

# **Criminal Justice Institute Course Schedule**

**July 1, 2009 – June 30, 2010**

**UofA**

**UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE**



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

A Publication of the  
**Criminal Justice Institute**  
**University of Arkansas System**



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**[www.cji.edu](http://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
- **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 Training, 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 Deputy 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**  
Doug Newcomb  
rdnewcomb@cji.edu or (501) 570-8092

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

**Methamphetamine  
Education and Training Initiatives**  
Mira Frosolono  
mafrosolono@cji.edu or (501) 570-8072

**Safe Schools Initiative 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 members 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](mailto: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](http://www.cji.edu). Please feel free to make copies and distribute them throughout your agency. Completed forms should be faxed to (501) 565-3081. **Please note that enrollments will be taken no sooner than 60 days prior to the scheduled date of each course.**

## 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 34 for more information.

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

**[www.cji.edu](http://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 Education and Training Initiatives**

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

Carol Hartman  
clhartman@cji.edu or (501) 570-8042

#### **Traffic Safety Programs**

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

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



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# 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 four distinguished programs designed to provide in-depth education and training to a diverse assortment of Arkansas law enforcement professionals in the state.

**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'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 possession, use, 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 XIX of Arkansas Leader will be held**

**June 13–18, 2010, 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, 2010.**

**For more information,  
contact Doug Newcomb at  
(501) 570-8092 or  
rdnewcomb@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: *Team Building; Research Strategies; Organizational and Nonverbal Communication; Challenging Organizational Culture; Stress Management; Social Intelligence; Situational Leadership; Managing Media Relations; Ethics and Leadership; Civil Liability; and Information Systems and Applications.*

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. Nominated officers must have reached the minimum rank of sergeant to attend.** 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 50 or more miles 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 Doug Newcomb at  
(501) 570-8092 or  
rdnewcomb@cji.edu**



This year, CJI will conduct two sessions of the **School of Law Enforcement Supervision**— Session XXXIV beginning in September 2009 and Session XXXV beginning in January 2010. Each session will be held at the Criminal Justice Institute on the following dates:

### **Session XXXIV**

September 14–18, 2009  
October 12–16, 2009  
November 16–20, 2009  
December 7–11, 2009

### **Session XXXV**

January 25–29, 2010  
February 22–26, 2010  
March 22–26, 2010  
April 19–23, 2010

# 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 XII 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, 2009.** The twenty chosen participants and their agency heads will be notified in writing of their acceptance into the program by October 23, 2009.

All six courses will be held at the Criminal Justice Institute. **Graduation ceremonies will also be held at the Criminal Justice Institute on Thursday, June 24, 2010.**

**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 5–8, 2010**

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## **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 2–4, 2010**

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## **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 2–4, 2010**

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## **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 13–15, 2010**

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## **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 4–6, 2010**

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## **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 8–10, 2010**

# Narcotics Officer Certificate Program

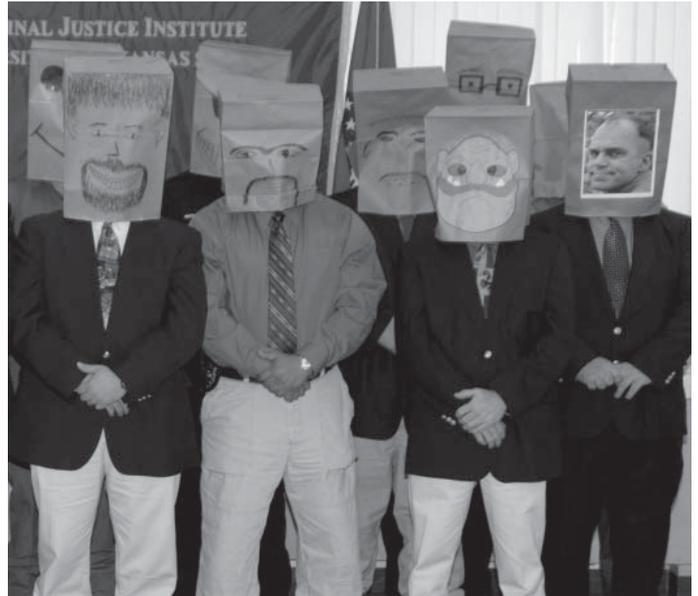
Drug-related crimes predominate the type of cases that law enforcement agencies must deal with on a daily basis. The Institute's **Narcotics Officer Certificate Program** was created to assist Arkansas law enforcement in combating the possession, use, and distribution of illicit drugs, and to provide participants with the fundamental knowledge and skills they need to conduct basic narcotics investigations. Program material is most appropriate for officers with limited narcotics experience; however, even seasoned investigators will enhance their knowledge and skills.

This program consists of five, 3-day courses that are delivered once a month. 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 Searcy (Session VIII) and Hope (Session IX).

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 24, 2009 for Session VIII (Searcy) and November 11, 2009 for Session IX (Hope).

