



UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE

# Criminal Justice Institute

Course Schedule 2006-2007



[www.cji.edu](http://www.cji.edu)

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A Publication of the  
Criminal Justice Institute  
University of Arkansas System



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# General Information

The **Criminal Justice Institute** (CJI) was established in 1988 to meet the unfulfilled advanced educational needs of Arkansas law enforcement leaders. Designing practical programs and curricula, CJI quickly became an acknowledged source of premier continued education and professional development for law enforcement agencies.

In 1993, the Arkansas General Assembly designated CJI as the coordinator of all supervisory, managerial, and executive education for Arkansas law enforcement agencies. Legislation in 1997 established CJI as a separate educational division of the University of Arkansas System and directed the Institute to also provide forensic and computer education and training for Arkansas law enforcement personnel.

Today, the Criminal Justice Institute continues to provide unparalleled support to the Arkansas law enforcement community by offering:

- **Quality law enforcement education and training**—free of charge and at accessible locations
- **Specialized programs** designed to enhance the job performance of law enforcement personnel
- Opportunities to complete **professional certifications and associate degrees** in Crime Scene Investigation and Law Enforcement Administration
- **Educational resources** to assist in law enforcement research and professional development
- **Access, training, and technical assistance** in new law enforcement technologies
- **Free publications** designed to keep law enforcement personnel aware of the latest news, management trends, and legal decisions in the Arkansas criminal justice community

For more information on specific programs, contact the following:

**Forensic Sciences and  
Computer Education Center**

Dr. Cheryl Puskarich May  
(501) 570-8052

**Law Enforcement Management Center**

Deborah Flowers  
(501) 570-8092

To register for a course, contact the following CJI course coordinators:

**Forensic Science**

Adrien Mason  
armason@cji.edu or (501) 570-8060

**Computer Enhancement**

Sandy Williams  
scwilliams@cji.edu or (501) 570-8076

**Law Enforcement Management**

Kimberly Hendricks  
kdhendricks@cji.edu or (501) 570-8041

Janet Harris-George  
jegeorge@cji.edu or (501) 570-8078

**Methamphetamine Initiatives**

Steve Varady  
smvarady@cji.edu or (501) 570-8096

Sheila McDade  
srmcdade@cji.edu or (501) 570-8097

## How To Register

Individuals who plan to attend a scheduled course of instruction must enroll in the course by completing a CJI registration form and submitting it to the Institute. For your convenience, a course enrollment form has been provided on page 40 of this course schedule and is also available online at [www.cji.edu](http://www.cji.edu). Please feel free to make copies and distribute them throughout your agency.

Completed forms should be faxed to (501) 565-3081. **Please note that enrollments will be taken no sooner than 60 days prior to the scheduled date of each course.**

While every effort will be made to ensure that courses are delivered on the scheduled date and at the scheduled location, conflicts may arise. Enrolled students should verify with the Criminal Justice Institute that the course will be conducted as scheduled.

## Cancellation Policy

If you are unable to attend a course for which you have registered, please contact the Institute as soon as possible at **501-570-8000** so proper notification can be given to officers on our waiting list.

In many instances, courses offered by the Criminal Justice Institute fill to capacity. When this happens, officers who are not admitted to the course are placed on a waiting list to be notified when vacancies become available. By contacting the Institute in advance when you are unable to attend a course, CJI staff can ensure that those on the waiting list are given the opportunity to participate.

## Specialized Seminars, Forums, and Symposiums

The Criminal Justice Institute continually seeks grants and other funding to provide specialized seminars, forums, and symposiums that are of interest to law enforcement and criminal justice professionals.

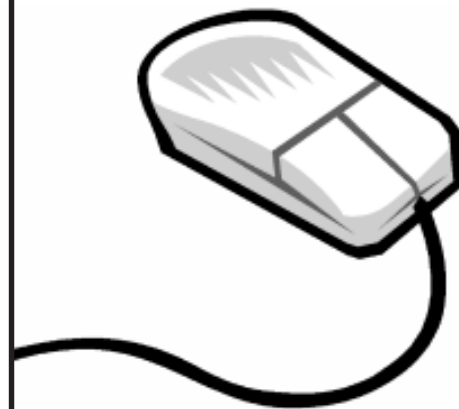
While such activities are currently being planned, they are not included in this course schedule. Law enforcement agencies will be notified of these events through periodic mailings by the Criminal Justice Institute.

## ADA Program Accessibility

Individuals who require special accommodation to participate in any course, seminar, forum, or symposium sponsored by the Criminal Justice Institute should contact the Institute at (501) 570-8000 at least two working days prior to the scheduled event.

For more information about  
the Criminal Justice Institute

Get Online...



[www.cji.edu](http://www.cji.edu)

# Forensic Sciences and Computer Education Center (FSCEC)

The primary mission of the **Forensic Sciences and Computer Education Center (FSCEC)** is to provide innovative education and training programs in crime scene and death investigations, computer technology applications, and specialized areas, including illicit methamphetamine and other drug investigations. To achieve this mission, FSCEC courses are designed to emphasize student participation and competency assessment through hands-on exercises and the utilization of state-of-the-art computer, forensic, and educational equipment. The quality of programs delivered through the FSCEC is enhanced by the case and law enforcement instructional experience of our instructors.

Because more than 95% of the law enforcement agencies in Arkansas serve and protect rural communities, all programs are designed to meet the unique needs and challenges of rural agencies. To increase the number of officers having access to FSCEC courses, the number of courses delivered off-campus has been increased. By accomplishing the missions of the FSCEC, we can assist law enforcement personnel in enhancing the safety, security, and quality of life of the citizens of our State.

We are grateful for your guidance, support, and confidence and look forward to working with you in the upcoming fiscal year.

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## FSCEC Computer Enhancement Program

FSCEC computer courses are designed to enhance the computer knowledge and skills of law enforcement officers and criminal justice personnel throughout the State. Instruction is provided using everyday terminology. The courses provide easy-to-follow procedures for accomplishing each objective and provide real-life law enforcement examples.

All courses will be delivered in our computer lab. Enrollment in all computer enhancement courses will be restricted to a maximum of 20 participants. **Unless otherwise indicated, all computer enhancement courses will be held between 8:30 a.m. and 4:30 p.m in the Criminal Justice Institute Annex Building.**

### Technical Assistance

The FSCEC staff can provide technical assistance to law enforcement personnel who are experiencing computer-related problems or have questions about computer hardware and/or software.

For technical assistance, contact:

**Sandy Williams at 501-570-8076  
or [scwilliams@cji.edu](mailto:scwilliams@cji.edu)**

**Internet Project Help Desk  
1-888-411-1713**

## Internet Researching and E-mail 7 Hours

Although the Internet has a wealth of information that can be beneficial to criminal justice personnel, the time required to search through the millions of documents available on-line can be overwhelming. Learning how to conduct more efficient searches will reduce the time you invest in retrieving information from the Internet.

In addition, the use of e-mail has become an important daily communication tool. Learning how to use this method of communication effectively can produce considerably more rapid results than using traditional mail systems. For example, the ability to exchange documents electronically can greatly increase turnaround time when reviewing and revising documents.

This course will provide students with a working knowledge of Internet research and basic e-mail concepts. Major topics to be covered include: *Using URLs and Addresses; Using Boolean Logic; Using Bookmarks; Using Search Engines; Understanding Hyperlinks; and Working with E-mail.* **The prerequisite for this course is *Introduction to Computers*, or have a verified working knowledge of Microsoft Windows and computer navigation skills.**

**October 24, 2006** ..... Criminal Justice Institute

**May 31, 2007** ..... Criminal Justice Institute

## Introduction to Computers 14 Hours

Many agencies are using computer technology to increase administrative efficiency. Understanding the basic elements of computing assists law enforcement personnel and other members of our criminal justice system in maximizing the potential of computer technology. This course will provide an introduction to basic hardware components, basic electronic data management, basic computer navigation skills, and Microsoft Windows. This learning opportunity will give the student a sound foundation for acquiring more complex computing skills to enhance efficiency in the dynamic world of computer technology.

Beginner to intermediate computer users would benefit from this course. The major topics to be covered include: *Basic Computer Components; Introduction of Basic Software; Using Windows Desktop; Using Selected Settings; Beginning Mousing and Keyboarding Skills; Basic Computer Navigation Skills; Electronic File Management; and Working with Folders.*

**August 15–16, 2006** ..... Criminal Justice Institute

**September 26–27, 2006** ..... Criminal Justice Institute

**October 4–5, 2006** ..... Criminal Justice Institute

**January 24–25, 2007** ..... Criminal Justice Institute

**February 5–6, 2007** ..... Criminal Justice Institute

**March 27–28, 2007** ..... Criminal Justice Institute

**May 22–23, 2007** ..... Criminal Justice Institute



**Using Microsoft Access**  
**21 Hours**

Microsoft Access is a database software program that organizes information so that it can be analyzed, communicated, and shared. Access can be used to perform a variety of queries and statistical computations. Major topics to be covered in this course include: *Creating and Working with Tables; Setting Field Properties; Finding and Filtering Data; Printing; Creating Relationships Between Tables; Creating and Modifying Queries; Printing Data; Creating Basic Forms; Creating Basic Reports; Designing Advanced Queries; Creating Action Queries; Using Advanced Query Wizards; Using Design View; Using Advanced Form and Report Design; and Using Subforms.* **Prerequisites for this course are Introduction To Computers, Using Microsoft Word, and Using Microsoft Excel, or have a verified intermediate to advanced working knowledge of Microsoft Windows, Microsoft Word, and Microsoft Excel and have intermediate to advanced computer navigation skills.**

**May 2–4, 2007** ..... Criminal Justice Institute

**Using Microsoft Excel**  
**14 Hours**

Performing calculations and presenting numerical information in the form of charts and tables are common tasks performed by administrative and supervisory personnel in criminal justice agencies. Microsoft Excel allows users to perform these functions with ease and is an excellent program for managing budgets and statistics.

