

Criminal Justice Institute Course Schedule

July 1, 2008 – June 30, 2009

UofA

UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE



www.cji.edu

A Publication of the
Criminal Justice Institute
University of Arkansas System



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www.cji.edu

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General Information

Who We Are

The Criminal Justice Institute (CJI) was established 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

CJI's Education and Training Center

The Criminal Justice Institute's Education and Training Center provides courses and programs designed to enhance the knowledge and skills of Arkansas law enforcement in a variety of specialized fields, including Law Enforcement Management, Forensic Sciences, Computer Education, Traffic Safety, Methamphetamine Initiatives, and Safe School Initiatives. Our desire is to provide you with an educational experience that emphasizes both practical knowledge as well as educational expertise.

Every effort is made to ensure that courses are scheduled throughout the state so that all Arkansas law enforcement officers have the opportunity to attend. In addition, the Institute continues 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.

For more information about CJI's Education and Training Center, contact the following:

Dr. Cheryl P. May
CJI Assistant Director
cpmay@cji.edu or (501) 570-8052

**Forensic Sciences and
Computer Education Division**
Mira Frosolono
mafrosolono@cji.edu or (501) 570-8072

Law Enforcement Management Division
Marty Montgomery
mpmontgomery@cji.edu or (501) 570-8092

Traffic Safety Programs
Neil Pennick
nvpennick@cji.edu or (501) 570-8081

Safe School Initiatives Division
Larance Johnson
lmjohnson@cji.edu or (501) 570-8084

Course Eligibility

Courses and programs of the Criminal Justice Institute are available exclusively to sworn Arkansas law enforcement professionals. In the event that a CJI course or program will be available to additional professionals within the criminal justice community, notification will be provided within the course or program description.

Officer Dress Code

To consistently communicate the professionalism of Arkansas law enforcement, it is imperative that law enforcement personnel dress in a manner that best represents their agency and Arkansas law enforcement as a whole. As such, please dress professionally when attending courses and programs of the Criminal Justice Institute.

CJI's Library Services

CJI's Library Services features one of the most comprehensive collections of law enforcement resources in the State. The library provides reference materials to Arkansas law enforcement practitioners who need information on criminal justice-related topics. The library houses numerous books, journals, periodicals, training manuals, and videotapes that can be utilized by law enforcement agencies across the State for in-house training, research, and professional development.

Books and videos are loaned for a two-week period and can be requested and renewed by phone or email. For those who cannot visit the library in person, items can be mailed with the understanding that the requesting party will be responsible for the return postage only. Purchases for the library are selected for their relevance to the law enforcement community and by the recommendations of law enforcement personnel, CJI Advisory Board and CJI staff. If you have any recommendations for resources to be added to the CJI Library, please send them to Allison Hoffman at amhoffman@cji.edu.

Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
Library Phone Number: 501-570-8061

Emergency Closings and Inclement Weather Policy

With the exception of regularly scheduled holidays, the Criminal Justice Institute will be open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. Circumstances beyond our control—such as inclement weather, a national crisis, or other emergencies—do occur. On such occasions, the Institute may close for all or part of a regularly scheduled workday.

The Institute will close for inclement weather when the University of Arkansas at Little Rock (UALR) closes. All radio and television stations in central Arkansas will be notified through the UALR Office of Communications when the University is closed. On days declared to be covered by the inclement weather policy, an announcement of a delayed opening will be issued from UALR. If you have any questions regarding the status of a course, please contact us at (501) 570-8000. Your personal safety is of utmost importance, and careful judgment should be used anytime inclement weather creates hazardous road conditions.

Smoking Policy/Tobacco Use Policy

The Criminal Justice Institute is dedicated to providing a healthy, comfortable, and productive environment for law enforcement, faculty, and staff. In that endeavor, the following policy has been implemented:

1. The Criminal Justice Institute is considered a tobacco-free workplace and the use of any tobacco product is permitted outdoors only. A person shall not smoke or use tobacco products in CJI's primary building or the Annex building.
2. Outside smoking and use of tobacco products is permitted only if done at least 25 feet from public entrances, exits, or air supply to a building. In the case of smoking, this is necessary so that those entering, leaving, and occupying the building will not be exposed to secondhand smoke.
3. Littering the campus with remains of tobacco products or any other disposable product is prohibited. In addition, smokers are required to dispose of the remains of tobacco products in receptacles that are fireproof.

Course Registration

Course Registration

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 registration form has been provided on page 7 and is also available online at 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.**

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 to ensure 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.

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.

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.

Such activities are currently being planned, but not all are included in this course schedule. Law enforcement agencies will be notified of these events through periodic mailings and through notification on the CJI website.

Testing Requirement

Examinations will be administered in all courses that are included in the Institute's Academic Certificate and Degree Programs. If you are currently participating or intend to participate in these academic programs, **taking these examinations when initially offered is required.** See page 39 for more information.

Please check the CJI website regularly for the latest updates on new courses and course cancellations:

www.cji.edu

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 officers should verify with the Criminal Justice Institute that the course will be conducted as scheduled.

To register for a course, contact the following:

Forensic Sciences and Computer Education Division

Judy Johnson
jljohnson@cji.edu or (501) 570-8097

Law Enforcement Management Division

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

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

Methamphetamine Training and Education Initiatives

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

Traffic Safety Programs

Pam Mays
pjmay@cji.edu or (501) 570-8035

Stephanie Copeland
scopeland@cji.edu or (501) 570-8036



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

Course Registration Request

Please fill out this form as accurately as possible. The information is used to contact you about the **status of your request** and, if needed, with information about the course or other CJI courses. All information provided is confidential.

Course Name: _____

Course Date: _____ To _____
MM/DD/YYYY MM/DD/YYYY

Name: _____
Last Name First Name MI Nickname/Preferred Name

Social Security Number: _____
###-##-#### (Required for CLEST)

Date of Birth: _____
MM/DD/YYYY

Rank/Title: _____

Agency/Department: _____
Troop/Company/Unit

Troop/Company/Unit Address: _____
P.O. Box and/or Street

Troop/Company/Unit Address: _____
City State Zip Code

Agency Telephone: _____ Extension: _____

Troop/Company/Unit Phone: _____ Fax: _____
Extension

Cell Phone: _____ Alternate/Evening Phone: _____

E-mail Address: _____

Alternate Contact Information: _____

Training Officer's Name: _____
Last Name First Name

Training Officer's Telephone: _____

Training Officer's E-mail Address: _____

CJI's Distinguished Programs

The Criminal Justice Institute hosts five distinguished programs designed to provide in-depth education and training to a diverse assortment of Arkansas law enforcement professionals in the state.

Two of these programs are designed exclusively for Arkansas law enforcement executives and supervisors. **ARKANSAS LEADER**—which is available for Chiefs of Police, Sheriffs, and other executive agency heads—equips Arkansas law enforcement leaders with the skills they need to more effectively accomplish the goals and aims of their law enforcement agencies. For first and second line supervisors, the **School of Law Enforcement Supervision** (SLES) is a mid-level management school that covers major aspects of police supervision. SLES is the cornerstone of CJI's Law Enforcement Administration academic certificate and degree programs.