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



## **Session VIII Searcy Police Department**

July 28–30, 2009  
August 25–27, 2009  
September 22–24, 2009  
October 27–29, 2009  
November 17–19, 2009  
December 4, 2009

## **Session IX UA Community College at Hope**

January 26–28, 2010  
February 23–25, 2010  
March 23–25, 2010  
April 27–29, 2010  
May 18–20, 2010  
June 4, 2010

# 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 Training 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), and communications (Microsoft Word & PowerPoint).

During FY 2010, CJI will offer its foundation classes of *Microsoft Word*, *Microsoft Excel*, and *Microsoft PowerPoint*. Advanced sessions will be offered for each of the foundation classes. A one-day class on the *Essentials of Computer Operations* will be offered to replace the two-day *Introduction to Computers* class. Three-hour transition classes on Windows Vista will be offered to assist officers to navigate within the new operating system and to fully utilize the newest features.

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# Forensic Sciences

Forensic Sciences 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 Techniques in Property Room Management**

**14 Hours**

This is a comprehensive training seminar addressing the advanced techniques necessary for evidence storage and security, the management of technological and electronic evidence, and the effective evidence management controls, policies, and procedures necessary to support the introduction of physical evidence at trial, as well as avoid civil liability lawsuits. This course will benefit sworn and civilian employees who possess experience and basic knowledge of evidence and property room management, including Evidence Technicians, Criminal Investigators, Evidence Custodians, and others responsible for the collection, preservation, or management of evidence and those responsible for the planning, design, staff audit, or development of evidence and property control systems. Enrollment is restricted to 40 participants.

**September 22-23, 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.

**October 20–22, 2009**  
**East Arkansas Community College**  
**Forrest City, Arkansas**

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## **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, 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.

**July 28–29, 2009**  
**Mid-South Community College**  
**West Memphis, Arkansas**

**November 10–11, 2009**  
**Criminal Justice Institute**

## **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.

**March 8–12, 2010**  
**Criminal Justice Institute**

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## **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.

**February 8–11, 2010**  
**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.

**February 16–18, 2010**  
**Criminal Justice Institute**

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**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 25–26, 2010**  
**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 6–9, 2010**  
**Criminal Justice Institute**

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**Crime Scene Reconstruction & Interpretation****28 Hours**

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

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

**December 1–4, 2009**  
**Criminal Justice Institute**

## **Fingerprint Comparison and Identification**

**21 Hours**

This hands-on program is designed to teach law enforcement personnel how to compare fingerprints and begin the process of identification. This will include prints of prisoners, wanted persons, missing children, or otherwise unidentified persons. Upon completion of this course, students should understand basic principles behind the use of fingerprints for identification and the difference between “classifications” of fingerprints. AFIS and “live scan” technologies will be discussed. Jail shift supervisors, investigators, police dispatchers, booking officers, police officers, and those responsible for detention and release of prisoners wanted by outside jurisdictions will benefit from this program. Enrollment will be restricted to 20 participants.

**August 11–13, 2009  
Hot Springs Police Department**

## **Recovery of Human Remains**

**35 Hours**

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

**October 26–30, 2009  
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:

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

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

# Computer Training

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.

## **Advanced Microsoft Excel: Database Features** 14 Hours

Microsoft Excel has built-in database management capabilities, allowing users to treat a worksheet or portions of a worksheet as a database. Using Excel as a database allows users to enter, edit, locate, sort, filter, and analyze information. Officers will learn importing and exporting data skills; using advanced filters to create more advanced conditions to filter a data list; creating pivot tables to vary one or two values in a formula and display all possible results in a table or chart format; using auditing tools to find and correct errors; performing forecasts and projections using Goal Seek and Scenarios; and using the Solver to solve problems by working backwards. Major topics to be covered include: *Working with Databases; Managing Data; Importing and Exporting Data; Using Dynamic Data; Working with the Data Form; Using Advanced AutoFilter; Creating Pivot Tables; Conditional Formatting; Grouping and Outlining Data; Forecasting and Problem Solving; and Sharing, Locking and Protecting Workbooks.* The prerequisite for this course is *Using Microsoft Excel.*

**September 23-24, 2009  
March 30-31, 2010**



## **Advanced Microsoft Word: Styles, Reference Tables, Large Documents, Forms and Templates** 7 Hours

Microsoft Word includes many advanced tools to enhance the overall professional appearance of a document. In addition, law enforcement officers can create templates and forms for agency documents that are used again and again. 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; Creating Outlines; Making Table of Contents and Indexes; Using Templates and Wizards; Using Forms; Creating Customized Templates and Forms; and Mail Merge.* The prerequisite for this course is *Using Microsoft Word.*

**November 6, 2009  
May 19, 2010**

## **Essentials of Computer Operations**

### **7 Hours**

Understanding elements of computing assists law enforcement in maximizing the potential of computer technology. This course will provide an introduction to hardware components, electronic data management, computer navigation skills, and Microsoft Windows 2003 and Vista. Those officers wanting a better understanding of how computers work would benefit from this course. Major topics to be covered include: *Computer Hardware Components; The Windows Desktop; Customizing Windows Settings; Computer Navigation; Electronic File Management; Working with Folders; Using the Search Companion; and Introduction to Microsoft Office Software Applications.*

**August 13, 2009**  
**November 19, 2009**  
**February 5, 2010**  
**June 11, 2010**

## **Transitioning From Windows XP to Windows Vista**

### **3 Hours**

For those that have been using the Windows operating system for quite awhile and are comfortable with the layout and function, any changes can be a bit intimidating. This Transition course is designed to help students navigate the changes in the Windows operating system, and more fully utilize the newest features. Major topics to be covered include: *Identifying Vista Desktop Components; Navigating Vista; the Computer Window; File Structure and Organization; Gadgets; and Customizing the Vista Desktop.* A good working knowledge of previous versions of Windows is recommended. This course begins at 8:30 a.m. and concludes at 11:30 a.m.