Major topics to be covered in this course include *Basic Workbook Skills; Copying and Moving Data; Formatting Text, Numbers, and Cells; Working with Columns and Rows; Printing; Creating Basic and 3-D Formulas; Managing Data; Working with Worksheets and Workbooks; Working with Ranges; Working with Multiple Workbooks; Managing Worksheets; and Creating, Editing, and Modifying Charts.* **Prerequisites for this course are Introduction to Computers and Using Microsoft Word, or have a verified working knowledge of Microsoft Windows and Microsoft Word and have intermediate to advanced computer navigation skills.**

**September 13–14, 2006** ..... Criminal Justice Institute

**November 28–29, 2006** ..... Criminal Justice Institute

**March 5–6, 2007** ..... Criminal Justice Institute

**Using Microsoft PowerPoint**  
**14 Hours**

Microsoft PowerPoint is a graphical presentation program that can be used by agency personnel to motivate, inspire, and educate by allowing them to easily create printed handouts and design slide show presentations. Major topics to be covered in this course include: *Creating and Enhancing Basic Presentation Slides; Using Outline View; Correcting Spelling Errors; Printing Presentations; Formatting and Editing Text; Using Clip Art and Other Graphics; Working with Slide Masters; Using Slide Sorter, Slide Show, and Note Page Views; Adding Special Effects and Animation; and Exporting Presentation Slides.* **Prerequisites for this course are Introduction To Computers and Using Microsoft Word, or have a verified working knowledge of Microsoft Windows and Microsoft Word and have computer navigation skills. It is recommended to have working knowledge of creating and editing charts in Microsoft Excel.**

**November 1–2, 2006** ..... Criminal Justice Institute

**April 18–19, 2007** ..... Criminal Justice Institute

**Using Microsoft Word**  
**14 Hours**

Word processing is one of the most common uses of a computer. Microsoft Word is a complex word processing program that provides many different ways to enhance the professionalism of written communication and documentation. Major topics to be covered in this course include: *Basic Document Skills; Basic Text Editing; Printing; Checking Spelling and Grammar; Formatting Characters, Paragraphs, and Documents; Working with Tabs; Working with Numbers and Bullets; Inserting and Working with Graphics; Creating Forms and Templates; and Using AutoCorrect and AutoText.* **The prerequisite for this course is Introduction to Computers, or have a verified working knowledge of Microsoft Windows and have computer navigation skills.**

**August 29–30, 2006** ..... Criminal Justice Institute

**October 18–19, 2006** ..... Criminal Justice Institute

**February 1–2, 2007** ..... Criminal Justice Institute

**February 27–28, 2007** ..... Criminal Justice Institute

**April 10–11, 2007** ..... Criminal Justice Institute

**June 26–27, 2007** ..... Criminal Justice Institute

## FSCEC Forensic Sciences Program

Forensic Science, the application of science to the law (including areas such as crime scene, death, and homicide investigations), was identified as a special project of the Criminal Justice Institute in 1996. Since then, through innovative courses and hands-on exercises, our Forensic Sciences Program has enabled the Arkansas law enforcement community to keep pace with national trends and initiatives in the forensic sciences and, in doing so, solve more crimes in the communities they serve and protect.

Rapid technological advances in the forensic sciences, such as those occurring with forensic DNA applications, make it even more important that law enforcement be continually aware of the potential value of physical evidence in forensic investigations. This year, we will again offer a wide variety of courses that focus on the importance of forensic evidence and the critical need for the proper documentation, collection, preservation, and storage of this evidence.

Our nationally unique training facility contains state-of-the-art education equipment that exposes course participants to cutting-edge technology. Having access to this equipment enables the Institute to offer a wide variety of needed crime scene and death investigation courses.

**Unless otherwise indicated, all Forensic Sciences courses will be held between 8:30 AM and 4:30 PM at the Criminal Justice Institute (Annex Building).**

We greatly appreciate your support of the Criminal Justice Institute and its Forensic Sciences Program. We look forward to working with you in developing a program in the forensic sciences that will not only benefit your department, but also the citizens you serve.



**If you have any questions  
about any FSCEC program,  
please contact Dr. Cheryl May  
at (501) 570-8052 or  
cpmay@cji.edu**



## Advanced Bloodstain Pattern Analysis 21 Hours

This course will expand upon the basic principles of bloodstain pattern analysis and introduce more of the nuisances that might be encountered in actual casework. These nuisances or variables will be explored not only in terms of how they affect the final pattern observed, but also in terms of their causative nature.

The goal of this course is to introduce not only the influence of such variables, but also to develop an appreciation of the proper use of the scientific method to solve problems. Introduction to the scientific method will be followed with advanced techniques such as volume calculation, drying time, and clotting time.

Each student will be required to present one of their own cases that involve the analysis of bloodstains. Cases will be critiqued for content, documentation, presentation and any issues that might be a point of contention to a reviewing expert. **Only students who have successfully completed a 40-hour bloodstain pattern analysis course will qualify for enrollment.** Each student must also bring a bloodstain case in a format suitable for courtroom presentation. These presentations must include the following: PowerPoint or photographs, case history, autopsy, crime scene documentation, and investigative data. **Due to the hands-on nature of this course, enrollment will be restricted to 20 participants.**

**May 16–18, 2007** ..... Criminal Justice Institute

## Advanced Techniques in Property Room Management 14 Hours

This two-day course is a comprehensive training seminar addressing the advanced techniques necessary for evidence storage and security, the management of technological and electronic evidence, and the effective evidence management controls, policies, and procedures necessary to support the introduction of physical evidence at trial, as well as to avoid potential civil liability lawsuits.

This course will benefit sworn and civilian employees who possess experience and basic knowledge of evidence and property room management, including Evidence Technicians, Criminal Investigators, Evidence Custodians, and others responsible for the collection, preservation, or management of evidence and those responsible for the planning, design, staff audit, or development of evidence and property control systems. **Enrollment in this course will be restricted to 40 participants.**

**January 30–31, 2007** ..... Criminal Justice Institute

## Basic Crime Scene Processing 21 Hours

Participants will learn techniques of crime scene investigation as applied to crimes against property. Hands-on exercises focusing on the recognition, documentation, recovery, and preservation of physical evidence will be implemented. Practical application of the techniques and procedures learned will be accomplished through a mock crime scene exercise that will be conducted on the last day of the program. This course will benefit patrol officers and new members of crime scene specialty units with minimal crime scene investigation experience, forensic science specialists, and seasoned investigators. Access to an adjustable 35 mm camera and tripod will be required. **Enrollment will be restricted to 20 participants.**

**August 15–17, 2006** ..... Camden Police Department

**February 27–March 1, 2007** ..... UA Community College  
at Morrilton

## Basic Digital Photography 14 Hours

Law enforcement is utilizing digital photography and technology more frequently than ever before. This 14-hour course will address the basic photography theory to be applied to capturing digital images that will enhance image quality. Other topics include types of digital cameras, digital images vs. 35mm film, basic crime scene digital photography including those involving clandestine methamphetamine laboratories, legal issues, and an overview of image handling. **Because hands-on exercises will be utilized in this two-day program, enrollment will be restricted to 20 students.** Students will need to bring digital cameras and tripods.

**August 2–3, 2006** ..... Arkansas State University  
at Newport

**October 4–5, 2006** ..... University of Arkansas  
at Monticello

**May 22–23, 2007** ..... UA Community College  
at Morrilton

## Bloodstain Evidence 7 Hours

This one-day course will provide general information about the meaning and significance of bloodstain evidence potentially found at a crime scene and discuss the value as well as limitations of this evidence in a forensic investigation. A general overview of the procedure for documenting bloodstain evidence will also be presented. Course content will be aimed at patrol officers, new crime scene specialists, investigators, detectives, and prosecutors. **Enrollment will be restricted to 30 participants.**

**October 17, 2006** ..... UA Community College  
at Morrilton

**February 15, 2007** ..... Harrisburg Police Department

## Bloodstain Pattern Analysis 40 Hours

This five-day course will include lecture and case history presentation, experiments, mock crime scene evaluations, photography, and documentation for bloodstain pattern evidence. Hands-on experiments will be used to demonstrate the mechanics of actual pattern formation and typical pattern characteristics used in interpretation. Mock crime scenes will be employed to demonstrate and assess each participant's skill in using appropriate documentation techniques, biohazard precautions, crime scene control, and interpreting bloodstain patterns. Student photographs and other documentation, as well as the student's ability to support all opinions presented, will be critiqued by the instructors. Course length and experiments will meet the membership requirements for the International Association of Bloodstain Pattern Analysts (IABPA). Students will be expected to bring an adjustable 35mm camera, tripod, detachable flash, and PC cord. **Due to the extensive use of hands-on exercises in this program, enrollment is limited to 20 participants.**

**December 11–15, 2006** ..... Criminal Justice Institute

## Bloodstain Pattern Documentation 28 Hours

The value of bloodstain evidence is too often only considered in terms of the serological identifying characteristics, such as the blood type and DNA profiles. Bloodstain pattern analysis adds another dimension to the information left at the scene of a crime. By analyzing the physical pattern of the bloodstains, additional information can be learned, including how the crime was conducted, who was or was not present, how many blows were struck, and even the positioning of the individuals involved in the crime. To perform bloodstain pattern analysis, many years of study are required. This course will address the more immediate need for law enforcement officers—namely, recognition of basic bloodstain patterns at a crime scene and the proper methods of documenting the scene so that specialized analysis can then be performed by a bloodstain pattern expert. **Due to the hands-on nature of this course, enrollment will be restricted to 20 participants.**

**September 5–8, 2006** ..... Criminal Justice Institute

## Computer Crime 21 Hours

The frequency of crimes committed involving computers is increasing substantially each year. This three-day course will cover topics such as *Types of Crime on the Internet*, *White-Collar Crime*, and *Computers at Crime Scenes*. In addition, students will be given opportunities to use methods and techniques relevant to investigating suspected or proven criminal activity on the Internet. Detectives, investigators, and crime scene and forensic science specialists will benefit from this basic program. Participants should have a strong working knowledge of computer hardware and software. **Enrollment will be restricted to 20 participants.**

February 12–14, 2007 ..... Criminal Justice Institute

## Crime Scene Digital Photography and Imaging 28 Hours

Digital photography is being used more and more by officers and investigators as a documentation tool in the field. This four-day course is designed as an introduction to using digital photography in crime scene investigations and managing the images that are captured. In previous fiscal years, *Digital Imaging* and *Crime Scene Digital Photography* were separate classes. This course represents a combination of both previously taught courses. Topics to be discussed and demonstrated will include *Digital Photography and Imaging*, *Computer Hardware and Software Issues*, *Enhancement Techniques*, *Creating Quality Printed Images*, *SOPs*, *Archival Requirements*, and *Legal Issues*. Panorama (QTVR) and digital video will also be discussed. All students are required to bring a digital camera with flash and flash cards. Tripods are also required. Video cameras may also be utilized in several exercises. Students using digital video in casework are encouraged to bring their digital video cameras. **This is a hands-on class and is limited to 20 students.**

April 24–27, 2007 ..... Criminal Justice Institute

## Crime Scene Investigation 14 Hours

The primary purpose of this two-day program is to provide a general overview of forensic evidence and how to properly secure, protect, and process crime scenes for physical and testimonial evidence. The appropriate actions of the first responding officer, securing and protecting the scene, establishing the dimensions of the scene, evaluating the crime scene for physical evidence, crime scene documentation, proper collection and packaging procedures, and new and innovative processing techniques will be among the topics discussed. Property crimes, sexual assaults, robberies, and death investigations, including those involving the recovery of badly decomposed or buried human remains will be covered. This course will benefit patrol officers, investigators/detectives and new crime scene specialists. **Enrollment in this course will be restricted to 30 participants.**

August 29–30, 2006 ..... Nashville Police Department

## Crime Scene Reconstruction & Interpretation 28 Hours

This four-day course is designed to demonstrate the methodology and techniques used in the reconstruction and interpretation of crime scenes. All interpretations are based on facts developed from the physical and testimonial evidence found at all crime scenes. The documentation of the scenes is critical in reconstructing or interpreting the crime scene. This course will address these issues through lecture, demonstrations and hands-on practicals that will challenge the student.