For Arkansas law enforcement officers who want to specialize in crime scene investigation, CJI provides the **Crime Scene Technician Certificate Program** (CSTCP) each year. This nationally unique program assists officers in solving more crimes that occur in their communities. Since 1999, 179 officers from 85 different law enforcement agencies across the State have successfully completed this program. The CSTCP is the cornerstone of CJI's Crime Scene Investigation academic certificate and degree programs. CJI also offers an **Advanced Crime Scene Technician Certificate Program**. Offered once every two years, this program assists a small select group of CSTCP graduates to build on the essential crime solving skills they acquired in the CSTCP. Fifty-eight officers from 37 different law enforcement agencies have successfully completed this program.

CJI's **Narcotics Officer Certificate Program** is the only program of its kind in Arkansas and is designed to assist the law enforcement community in meeting the challenges posed by illegal drug use, possession, production, and distribution. This program provides officers with the fundamental knowledge and skills they need to conduct safe and successful narcotics investigations, and is particularly beneficial to new narcotics officers.

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Arkansas Leader

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.

Session XVIII of Arkansas Leader will be held June 7–12, 2009, at the Criminal Justice Institute. 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 correspondence prior to April 1, 2009.**

**For more information,
contact Marty Montgomery at
(501) 570-8092 or
mpmontgomery@cji.edu**



School of Law Enforcement Supervision

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.*

Officers 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 officers to make oral presentations and prepare a research paper on a topic relevant to law enforcement supervision.

Letters of nomination are required for officers to attend this specialized course. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

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 the session.

**For more information,
contact Marty Montgomery at
(501) 570-8092 or
mpmontgomery@cji.edu**



This year, CJI will conduct two sessions of the **School of Law Enforcement Supervision**— Session XXXII beginning in September 2008 and Session XXXIII beginning in January 2009. Each session will be held at the Criminal Justice Institute on the following dates:

Session XXXII

September 8–12, 2008
October 6–10, 2008
November 3–7, 2008
December 8–12, 2008

Session XXXIII

January 26–30, 2009
February 23–27, 2009
March 16–20, 2009
April 20–24, 2009

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.

Participants will be required to attend and successfully pass all six courses to receive their certificate. After successful completion of all six components, officers 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 12.

To participate in Session XI 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 September 30, 2008.** The twenty chosen participants and their agency heads will be notified in writing of their acceptance into the program by October 24, 2008.

All six courses will be held at the Criminal Justice Institute, located at 7723 Colonel Glenn Road in Little Rock. **Graduation ceremonies will also be held at the Criminal Justice Institute on Thursday, June 18, 2009.**

**For more information,
contact Mira Frosolono at
(501) 570-8072 or
mafrosolono@cji.edu**



Because photography 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 Mira Frosolono at (501) 570-8072.

Photography Equipment Requirements:

Adjustable Digital Camera

Camera Manual

Tripod

Detachable Flash

PC Cord

Cable Release

Spare Batteries for Camera and Flash

Macro lens

Filters (yellow, orange, red, and polarizing)

WEEK ONE

Crime Scene Photography

This **four-day** course will cover crime scene management and basic photography techniques as well as general crime scene and forensic evidence photography. Officers 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, there will be one evening session conducted one day of this program. 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 12–15, 2009

WEEK TWO

Latent Print Processing

In this second component, basic latent print techniques will be emphasized. Officers 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 officer 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 individual performance.

February 10–12, 2009

WEEK THREE

Impression Evidence

In this course, officers 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 individual performance.

March 10–12, 2009

WEEK FOUR

Biological and Trace Evidence

This course is designed to educate officers 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. Officers will be required to photograph all results and 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 14–16, 2009

WEEK FIVE

Crime Scene Sketching, Note Taking and Report Writing

The paper documentation phase of crime scene processing will be emphasized in this course. Officers 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. Officer evaluations will include written examinations, evaluation of notes taken, sketches, and report writing skills.

May 12–14, 2009

WEEK SIX

Crime Scene Investigation

Crime scene processing protocol will be emphasized in this capstone portion of the certificate program. Officers 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. Officers will be required to appropriately process all mock crime scenes and provide thorough presentations of their findings. A comprehensive written final examination and evaluation of photographs will function to assess individual performance and determine graduates of the program.

June 2–4, 2009

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 Session VI of the Advanced Crime Scene Technician Certificate Program. 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. Cheryl 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 11.

Applications must be received at CJI by no later than end of business on August 8, 2008. Chosen participants and their agency executives will be notified of acceptance into the program by August 22, 2008. Participants must successfully complete all three components to be awarded the Advanced Crime Scene Technician Certificate. A total of 63 law enforcement credit hours can be earned with the successful completion of this certificate program.

**For more information,
contact Mira Frosolono at
(501) 570-8072 or
mafrosolono@cji.edu**

WEEK ONE

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 individual performance on skills practicals (in-class & assigned) and written examinations.

September 16–18, 2008

WEEK TWO

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 15–17, 2008

WEEK THREE

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. Individual assessments will be conducted to determine successful completion of the program.

November 12–14, 2008

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 in the State in meeting this challenge.

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, Search and Seizure, Investigative Techniques, Undercover Investigations, Pharmaceutical Diversion, Evidence Collection, Report Writing, Surveillance, Resources, Intelligence, Criminal Defenses, and Courtroom Testimony*. Participants 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 Monticello (Session VI) and Rogers (Session VII).

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 26, 2008 for Session VI (Monticello) and November 13, 2008 for Session VII (Rogers).

**For more information, contact
Steve Varady or Mira Frosolono at
(501) 570-8000**

Session VI University of Arkansas at Monticello

July 29–31, 2008
August 26–28, 2008
September 23–25, 2008
October 28–30, 2008
November 18–20, 2008
December 3, 2008

Session VII Rogers Police Department

January 27–29, 2009
February 24–26, 2009
March 24–26, 2009
April 28–30, 2009
May 19–21, 2009
June 5, 2009

Forensic Sciences and Computer Education Division

The Criminal Justice Institute's Forensic Sciences and Computer Education Division offers a variety of cutting edge courses designed to enhance the forensic science and computer knowledge and skills of law enforcement officers throughout the State.

Through our Forensic Sciences courses, the Arkansas law enforcement community learns skills that help them to maximize the administrative and investigative benefits of forensic science technologies, enhance interagency cooperation, and ultimately assist them in solving more crime, thus enhancing the quality of life for the citizens they serve and protect. Courses offered range from introductory level classes such as *Basic Crime Scene Processing* and *Basic Digital Photography* to more specialized courses such as *Computer Crime*, *Bloodstain Pattern Analysis*, and *Forensic Entomology*.

In addition, as more and more agencies implement computer applications to facilitate administrative and case management functions, CJ's Computer Enhancement courses provide an important avenue for agency heads to ensure their officers receive the training needed to effectively utilize this technology.

Computer technology provides access to tools that can enhance the efficiency and effectiveness of law enforcement personnel. With proper use, these tools can decrease the time required to prepare reports and other administrative documents needed. Basic skill acquisition along with an understanding of what the computer technology can perform prepares law enforcement officers to utilize the computer applications for data compilation and analysis (Microsoft Excel), case management (Microsoft Excel and Access), information gathering (Internet Researching), and communications (E-mail and Microsoft Word & PowerPoint).

Forensic Sciences

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Forensic Sciences

Forensic Science 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 a.m. and 4:30 p.m.

**For more information about
CJI's Forensic Sciences courses,
contact Mira Frosolono at
501-570-8072 or
mafrosolono@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 case-work. Participants will 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. Officers 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 officers who have successfully completed a 40-hour bloodstain pattern analysis course will qualify for enrollment. Each officer 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 10 participants.