**July 8, 2009**  
**October 14, 2009**  
**January 20, 2010**  
**March 10, 2010**

## **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.* It is recommended that students have an intermediate to advanced working knowledge of Microsoft Windows and possess intermediate to advanced computer navigation skills.

**May 11-13, 2010**

## **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; Formatting Text, Numbers and Cells; Copying and Moving Data; Working with Columns and Rows; Printing; Creating Basic and 3-D Formulas; Working with Worksheets and Workbooks; Working with Multiple Workbooks and Large Workbooks; Managing Worksheets; Creating, Editing and Modifying Charts; Sharing and Reviewing Workbooks; and Conditional and Custom Formatting.* It is recommended that students have a working knowledge of Microsoft Windows and possess intermediate to advanced computer navigation skills.

**July 14-15, 2009**  
**October 21-22, 2009**  
**January 12-13, 2010**  
**April 28-29, 2010**

## Using Microsoft PowerPoint

10 Hours

Microsoft PowerPoint allows users to easily create and design slide show presentations and printed handouts. Computer users who create or give presentations would benefit from this course. Major topics to be covered include: *Presentation Essentials; Creating and Enhancing Presentation Slides; Formatting and Editing Text and Objects; 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; Preparing Slide Shows; Basic Animation; and Special Effects.* It is recommended that students have a working knowledge of Microsoft Windows, Microsoft Word and possess intermediate computer navigation skills.

**September 9-10, 2009**

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## 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; Customizing Animated Text and Objects; Editing Multiple Presentations; Duplicating Slides; Rehearsing Timings; Recording Narration; Presenter View; and Preparing and Publishing a Presentation.* The prerequisite for this course is Using Microsoft PowerPoint. This course begins at 8:30 a.m. and concludes at 11:30 a.m.

**March 24, 2010**

## Using Microsoft Word

14 Hours

Microsoft Word is a full-feature word processing application 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: *Creating and Editing Documents; Printing Options; Spelling and Grammar Check; Formatting Characters, Paragraphs, Pages and Documents; Working with Tabs; Working with Numbers and Bullets; Using Design Themes; Using AutoCorrect, AutoText and AutoFormat; Working with Tables, Spreadsheets and Charts; Using Find and Replace; Working with Newsletter Columns; and Working with Graphics.* It is recommended that students have a working knowledge of Microsoft Windows and possess basic computer navigation skills.

**August 26-27, 2009**

**December 15-16, 2009**

**February 24-25, 2010**

**June 29-30, 2010**

# Law Enforcement Management Division

The primary mission of CJJ'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. CJJ'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 CJJ 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 Doug Newcomb at 501-570-8092 or rdnewcomb@cjj.edu**

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**Active Shooter/Rapid Response  
Training**  
14 Hours

Presented in conjunction with CJI's Safe Schools Initiative Division, this course will assist law enforcement in obtaining information necessary to implement rapid intervention techniques 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. Topics will include the history of active shooter situations and instruction on immediate deployment, rapid intervention tactics, and techniques used in rescue and contact team situations. Day two of the training will include practical exercises using Simunitions in mock scenarios to gain experience in applying the tactics and techniques learned in the classroom. Enrollment is limited to 28 students due to equipment constraints. The course begins at 8:00 a.m. and concludes at 4:00 p.m. each day.

**July 21-22, 2009**  
**Lakewood Middle School**  
**North Little Rock, Arkansas**

**June 21-22, 2010**  
**Mountain Home Middle School**  
**Mountain Home, Arkansas**

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**Advanced Supervision**  
24 Hours

This three-day course assists officers in comprehending modern management and leadership concepts. Topics include: *Ethics and Public Integrity*; *Situational Leadership*; *Leadership Challenges*; *Stress Management*; and *Community and Media Relations*. This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

**September 22-24, 2009**  
**Forrest City Civic Center**  
**Forrest City, Arkansas**

**December 15-17, 2009**  
**University of Arkansas**  
**Community College at Hope**

**March 16-18, 2010**  
**Conway Police Department**

**May 11-13, 2010**  
**Department of Community Correction**  
**Mountain View, Arkansas**

**Advanced Defensive Tactics/  
Personal Safety**  
8 Hours

This course is designed to familiarize law enforcement officers with the use of their own body mechanics and that of a subject(s) on which advanced defensive tactics may be used in order to control or secure. Objectives include blocking/striking techniques with combatives; controlling maneuvers; control points; use of a baton as a leverage tool; edged weapon defense techniques; and weapon retention techniques. The course will begin at 8:00 a.m. and will conclude at 5:00 p.m.