It is required that each student bring a case that is unsolved to be shared with the class as a means of case review. Documents, photographs, sketched and reports will be used to interpret and review cases. **Due to extensive one-on-one approach utilized in this class, enrollment will be restricted to 20 students.**

March 13–16, 2007 ..... Criminal Justice Institute

## Crime Scene Sketching Using Crime Zone 14 Hours

This two-day course provides a basic working knowledge of Crime Zone software to assist law enforcement in creating professional crime scene sketches. Major topics to be covered include: *Basic Electronic Sketch; Creating and Saving Sketching; Working with Shapes; Working with Text; Using Templates; Data to be Included in a Crime Scene Sketching; Taking Measurements; and Sketching a Mock Indoor and Outdoor Crime Scene with Measurements.* **Prerequisite for this course:** *Introduction to Computers* or a working knowledge of Microsoft Windows/NT and computer navigation skills. **This two-day course is restricted to 20 students.**

January 18–19, 2007 ..... Criminal Justice Institute

## Death Investigation Issues for Law Enforcement and Coroners 14 Hours

This two-day course will provide a general overview and discussion of issues relevant to coroners and law enforcement in investigating deaths. Topics to be included are the roles of coroners and law enforcement at death scenes, media relations, bloodstain evidence, cause of death determination, preserving and documenting the death scene, auto erotic facilities, and suicide investigations. **Enrollment is limited to 25 participants.**

October 11–12, 2006 ..... Harrisburg Police Department

April 17–18, 2007 ..... Arkansas State University  
at Mountain Home

## Fingerprint Comparison and Identification 21 Hours

This hands-on program is designed to teach law enforcement personnel how to compare fingerprints and begin the process of identification. This will include prints of prisoners, wanted persons, prints of missing children, or otherwise unidentified persons. Upon completion of this course, students should understand basic principles behind the use of fingerprints for identification and the difference between “classifications” of fingerprints. AFIS and “live scan” technologies will be discussed.

Jail shift supervisors, investigators, police dispatchers, booking officers, police officers, and those responsible for detention and release of prisoners wanted by outside jurisdictions will benefit from this program. **Due to the extensive use of hands-on exercises, enrollment will be restricted to 20 participants.**

September 12–14, 2006 ..... UA Community College  
at Morrilton

## Forensic Entomology 14 Hours

This course will cover the application of insect information in a court of law and focus on those insects associated with the natural or suspicious death of a human (e.g., homicide, suicide or non-witnessed death) or non-human animal (e.g., poisoning, non-witnessed death of an endangered or protected wildlife species). Participants will acquire a working knowledge of forensic entomology and its application in providing another valuable piece to the investigative puzzle of the death scene.

July 18, 2006 ..... Criminal Justice Institute

## Latent Prints 21 Hours

Basic techniques to be used in identifying and developing latent prints from a variety of types of crime scenes, including clandestine methamphetamine labs, will be emphasized in this three-day course. Students will be taught the proper techniques for using fingerprint power at crime scenes and also developing two-dimensional fingerprint and footwear impressions. Several chemical enhancement techniques for use at crime scenes will be demonstrated.

Each student will be required to successfully photograph developed latent crime scene prints. Students should also be prepared to bring photography equipment suitable for macro-photography. **Due to the extensive use of hands-on exercises, enrollment will be restricted to 20 participants.**

May 1–3, 2007 ..... Bentonville Police Department

## Post-Blast Investigations 21 Hours

This three-day course will cover the basics of post-blast investigations. Lecture topics will include: *Explosive Types, Uses, and History; IED Types; and Construction and Large Vehicle Bombs*. Practical exercises will include the reconstruction and recovery of actual detonated devices. Students will be provided with information needed to determine container components, initiation mechanism, and possible type of explosive used. **Due to the emphasis of hands-on exercises in this course, enrollment will be restricted to 20 participants.**

August 23–25, 2006 ..... Criminal Justice Institute

## Recovery of Human Remains 35 Hours

This five-day (35 hour) course will emphasize the procedures used in recovering badly decomposed or skeletonized human remains and all associated physical evidence from outdoor crime scenes (both exposed and buried). Procedures used in finding buried bodies will also be presented. This will be an intensive, hands-on course in which the student will learn proper processing skills for these “unique” crime scenes through realistic mock scene exercises. New crime scene specialists, experienced crime scene unit members, detectives, and investigators will benefit from this program. A list of equipment needed will be provided at time of enrollment. **Due to the emphasis of hands-on exercises, enrollment will be restricted to 20 participants.**

October 30–November 3, 2006 ..... Criminal Justice  
Institute

## Using Forensic Light Sources 21 Hours

The primary purpose of this course is to identify and demonstrate the uses of forensic light sources. The definition of a forensic light source and what can be accomplished with a variety of available light sources at the crime scene will be emphasized in course materials. Using various light sources to detect latent prints, biological fluid, hairs, fibers and other trace evidence, miscellaneous applications and photography techniques will be addressed. The students will be provided with hands-on experiences in using a variety of light sources and are encouraged to bring their own light source(s): An adjustable 35mm camera capable of a “bulb” shutter speed and macro-photography, a sturdy tripod, cable release and plenty of batteries for the camera are required equipment for course enrollment. **Due to the emphasis of hands-on experiences, enrollment is restricted to 20 students.**

April 10–12, 2007 ..... Criminal Justice Institute

## Crime Scene Technician Certificate Program

The Criminal Justice Institute will again offer the *Crime Scene Technician Certificate Program (CSTCP)*—a series of six fundamental courses that introduces each of the vital components of crime scene investigation.

To participate in Session IX of the Institute's certificate program, an application letter must be submitted to Dr. Cheryl P. May from your Chief of Police, Sheriff, Department Head or Director. In this letter, he or she should indicate how your participation in this program will benefit your agency and state that he/she will support your attendance as well as ensure, to the best of their ability, your participation in all six courses. **Applications must be received at CJI by no later than end of business on October 6, 2006.** The twenty chosen participants and their agency heads will be notified in writing of their acceptance into the program by November 17, 2006.

Participants will be required to attend and successfully pass all six courses to receive their certificate. After successful completion of all six components, students will have met the minimum requirements necessary for application for certification as a crime scene specialist through the International Association for Identification. Descriptions for each course are located on page 14.

Master Sgt. Hayden B. Baldwin will be lead instructor for this program. Mr. Baldwin has 30 years of experience as a law enforcement officer with close to 20 of these in crime scene investigations. Hayden will be assisted by other nationally recognized experts in

**Graduation ceremonies will be held at the Criminal Justice Institute on Wednesday, June 20, 2007.**



Because photographic skills are critical in crime scene and evidence documentation, we are also requiring each department to make a minimum amount of photography equipment available to their agency representative. A list of the required photography equipment is presented below. If you have any questions concerning the photography equipment requirement, please feel free to contact Dr. May at (501) 570-8052.

### Photographic Equipment Requirements

**An adjustable 35mm camera**

**Camera Manual**

**Tripod**

**Detachable Flash**

**PC Cord**

**Cable Release**

**Spare Batteries for Camera and Flash**

**Macro lens**

**Filters** (yellow, orange, red, and polarizing)

## Crime Scene Photography

This course will cover basic photography techniques as well as general crime scene and forensic evidence photography. Students will be taught the appropriate techniques to be used in photographing a crime scene and related evidence. To adequately cover the topic of night photography, an evening session of the program may be required. A written examination at the end of the course and evaluations of the quality of photographs taken as part of the class will determine successful completion of this component of the certificate program.

**January 9–11, 2007** ..... Criminal Justice Institute

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## Latent Print Processing

In this second component, basic latent print techniques will be emphasized. The student will be expected to demonstrate the use of proper techniques for using fingerprint powder at crime scenes and also developing fingerprint and footwear impressions (two-dimensional). Several chemical enhancement techniques for use at crime scenes will be demonstrated. Each student will be required to successfully photograph developed latent crime scene prints. A written examination at the end of the course and evaluation of photography assignments will function to assess student performance.

**February 6–8, 2007** ..... Criminal Justice Institute

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## Impression Evidence

In this course, the student will be educated and trained to identify, document and recover three-dimensional evidence. This will include footwear, tire tracks and fingerprints from crime scenes. As in the previous courses, evaluation of photography assignments as well as written and practical examinations will function as assessment tools for student performance.

**March 6–8, 2007** ..... Criminal Justice Institute

## Biological and Trace Evidence

This course is designed to educate the student in the proper techniques used at crime scenes to identify, document, collect, and preserve bodily fluids and bloodstain pattern evidence. Chemical processing used to enhance blood impression evidence will also be included. Each student will be required to photograph all results. Students will also be assessed in their ability to identify, document and collect trace evidence (hairs, fibers, soil, safe insulation, etc.) using appropriate techniques. Photograph evaluations as well as written and practical examinations will be conducted.

**April 3–5, 2007** ..... Criminal Justice Institute

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## Crime Scene Sketching, Note Taking and Report Writing

The paper documentation phase of crime scene processing will be emphasized in this course. Students will learn how to take paper notes, complete a comprehensive crime scene report, and produce a quality crime scene sketch. Basic techniques as well as computer applications will be used to accomplish these tasks. Student evaluations will include written examinations, evaluation of notes taken, sketches and report writing skills.

**May 8–10, 2007** ..... Criminal Justice Institute

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## Crime Scene Investigation

Crime scene processing protocol will be emphasized in this capstone portion of the certificate program. Students will be required to use previously acquired knowledge and skills to complete several mock crime scene scenarios, including those that may be conducted at night. This will be a very demanding course. Students will be required to appropriately process all mock crime scenes and provide thorough presentations of their findings. A written final examination and evaluation of photographs as well as successful implementation of crime scene processing procedures will function to assess student performance and determine graduates of the program.

**June 5–7, 2007** ..... Criminal Justice Institute

## Advanced Crime Scene Technician Certificate Program

Rapid advances in the forensic sciences require even seasoned crime scene investigators to attend education and training programs designed to provide updated information and new techniques and procedures. To enhance the knowledge and skills acquired by the graduates of our six-month program and continue our educational investments in their agencies and the citizens they serve, we are proud to offer the *Advanced Crime Scene Technician Certificate Program, Session V*. This program will be available only to individuals who have received CJI's *Crime Scene Technician Certificate*.

To attend, an application letter must be submitted to Dr. May from your Chief of Police, Sheriff, Department Head or Director. In this letter, he or she should indicate how the six-month program (CSTCP) has benefited your department and how much experience you have acquired since graduating. He or she should also state that they will, to the best of their ability, ensure your attendance in all three (3) classes and provide you with the required photography equipment. A list of the required photography equipment is provided on page 14.