**May 4–6, 2009
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 conducted on the last day of the program. Access to a tripod and an adjustable digital camera will be required. Enrollment will be restricted to 20 participants.

September 9–11, 2008
Trumann Police Department

January 27–29, 2009
Union County Sheriff's Office
El Dorado, Arkansas

April 21–23, 2009
Washington County Sheriff's Office
Fayetteville, Arkansas

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. Officers will need to bring an adjustable digital camera and a tripod.

August 5–6, 2008
Arkansas State University at Beebe

March 24–25, 2009
University of Arkansas at Monticello

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 assess each participant's skill in using documentation techniques, biohazard precautions, crime scene control, and interpreting bloodstain patterns. Course length and experiments will meet the membership requirements for the International Association of Bloodstain Pattern Analysts (IABPA). Enrollment is limited to 20 participants.

February 16–20, 2009
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. Enrollment will be restricted to 20 participants. There is no camera requirement to attend this course; however, if you have an adjustable digital camera and would like to practice with it during this course, please bring it with you. CJI will also have cameras available.

January 5–8, 2009
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, officers 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 personnel 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.

December 16–17, 2008
Criminal Justice Institute

Crime Scene Courtroom Testimony

14 Hours

This two-day course is designed specifically for the crime scene investigator who is frequently required to testify to their observations and actions at a crime scene as well as subsequent interpretation of their findings. This course will provide suggested guidelines in testifying as an expert witness in crime scene investigation. In addition to lecture, officers may be required to participate in a mock court trial. The knowledge gained through this experience will be applicable to future court testimonies. Crime scene specialists and detectives/investigators who process crime scenes will benefit from this course. Due to the hands-on nature of this course, enrollment will be restricted to 20 participants.

May 27–28, 2009
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. 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 officers 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. Officers using digital video in case-work are encouraged to bring their digital video cameras. Enrollment is limited to 20 participants.

April 28–May 1, 2009
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 40 participants.

February 2–3, 2009
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. It is an easy-to-use drawing program designed just for criminal investigators and other law enforcement professionals. It has all of the features and symbols needed to quickly and accurately create diagrams for all types of traffic accidents, homicide investigations, and arson investigations. This two-day course is restricted to 20 participants.

June 23–24, 2009
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: *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 21–22, 2008
White County Sheriff's Office
Searcy, Arkansas

Forensic Entomology

7 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.

May 18, 2009
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. Officers will be required to successfully photograph developed latent crime scene prints. Officers 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.

November 4–6, 2008
Phillips Community College of the
University of Arkansas
Helena, Arkansas

Gizmos & Gadgets**8 Hours**

Gizmos & Gadgets is an eight-hour class that provides old and new techniques for simpler and cost-effective ways to process crime scenes and evidence. It will include demonstrations and limited hands-on use of various items and products. During the lecture section of the class, there will be several demonstrations of processing and collection techniques that have been passed down from experienced crime scene officers. Even though techniques vary from region to region, the end result is the same. This class will bring all these varying techniques together as new and old technology techniques will be shown. **Class hours are from 8:00 a.m. to 5:00 p.m.** Class size is limited to 30 participants. Eligible participants include sworn law enforcement crime scene personnel.

July 15, 2008
Criminal Justice Institute

Management of Evidence and Recovered Property**14 Hours**

This two-day program is designed to provide participants with a thorough understanding of the purposes, procedures, and policy development issues related to the custody of evidence and recovered property. Participants will examine several methods and procedures for storing property, discuss evidence and property control records and learn effective methods for improving the security, control and disposition of evidence and recovered property.

This program is intended for all sworn and civilian law enforcement personnel—administrative, command, supervisory and line—who have responsibility for the security, control or disposition of evidence and recovered property. Enrollment in this program is restricted to 40 participants.

July 29–30, 2008
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. Officers will be provided with hands-on experiences in using a variety of light sources and are encouraged to bring their own light sources(s). **An adjustable digital 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 participants.

September 30–October 2, 2008
Criminal Justice Institute

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:

Crime Scene Technician Certificate Program	126-133
Advanced Crime Scene Technician Certificate Program	63
Recovery of Human Remains	35
Bloodstain Pattern Analysis	40
Computer Crime	21
Crime Scene Digital Photography and Imaging	28
Fingerprint Comparison and Identification	21
Using Forensic Light Sources	21
Crime Scene Courtroom Testimony	14
Management of Evidence and Recovered Property	14

In addition, successfully passing at least the International Association for Identification's Level I examination is required. For more information, contact Mira Frosolono at (501) 570-8072.



Computer Enhancement

CJI computer courses are designed to enhance the computer knowledge and skills of law enforcement throughout the State of Arkansas. Instruction is provided using everyday terminology to emphasize the objectives of the course and to provide easy-to-follow procedures for accomplishing each objective.

All computer courses will be delivered in CJI's computer lab. Enrollment will be restricted to a maximum of 20 participants. Course times will be 8:30 a.m. to 4:30 p.m., unless otherwise indicated.

Courses and programs of the Criminal Justice Institute are available exclusively to sworn Arkansas law enforcement professionals. In the event that a CJI course or program will be available to additional professionals within the criminal justice community, notification will be provided within the course or program description.

Internet Researching and E-mail 7 Hours

While the Internet has a wealth of information that can be beneficial to law enforcement, searching through the millions of documents available online can be overwhelming and time consuming. Learning how to conduct more efficient searches can significantly reduce the time officers invest in retrieving quality information from the Internet.

This course will provide officers with a working knowledge of Internet research and basic e-mail concepts. Major topics to be covered include: *Using a Browser to Navigate; Using URLs and addresses; Using Boolean Logic; Using Favorites/Bookmarks; Using Search Engines; Sending and Receiving Email; and Sending Attachments.* **A prerequisite for this course is *Introduction to Computers*, or have a verified working knowledge of Microsoft Windows and computer navigation skills.**

December 11, 2008



Introduction to Computers 14 Hours

Understanding the basic elements of computing assists law enforcement 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 XP. Beginning computer users and those wanting a better understanding of the basics would benefit from this course. Major topics to be covered include: *Basic Computer Components; Basic Software; Using Windows Desktop; Using Selected Settings; Beginning Mousing and Keyboarding Skills; Basic Computer Navigation Skills; Electronic File Management; Working with Folders; and Using the Search Companion.*

August 6–7, 2008

September 24–25, 2008

October 21–22, 2008

January 21–22, 2009

March 4–5, 2009

April 1–2, 2009

June 9–10, 2009

Using Microsoft Access

21 Hours

Microsoft Access is a database management system that organizes information so users can add, modify or delete data, run queries, and produce a wide variety of reports summarizing the information. Computer users who need to store, compile and manage data would benefit from this course. Major topics to be covered include: *Creating and Working with Tables; Setting Field Properties; Finding and Filtering Data; Creating Relationships Between Tables; Creating and Modifying Queries; Creating Basic Forms and Reports; Creating Action Queries; Using Design View; and Using Advanced Form and Report Design.* **Prerequisites for this course are Introduction to Computers, Using Microsoft Word, and Using Microsoft Excel or have an intermediate to advanced working knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel and intermediate to advanced computer navigation skills.**

May 19–21, 2009

Using Microsoft Excel

14 Hours

Microsoft Excel allows law enforcement to create professional spreadsheets and charts and is an excellent program for managing statistics and budgets. Computer users who calculate and chart data would benefit from this course. Major topics to be covered 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; 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 working knowledge of Microsoft Windows and Microsoft Word and intermediate to advanced computer navigation skills.**

November 19–20, 2008

March 23–24, 2009

April 22–23, 2009

Using Microsoft PowerPoint

14 Hours

Microsoft PowerPoint allows users to easily create and design slide show presentations and printed handouts. Computer users who create presentations would benefit from this course. Major topics to be covered include: *Practical Tips; Creating and Enhancing Presentation Slides; Formatting and Editing Text; Using Slide Sorter, Slide Show, and Note Page Views; Editing Slide and Handout Masters; Printing Presentations; Using Clip Art and other Graphics; Using Drawing Objects and Basic Special Effects.* **Prerequisites for this course are Introduction To Computers, Using Microsoft Word, or have a working knowledge of Microsoft Windows, Microsoft Word and intermediate computer navigation skills.** It is recommended to have working knowledge of creating and editing charts in Microsoft Excel.

