

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.

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

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 Spring Creek 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.

HOTEL ACCOMMODATIONS

The cost of lodging is not included in the tuition. Guest rooms are 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 directly (972.473.6444) at least 30 days prior to arrival and ask for the government rate of \$89.00.

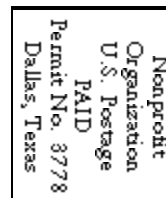
Alternate hotel: Residence Inn, 5001 Whitestone Lane, Plano 75024 (972.473.6761), \$89.00 per night studio or 1-bedroom, plus tax. Full breakfast is included.

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

MAY 5-9, 2003
DALLAS METROPLEX

INSTITUTE FOR
LAW ENFORCEMENT ADMINISTRATION
(The Center for American and International Law)

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

INTERNAL AFFAIRS, PROFESSIONAL STANDARDS AND ETHICS

May 5-9, 2003 ■ 8:30 a.m. - 4:30 p.m.

The Institute for Law Enforcement Administration (ILEA), a division of The Center for American and International Law, 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

LECTURERS

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 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.

THIS COURSE WILL BE
HELD AGAIN
NOVEMBER 3-7, 2003

REGISTRATION - INTERNAL AFFAIRS

Mail, fax or e-mail to: ILEA Phone: 972.244.3434
Registrar: Institute for Law Enforcement Administration ILEA Fax: 972.244.3431
5201 Democracy Drive E-mail: ILEA@cailaw.org
Plano, TX 75024

Tuition: \$545.00/non-member, \$445.00/member

Name/Rank _____

Agency _____

Address _____

City, State, Zip _____

Telephone _____

Fax _____

E-mail Address: _____

SSN _____

DOB _____

Required information for Texas Commission on Law Enforcement Standards and Education (TCLEOSE) credit

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 _____