**Applications must be received at CJI by no later than end of business on August 4, 2006.** Chosen participants and their agency executives will be notified of acceptance into the program by August 18, 2006. A total of 63 law enforcement credit hours can be earned with the successful completion of this certificate program. Participants must successfully complete all three components to be awarded the Advanced Crime Scene Certificate.

**Graduation ceremonies are scheduled  
for Tuesday, November 27, 2006.**

### Advanced Crime Scene Photography

This course will cover advanced photography procedures and methodologies applied to crime scenes and forensic evidence. Included will be the use of forensic light sources and digital photography as well as digital imaging. The objectives of this component will be accomplished using hands-on exercises and instructor feedback. All participants must successfully complete this component prior to beginning component two of the certificate program. Successful completion will be determined by student performance on skills practicals (in-class & assigned) and written examinations.

**September 19–21, 2006**

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### Advanced Crime Scene Processing Techniques

This component of the advanced certificate program will focus on advanced latent print procedures and methodologies, with an emphasis placed on chemical techniques of latent print enhancement. A detailed review of crime laboratory procedures and forensic pathology will also be included. As with the previous component, hands-on exercises (in-class and assigned) as well as written examination performance will determine successful component completion.

**October 17–19, 2006**

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### Crime Scene Reconstruction and Interpretation

Techniques for reconstructing and interpreting the crime scene will be the primary emphasis of this component of the advanced program. Scenarios involving crimes against persons will be emphasized. Interpreting the results of analyses conducted on physical evidence recovered from the crime scene, report writing, and courtroom testimony will also be emphasized in this three-day course.

**November 14–16, 2006**



## FSCEC Crime Scene Investigator Certificate

To provide Arkansas law enforcement with the opportunity to continue their professional growth and development in crime scene investigation, we have developed the *Crime Scene Investigator Certificate*. Earning this certificate requires successful completion of the *Crime Scene Technician Certificate Program*, the *Advanced Crime Scene Technician Certificate Program*, and eight additional specialty courses. In its entirety, the *Crime Scene Investigator Certificate* will represent a total of 383 contact hours.

Due to fiscal considerations, not all courses can be offered in one academic year. However, it is our strong desire to offer each course during a two-year cycle. Courses not offered in this year's schedule, will likely be offered during the next year.

A list of all programs and courses included in this certificate program, along with the number of contact hours awarded for each, are as follows:

<b>Crime Scene Technician Certificate Program .....</b>	<b>126</b>
<b>Advanced Crime Scene Technician Certificate Program .....</b>	<b>63</b>
<b>Recovery of Human Remains .....</b>	<b>35</b>
<b>Bloodstain Pattern Analysis .....</b>	<b>40</b>
<b>Computer Crime .....</b>	<b>21</b>
<b>Crime Scene Digital Photography and Imaging .....</b>	<b>28</b>
<b>Fingerprint Comparison and Identification .....</b>	<b>21</b>
<b>Using Forensic Light Sources .....</b>	<b>21</b>
<b>Crime Scene Courtroom Testimony .....</b>	<b>14</b>
<b>Management of Evidence and Recovered Property ....</b>	<b>14</b>

**In addition, successfully passing at least the *International Association for Identification's* Level I examination is required.** For more information, contact Dr. Cheryl May at (501) 570-8052.

Stay Informed of  
the Latest News and  
Trends in the Arkansas  
Criminal Justice Community...



The Criminal Justice Institute provides three newsletters designed specifically for Arkansas law enforcement—the *CJI Bulletin*, *CJI Legal Briefs* and *CJI Management Quarterly*. Each newsletter is published quarterly and distributed free of charge to law enforcement agencies throughout the State.

Read them online at [www.cji.edu](http://www.cji.edu) or contact the Institute at 570-8045 to join the mailing list.

## FSCEC Special Projects: Arkansas Methamphetamine Education & Training Initiative

Illicit methamphetamine use, distribution, and production have reached epidemic proportions in our State. To assist the Arkansas law enforcement community in combating the negative impact that methamphetamine has on the citizens and innocent children they serve and protect, the Institute has made methamphetamine a key education and training issue. Through federal and state funding, the Arkansas Methamphetamine Education and Training Initiative has focused on assisting law enforcement professionals to safely identify and effectively investigate illicit methamphetamine use, distribution and production.

During the upcoming fiscal year, the Institute will offer a series of drug and meth-related courses in several locations across the State. In addition, the Narcotics Officer Certificate Program (Session II and III) will be offered at two off-campus locations. **Unless otherwise indicated, all courses will be held between 8:30 AM and 4:30 PM.**

### Ecstasy, Raves, and Club Drugs 7 Hours

This course will assist officers in identifying Ecstasy and a variety of club drugs, including GHB, Tryptamine drugs, Ketamine, and Rohypnol. Participants will become better able to locate and respond to raves and conduct undercover investigations in rave environments and culture. Officers will learn how to identify clothing and paraphernalia associated with Ecstasy users. Conducting successful Ecstasy reverses and drug-facilitated sexual assault investigations will also be discussed.

**August 17, 2006** ..... Fayetteville, AR

**December 7, 2006** ..... Jonesboro Police Department

### Financial Crime Investigations 14 Hours

This course will take a detailed look at current trends in money laundering and show how criminal organizations conceal the proceeds of their crimes. State and Federal statutes will be discussed and case management of large investigations explained. Participants will become better able to identify, locate, and seize through proper documentation (i.e., subpoenas, search warrants, bank records, phone analysis). The course will also cover trial preparation, prosecutor relations, and testimony.

**October 4–5, 2006** ..... UA Community College  
at Morrilton

**November 8–9, 2006** ..... Bentonville Police Department

### Mexican Drug Trafficking Organizations 14 Hours

This course is designed to provide insight into the ever expanding drug distribution network controlled by Mexican Drug Cartels. Participants will learn the history of these organizations and recognize how they use violence and corruption to further their drug distribution. Participants will also learn about specific investigative techniques that can be used to identify, investigate, and dismantle Mexican drug cells within the U.S.

**September 13–14, 2006** . Fort Smith Police Department

**February 6–7, 2007** ..... Arkansas State University  
at Newport

**April 10–11, 2007** ..... Carter-Day Training Center  
Nashville, Arkansas

## Narcotics Officer Certificate Program

Drug-related crimes predominate the type of cases that law enforcement agencies must deal with on a daily basis. In the past, smaller agencies have traditionally been able to rely on drug task force programs for assistance in conducting narcotics investigations. Unfortunately, shifts in federal and state funding have affected the services these programs can provide.

A continued decrease in drug task force funding will shift even more responsibility to local law enforcement agencies in the abatement of drug-related crimes within their communities. The Institute's **Narcotics Officer Certificate Program** was created to assist law enforcement personnel in the State to meet this challenge.

The objective of the program is to provide law enforcement officers with the fundamental knowledge and skills they need to conduct effective narcotics investigations. This program consists of five, 3-day sessions that are delivered once a month for five months. Course material is most appropriate for officers with limited narcotics experience. However, even a seasoned investigator will be updated on current techniques and skills. Core program topics include: *Arkansas Drug Laws, Drug Identification and Classification, Methamphetamine, Managing Informants and Cooperative Witnesses, Money Management, Search and Seizure, Interview and Interrogation, Investigative Techniques, Pharmaceutical Diversion Cases, Evidence Collection, Report Writing, Surveillance, Resources, Intelligence, Criminal Defenses, and Courtroom Testimony*. Students will be required to attend all five components and pass all examinations to successfully complete the program.

To allow officers to fully participate in the program without spending an excessive amount of time away



from their agencies and consequently, increase the number of officers who can attend this unique program, the **Narcotics Officer Certificate Program** is to be delivered in Newport (Session II) and Fort Smith (Session III).

**To participate in the program, an application letter must be submitted to Dr. Cheryl May from the applicant's Chief of Police, Sheriff, Department Head or Director by June 30, 2006 for Session II (Newport) and November 1, 2006 for Session III (Fort Smith).**

The dates for each of these sessions are as follows:

<u>Session II – Newport</u>	<u>Session III – Fort Smith</u>
July 24 – 26, 2006	January 29 – 31, 2007
August 28 – 30, 2006	February 26 - 28, 2007
September 25 - 27, 2006	March 26 – 28, 2007
October 23 - 25, 2006	April 23 – 25, 2007
November 27 – 29, 2006	May 21 – 23, 2007
December 1, 2006	May 30, 2007

**For more information about this program or if you have any questions, contact Dr. Cheryl May or Steve Varady at (501) 570-8000.**

# Law Enforcement Management Center (LEMC)

The complex issues facing the law enforcement supervisor and manager have never been greater than they are today. Law enforcement, which represents the most visible arm of government, all too often remains on the cutting edge of conflict involving social change. While law enforcement is charged with enforcing the law, historically it has been shown that doing so has often brought our organizations into conflict with those whom we are charged to protect.

In an effort to assist law enforcement officers, supervisors, and managers in better protecting and serving our citizens, the Law Enforcement Management Center (LEMC) presents courses each year that offer law enforcement personnel the opportunity to better understand our changing society. In addition, course offerings emphasize improving one's ability to better supervise or manage an agency, interact better with citizens and fellow workers, and develop additional education or skills that benefit the law enforcement profession.

The Law Enforcement Management Center requires that individuals who instruct these courses have outstanding instructional qualifications. While many of these courses are instructed by nationally recognized faculty and practitioners, other members of our faculty have demonstrated proven ability in Arkansas law enforcement. Our desire is to provide you with an educational experience that emphasizes both practical knowledge as well as educational expertise.



We make every effort to ensure that courses are scheduled throughout the state so that all Arkansas law enforcement officers have the opportunity to attend. In addition, we continue to work with educational institutions in an attempt to improve educational opportunities for Arkansas law enforcement officers who wish to start or continue their college education.

It is our intent to bring to you those programs that you desire. If you feel that certain programs would be of benefit to law enforcement, please let us know. The Criminal Justice Institute is building a database of instructors throughout the United States who have expertise in many areas of law enforcement. Your individual requests along with our management needs surveys assist us in providing those programs that will benefit you and your department in the future.

## Arkansas Leader/SLES Graduate Special Topics Seminar 8 Hours

LEMC will be providing a special day of instruction entitled "Special Topics Seminar" for graduates of past Arkansas Leader programs and past Schools of Law Enforcement Supervision. A nationally known law enforcement presenter will provide thought-provoking instruction pertaining to supervision and leadership issues. Topic areas under consideration include: themes for success, civil liability for public operations, ethical decision making, and progressive discipline. Past graduates of these programs may submit a course registration form at any time. The course will begin at 8:00 A.M. and will conclude at 5:00 P.M.