August 26–27, 2008

February 4–5, 2009

Using Microsoft Word

14 Hours

Microsoft Word is a full-feature word processor that enhances the professionalism of written communication and documentation. Word can help in more than creating letters and memos. This software can also be utilized to create graphics and tables for newsletters, notification posts, reports, and brochures. Major topics to be covered include: *Basic Document Skills; Basic Text Editing; Printing; Checking Spelling and Grammar; Formatting; Working with Tabs; Working with Numbers and Bullets; Using AutoCorrect and AutoText; and Practical Tips for Increasing Productivity.* **A prerequisite for this course is Introduction to Computers, or have a working knowledge of Microsoft Windows and computer navigation skills.**

August 12–13, 2008

September 29–30, 2008

October 29–30, 2008

January 28–29, 2009

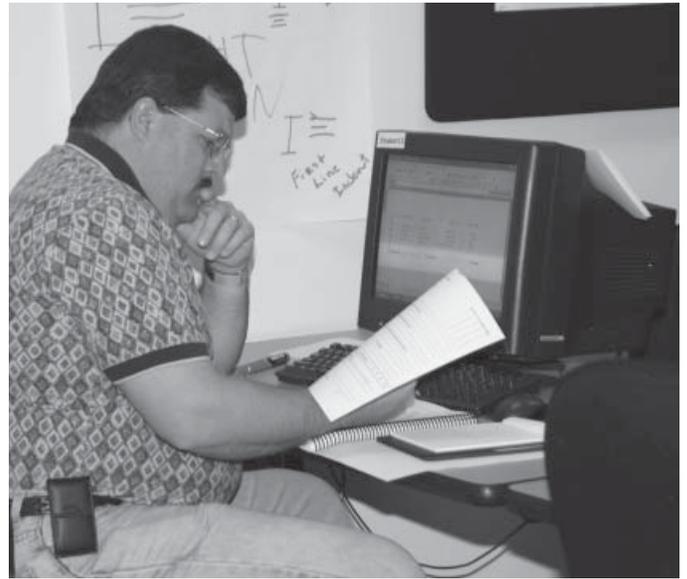
March 17–18, 2009

April 14–15, 2009

June 16–17, 2009

Advanced Computer Courses

The Criminal Justice Institute has created a series of three-hour advanced computer courses designed to further enhance the computer knowledge and skills of law enforcement officers throughout the State. Enrollment in these courses will be restricted to a maximum of 20 participants. **Course times will be either 8:30 a.m. to 11:30 a.m. or 1:00 p.m. to 3:00 p.m., as noted in the course descriptions.**



Using Microsoft Word Sections, Styles, and More 3 Hours

Microsoft Word includes many advanced tools to enhance the overall professional appearance of a document. Learning how to use these advanced tools reduces the time required to produce agency documentation while providing a professional, manicured document. Major topics to be covered include: *Using Section Breaks and Styles; Working with Headers and Footers; Making Outlines; and Making Table of Contents and Indexes.* **Prerequisites for this course are *Introduction to Computers* and *Using Microsoft Word* or have a working knowledge of Microsoft Windows, Microsoft Word and computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

November 5, 2008

Building Microsoft Word Forms & Templates 3 Hours

Using Microsoft Word, law enforcement officers can create templates and forms for agency documents that are used again and again. Officers will be building a form and template in class and may bring in a simple form or template from their agency to build. If officers wish to keep templates or forms made in class, they must provide a CD-R or use a USB flash drive. Major topics to be covered include: *Using Templates and Wizards; Using Forms; and Creating New Templates/Forms.* **Prerequisites for this course are *Introduction to Computers* and *Using Microsoft Word* or have a verified working knowledge of Microsoft Windows, Microsoft Word and computer navigation skills.** This course begins at 1:00 p.m. and concludes at 3:00 p.m.

November 5, 2008

Using Microsoft Excel Database Features

3 Hours

Microsoft Excel has built-in database management capabilities, allowing users to treat a worksheet or portions of a worksheet as a database. Using an Excel database, users can enter, edit, locate, sort, and analyze information. Major topics to be covered include: *Working with Databases; Managing Data; Working with the Data Form; and Using AutoFilter*. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word and Using Microsoft Excel* or have a working knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel and computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

May 8, 2009

Using More Microsoft Excel Database Features

3 Hours

In this course, officers will learn more about using Microsoft Excel database features. Officers will learn to use advanced filters to create more complicated conditions to filter a data list; to use a data table to vary one or two values in a formula and display all possible results in a table format; to use auditing tools to find errors; and to use the Solver to solve problems by working backwards. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word, Using Microsoft Excel, and Using Microsoft Excel Database Features* or have a working knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel, and computer navigation skills.** This course begins at 1:00 p.m. and concludes at 3:00 p.m.

May 8, 2009

Using Microsoft PowerPoint Custom Shows & More

3 Hours

A Microsoft PowerPoint presentation is more than just information on a screen. Users can individualize PowerPoint presentations using a variety of features that customize color schemes, slide backgrounds, and group slides into several subsets for different audiences. The use of Action Buttons and Hyperlinks can be used to link to another presentation or to the Internet. Participants in this course will learn how to use these tools and others to add interest (and save time) when developing slide shows. Major topics to be covered include *Customizing Presentations; Animating Text and Objects; Editing Multiple Presentations; Importing an Excel Chart; Expanding a Slide Show; and Packaging a Presentation*. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word and Using Microsoft PowerPoint* or have a working knowledge of Microsoft Windows, Microsoft Word, Microsoft PowerPoint and intermediate computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

April 10, 2009

Technical Assistance

CJI 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

Law Enforcement Management Division

The primary mission of CJI's law enforcement management program is to enhance the knowledge, skills, and abilities of Arkansas law enforcement professionals by providing leadership and management courses customized to meet the dynamic and unique challenges of law enforcement across the State.

The ever changing demands on the criminal justice system create new and difficult challenges for leaders, supervisors and managers at all levels of law enforcement. CJI's Law Enforcement Management Division (LEMD) presents courses to meet those challenges and prepare the professional officer for advancement. Course offerings emphasize improving the officer's ability to better supervise or manage an agency, enhancing interaction with their communities, and developing additional education and skills that benefit the law enforcement profession.

Many of our courses are instructed by nationally recognized instructors or faculty members, including retired and active law enforcement, military, and private sector professionals. Courses are scheduled around the State in an effort to provide every officer an opportunity to receive advanced management education and training without the unnecessary expense of extended travel.