**August 21, 2009**  
**Washington County Sheriff's Office**  
**Fayetteville, Arkansas**

**November 4, 2009**  
**Southeast Arkansas Law Enforcement Center**  
**Dumas, Arkansas**

**May 21, 2010**  
**Malvern Police Department**

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**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. Gordon Graham, a nationally known law enforcement presenter, will provide thought-provoking instruction pertaining to ethical decision making. 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, 2010**  
**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.

**July 15–16, 2009**  
**Mid-South Community College**  
**West Memphis, Arkansas**

**March 4–5, 2010**  
**Hot Springs Police Department**

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## **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 14, 2009**  
**White County Sheriff's Office**  
**Searcy, Arkansas**

## **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.

**September 30, 2009**  
**Criminal Justice Institute**

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## **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.

**September 11, 2009**  
**Russellville Police Department**

**March 19, 2010**  
**Jacksonville Police Department**

## **Communication Excellence in Law Enforcement**

### **7 Hours**

This seminar focuses on the central role of effective speech communication in achieving professional law enforcement objectives. Participants will identify the necessary skills for developing communication excellence and learn how to practice “strategic interaction” to facilitate voluntary compliance. Emphasis is given to specific strategic interaction techniques that will ensure officer safety, reduce citizen complaints, and enhance each participant’s law enforcement professionalism. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

**October 19, 2009**  
**Springdale Police Department**

**February 19, 2010**  
**Criminal Justice Institute**

**May 3, 2010**  
**Forrest City Civic Center**  
**Forrest City, Arkansas**

## **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 17–18, 2009**  
**Criminal Justice Institute**

**April 26–27, 2010**  
**Jonesboro 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 13, 2009**  
**Arkansas State University**  
**Newport, Arkansas**

**April 15, 2010**  
**Pine Bluff Police Department**

## **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.

**October 2, 2009**  
**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.

**March 15–19, 2010  
Criminal Justice Institute**

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## **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 3, 2009  
Conway Police Department**

## **Domestic Violence**

**14 Hours**

Historically, domestic violence calls rank among the most dangerous for responding officers. This program is designed to familiarize officers with the unique challenges they face 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.

**September 28–29, 2009  
Conway Police Department**

**April 29–30, 2010  
Southern Arkansas University  
Magnolia, Arkansas**

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## **Effective Report Writing**

**6 Hours**

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

**August 20, 2009  
Washington County Sheriff's Office  
Fayetteville, Arkansas**

**September 25, 2009  
Criminal Justice Institute**

**October 5, 2009  
Arkadelphia Police Department**

**March 12, 2010  
Arkansas State University  
Heber Springs, Arkansas**

**April 12, 2010  
El Dorado 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.

**October 6, 2009**  
Hot Springs Police Department

**April 5, 2010**  
Independence County Sheriff’s Office  
Batesville, Arkansas

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## 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.

**March 29–April 2, 2010**  
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 Skills; Team Building; Decision Making; and Delegation.* This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

**July 21–23, 2009**  
Phillips Community College of the  
University of Arkansas  
Helena, Arkansas

**October 20–22, 2009**  
University of Arkansas  
Community College at Hope

**January 19–21, 2010**  
Russellville Police Department

**March 9–11, 2010**  
Arkansas State University  
Heber Springs, Arkansas

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## 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.

**July 10, 2009**  
Criminal Justice Institute

**April 23, 2010**  
Fort Smith 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.

**October 26–30, 2009**  
**Bentonville Police Department**

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## **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 7, 2010**  
**Conway Police Department**

## **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 5–6, 2009**  
**Criminal Justice Institute**

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## **Officer Involved Shootings and Use of Lethal Force by Police Officers** **12 Hours**

This twelve hour course, taught by former Los Angeles Police Department Commander Jim Vogue, of Harvey, Ward & Associates, will provide police agencies an in-depth examination of lethal force incidents from initial response to final judgment. This course is designed for all law enforcement professionals including first responders, investigators, supervision, and policy makers. The course will provide the participant with knowledge to handle these serious incidents from inception to resolution. First responder responsibilities will be presented, components of an officer involved lethal force investigation will be examined, effective interview techniques, legal issues, oversight and labor concerns will be addressed as well as media approach methodologies. The importance of detailed presentations of the incident will be addressed with demonstrations of PowerPoint, video, audio and photographs being utilized to enhance the understanding of the incident. Methods of adjudication will be introduced. Participants will become better prepared to respond and process incidents involving lethal force by police officers in a comprehensive manner. The course begins at 9:00 a.m. and concludes at 4:00 p.m. each day.