**June 25, 2007** ..... Criminal Justice Institute

## The Bulletproof Mind 6 Hours

The frequency of violence confronting the modern law enforcement officer in Arkansas is alarming. Seemingly friendly confrontations can turn violent at a moment's notice. It naturally follows that law enforcement professionals must develop certain mindsets to ensure their survival. This six-hour course will present pertinent psychological factors that must be embraced. Psychological processes, as well as physical processes, will be addressed to explain officer involvement in confrontational situations. This course will be especially beneficial to tactical team members, firearm instructors, and managers and supervisors of such units. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**September 22, 2006** ..... Criminal Justice Institute

**April 13, 2007** ..... Criminal Justice Institute

## Case File Preparation 6 Hours

The objective of this six-hour course is to instruct law enforcement officers in the proper preparation of case files for prosecution and trial. A good, prosecutable case may be lost in court due to inadequate case file preparation or insufficient follow-up investigation. This course will guide the student through the prosecution process using a hands-on workshop environment. The student will assemble raw data in an effort to illustrate how the arresting officer and the prosecutor must work together in a collaborative manner. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**August 25, 2006** ..... Bentonville Police Department

**October 6, 2006** ..... West Memphis Police Department

**February 16, 2007** ..... Black River Technical College  
Pocahontas, AR

**April 6, 2007** ..... Waterfront Pavilion  
Pine Bluff, AR

## Civil Liability for Law Enforcement 6 Hours

Court rulings, and the subsequent case law generated, can give even the most agile administrators cause for concern. This course of instruction will provide participants with the latest updates to assist them in understanding civil liability. It will enable them to recognize frequent trouble areas to avoid and will enhance their supervisory capabilities. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**September 7, 2006** ..... Springdale Police Department

**February 8, 2007** ..... Hot Springs Police Department

## Communication Excellence in Law Enforcement 7 Hours

This seminar focuses on the central role of effective speech communication in achieving professional law enforcement objectives. Participants will identify the necessary skills for developing communication excellence and learn how to practice “strategic interaction” to facilitate voluntary compliance.

Emphasis is given to specific strategic interaction techniques that will ensure officer safety, reduce citizen complaints, and enhance each participant’s law enforcement professionalism.

**January 12, 2007** ..... Criminal Justice Institute

**January 26, 2007** ..... UA Phillips Community College  
Dewitt, AR Campus

## Conflict Resolution for Supervisors 14 Hours

To be a good supervisor, you must be a good communicator. Communication requires a tremendous amount of interpersonal interaction, an area that makes many people uncomfortable. This two-day course is designed to instruct participants in ways to diffuse the conflicts that law enforcement supervisors find themselves in as they perform administrative functions. By employing proper communication skills, the supervisor can destroy barriers caused by personnel who are in turmoil and conflict. This course begins at 8:30 A.M. and concludes at 4:30 P.M. each day.

**April 9–10, 2007** ..... Criminal Justice Institute

## Courtroom Testimony 6 Hours

The detection of criminal activity and the subsequent arrest of suspects are for naught if the arresting officer cannot skillfully and purposefully present evidence in a court of law. This course is designed and presented by a prosecuting attorney who will offer constructive and insightful advice as to how officers can be more effective in the courtroom.

Topic areas will include: *Elements of a Good Witness; Qualifying as an Expert Witness; Content of Expert Testimony; and Trial Testimony Hints and Tactics for Drug Cases, Property Crime Cases, and Sexual Assault and Violent Crime Cases.* The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**July 21, 2006** ..... Washington County Sheriff’s Office

**September 22, 2006** ..... Fayetteville Police Department

**November 3, 2006** ..... Texarkana Police Department

**January 19, 2007** ..... West Memphis Police Department

**March 2, 2007** ..... North Arkansas College  
Harrison, AR

**June 1, 2007** ..... Waterfront Pavilion  
Pine Bluff, AR

## Crime Prevention: Proactive Tactics to Stop Crime 6 Hours

This course acquaints the law enforcement officer with a variety of crime prevention programs and their use as community policing tools. Crime is a costly and demoralizing problem that affects all communities. Crime prevention is a simple and direct approach that protects potential victims by anticipating the possibility of attack and eliminating or reducing the opportunity for it to occur. Citizen participation and law enforcement strategies will be presented. This course begins at 9:00 A.M. and concludes at 4:00 P.M.

**August 18, 2006** ..... Camden Police Department

**February 2, 2007** ..... Washington County Sheriff’s Office

**April 13, 2007** ..... Fort Smith Police Department

## Criminal Procedure Update

6 Hours

This six-hour course is designed to provide the law enforcement officer with a review of recent decisions of the United States Supreme Court, the Eighth Circuit Court of Appeals, and the Arkansas Supreme Court. The impact of these cases on the activities of law enforcement will be discussed. This course will emphasize vigorous enforcement activity while protecting rights of the accused. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

- August 4, 2006** ..... North Arkansas College  
Harrison, AR
- October 13, 2006** ..... Texarkana Police Department
- December 1, 2006** ..... UA Phillips Community College  
Dewitt, AR Campus
- February 23, 2007** ..... UA Community College  
at Morrilton
- April 27, 2007** ..... Black River Technical Update  
Pocahontas, AR
- May 11, 2007** ..... West Memphis Police Department

## Field Training for the 21<sup>st</sup> Century

40 Hours

This course explores a variety of issues designed to help field training officers manage their probationary employees. Topics include: the role of the field training instructor, liability issues, evaluation guidelines and remedial training documentation, learning methodologies, generational differences, understanding behavioral diversity, leadership tools, organizational values, and understanding stress. The course begins at 8:00 A.M. and concludes at 5:00 P.M. each day.

- October 16–20, 2006** ..... Criminal Justice Institute
- May 21–25, 2007** ..... Criminal Justice Institute

## Instructor Development

40 Hours

This course is designed to teach participants how to provide instruction using practical applications and learning principles. Topics will include: *Principles of Adult Learning, Research Practices and Techniques, Methods of Instruction, Testing and Evaluation, Communicating Clearly, Designing Lesson Plans and Instructional Objectives, and Utilizing Visual Aids.*

- August 28–September 1, 2006** ..... Criminal Justice  
Institute

## Jail Standards

40 Hours

This course will provide an overview of the Arkansas Minimum Jail Standards, providing students with the knowledge necessary for certification. Course topics will include: *Ethics and Professionalism, Fingerprinting, Searches of Prisoners and Cells, Prisoner Transport, Special Needs Inmates, Escape Prevention, Documentation, Sudden In-custody Deaths, Constitutional Rights, Courtroom Testimony, Stress Management, and Communication Skills in the Jail and Correctional Environment.*

- May 7–11, 2007** ..... Criminal Justice Institute

## Law Enforcement Response to the Mentally Ill

8 Hours

This course provides law enforcement with a better understanding of psychiatric illnesses by emphasizing effective interaction between them and the individual in crisis. The course will help law enforcement develop positive attitudes and compassionate policies, procedures, and protocols for officers to follow. The course teaches officers to recognize issues of priority for the person in crisis, maintain officer safety, and correctly evaluate concerns of danger. The course begins at 8:00 A.M. and concludes at 5:00 P.M.

- July 13, 2006** ..... Camden Police Department
- March 14, 2007** ..... Washington County Sheriff's Office

## Leadership & Communication Excellence

**7 Hours**

This seminar focuses on the central role of effective verbal interaction in law enforcement leadership. Learn what great leaders say to encourage cooperation, enhance professionalism, improve morale, and lead organizations to greater success. Identify proven strategies to implement the principles and philosophies of verbal excellence in leadership. Learn how to facilitate employee communication satisfaction and develop skills for facilitating organizational change through strategic communication.

**August 11, 2006** ..... Texarkana Police Department

**November 17, 2006** ..... Hot Springs Police Department

## Leadership Values in Law Enforcement

**6 Hours**

Leaders must wear two hats—they must be both a leader *and* a manager. They will not succeed if they do not exercise leadership when dealing with subordinates and do not properly manage the resources of their organization.

There are certain values that must be inherent when exercising leadership in law enforcement agencies and influencing people to accomplish the organization's mission. This class will explore the fundamentals of good leadership. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**September 13, 2006** .... Hot Springs Police Department

**January 17, 2007** ..... Criminal Justice Institute

## Managing Informants and Cooperative Witnesses

**6 Hours**

This six-hour course will deal specifically with recruitment, documentation, motives, control, legal issues, and other pertinent issues regarding confidential informants and cooperating witnesses, as well as the difference between them. The supervisor's responsibility in the utilization of informants by his or her subordinates will be discussed along with the pitfalls of managing them. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**October 25, 2006** ..... Hot Springs Police Department

**May 30, 2007** ..... Criminal Justice Institute

## Managing Interviews and Interrogations

**14 Hours**

This two-day course is designed for the management of the interview and interrogation process. It will examine the basic principles behind the psychology of interviewing, behavioral information, identifying rejection, nonverbal indicators, gestures and movements indicative of deception, and statement analysis. The factors that undermine a successful interview and interrogation will be critically explored. Theme development, reasons why people do not confess, and the Reid Nine Steps of Interrogation will be addressed. This course begins at 8:30 A.M. and concludes at 4:30 P.M. each day.

**August 14–15, 2006** ..... Washington County  
Sheriff's Office

**October 16–17, 2006** .... Hot Springs Police Department

**February 12–13, 2007** .... Fayetteville Police Department

**May 7–8, 2007** ..... Waterfront Pavilion  
Pine Bluff, AR



## Managing Media Relations

14 Hours

This two-day course teaches law enforcement to work effectively with the media through the release of useable information that will not compromise criminal cases. Department media policies, on-scene management of media groups, and law enforcement response at major incidents will be covered. The utilization of media command posts will be emphasized as well as the handling of controversial incidents. The course will assist law enforcement in understanding how the media works, information that must be released to the media, and how dependent the media is on law enforcement for stories. The course begins at 8:30 A.M. and concludes at 4:30 P.M. each day.

**December 11–12, 2006** ..... Criminal Justice Institute

**June 4–5, 2007** ..... Criminal Justice Institute

## Patrol Response to Active Shooter Incidents

6 Hours

This six-hour course will assist the student in obtaining information necessary to implement a tactical entry plan in the event of an Active Shooter incident at a school, church, business, or other event where large groups of persons may be in attendance. Particular attention will be given to a review of recent court cases, the definition of an Active Shooter incident, and the identification of potential targets of an Active Shooter. These elements will assist the student in drawing up viable action plans for such events. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**August 23, 2006** ..... Riverfront Pavilion  
Pine Bluff, AR

**October 4, 2006** ..... Springdale Police Department

**January 10, 2007** ..... Hot Springs Police Department

**April 4, 2007** ..... Black River Technical College  
Pocahontas, AR

## Power Writing

6 Hours

This six hour block of instruction will provide a concise, painless, practical presentation of effective narrative report writing techniques for the law enforcement professional. Utilizing a “tricks of the trade” approach to report writing, this intensive presentation will utilize recent police shooting video as a foundation for in-class writing exercises. Designed for officers of all experience levels, the program will include lecture, video, and handouts on a wide range of critical writing skills. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**August 24, 2006** ..... Fort Smith Police Department

**January 18, 2007** ..... Criminal Justice Institute

## The 7 Habits of Law Enforcement Professionals®

21 Hours

The 7 Habits of Law Enforcement Professionals® workshop is based on the best-selling business book *The 7 Habits of Highly Effective People*®. This three-day workshop provides the foundation to strengthen the human side of performance at the personal, managerial, and organizational levels. The 7 Habits® course equips participants with the tools and skills to work at the highest levels of effectiveness, both *with* and *through* others. The course helps build stronger organizations by strengthening and exercising the character and competence of the individuals within them. The course begins at 8:30 A.M. and concludes at 4:30 P.M. each day.

