972.244.3430
ILEA Fax: 972.244.3431
E-mail: ILEA@cailaw.org

COURSE DATE: _____

TUITION: \$895 ILEA Members, \$995 Non-members

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: # _____

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Charge to: Master Card Visa
 AMEX Discover

Card Number: _____

Expiration Date: _____

Name on Card: _____

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Authorized Signature: _____

CANCELLATION POLICY: Tuition, less a \$50 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.

TCLEOSE CREDIT: Law enforcement personnel attending this course are eligible for 120 hours of Texas Commission on Law Enforcement Office Standards and Education (TCLEOSE) credit (56 hours under Course #3 and 64 hours under Course #3700).