**August 25–26, 2009**  
**Criminal Justice Institute**

## **Officer Safety and Communications 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. Officers will learn the Spanish alphabet and pronunciation, days, months, supplemental words, and numbers 0-9. Traffic stops and arrest situations are also covered. Officers will be exposed to cultural information, danger words and gang slang. Officers will learn how to gather information for reports conduct interviews to gather victim, witness, and suspect information. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

**July 28–30, 2009  
Criminal Justice Institute**

**September 8–10, 2009  
Department of Community Corrections Office  
Mountain View, Arkansas**

**May 18–20, 2010  
University of Arkansas at Monticello**

## **Policing People with Mental Disorders 14 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.

**October 8–9, 2009  
Jonesboro Police Department**

**May 27–28, 2010  
Washington County Sheriff's Office  
Fayetteville, Arkansas**

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## **Police Internal Affairs 40 Hours**

This 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 letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

**November 2–6, 2009  
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 supervisors. In addition, students will be exposed to additional topics in management and leadership, including: *Performance Evaluations; Progressive Discipline; Dealing with Difficult Employees; Managing Street Risks; Critical Incident Stress Management; Managing Organizational Change; Effective Report Writing; Motivation and Mentoring; Succession Planning; and Public Speaking Fundamentals*. This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

**August 25–27, 2009**  
**Crittenden County Sheriff's Office**  
**West Memphis, Arkansas**

**November 10–12, 2009**  
**University of Arkansas**  
**Community College at Hope**

**February 16–18, 2010**  
**University of Arkansas**  
**Community College at Morrilton**

**April 6–8, 2010**  
**University of Arkansas**  
**Community College at Batesville**

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## **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.

**August 28, 2009**  
**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.

**August 19, 2009**  
**Russellville Police Department**

**November 6, 2009**  
**Sheridan Police Department**

**April 9, 2010**  
**White County Sheriff's Office**  
**Searcy, Arkansas**

**April 13, 2010**  
**El Dorado Police Department**

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## **Update on Arkansas Legal Decisions**

### **6 Hours**

This six-hour course will provide law enforcement officers with a review of recent decisions of the United States Supreme Court, the Eighth Circuit Court of Appeals, and the Arkansas Supreme Court. The impact of these cases on the activities of law enforcement will be discussed. The course will strike the balance between vigorous enforcement activities while protecting the rights of the accused. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

**Dates To Be Announced**  
**Criminal Justice Institute**

**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 13, 2009**  
**Forrest City Police Department**

**April 2, 2010**  
**University of Arkansas**  
**Community College at Morrilton**

**Warrantless Search and Seizure****6 Hours**

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

**September 18, 2009**  
**Rogers Police Department**

**December 4, 2009**  
**Jefferson County Sheriff's Office**  
**Pine Bluff, Arkansas**

**February 12, 2010**  
**Criminal Justice Institute**

**April 16, 2010**  
**Arkansas State University**  
**Newport, Arkansas**

# Arkansas Methamphetamine Education and Training Initiatives

The Arkansas Methamphetamine Education and Training Initiative at the Criminal Justice Institute will continue to make methamphetamine a key education and training priority during fiscal year 2010. Through federal funding, CJI will provide methamphetamine-focused education and training that will be of interest to front line officers as well as narcotics officers and investigators.

Course offerings will aid law enforcement personnel in the recognition and safe response to clandestine methamphetamine labs and include information related to methamphetamine distribution, drug endangered children, and legal issues. To ensure course content is timely and relevant a focus group was convened to identify recommendations for additional course delivery and to determine if any updates are needed to current methamphetamine curricula. In addition, CJI personnel along with individuals in the Arkansas law enforcement community will be developing courses related to methamphetamine and drug trafficking organizations as well as training related to methamphetamine and criminal interdiction.

The Criminal Justice Institute has also undertaken a federally funded project to develop and implement e-learning strategies for two courses traditionally delivered in a classroom setting. The strategy used will allow officers to access training through a secure website when it is most convenient for them and also have the opportunity to be engaged in the training in segments, rather than in its entirety. Once development and testing have been completed, these courses will be made available for open delivery.



Dates, locations, and times for courses provided through CJI's Arkansas Methamphetamine Education and Training Initiatives will be announced on our website at **[www.cji.edu](http://www.cji.edu)**

Availability of courses is dependent on available funding.

**For more information about CJI's Arkansas Methamphetamine Education and Training Initiatives, contact Mira Frosolono at **501-570-8072** or **[mafrosolono@cji.edu](mailto:mafrosolono@cji.edu)****

# 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*
- *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.



Dates, locations, and times for Traffic Safety Program courses can be found on our website at **[www.cji.edu](http://www.cji.edu)**

If your agency would like to host a Traffic Safety Program course, please contact us.

**For more information about CJl's Traffic Safety Program, contact Neil Pennick at 501-570-8081 or [nvpennick@cji.edu](mailto:nvpennick@cji.edu)**

# Safe Schools Initiative Division

The Safe Schools Initiative Division (SSID) provides programs and resources that assist in reducing violence and violence-related behaviors in Arkansas schools. Formerly known as the School Violence Resource Center, this Division takes a pro-active approach to responding to crime and violence, both on the school campus and within the community.

