

The Institute for Law Enforcement Administration



INTERNAL AFFAIRS

Professional Standards and Ethics

November 4 - 8, 2002



Join us at our new headquarters.



For further information contact us:

Phone: 972-664-3471 * Fax: 972-699-7172 * E-mail: ILEA@cailaw.org



INTERNAL AFFAIRS

Professional Standards and Ethics

The Institute for Law Enforcement Administration, a division of The Center for American and International Law (formerly The Southwestern Legal Foundation), will hold its Internal Affairs, Professional Standards and Ethics course at The Center for American and International Law headquarters, 5201 Democracy Drive, Plano, Texas 75024.

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

In September, the Institute for Law Enforcement Administration moved into a new state-of-the-art professional training center. As a division of the Center for American and International Law, the Institute will provide one of the finest educational and training environments found anywhere in the U.S.

FACULTY



Michael Berkow, Chief of Police, Irvine Police Department, California. He formerly 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 Burkow 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; B.A., M.A., Ph.D. in Political Science from The Pennsylvania State University; former professor in the School of Justice Administration, University of Louisville; 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. 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.

GENERAL INFORMATION

REGISTRATION: On the opening day, registration will begin at 8:00am in the lobby of The Institute for Law Enforcement Administration, 5201 Democracy Drive, Plano, Texas 75024. Daily sessions will begin promptly at 8:30 a.m. and will end at 4:30 p.m., except on Friday which will conclude at 12:00 noon. Lunch will be on your own.

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

HOTEL ACCOMMODATIONS: The cost of lodging is not included in the tuition. Guest rooms will be available at the Doubletree Hotel, 7120 Dallas Parkway, Plano, TX 75024, at a rate of \$89.00 per night, plus tax. To assure room availability, contact the Doubletree Hotel directly (972-473-6444) at least two weeks prior to your arrival date and ask for the special Institute for Law Enforcement Administration rate.

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, sex, color, religion, national origin or ancestry, age or handicap, shall be discriminated against in educational programs and activities, scholarship programs or admissions.

PERSONS WITH A DISABILITY who need special accommodations to attend this program may contact the Institute at 972.664.3471 no later than ten (10) working days prior to the program so that necessary arrangements can be made.

REGISTRATION

Internal Affairs, Professional Standards and Ethics
November 4 - 8, 2002

Mail, fax or E-mail to Registrar:

The Center for American and International Law
(formerly The Southwestern Legal Foundation)
P.O. Box 830707 - Richardson, Texas 75083-0707

Phone: 972.664.3461
Fax: 972.699.7172
ILEA Office Phone: 972.664.3471
ILEA@cailaw.org

Tuition: \$545 non-members, \$445 members of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

Name/Rank _____

Agency _____

Mailing Address _____

City/State/Zip/Country _____

Telephone _____ Fax _____

E-Mail _____

*Birth Date _____ *Soc. Sec. # _____

*Required for training credit through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

TUITION MAY BE PAID BY CREDIT CARD

Check enclosed payable to The Center for American and International Law.

Please charge: AmEx _____ MasterCard _____ Visa _____ Discover _____

Card Number _____ Expiration Date _____

Name on Card _____

Billing Address (if different from address above) _____

Authorized Signature _____

ILEA PROGRAM SCHEDULE – 2002

- (School of Police Supervision (Dallas, TX) **SEP. 30-OCT. 25**
- (11th Annual International Ethics Conference (Dallas, TX) **OCT. 17-19**
- (Cultural Diversity Train-the-Trainer (Dallas, TX) **NOV. 11-15**
- (Administration and Management of Training (Dallas, TX) **DEC. 2-6**
- (Ethics Train-the-Trainer (Dallas, TX) **DEC. 9-13**

All courses will be held at the ILEA headquarters in Plano, TX unless noted otherwise.

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 Springcreek 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.

PUBLICATION

CENTER FOR LAW ENFORCEMENT ETHICS



And now, after eight years, *Ethics Roll Call* has become an online publication. To read the latest edition (Summer 2002) go to www.theILEA.org/publications.



THE CENTER FOR AMERICAN AND INTERNATIONAL LAW
(formerly the Southwestern Legal Foundation)
THE INSTITUTE FOR LAW ENFORCEMENT ADMINISTRATION
P.O. Box 830707 9 Richardson, Texas 75083-0707

PLEASE NOTE: The Center for American and International Law (formerly The Southwestern Legal Foundation) utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.

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