**July 25–27, 2006** ..... Criminal Justice Institute

**January 30–February 1, 2007** ..... Criminal Justice  
Institute

## Successful Grant Writing 6 Hours

This course is designed to aid police personnel in developing and refining their grant writing skills by enhancing their understanding of the processes involved in seeking and applying for funding. Through group and individual project work, students will learn how to draft a winning proposal while also gaining valuable insight into the justification process. This course will benefit the police budget officer or civilian employee who has recently been assigned grant writing responsibility and has limited and/or no prior grant writing experience. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**October 20, 2006** ..... Camden Police Department

**December 15, 2006** ..... UA Community College  
at Morrilton

**June 8, 2007** ..... West Memphis Police Department

## Talking Hands 6 Hours

This course will provide students with the ability to communicate with each other nonverbally using one-handed signals in police environments and without the suspects hearing anything. This training, based upon the same signs used by the hearing impaired public, will cover basic nonverbal communication techniques using single-hand sign language for use in both police environments or situations where verbal communication is not desirable. Students will demonstrate the use of hand signals through practical exercises, scenarios, and final assessment. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**October 3, 2006** ..... Criminal Justice Institute

**January 4, 2007** ..... Criminal Justice Institute

## Warrantless Search and Seizure 6 Hours

This course reviews law enforcement encounters that lead to the search and seizure of contraband where the requirements for a search warrant may be overshadowed by other criteria. A review of pertinent court cases will be introduced illustrating situations where warrantless searches and seizures may be authorized. Areas of interest will include exigent circumstances and consensual searches. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**July 28, 2006** ..... Fort Smith Police Department

**September 15, 2006** ..... Texarkana Police Department

**November 17, 2006** ..... Fayetteville Police Department

**February 16, 2007** ..... Madison Community Center  
Madison, AR

**March 23, 2007** ..... UA Phillips Community College  
DeWitt, AR Campus

**May 25, 2007** ..... Bentonville Police Department

## Writs of Execution and Other Civil Processes 6 Hours

This six-hour course will be instructed by an authority on civil liability who has defended many Arkansas law enforcement officers in this troublesome area. Topics will include the mechanics of serving civil process papers, liability issues surrounding writs of execution, and suggested remedies to help curb costs incurred by Sheriffs' Offices during eviction processes. The course should greatly benefit elected Sheriffs and their appointed deputies. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

**May 3, 2007** ..... Washington County Sheriff's Office

## LEMC Specialized Programs of Study

Because some courses offered by the Law Enforcement Management Center have been designed for officers who have completed designated prerequisites or hold specialized positions within their agencies, letters of nomination may be required to attend specialized programs of study.

LEMC courses that require letters of nomination are listed on pages 27-28. Unless otherwise noted, heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Deborah Flowers, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

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### Arkansas Leader, Session XVI 40 Hours

The *ARKANSAS LEADER* program, which is aimed at law enforcement heads of agencies and other leaders within the criminal justice system, emphasizes leadership, education, advancement of the law enforcement profession, development of the individual and agency, enthusiasm in the work place, and research on criminal justice issues. Nationally recognized presenters are selected to ensure law enforcement executives are informed, not only of practical procedures for managing their agency or department, but also of the latest trends, technology, and problems impacting our society.

The *ARKANSAS LEADER* program is jointly sponsored by the Criminal Justice Institute and the Federal Bureau of Investigation (FBI). The program has been designated a Command College of the FBI. Heads of Arkansas law enforcement agencies who wish to attend should direct correspondence to Jim Clark, Director, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. **Due to the demand for this course of instruction, agency heads are required to submit their recommendations prior to April 1, 2007.**

**June 10–15, 2007** ..... Criminal Justice Institute

### Background Investigations of Police Applicants

12 Hours

This twelve-hour course is designed to prepare law enforcement officers to produce a verifiable, chronological history of an applicant's life. Mechanisms are introduced that use this information with other pre-employment screening devices in determining suitability for employment. Students will learn to document facts in a similar manner for each applicant to ensure consistency and ease of retrieval. The course begins at 8:00 A.M. and concludes at 5:00 P.M. on the first day. On the second day, the course begins at 8:00 A.M. and concludes at noon.

**September 18–19, 2006** ..... Criminal Justice Institute

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### Police Internal Affairs 40 Hours

This forty-hour intensive seminar is designed to meet the needs of the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. Common types of officer misconduct will be identified and the mechanics of handling and investigating such misconduct will be introduced. Legal aspects of internal affairs investigations and the positive attribute of proper discipline will be explored. The course begins at 8:00 A.M. and concludes at 5:00 P.M. each day.

**December 4–8, 2006** ..... Criminal Justice Institute

## Crisis Negotiations 40 Hours

This course is designed to prepare students to handle crisis/hostage negotiations whether they are a first responder or involved in a prolonged crisis situation. The five-day course will provide the communication skills necessary to carry on a dialogue with the subject(s), provide information to the on-scene commander regarding the status of negotiations, and provide input regarding a tactical resolution. Topics covered include: *Fundamentals of Negotiations, Protocol and Situation Boards, Use of Third Party Intermediaries, Responding to the Emotionally Disturbed, Suicide Intervention Techniques, Active Listening Techniques, Review of Specific Cases, and Extensive Role Play Situations*. The course begins at 8:00 A.M. and concludes at 5:00 P.M. each day.

**March 26–30, 2007** ..... Criminal Justice Institute

## Introduction to Financial Investigations 24 Hours

This three-day course will provide the skilled criminal investigator with instruction on how to obtain information and evidence that can lead to the successful prosecution of a financial crime. Topic areas will include: *Sources of Information, Analysis & Summary of Financial Records, Financial Interviewing, Money Laundering, Undercover Operations, and Financial Search Warrants*. The student should find the information useful in the area of white collar crime and will learn how this type of information can assist in drug cases. The course begins at 8:00 A.M. and concludes at 5:00 P.M. each day.

**September 6–8, 2006** ..... Criminal Justice Institute

## School of Law Enforcement Supervision 140 Hours

The School of Law Enforcement Supervision (SLES), designed by Arkansas law enforcement leaders to set a standard that focuses on leadership, education and advancement in the law enforcement profession, is a four-week supervisory development course scheduled one week per month over a four-month period. Course topics include: *Organizational Theory, Organizational Design, Administration, External and Internal Influences and Controls, Leadership, Interpersonal and Organizational Communication, Human Resource Management, Legal Issues, Information Systems and Applications, Decision-making, Evaluation, and Organizational Change*.

This year, the Criminal Justice Institute will conduct two sessions of the School of Law Enforcement Supervision—Session XXVIII beginning in September 2006 and Session XXIX beginning in January 2007. Students are required to successfully complete a written examination at the conclusion of each week of the course. Each examination will cover material drawn from the lectures, course texts, and outside reading assignments. In addition, this course requires the student to make oral presentations and prepare a research paper on a topic relevant to law enforcement supervision.

The Criminal Justice Institute provides free lodging accommodations for participants who reside outside of the metropolitan Little Rock area. **The deadline for nominations for either session will be thirty days prior to the start of each session.**

### Session XXVIII

September 11–15, 2006  
October 9–13, 2006  
November 6–10, 2006  
December 4–8, 2006

### Session XXIX

January 22–26, 2007  
February 19–23, 2007  
March 19–23, 2007  
April 16–20, 2007

# LEMC Supervision Courses

The Law Enforcement Management Center’s Supervision courses have been restructured for the 2006-2007 year.

*Principles of Supervision* and *Advanced Principles of Supervision* are being expanded to three new courses that are each three days in duration: *Foundations of Supervision*, *Principles of Supervision*, and *Advanced Supervision*. To ensure consistency, these courses must be taken in chronological sequence.

Restructuring these courses will enable officers to obtain more information regarding supervision principles and will better assist them in the day-to-day performance of their job. The goals of these courses remain consistent: (1) improve one’s ability to better supervise and manage an agency; (2) interact more effectively with citizens and fellow workers; and (3) develop additional education or skills that benefit the law enforcement profession.

## Foundations of Supervision 24 Hours

This three-day introductory course is designed to assist first and second line supervisors, or individuals with promotion potential, in developing and applying sound management and leadership principles. Topics include: *Introduction to Leadership; Human Behavior; Communication, Listening and Counseling; Mentoring; Motivation; and Stress Management*. The course begins at 8:00 A.M. and concludes at 5:00 P.M each day.

- July 18–20, 2006** ..... Criminal Justice Institute
- October 31–November 2, 2006** ..... Fort Smith Police Department
- February 6–8, 2007** ..... Criminal Justice Institute

## Principles of Supervision 24 Hours

This three-day course will allow the student to dialogue with the instructors about the challenges and successes they have had while applying the principles covered in **Foundations of Supervision**. In addition, students will be exposed to additional topics in management and leadership, including: *Leadership and Responsibility; Managing Across Generational Boundaries; Performance Evaluation, Progressive Discipline, and Dealing with Difficult Employees; Power Writing; Team Building; Community/Media Relations; and Building Trust*. A pre-requisite for this course is **Foundations of Supervision**. The course begins at 8:00 A.M. and concludes at 5:00 P.M each day.

- August 15–17, 2006** ..... Criminal Justice Institute
- November 28–30, 2006** Fayetteville Police Department
- March 6–8, 2007** ..... Criminal Justice Institute

## Advanced Supervision 24 Hours

This three-day, advanced level course places an emphasis on ensuring that the student comprehends modern management and leadership concepts. Topics include: *Leadership (Extraordinary Leader); Succession Planning; Basics in Investigating and Reducing Citizen Complaints; Organizational Change; and Decision Making, Delegation, and Planning*. Pre-requisites for this course are **Foundations of Supervision** and **Principles of Supervision**. The course begins at 8:00 A.M. and concludes at 5:00 P.M each day.

- September 26–28, 2006** ..... Criminal Justice Institute
- December 12–14, 2006** Bentonville Police Department
- April 3–5, 2007** ..... Criminal Justice Institute

# CJI Certificate and Degree Programs

The Criminal Justice Institute is partnering with colleges and universities across the State to expand higher education opportunities for Arkansas law enforcement. Through two unique programs—Crime Scene Investigation and Law Enforcement Administration—law enforcement personnel can now obtain **Certificates of Proficiency, Technical Certificates, and Associate of Applied Science Degrees** in fields of study specific to the law enforcement profession.