The Institute has been awarded a grant from the U.S. Department of Justice, Office of Community Oriented Policing to support SSID's School Resource Officer (SRO) Program. The program provides basic and specialty school safety training courses for school resource officers, school security officer, and school personnel. Courses to be offered will include:

- **Basic School Resource Officer Training**
- **Advanced School Resource Officer Training**
- **Drug Impairment Training for Educational Professionals**
- **School Safety Site Assessment**
- **Preventing and Responding to Weapons and Drugs on Campus**
- **Active Shooter/Rapid Response Training**  
*(Presented in conjunction with CJI's Law Enforcement Management Division. See more information on page 23.)*
- **Gang Identification and Prevention**
- **Anti-Bullying**
- **Crisis Management Planning**
- **Detecting Deception**
- **Legal Issues Facing SROs and School Officials**
- **Search and Seizure Law Enforcement/Educator Roles**

The dates and locations of these programs are being planned and will be provided at [www.cji.edu](http://www.cji.edu).

Additionally, the Safe Schools Initiative Division, in conjunction with the Arkansas Safe Schools Association, co-sponsors an annual statewide safe school conference. This annual partnership is aimed at providing cutting edge training in school safety and its newest technologies to law enforcement, school administration, school security, or anyone responsible for school safety or emergency response.



**For more information about CJI's Safe Schools Initiative Division, contact Larence Johnson at 501-570-8084 or [lmjohnson@cji.edu](mailto:lmjohnson@cji.edu)**

Additional school safety resources can be found at [www.arsafeschools.com](http://www.arsafeschools.com)

# 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.

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  
Certificate and Degree Programs,  
contact Dr. Cheryl May at  
501-570-8052**

## Participating Universities and Colleges

### Four-Year Institutions

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

### Two-Year Institutions

Arkansas State University at Beebe  
Arkansas State University at Mountain Home  
Arkansas State University at Newport  
Black River Technical College  
Cossatot Community College of the UA  
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

\* Does not offer Technical Certificates in either program

\*\* Only offers Law Enforcement Administration program

# Crime Scene Investigation

## Certificate of Proficiency

Officers enrolled in this program of study will obtain up to fifteen degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
15 Credit Hours

*Credit Hours*

**Crime Scene Technician Certificate Program..... 9**  
(126 contact hours)

**Law Enforcement Certification..... 6**  
(320 contact hours)\*

(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law Enforcement Standards and Training.)

\* A non-commissioned law enforcement employee currently serving as a Civilian Crime Scene Specialist will be required to complete six credit hours of Criminal Justice from the educational institution to fulfill this requirement.

College/University  
3 Credit Hours

*Credit Hours*

**College English..... 3**

Total Program Requirement:  
18 Credit Hours

## Technical Certificate

Officers enrolled in this program of study will obtain twenty-seven to thirty degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
27-30 Credit Hours

*Credit Hours*

**Crime Scene Investigation  
Certificate of Proficiency ..... 15**  
(446 contact hours)

**Crime Scene Special Topics..... 12**  
(Number of contact hours noted in parentheses)

- Recovery of Human Remains (35)\*
- Bloodstain Pattern Analysis (40)
- Management of Evidence and Recovered Property (14)
- 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)\*

**Computer Applications ..... 3**  
(Number of contact hours noted in parentheses;  
45 contact hours needed)

- Computer Applications (25)
- Advanced Computer Electives (20)
- Computer Application Electives \*\*

\* Offered every other fiscal year

\*\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators). Degree Program will also be reviewed by the CJI Advisory Board Annually.

College/University  
6-9 Credit Hours

*Credit Hours*

**College English or  
Technical Communication/Writing..... 3**

**College Mathematics..... 3**

**Computer Applications\* ..... 3**

\* May be substituted with "Computer Applications" offered by the Criminal Justice Institute.

Total Program Requirement:  
36 Credit Hours

## **Associate of Applied Science**

Officers enrolled in this program of study will obtain thirty-five to thirty-eight degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
35-38 Credit Hours

*Credit Hours*

**Crime Scene Investigation  
Certificate of Proficiency** ..... 15  
(446 contact hours)

**Crime Scene Investigation  
Technician Certificate** ..... 12-15

**Advanced Crime Scene Investigation  
Technician Certificate\*** ..... 4  
(63 contact hours)

**Advanced Crime Scene Special Topics**..... 3  
(Number of contact hours noted in parentheses;  
45 total contact hours needed)

- Advanced Management of Evidence  
And Recovered Property (14)\*
- Bloodstain Pattern Documentation (21)
- Crime Scene Interpretation and Reconstruction (28)\*
- Spanish for Law Enforcement (21)
- Advanced Crime Scene Investigation  
Special Topics\*\* (40 maximum)

\* Offered every other fiscal year

\*\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators). Degree Program will also be reviewed by the CJI Advisory Board Annually. Courses may not be offered each fiscal year.

College/University  
24-27 Credit Hours

*Credit Hours*

**College English**..... 3  
**College Mathematics**..... 3  
**Computer Applications\***..... 3

\* May be substituted with "Computer Applications" offered by the Criminal Justice Institute.