As with all CJI courses, your input is always welcome. If you feel that certain programs would be of benefit to you or your agency, please let us know. Your individual requests help us provide programs that best meet the needs of your agency.

For more information about the Law Enforcement Management Division, contact Marty Montgomery at 501-570-8092 or mpmontgomery@cji.edu

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Advanced Supervision

24 Hours

This three-day, advanced level course places an emphasis on ensuring that officers comprehend modern management and leadership concepts. Topics include: *Ethics; Situational Leadership; Succession Planning; Organizational Change; Motivation; and Mentoring.* This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

September 30–October 2, 2008
Springdale Police Department

December 16–18, 2008
Criminal Justice Institute

May 19–21, 2009
Camden Police Department

Arkansas Leader/SLES Graduate

Special Topics Seminar

8 Hours

CJI's "Special Topics Seminar" is designed specifically for graduates of past Arkansas Leader and School of Law Enforcement Supervision programs. A nationally known law enforcement presenter will provide thought-provoking instruction pertaining to supervision and leadership issues. 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 22, 2009
Criminal Justice Institute

Background Investigations

of Police Applicants

12 Hours

This 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. Officers 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 concludes at noon. **Letters of nomination are required.** Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

September 18–19, 2008
Washington County Sheriff's Office
Fayetteville, Arkansas

Bias-Based Policing

6 Hours

This six-hour course will review the challenges of addressing racial profiling and address the fact that police must do more to address the concerns of the minority communities. Many states, including Arkansas, have passed legislation addressing racial profiling. Racial profiling by law enforcement agencies can lead to liability in a variety of ways. Officers and supervisors must take a proactive approach to this problem. American policing is facing a tremendous challenge: a widespread perception that the police are routinely guilty of bias in how they treat minorities. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

July 10, 2008
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, managers, and supervisors of such units. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

December 1, 2008

Arkansas State University at Jonesboro

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 officer through the prosecution process using a hands-on workshop environment. Officers 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.

October 1, 2008

Criminal Justice Institute

April 17, 2009

Arkansas State University at Heber Springs

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. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

September 15, 2008

University of Arkansas at Monticello

December 5, 2008

Criminal Justice Institute

March 9, 2009

University of Arkansas

Community College at Morrilton

May 8, 2009

Mena Police Department

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.

August 11-12, 2008

Criminal Justice Institute

April 1-2, 2009

Bentonville Police Department

Coping with Law Enforcement Stress

6 Hours

Law enforcement professionals are often subjected to an extraordinary amount of stress. This stress, if left unattended, can take a heavy toll on officers and can ultimately compromise their ability to perform essential functions. This six-hour course will identify potential sources of stress and will illustrate ways that officers can lessen its effect. Attention will be given to the agency's role and the supervisor's role in detecting and dealing with sources of stress. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

August 14, 2008
Criminal Justice Institute

September 19, 2008
DeWitt Police Department

October 3, 2008
Springdale Police Department

May 8, 2009
University of Arkansas
Community College at Batesville

May 18, 2009
Camden Police Department

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. This course begins at 9:00 a.m. and concludes at 4:00 p.m.

August 4, 2008
Criminal Justice Institute

Crisis Negotiations

40 Hours

This course is designed to prepare law enforcement 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.

Letters of nomination are required. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

October 20–24, 2008
Criminal Justice Institute

March 2–6, 2009
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.

September 5, 2008
Hot Springs Police Department

Domestic Violence

21 Hours

Historically, law enforcement has been uncomfortable with domestic violence. This program is designed to familiarize officers with their changing roles in domestic violence situations. Course topics will include: *The Dynamics of Abusive Relationships; Officer Safety Concerns; Interviews of Victims, Suspects, Children and Other Witnesses; Reporting; and Probable Cause Leading to Arrest and Successful Conviction*. The course will explore proper evidence collection and documentation, as well as civil orders of protection. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

January 21–23, 2009
Criminal Justice Institute

Effective Report 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.

July 22, 2008
Dumas Police Department

August 25, 2008
Russellville Police Department

October 17, 2008
Pine Bluff Police Department

November 14, 2008
Searcy Police Department

Ethics in Law Enforcement

6 Hours

Society expects all criminal justice personnel to be held to a “higher standard” than the general public—and rightfully so. Law enforcement is entrusted to enforce the laws of our state, county, and local jurisdictions, as well as assure protection of everyone’s constitutional rights—both the law abiding citizen and the criminal. This course will explore the ethical and professional behaviors expected of today’s law enforcement professional, discuss ethical scenarios, and suggest the means by which we can efficiently and effectively perform our duties and avoid civil and criminal liability. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

September 18, 2008
Phillips Community College of the
University of Arkansas
Helena, Arkansas

Field Training for the 21st Century

40 Hours

This course explores a variety of issues designed to help field training officers manage their probationary employees. Topics include: *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.

April 6–10, 2009
Criminal Justice Institute

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: *Leadership Values; Human Behavior; Communication; Stress Management; Decision Making; and Delegation.* This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

July 29–31, 2008
Washington County Sheriff's Office
Fayetteville, Arkansas

October 28–30, 2008
Criminal Justice Institute

March 24–26, 2009
Camden Police Department

Identity Theft

7 Hours

With the continuing advancement of the Internet and related computer technologies, identity theft is becoming all too common. This one-day course is designed to teach law enforcement officers how identity theft and identity fraud occurs, strategies for the investigation and prosecution of identity theft/fraud, and available resources to assist the victims and investigators. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

September 17, 2008
University of Arkansas
Community College at Hope

January 20, 2009
Criminal Justice Institute

March 11, 2009
Jonesboro Police Department

May 13, 2009
Rogers Police Department

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.* The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day.

September 22–26, 2008
Criminal Justice Institute

April 6–10, 2009
University of Arkansas at Monticello

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.

May 15, 2009
Criminal Justice Institute

Managing Interviews and Interrogations

14 Hours

This course is designed to teach law enforcement how to manage 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 18–19, 2008
Criminal Justice Institute

April 13–14, 2009
Southern Arkansas University
Magnolia, Arkansas

Officer Safety and Communication Spanish

21 Hours

This course is designed to familiarize law enforcement personnel with basic Spanish to enhance communication and ensure safety between law enforcement officers and the Spanish speaking community. Upon completion of the course, participants will be able to use basic Spanish to initiate traffic and felony stops, handle domestic violence situations, and assist the Spanish-speaking community when dealing with situations where law enforcement is involved. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

August 5–7, 2008
University of Arkansas
Community College at Hope

October 14–16, 2008
Fort Smith Police Department

March 3–5, 2009
Trumann Police Department

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 15, 2008
Arkadelphia Police Department

Policing People with Mental Disorders

21 Hours

This program is designed to provide a better understanding of those people suffering from mental illnesses who may come in contact with the law enforcement community. Keeping officer safety foremost, this course will explore policies, procedures, and protocols for officers to follow while dealing with this difficult issue and identifying concerns of dangerousness. The course will cover topics including: *Identification of Mental Illness*; *Officer Safety Issues*; *Interventions*; and *Commitments*. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

March 31–April 2, 2009
Criminal Justice Institute

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.