Both programs of study, which are **the only programs of this kind in the Nation**, are available exclusively to Arkansas law enforcement personnel who are actively employed within a criminal justice organization in the State. To successfully complete a program, participants will be required to take special courses through the Criminal Justice Institute along with general education courses from participating colleges and universities. Detailed program descriptions are included on pages 30-31.

Although students will be required to pay all tuition and fees of the college or university, courses completed at the Criminal Justice Institute will be provided **free of charge** to Arkansas law enforcement personnel, allowing them to complete certificate and degree programs at a fraction of the normal cost. Information concerning financial aid opportunities, including Pell grants, student loans, and workforce improvement grants, can be obtained by contacting the financial aid offices of participating higher education institutions.

Once a student is admitted to a partnering college or university of his/her choosing, all credit hours earned at the Institute will be transferred.

## Participating Universities and Colleges

### Four-Year Institutions

Arkansas State University at Jonesboro  
 Southern Arkansas University at Magnolia  
 University of Arkansas at Fort Smith  
 University of Arkansas at Monticello  
 University of Arkansas at Pine Bluff

### Two-Year Institutions

Arkansas State University at Beebe  
 Arkansas State University at Mountain Home  
 Arkansas State University at Newport  
 Black River Technical College  
 Cossatot Community College of the UA  
 Mid-South Community College  
 North Arkansas College  
 Northwest Arkansas Community College  
 \*Ouachita Technical College  
 Ozarka College  
 Phillips Community College of the UA  
 Pulaski Technical College  
 South Arkansas Community College  
 UA Community College at Batesville  
 UA Community College at Hope  
 UA Community College at Morrilton

**\*Only the CSI Program will be offered**

# Crime Scene Investigation

## Certificate of Proficiency (18 Credit Hours)

COURSES	CREDIT HOURS
<b>Crime Scene Technician Certificate Program</b> .....	9
(126 contact hours)	
<b>Law Enforcement Electives</b> .....	6
(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its Commission on Law Enforcement Standards and Training approved equivalent.)	
<b>*General Education Requirements</b> .....	3

## Technical Certificate (36 Credit Hours)

COURSES	CREDIT HOURS
<b>Crime Scene Investigation Certificate of Proficiency</b> .....	18
<b>Special Topics</b> .....	12
(194 contact hours)	
Recovery of Human Remains	
Bloodstain Pattern Analysis	
Management of Evidence and Recovered Property	
Computer Crime	
Crime Scene Digital Photography and Imaging	
Fingerprint Comparison and Identification	
Using Forensic Light Sources	
Crime Scene Courtroom Testimony	
<b>**Computer Applications</b> .....	3
(63 contact hours)	
Introduction to Computers	
Using Microsoft Word	
Using Microsoft Excel	
Introduction to the Internet	
<b>*Additional General Education Requirements</b> .....	3

\* Students enrolled in these programs of study will obtain general education credits from a participating college or university of their choosing. The college or university will determine the courses that need to be taken to satisfy the general education requirements.

\*\* May be substituted with a computer applications course offered by a participating college or university.

## Associate of Applied Science (62 Credit Hours)

COURSES	CREDIT HOURS
<b>Crime Scene Investigation Technical Certificate</b> .....	36
<b>Advanced Crime Scene Technician Certificate Program</b> .....	4
(63 contact hours)	
<b>Special Topics</b> .....	4
(84 contact hours)	
Advanced Management of Evidence and Recovered Property	
Bloodstain Pattern Documentation	
Crime Scene Interpretation and Reconstruction	
Survival Spanish for Law Enforcement	
<b>*Additional General Education Requirements</b> .....	18

For more information about the  
Crime Scene Investigation  
Certificate and Degree Program,  
contact Dr. Cheryl May at

**501-570-8052**

# Law Enforcement Administration

## Certificate of Proficiency

(18 Credit Hours)

COURSES	CREDIT HOURS
School of Law Enforcement Supervision .....	9
(140 contact hours)	
Law Enforcement Electives .....	6
(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its Commission on Law Enforcement Standards and Training approved equivalent.)	
*General Education Requirements .....	3

## Technical Certificate

(36 Credit Hours)

COURSES	CREDIT HOURS
School of Law Enforcement Supervision .....	9
(140 contact hours)	
Law Enforcement Administration and Management .....	3
(49 contact hours)	
Principles of Supervision	
Advanced Supervision	
Leadership	
Managing Media Relations	
Integrity in Law Enforcement .....	3
(52 contact hours)	
Police Internal Affairs	
Background Investigations of Police Applicants	
Law Enforcement Electives .....	6
(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its Commission on Law Enforcement Standards and Training approved equivalent.)	
*General Education Requirements .....	15

For more information about the  
Law Enforcement Administration  
Certificate and Degree Program,  
contact Deb Flowers at

**501-570-8092**

\* Students enrolled in these programs of study will obtain general education credits from a participating college or university of their choosing. The college or university will determine the courses that need to be taken to satisfy the general education requirements.

## Associate of Applied Science Degree

(63 Credit Hours)

COURSES	CREDIT HOURS
School of Law Enforcement Supervision .....	9
(140 contact hours)	
Law Enforcement Administration and Management .....	3
(49 contact hours)	
Integrity in Law Enforcement .....	3
(52 contact hours)	
Legal Aspects of Law Enforcement .....	3
(45 contact hours selected from the following electives:)	
Civil Liability	
Criminal Procedure Update	
Warrantless Search and Seizure	
Courtroom Testimony	
Search Warrant Update	
Update of Arkansas Legal Decisions	
Use of Force	
Case File Preparation	
Principles of Law Enforcement .....	3
(45 contact hours selected from the following electives:)	
Crime Prevention: Proactive Tactics to Stop Crime Bulletproof Mind	
Coping with Law Enforcement Stress	
Managing Drug Investigations	
Managing Informants and Cooperative Witnesses	
Managing Interviews and Interrogations	
DWI Detection and Field Tests .....	3
(56 contact hours)	
DWI Detection and Standardized Field Sobriety Testing	
DWI Detection and SFST Instructor Development	
Law Enforcement Communications .....	3
(45 contact hours selected from the following electives:)	
Basic Spanish for Law Enforcement	
Power Writing	
Conflict Resolution for Supervisors	
Law Enforcement Response to the Mentally Ill	
Communication Excellence in Law Enforcement	
Crisis Negotiations .....	3
(45 contact hours)	
Law Enforcement Electives .....	6
(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its Commission on Law Enforcement Standards and Training approved equivalent.)	
*General Education Requirements .....	27



# Course Calendar

## July 2006

13  
**Law Enforcement Response to the Mentally III**  
Camden Police Department

18  
**Forensic Entomology**  
Criminal Justice Institute

18–20  
**Foundations of Supervision**  
Criminal Justice Institute

21  
**Courtroom Testimony**  
Washington County Sheriff's Office

24–26  
**Narcotics Officer Certificate Program,  
Session II**  
Newport, AR

25–27  
**The 7 Habits of Law  
Enforcement Professionals®**  
Criminal Justice Institute

28  
**Warrantless Search and Seizure**  
Fort Smith Police Department

## August 2006

2–3  
**Basic Digital Photography**  
Arkansas State University at Newport

4  
**Criminal Procedure Update**  
North Arkansas College  
Harrison, AR

11  
**Leadership and Communication Excellence**  
Texarkana Police Department

14–15  
**Managing Interviews and Interrogations**  
Washington County Sheriff's Office

15–17  
**Basic Crime Scene Processing**  
Camden Police Department

15–16  
**Introduction to Computers**  
Criminal Justice Institute

15–17  
**Principles of Supervision**  
Criminal Justice Institute

17  
**Ecstasy, Raves, and Club Drugs**  
Fayetteville, AR

18  
**Crime Prevention: Proactive  
Tactics to Stop Crime**  
Camden Police Department

23  
**Patrol Response to Active Shooter Incidents**  
Riverfront Pavilion  
Pine Bluff, AR

23–25  
**Post-Blast Investigations**  
Criminal Justice Institute

24  
**Power Writing**  
Fort Smith Police Department

25  
**Case File Preparation**  
Bentonville Police Department

28–September 1  
**Instructor Development**  
Criminal Justice Institute

28–30  
**Narcotics Officer Certificate Program,  
Session II**  
Newport, AR

29–30  
**Crime Scene Investigation**  
Nashville Police Department

29–30  
**Using Microsoft Word**  
 Criminal Justice Institute

## September 2006

5–8  
**Bloodstain Pattern Documentation**  
 Criminal Justice Institute

6–8  
**Introduction to Financial Investigations**  
 Criminal Justice Institute

7  
**Civil Liability for Law Enforcement**  
 Springdale Police Department

11–15  
**School of Law Enforcement Supervision,  
 Session XXVIII**  
 Criminal Justice Institute

12–14  
**Fingerprint Comparison & Identification**  
 UA Community College at Morrilton

13  
**Leadership Values in Law Enforcement**  
 Hot Springs Police Department

13–14  
**Mexican Drug Trafficking Organizations**  
 Fort Smith Police Department

13–14  
**Using Microsoft Excel**  
 Criminal Justice Institute

15  
**Warrantless Search and Seizure**  
 Texarkana Police Department

18–19  
**Background Investigations of Police  
 Applicants**  
 Criminal Justice Institute

19–21  
**Advanced Crime Scene Technician  
 Certificate Program, Session V**  
 Criminal Justice Institute

22  
**Courtroom Testimony**  
 Fayetteville Police Department

22  
**The Bulletproof Mind**  
 Criminal Justice Institute

25–27  
**Narcotics Officer Certificate Program,  
 Session II**  
 Newport, AR

26–28  
**Advanced Supervision**  
 Criminal Justice Institute

26–27  
**Introduction to Computers**  
 Criminal Justice Institute

## October 2006

3  
**Talking Hands**  
 Criminal Justice Institute

4–5  
**Basic Digital Photography**  
 University of Arkansas at Monticello

4–5  
**Financial Crime Investigations**  
 UA Community College at Morrilton

4–5  
**Introduction to Computers**  
 Criminal Justice Institute

4  
**Patrol Response to Active Shooter Incidents**  
 Springdale Police Department

6  
**Case File Preparation**  
 West Memphis Police Department

9–13  
**School of Law Enforcement Supervision,  
 Session XXVIII**  
 Criminal Justice Institute