**Additional General Education** ..... 18

Select from the following courses:

English II or Technical Writing (required)..... 3  
Social Science (required) ..... 3  
Psychology ..... 3  
Introduction to Speech ..... 3  
Political Science ..... 3  
American National Government ..... 3  
General Business ..... 3  
Introduction to Criminal Justice ..... 3  
Biological Sciences ..... 4

**Total Program Requirement:  
62 Credit Hours**

# Law Enforcement Administration

## Certificate of Proficiency

Officers enrolled in this program of study will obtain up to fifteen degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
15 Credit Hours

*Credit Hours*

### **Law Enforcement Administration and Management ..... 6**

*(Number of contact hours noted in parentheses;  
90 total contact hours needed)*

- Foundations of Supervision (24)
- Principles of Supervision (24)
- Advanced Supervision (24)
- Crime Prevention (6)
- Coping with Law Enforcement Stress (6)
- Domestic Violence (6)
- Law Enforcement Administration/Management Electives\*  
**(48 maximum)**

### **Law Enforcement Communications ..... 3**

*(Number of contact hours noted in parentheses;  
45 total contact hours needed)*

- Spanish for Law Enforcement (21)
- Communication Excellence (7)
- Conflict Resolution (14)
- Report Writing (6)
- Law Enforcement Communication Electives\*  
**(21 maximum)**

### **Law Enforcement Certification..... 6**

*(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law Enforcement Standards and Training.)*

College/University  
3 Credit Hours

*Credit Hours*

### **Technical Communication ..... 3**

Technical Communication or higher

\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators). Degree Program will also be reviewed by the CJI Advisory Board Annually. Courses may not be offered each fiscal year.

Total Program Requirement:  
18 Credit Hours

## Technical Certificate

Officers enrolled in this program of study will obtain up to twenty-one degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
21 Credit Hours

*Credit Hours*

### **Law Enforcement Administration Certificate of Proficiency ..... 15**

### **Advanced Law Enforcement Special Topics..... 6**

*(Number of contact hours noted in parentheses;  
90 total contact hours needed)*

- Field Training for the 21st Century (40)
- Narcotics Officer Certificate Program or  
Crime Scene Technician Certificate Program (45)
- Instructor Development (40)
- Crisis Negotiations (40)
- Advanced Narcotics Investigation (35)
- Drug Recognition Expert (DRE) (35)
- Standardized Field Sobriety Testing (SFST) (24)
- SFST or DRE Instructor Development (40)
- Patrol Response to Active Shooter Incidents (6-14)
- Managing Interview and Interrogations (14)
- Advanced Law Enforcement Electives\* (21 maximum)
- Advanced Computer Electives\* (6 maximum)

College/University  
15 Credit Hours

*Credit Hours*

### **Technical Communication (or higher) ..... 3**

### **Basic Math (or higher)..... 3**

### **Speech..... 3**

### **General Business ..... 3**

### **Computer Applications ..... 3**

Students enrolled in this program of study would obtain the general education degree hours from a participating college or university of their choosing.

\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Director, Program Coordinators). Degree Program will also be reviewed by the CJI Advisory Board Annually. Courses may not be offered each fiscal year.

Total Program Requirement:  
36 Credit Hours

## **Associate of Applied Science**

Officers enrolled in this program of study will obtain up to thirty-six degree hours by attending advanced courses presented by the Criminal Justice Institute and completing basic law enforcement training at an ACLEST accredited academy.

Criminal Justice Institute  
36 Credit Hours

*Credit Hours*

<b>Law Enforcement Administration Certificate of Proficiency .....</b>	<b>15</b>
<b>Law Enforcement Administration Technical Certificate.....</b>	<b>6</b>
<b>School of Law Enforcement Supervision.....</b> <b>(140 contact hours)</b>	<b>9</b>
<b>Legal Aspects of Law Enforcement.....</b>	<b>3</b>
<i>(Number of contact hours noted in parentheses; 45 contact hours needed)</i>	
Warrantless Search/Seizure (6)	
Courtroom Testimony (6)	
Search Warrant Update (6)	
Update Arkansas Legal Decisions (6)	
Use of Force (6)	
Case File Preparation (6)	
Bias Based Policing (6)	
Managing Informants and Cooperative Witnesses (6)	
Identity Theft (7)	
Policing People with Mental Disorders (14)	
<b>Integrity in Law Enforcement .....</b>	<b>3</b>
<i>(Number of contact hours noted in parentheses)</i>	
Police Internal Affairs (40)	
Background Investigations of Police Applicants (12)	

College/University  
27 Credit Hours

*Credit Hours*

*Select from the following:*

<b>Technical Communication/ English (required).....</b>	<b>6</b>
<b>Intermediate Math or higher (required) .....</b>	<b>3</b>
<b>Computer Applications .....</b>	<b>3</b>
<b>Social Science (required).....</b>	<b>3</b>
<b>Speech.....</b>	<b>3</b>
<b>General Business .....</b>	<b>3</b>
<b>Introduction to Sociology .....</b>	<b>3</b>
<b>American National Government.....</b>	<b>3</b>
<b>Introduction to Criminal Justice .....</b>	<b>3</b>