Letters of nomination are required for officers to attend this specialized course. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

**October 27–31, 2008
Criminal Justice Institute**

Principles of Supervision

24 Hours

This three-day course will allow officers to dialogue with the instructors about the challenges and successes they have had as a supervisor. In addition, students will be exposed to additional topics in management and leadership, including: *Performance Evaluation, Progressive Discipline, and Dealing with Difficult Employees; Power Writing; Team Building; Managing Street Risk; and Community/Media Relations; and Building Trust.* This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

**August 26–28, 2008
Bentonville Police Department**

**November 18–20, 2008
Criminal Justice Institute**

**April 28–30, 2009
Camden Police Department**

Search Warrant Update

6 Hours

This six-hour course will include a review of the general Fourth Amendment principles that impact the preparation and execution of search warrants. A review of those Arkansas decisions which impact the preparation and execution of search warrants will be made. The law enforcement manager will then be provided with information to ensure legal compliance in the drafting of search warrants. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

**September 4, 2008
Criminal Justice Institute**

Talking Hands

6 Hours

This course will provide officers 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. Officers 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.

**July 21, 2008
Lake Village Police Department**

**August 1, 2008
Fort Smith Police Department**

**August 29, 2008
Rogers Police Department**

**December 1, 2008
Criminal Justice Institute**

**March 13, 2009
Madison Police Department**

**May 1, 2009
Camden Police Department**

Use of Force

6 Hours

This six-hour course will review and focus on case law and legislation which defines the amount of force that is lawfully available to officers in attempted arrest/seizure cases as well as what the courts have defined as excessive force. Use of force and excessive force will also be considered in the context of high-speed pursuit cases. The officer will be shown methods for improving his or her performance in the courtroom. Case scenarios and videos involving the use of force, deadly force, and high-speed pursuits will be used for class discussion. The course begins at 9:00 a.m. and completes at 4:00 p.m.

November 20, 2008
Fort Smith Police Department

April 16, 2009
Pine Bluff Police Department



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 over-shadowed 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 25, 2008
Mountain Home Police Department

October 24, 2008
Russellville Police Department

February 6, 2009
Criminal Justice Institute

May 22, 2009
El Dorado Police Department

Arkansas Methamphetamine Education and Training Initiatives

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 of methamphetamine on innocent citizens and children, the Institute has made methamphetamine a key education and training priority. Through federal and state funding, the Arkansas Methamphetamine Education and Training Initiatives has focused on assisting law enforcement professionals to safely identify and effectively investigate illicit methamphetamine use, distribution, and production.

Additional drug and meth-related courses will be delivered throughout the fiscal year. Please consult the CJJ website at www.cjj.edu for the latest course additions.

Consensual Encounters

14 Hours

Consensual encounters are the least intrusive form of police-suspect interaction, but a highly valuable tool in anti-drug efforts by law enforcement. This two day course will focus on proactive, non-adversarial techniques that may be used by law enforcement to gain consent to search from those suspected of possessing or trafficking illegal narcotics and, in the absence of consent, how to determine reasonable suspicion and probable cause from these brief encounters. Topics included in this course will be: preparation for a consensual encounter; interpretation of the target's nonverbal, verbal, and behavioral indicators; knock and talks; application of consensual encounters in domestic drug interdiction; and appropriate documentation of the encounters. Participants will apply these techniques through practical exercises.

November 5–6, 2008
Bentonville Police Department

March 11–12, 2009
Hot Springs Police Department

Managing Drug Investigations

14 Hours

This fourteen hour course will provide specific solutions for managing the operational aspects of drug investigations. It will focus on the policies needed to properly administer drug investigations, the proper selection of drug enforcement personnel, and the documentation of case evidence to be successful in the prosecution of such cases. The course will provide guidance in the management of informants, investigative techniques, tactical operations, and search and seizure challenges that arise in drug cases.

January 15–16, 2009
Damascus Police Department

Mexican Drug Traffickers & the Spiritual World

7 Hours

Drug traffickers, human smugglers, and others involve the spiritual world in their trade for protection from law enforcement and other criminal organizations. This course will include information concerning Jesus Malverde, "Patron Saint of Drug Traffickers", Juan Soldado, "Patron Saint of Illegal Aliens", Santa Muerte, San Simon, and other saints or spirits that drug traffickers and others pray to for protection from law enforcement. Photos, video, and paraphernalia that drug traffickers may have in their possession will be examined. This course is beneficial to law enforcement officers who may encounter these items during or pursuant to an investigation.

October 8, 2008
Washington County Sheriff's Office
Fayetteville, Arkansas

February 5, 2009
Criminal Justice Institute

Outlaw Motorcycle Gangs

7 Hours

Outlaw motorcycle gangs have historically been and continue to be major distributors of methamphetamine and other illegal substances. This seven hour course will provide an overview of the most prevalent biker gangs, including the Bandidos, Hells Angels, Mongols, Outlaws, Pagans, Sons of Silence, and others. Their organizational structures and criminal activities, particularly as they relate to narcotics trafficking, will be examined. Biker gang chapters and their support organizations operating in Arkansas will be identified, and law enforcement operations at Arkansas biker rallies will be examined.

August 7, 2008
Criminal Justice Institute

June 10, 2009
Washington County Sheriff's Office
Fayetteville, Arkansas

Undercover Investigations

14 Hours

This course is designed to prepare participants to legally, safely, and effectively conduct undercover drug investigations. Topics will include the selection process for undercover agents, planning and executing undercover operations, drug interception investigative techniques, the use of informants, building and maintaining an undercover identity, search warrants, evidence handling, effective documentation and report writing, and legal considerations. To better prepare participants to manage the dangers inherent to covert operations, particular emphasis is placed on risk management. It is suitable for both new and experienced officers currently investigating narcotics offenses, and officers anticipating drug investigation assignments in the future.

July 16-17, 2008
Arkansas State University at Heber Springs

April 15-16, 2009
University of Arkansas
Community College at Hope

Advanced Narcotics Investigations

40 Hours

This intensive 40-hour course is designed to enhance the application of narcotics officers' investigative skills in undercover and surveillance operations and, to enhance proficiency of firearms skills in an undercover capacity. Classroom instruction will focus on undercover techniques and tactics. Officers will participate in practical exercises that require them to apply their knowledge and skills performing as a member of a mock narcotics investigative team. A live undercover operation and surveillance exercise will be conducted. Range qualification with the officer's own undercover firearm will be included.

For the firearms training, officers must furnish their own weapon and at least 150 rounds of ammunition. The weapon **MUST** be the one used by the officer or carried in undercover assignments while on duty. The firearms training will be conducted by certified firearms instructors, and range officers will enforce safety rules. Officers will be required to qualify according to Arkansas Law Enforcement Standards.

To successfully complete the course, officers will be required to complete each exercise, receive successful evaluations on each, and pass a final exam.

Eligible officers include law enforcement personnel who have served as a narcotics officer for three years. Preference will be given to graduates of the Institute's Narcotics Officer Certificate Program (NOCP) and officers who have successfully completed the DEA Basic Drug Investigators Course. The program is limited to twenty officers.

To participate in the program, an application letter verifying your narcotics experience and training must be submitted to Mira Frosolono from the applicant's Chief of Police, Sheriff, Department Head or Director by August 8, 2008.