11–12

**Death Investigation Issues for Law Enforcement & Coroners**

Harrisburg Police Department

13

**Criminal Procedure Update**

Texarkana Police Department

16–17

**Managing Interviews and Interrogations**

Hot Springs Police Department

16–20

**Field Training for the 21<sup>st</sup> Century**

Criminal Justice Institute

17–19

**Advanced Crime Scene Technician Certificate Program, Session V**

Criminal Justice Institute

17

**Bloodstain Evidence**

UA Community College at Morrilton

18–19

**Using Microsoft Word**

Criminal Justice Institute

20

**Successful Grant Writing**

Camden Police Department

23–25

**Narcotics Officer Certificate Program, Session II**

Newport, AR

24

**Internet Researching & E-mail**

Criminal Justice Institute

25

**Managing Informants and Cooperative Witnesses**

Hot Springs Police Department

30–November 3

**Recovery of Human Remains**

Criminal Justice Institute

31–November 2

**Foundations of Supervision**

Fort Smith Police Department

**November 2006**

1–2

**Using Microsoft PowerPoint**

Criminal Justice Institute

3

**Courtroom Testimony**

Texarkana Police Department

6–10

**School of Law Enforcement Supervision, Session XXVIII**

Criminal Justice Institute

8–9

**Financial Crime Investigations**

Bentonville Police Department

14–16

**Advanced Crime Scene Technician Certificate Program, Session V**

Criminal Justice Institute

17

**Warrantless Search and Seizure**

Fayetteville Police Department

17

**Leadership and Communication Excellence**

Hot Springs Police Department

27–29

**Narcotics Officer Certificate Program, Session II**

Newport, AR

28–30

**Principles of Supervision**

Fayetteville Police Department

28–29

**Using Microsoft Excel**

Criminal Justice Institute

**December 2006**

1

**Criminal Procedure Update**UA Phillips Community College—  
DeWitt, AR Campus

1  
**Narcotics Officer Certificate Program,  
 Session II**  
 Newport, AR

4–8  
**School of Law Enforcement Supervision,  
 Session XXVIII**  
 Criminal Justice Institute

4–8  
**Police Internal Affairs**  
 Criminal Justice Institute

7  
**Ecstasy, Raves, and Club Drugs**  
 Jonesboro Police Department

11–15  
**Bloodstain Pattern Analysis**  
 Criminal Justice Institute

11–12  
**Managing Media Relations**  
 Criminal Justice Institute

12–14  
**Advanced Supervision**  
 Bentonville Police Department

15  
**Successful Grant Writing**  
 UA Community College at Morrilton

## January 2007

4  
**Talking Hands**  
 Criminal Justice Institute

9–11  
**Crime Scene Technician Certificate Program,  
 Session IX**  
 Criminal Justice Institute

10  
**Patrol Response to Active Shooter Incidents**  
 Hot Springs Police Department

12  
**Communication Excellence in Law  
 Enforcement**  
 Criminal Justice Institute

17  
**Leadership Values in Law Enforcement**  
 Criminal Justice Institute

18–19  
**Crime Scene Sketching Using Crime Zone**  
 Criminal Justice Institute

18  
**Power Writing**  
 Criminal Justice Institute

19  
**Courtroom Testimony**  
 West Memphis Police Department

22–26  
**School of Law Enforcement Supervision,  
 Session XXIX**  
 Criminal Justice Institute

24–25  
**Introduction to Computers**  
 Criminal Justice Institute

26  
**Communication Excellence in  
 Law Enforcement**  
 UA Phillips Community College—  
 DeWitt, AR Campus

29–31  
**Narcotics Officer Certificate Program,  
 Session III**  
 Fort Smith Police Department

30–31  
**Advanced Techniques in  
 Property Room Management**  
 Criminal Justice Institute

30–February 1  
**The 7 Habits of Law  
 Enforcement Professionals®**  
 Criminal Justice Institute

## February 2007

1–2  
**Using Microsoft Word**  
 Criminal Justice Institute

2

**Crime Prevention: Proactive Tactics to Stop Crime**

Washington County Sheriff's Office

5–6

**Introduction to Computers**

Criminal Justice Institute

6–8

**Crime Scene Technician Certificate Program, Session IX**

Criminal Justice Institute

6–8

**Foundations of Supervision**

Criminal Justice Institute

6–7

**Mexican Drug Trafficking Organizations**

Arkansas State University at Newport

8

**Civil Liability for Law Enforcement**

Hot Springs Police Department

12–14

**Computer Crime**

Criminal Justice Institute

12–13

**Managing Interviews and Interrogations**

Fayetteville Police Department

15

**Bloodstain Evidence**

Harrisburg Police Department

16

**Warrantless Search and Seizure**

Madison Community Center

16

**Case File Preparation**Black River Technical College  
Pocahontas, AR

19–23

**School of Law Enforcement Supervision, Session XXIX**

Criminal Justice Institute

23

**Criminal Procedure Update**

UA Community College at Morrilton

26–28

**Narcotics Officer Certificate Program, Session III**

Fort Smith Police Department

27–March 1

**Basic Crime Scene Processing**

UA Community College at Morrilton

27–28

**Using Microsoft Word**

Criminal Justice Institute

**March 2007**

2

**Courtroom Testimony**North Arkansas College  
Harrison, AR

5–6

**Using Microsoft Excel**

Criminal Justice Institute

6–8

**Crime Scene Technician Certificate Program, Session IX**

Criminal Justice Institute

6–8

**Principles of Supervision**

Criminal Justice Institute

13–16

**Crime Scene Reconstruction & Interpretation**

Criminal Justice Institute

14

**Law Enforcement Response to the Mentally Ill**

Washington County Sheriff's Office

19–23

**School of Law Enforcement Supervision, Session XXIX**

Criminal Justice Institute

23

**Warrantless Search and Seizure**UA Phillips Community College—  
DeWitt, AR Campus

26–30  
**Crisis Negotiations**  
 Criminal Justice Institute

26–28  
**Narcotics Officer Certificate Program,  
 Session III**  
 Fort Smith Police Department

27–28  
**Introduction to Computers**  
 Criminal Justice Institute

## April 2007

3–5  
**Advanced Supervision**  
 Criminal Justice Institute

3–5  
**Crime Scene Technician Certificate Program,  
 Session IX**  
 Criminal Justice Institute

4  
**Patrol Response to Active Shooter Incidents**  
 Black River Technical College  
 Pocahontas, AR

6  
**Case File Preparation**  
 Waterfront Pavilion  
 Pine Bluff, AR

9–10  
**Conflict Resolution for Supervisors**  
 Criminal Justice Institute

10–11  
**Mexican Drug Trafficking Organizations**  
 Carter-Day Training Center  
 Nashville, AR

10–12  
**Using Forensic Light Sources**  
 Criminal Justice Institute

10–11  
**Using Microsoft Word**  
 Criminal Justice Institute

13  
**The Bulletproof Mind**  
 Criminal Justice Institute

13  
**Crime Prevention: Proactive Tactics  
 to Stop Crime**  
 Fort Smith Police Department

16–20  
**School of Law Enforcement Supervision,  
 Session XXIX**  
 Criminal Justice Institute

17–18  
**Death Investigation Issues for Law  
 Enforcement & Coroners**  
 Arkansas State University at Mountain Home

18–19  
**Using Microsoft PowerPoint**  
 Criminal Justice Institute

23–25  
**Narcotics Officer Certificate Program,  
 Session III**  
 Fort Smith Police Department

24–27  
**Crime Scene Digital Photography & Imaging**  
 Criminal Justice Institute

27  
**Criminal Procedure Update**  
 Black River Technical College  
 Pocahontas, AR

## May 2007

1–3  
**Latent Prints**  
 Bentonville Police Department

2–4  
**Using Microsoft Access**  
 Criminal Justice Institute

3  
**Writs of Execution and Other Civil Processes**  
 Washington County Sheriff's Office

7—8

**Managing Interviews and Interrogations**Waterfront Pavilion  
Pine Bluff, AR

7—11

**Jail Standards**

Criminal Justice Institute

8—10

**Crime Scene Technician Certificate Program,  
Session IX**

Criminal Justice Institute

11

**Criminal Procedure Update**

West Memphis Police Department

16—18

**Advanced Bloodstain Pattern Analysis**

Criminal Justice Institute

21—25

**Field Training for the 21<sup>st</sup> Century**

Criminal Justice Institute

21—23

**Narcotics Officer Certificate Program,  
Session III**

Fort Smith Police Department

22—23

**Basic Digital Photography**

UA Community College at Morrilton

22—23

**Introduction to Computers**

Criminal Justice Institute

25

**Warrantless Search and Seizure**

Bentonville Police Department

30

**Managing Informants and Cooperative  
Witnesses**

Criminal Justice Institute

31

**Internet Researching & E-mail**

Criminal Justice Institute

**June 2007**

1

**Courtroom Testimony**Waterfront Pavilion  
Pine Bluff, AR

4—5

**Managing Media Relations**

Criminal Justice Institute

5—7

**Crime Scene Technician Certificate Program,  
Session IX**

Criminal Justice Institute

8

**Successful Grant Writing**

West Memphis Police Department

10—15

**Arkansas Leader, Session XVI**

Criminal Justice Institute

25

**Arkansas Leader/SLES Graduate Special  
Topics Seminar**

Criminal Justice Institute

26—27

**Using Microsoft Word**

Criminal Justice Institute

30

**Narcotics Officer Certificate Program,  
Session III**

Newport, AR



UNIVERSITY OF ARKANSAS SYSTEM

CRIMINAL JUSTICE INSTITUTE

## COURSE ENROLLMENT FORM

Please fill out this form as accurately as possible. The information is used to enroll you into the course and to contact you, if needed, with additional information.

COURSE NAME: \_\_\_\_\_

COURSE DATE: \_\_\_\_\_

M/D/YYYY

NAME: \_\_\_\_\_

LAST NAME

FIRST NAME

MI

NICKNAME

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

M/D/YYYY

RANK/TITLE: \_\_\_\_\_

AGENCY/DEPARTMENT: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

AGENCY TELEPHONE: \_\_\_\_\_

EXTENSION

AGENCY FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT INFORMATION: \_\_\_\_\_

TRAINING OFFICER'S NAME: \_\_\_\_\_

LAST NAME

FIRST NAME

TRAINING OFFICER'S TELEPHONE: \_\_\_\_\_

TRAINING OFFICER'S E-MAIL ADDRESS: \_\_\_\_\_

**Please make copies of this Registration Form and distribute them throughout your agency.  
Completed Registration Forms can be faxed to (501) 565-3081.**





UNIVERSITY OF ARKANSAS SYSTEM

CRIMINAL JUSTICE INSTITUTE

## CRIMINAL JUSTICE INSTITUTE DIRECTORY OF SERVICES

**Director's Office: 501-570-8000**

**Forensic Sciences and Computer Education Center (FSCEC): 501-570-8060**

- FSCEC Course Scheduling and Registration
- Arkansas Methamphetamine Initiatives

**Law Enforcement Management Center (LEMC): 501-570-8092**

- LEMC Course Scheduling and Registration
- School of Law Enforcement Supervision (SLES)
  - Arkansas Leader

**Traffic Safety Programs: 501-570-8058**

- DWI/SFST, DRE, DITEP

**CJI Library: 501-570-8061**

- Learning Resources, Reference Books, and Educational Videos

**School Violence Resource Center: 501-570-8084**

**Internet Help Desk: 800-635-6310**



**Switchboard Number: 501-570-8000**

**Toll Free Number: 800-635-6310**

**Fax Number: 501-565-3081**

**[www.cji.edu](http://www.cji.edu)**