September 8-12, 2008
Hot Springs Police Department

Traffic Safety Program

The Arkansas State Police Highway Safety Office provides grant funds from the National Highway Traffic Safety Administration (NHTSA) to support the Criminal Justice Institute's **Traffic Safety Law Enforcement and Prosecutor Training Project**, the central source of nationally recognized traffic safety certification courses for Arkansas law enforcement. Available programs include:

- *DWI Detection and Standardized Field Sobriety Testing*
- *Standardized Field Sobriety Testing Refresher*
- *Traffic Occupant Protection Strategies*
- *Drug Recognition Expert*
- *Drugged Driving*
- *Drug Impairment Training for Educational Professionals*
- *Standardized Field Sobriety Testing Instructor Development*
- *Drug Recognition Expert Instructor Development*

In addition, the Arkansas State Police Highway Safety Office provides NHTSA grant funds to support the **Law Enforcement Liaison Project**. One facet of this program is to provide a law enforcement liaison who promotes the year-round participation of Arkansas law enforcement agencies in Selective Traffic Enforcement Programs (STEP) and non-STEP programs. The Law Enforcement Liaison program promotes the participation of Arkansas law enforcement agencies in two annual nationwide traffic enforcement-related campaigns titled Click it or Ticket (CIOT) and Drunk Driving "Over the Limit, Under Arrest."

In addition, the Law Enforcement Liaison conducts annual regional occupant protection/impaired driving conferences. These conferences promote increased enforcement of impaired driving, seat belt and child restraint laws, as well as promote participation in state and national traffic enforcement campaigns.



**For more information about
CJI's Traffic Safety Program,
contact Neil Pennick at
501-570-8081 or
nvpennick@cji.edu**

CJI Academic 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.

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

Examinations will be administered in all courses that are included in the Institute's Academic Certificate and Degree Programs. If you are currently participating or intend to participate in these academic programs, **taking these examinations when initially offered is required.**

**For more information about CJI's
Certificate and Degree Programs,
contact Dr. Cheryl May at
501-570-8052**

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 Northeastern College
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 University of Arkansas
Pulaski Technical College
South Arkansas Community College
University of Arkansas
Community College at Batesville
University of Arkansas
Community College at Hope
University of Arkansas
Community College at Morrilton

* Only the CSI Associate Degree will be offered

** Does not offer Technical Certificates in either program

*** Only the LEA program will be offered

CJI Course Calendar

July 2008–June 2009

July 2008

July 10

Bias-Based Policing

Criminal Justice Institute

July 15

Gizmos & Gadgets

Criminal Justice Institute

July 16–17

Undercover Investigations

Arkansas State University at Heber Springs

July 21

Talking Hands

Lake Village Police Department

July 22

Effective Report Writing

Dumas Police Department

July 25

Warrantless Search and Seizure

Mountain Home Police Department

July 29–31

Narcotics Officer Certificate Program, Session VI

University of Arkansas at Monticello

July 29–31

Foundations of Supervision

Washington County Sheriff's Office
Fayetteville, Arkansas

July 29–30

Management of Evidence and Recovered Property

Criminal Justice Institute

August 2008

August 1

Talking Hands

Fort Smith Police Department

August 4

Crime Prevention:

Proactive Tactics to Stop Crime

Criminal Justice Institute

August 5–6

Basic Digital Photography

Arkansas State University at Beebe

August 5–7

Officer Safety and Communication Spanish

University of Arkansas

Community College at Hope

August 6–7

Introduction to Computers

Criminal Justice Institute

August 7

Outlaw Motorcycle Gangs

Criminal Justice Institute

August 11–12

Conflict Resolution for Supervisors

Criminal Justice Institute

August 12–13

Using Microsoft Word

Criminal Justice Institute

August 14

Coping with Law Enforcement Stress

Criminal Justice Institute

August 15

Patrol Response to Active Shooter Incidents

Arkadelphia Police Department

August 18-19

Managing Interviews and Interrogations

Criminal Justice Institute

August 25

Effective Report Writing

Russellville Police Department

August 26–28

**Narcotics Officer Certificate Program,
Session VI**

University of Arkansas at Monticello

August 26–28

Principles of Supervision

Bentonville Police Department

August 26–27

Using Microsoft PowerPoint

Criminal Justice Institute

August 29

Talking Hands

Rogers Police Department

September 2008

September 4

Search Warrant Update

Criminal Justice Institute

September 5

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

Hot Springs Police Department

September 8–12

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

Criminal Justice Institute

September 8–12

Advanced Narcotics Investigation

Hot Springs Police Department

September 9–11

Basic Crime Scene Processing

Trumann Police Department

September 15

Communication Excellence in Law Enforcement

University of Arkansas at Monticello

September 16–18

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

Criminal Justice Institute

September 17

Identity Theft

University of Arkansas

Community College at Hope

September 18

Ethics in Law Enforcement

Phillips Community College of the

University of Arkansas

Helena, Arkansas

September 18–19

**Background Investigations
of Police Applicants**

Washington County Sheriff's Office

Fayetteville, Arkansas

September 19

Coping with Law Enforcement Stress

DeWitt Police Department

September 22–26

Instructor Development

Criminal Justice Institute

September 23–25

**Narcotics Officer Certificate Program,
Session VI**

University of Arkansas at Monticello

September 24–25

Introduction to Computers

Criminal Justice Institute

September 29–30

Using Microsoft Word

Criminal Justice Institute

September 30–October 2

Advanced Supervision

Springdale Police Department

September 30–October 2

Using Forensic Light Sources

Criminal Justice Institute

October 2008

October 1

Case File Preparation

Criminal Justice Institute

October 3

Coping with Law Enforcement Stress

Springdale Police Department

October 6–10

School of Law Enforcement Supervision, Session XXXII

Criminal Justice Institute

October 8

Mexican Drug Traffickers & the Spiritual World

Washington County Sheriff's Office

Fayetteville, Arkansas

October 14–16

Officer Safety and Communication Spanish

Fort Smith Police Department

October 15–17

Advanced Crime Scene Technician Certificate Program, Session VI

Criminal Justice Institute

October 17

Effective Report Writing

Pine Bluff Police Department

October 20–24

Crisis Negotiations

Criminal Justice Institute

October 21–22

Death Investigation Issues for Law Enforcement and Coroners

White County Sheriff's Office

Searcy, Arkansas

October 21–22

Introduction to Computers

Criminal Justice Institute

October 24

Warrantless Search and Seizure

Russellville Police Department

October 28–30

Narcotics Officer Certificate Program, Session VI

University of Arkansas at Monticello

October 27–31

Police Internal Affairs

Criminal Justice Institute

October 28–30

Foundations of Supervision

Criminal Justice Institute

October 29–30

Using Microsoft Word

Criminal Justice Institute

November 2008

November 3–7

School of Law Enforcement Supervision, Session XXXII

Criminal Justice Institute

November 4–6

Latent Prints

Phillips Community College of the

University of Arkansas

Helena, Arkansas

November 5

Using Microsoft Word Sections, Styles, and More

Criminal Justice Institute

November 5

Building Microsoft Word Forms & Templates

Criminal Justice Institute

November 5–6

Consensual Encounters

Bentonville Police Department

November 12–14

Advanced Crime Scene Technician Certificate Program, Session VI

Criminal Justice Institute

November 14

Effective Report Writing

Searcy Police Department

November 18–20

**Narcotics Officer Certificate Program,
Session VI**

University of Arkansas at Monticello

November 18–20

Principles of Supervision

Criminal Justice Institute

November 19–20

Using Microsoft Excel

Criminal Justice Institute

November 20

Use of Force

Fort Smith Police Department

December 2008

December 1

The Bulletproof Mind

Arkansas State University at Jonesboro

December 1

Talking Hands

Criminal Justice Institute

December 5

Communication Excellence in Law Enforcement

Criminal Justice Institute

December 8–12

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

Criminal Justice Institute

December 11

Internet Researching and E-mail

Criminal Justice Institute

December 16–17

Computer Crime

Criminal Justice Institute

December 16–18

Advanced Supervision

Criminal Justice Institute

January 2009

January 5–8

Bloodstain Pattern Documentation

Criminal Justice Institute

January 12–15

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

Criminal Justice Institute

January 15–16

Managing Drug Investigations

Damascus Police Department

January 20

Identity Theft

Criminal Justice Institute

January 21–22

Introduction to Computers

Criminal Justice Institute

January 21–23

Domestic Violence

Criminal Justice Institute

January 27–29

**Narcotics Officer Certificate Program,
Session VII**

Rogers Police Department

January 26–30

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

Criminal Justice Institute

January 27–29

Basic Crime Scene Processing

Union County Sheriff's Office

El Dorado, Arkansas

January 28–29

Using Microsoft Word

Criminal Justice Institute

February 2009

February 2–3

Crime Scene Investigation

Criminal Justice Institute

February 4–5

Using Microsoft PowerPoint

Criminal Justice Institute

February 5

Mexican Drug Traffickers & the Spiritual World

Criminal Justice Institute

February 6

Warrantless Search and Seizure

Criminal Justice Institute

February 10–12

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

Criminal Justice Institute

February 16–20

Bloodstain Pattern Analysis

Criminal Justice Institute

February 24–26

**Narcotics Officer Certificate Program,
Session VII**

Rogers Police Department

February 23–27

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

Criminal Justice Institute

March 2009

March 2–6

Crisis Negotiations

Criminal Justice Institute

March 3–5

Officer Safety and Communication Spanish

Trumann Police Department

March 4–5

Introduction to Computers

Criminal Justice Institute

March 9

**Communication Excellence
in Law Enforcement**

University of Arkansas

Community College at Morrilton

March 10–12

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

Criminal Justice Institute

March 11–12

Consensual Encounters

Hot Springs Police Department

March 11

Identity Theft

Jonesboro Police Department

March 13

Talking Hands

Madison Police Department

March 16–20

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

Criminal Justice Institute

March 17–18

Using Microsoft Word

Criminal Justice Institute

March 23–24

Using Microsoft Excel

Criminal Justice Institute

March 24–25

Basic Digital Photography

University of Arkansas at Monticello

March 24–26

Foundations of Supervision

Camden Police Department

March 24–26

**Narcotics Officer Certificate Program,
Session VII**

Rogers Police Department

March 31–April 2

Policing People With Mental Disorders

Criminal Justice Institute

April 2009

April 1–2

Conflict Resolution for Supervisors
Bentonville Police Department

April 1–2

Introduction to Computers
Criminal Justice Institute

April 6–10

Field Training for the 21st Century
Criminal Justice Institute

April 6–10

Instructor Development
University of Arkansas at Monticello

April 10

**Using Microsoft PowerPoint
Custom Shows & More**
Criminal Justice Institute

April 13-14

Managing Interviews and Interrogations
Southern Arkansas University
Magnolia, Arkansas

April 14–16

**Crime Scene Technician Certificate Program,
Session XI**
Criminal Justice Institute

August 14–15

Using Microsoft Word
Criminal Justice Institute

April 15–16

Undercover Investigations
University of Arkansas
Community College at Hope

April 16

Use of Force
Pine Bluff Police Department

April 17

Case File Preparation
Arkansas State University at Heber Springs

April 20–24

**School of Law Enforcement Supervision,
Session XXXIII**
Criminal Justice Institute

April 21–23

Basic Crime Scene Processing
Washington County Sheriff's Office
Fayetteville, Arkansas

April 22–23

Using Microsoft Excel
Criminal Justice Institute

April 28–30

**Narcotics Officer Certificate Program,
Session VII**
Rogers Police Department

April 28–May 1

**Crime Scene Digital Photography
and Imaging**
Criminal Justice Institute

April 28–30

Principles of Supervision
Camden Police Department

May 2009

May 1

Talking Hands
Camden Police Department

May 4–6

Advanced Bloodstain Pattern Analysis
Criminal Justice Institute

May 8

**Communication Excellence
in Law Enforcement**
Mena Police Department

May 8

Coping with Law Enforcement Stress
University of Arkansas
Community College at Batesville

May 8

Using Microsoft Excel Database Features
Criminal Justice Institute

May 8
Using More Microsoft Excel Database Features
 Criminal Justice Institute

May 12–14
Crime Scene Technician Certificate Program, Session XI
 Criminal Justice Institute

May 13
Identity Theft
 Rogers Police Department

May 15
Managing Informants and Cooperative Witnesses
 Criminal Justice Institute

May 18
Coping with Law Enforcement Stress
 Camden Police Department

May 18
Forensic Entomology
 Criminal Justice Institute

May 19–21
Narcotics Officer Certificate Program, Session VII
 Rogers Police Department

May 19–21
Advanced Supervision
 Camden Police Department

May 19–21
Officer Safety and Communication Spanish
 Criminal Justice Institute

May 19–21
Using Microsoft Access
 Criminal Justice Institute

May 22
Warrantless Search and Seizure
 El Dorado Police Department

May 27–28
Crime Scene Courtroom Testimony
 Criminal Justice Institute

June 2009

June 2–4
Crime Scene Technician Certificate Program, Session XI
 Criminal Justice Institute

June 7–12
Arkansas Leader, Session XVIII
 Criminal Justice Institute

June 9–10
Introduction to Computers
 Criminal Justice Institute

June 10
Outlaw Motorcycle Gangs
 Washington County Sheriff's Office
 Fayetteville, Arkansas

June 16–17
Using Microsoft Word
 Criminal Justice Institute

June 22
Arkansas Leader/SLES Graduate Special Topics Seminar
 Criminal Justice Institute

June 23–24
Crime Scene Sketching Using Crime Zone
 Criminal Justice Institute



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

DIRECTORY OF SERVICES

Director's Office: 501-570-8000

Education and Training Center (ETC)

Computer Enhancement Courses: (501) 570-8097
Course Scheduling and Registration

Forensic Science Courses: (501) 570-8097
Course Scheduling and Registration

Law Enforcement Management Courses: (501) 570-8092
Course Scheduling and Registration

Methamphetamine and Illicit Drug Investigations: (501) 570-8096
Course Scheduling and Registration

Traffic Safety Courses: (501) 570-8081
Course Scheduling and Registration

Safe School Initiatives: (501) 570-8084
Course Scheduling and Registration

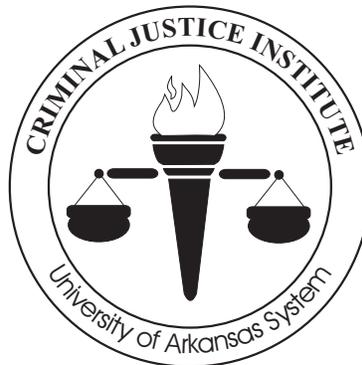
CJI Academic Certificate and Degree Programs: (501) 570-8061

CJI Library: 501-570-8061

Learning Resources, Reference Books, and Educational Videos

Institute Support Services: 501-570-8056

Meeting Room Reservations



Switchboard Number: 501-570-8000

Toll Free Number: 800-635-6310

Fax Number: 501-565-3081

www.cji.edu