Total Program Requirement:  
63 Credit Hours

# CJI Course Calendar

July 2009–June 2010

## July 2009

### **July 8, 2009**

Transitioning From Windows XP to Windows Vista  
Criminal Justice Institute

### **July 10, 2009**

Identity Theft  
Criminal Justice Institute

### **July 14, 2009**

Bias-Based Policing  
White County Sheriff's Office  
Searcy, Arkansas

### **July 14–15, 2009**

Using Microsoft Excel  
Criminal Justice Institute

### **July 15–16, 2009**

Background Investigations of Police Applicants  
Mid-South Community College  
West Memphis, Arkansas

### **July 21–22, 2009**

Active Shooter/Rapid Response Training  
Lakewood Middle School  
North Little Rock, Arkansas

### **July 21–23, 2009**

Foundations of Supervision  
Phillips Community College of the  
University of Arkansas  
Helena, Arkansas

### **July 28–29, 2009**

Basic Digital Photography  
Mid-South Community College  
West Memphis, Arkansas

### **July 28–30, 2009**

Narcotics Officer Certificate Program, Session VIII  
Searcy Police Department

### **July 28–30, 2009**

Officer Safety and Communications Spanish  
Criminal Justice Institute

## August 2009

### **August 3, 2009**

Crime Prevention: Proactive Tactics  
to Stop Crime  
Conway Police Department

### **August 5–6, 2009**

Managing Interviews and Interrogations  
Criminal Justice Institute

### **August 11–13, 2009**

Fingerprint Comparison and Identification  
Hot Springs Police Department

### **August 13, 2009**

Coping with Law Enforcement Stress  
Arkansas State University  
Newport, Arkansas

### **August 13, 2009**

Essentials of Computer Operations  
Criminal Justice Institute

### **August 17–18, 2009**

Conflict Resolution for Supervisors  
Criminal Justice Institute

### **August 19, 2009**

Talking Hands  
Russellville Police Department

### **August 20, 2009**

Effective Report Writing  
Washington County Sheriff's Office  
Fayetteville, Arkansas

### **August 21, 2009**

Advanced Defensive Tactics/Personal Safety  
Washington County Sheriff's Office  
Fayetteville, Arkansas

### **August 25–27, 2009**

Narcotics Officer Certificate Program, Session VIII  
Searcy Police Department

### **August 25–26, 2009**

Officer Involved Shootings and  
Use of Lethal Force by Police Officers  
Criminal Justice Institute

**August 25–27, 2009**

Principles of Supervision  
Crittenden County Sheriff's Office  
West Memphis, Arkansas

**August 26–27, 2009**

Using Microsoft Word  
Criminal Justice Institute

**August 28, 2009**

Search Warrant Update  
Criminal Justice Institute

**September 2009****September 8–10, 2009**

Officer Safety and Communications Spanish  
Department of Community Corrections Office  
Mountain View, Arkansas

**September 9–10, 2009**

Using Microsoft PowerPoint  
Criminal Justice Institute

**September 11, 2009**

Case File Preparation  
Russellville Police Department

**September 14–18, 2009**

School of Law Enforcement Supervision,  
Session XXXIV  
Criminal Justice Institute

**September 18, 2009**

Warrantless Search and Seizure  
Rogers Police Department

**September 22–24, 2009**

Advanced Supervision  
Forrest City Civic Center  
Forrest City, Arkansas

**September 22–23, 2009**

Advanced Techniques in  
Property Room Management  
Criminal Justice Institute

**September 22–24, 2009**

Narcotics Officer Certificate Program, Session VIII  
Searcy Police Department

**September 23–24, 2009**

Advanced Microsoft Excel: Database Features  
Criminal Justice Institute

**September 25, 2009**

Effective Report Writing  
Criminal Justice Institute

**September 28–29, 2009**

Domestic Violence  
Conway Police Department

**September 30, 2009**

The Bulletproof Mind  
Criminal Justice Institute

**October 2009****October 2, 2009**

Courtroom Testimony  
Criminal Justice Institute

**October 5, 2009**

Effective Report Writing  
Arkadelphia Police Department

**October 6, 2009**

Ethics in Law Enforcement  
Hot Springs Police Department

**October 8–9, 2009**

Policing People with Mental Disorders  
Jonesboro Police Department

**October 12–16, 2009**

School of Law Enforcement Supervision,  
Session XXXIV  
Criminal Justice Institute

**October 14, 2009**

Transitioning From Windows XP to Windows Vista  
Criminal Justice Institute

**October 19, 2009**

Communication Excellence  
Springdale Police Department

**October 20–22, 2009**

Basic Crime Scene Processing  
East Arkansas Community College  
Forrest City, Arkansas

**October 20–22, 2009**

Foundations of Supervision  
University of Arkansas  
Community College at Hope

**October 21–22, 2009**

Using Microsoft Excel  
Criminal Justice Institute

**October 26–30, 2009**

Instructor Development  
Bentonville Police Department

**October 26–30, 2009**

Recovery of Human Remains  
Criminal Justice Institute

**October 27–29, 2009**

Narcotics Officer Certificate Program, Session VIII  
Searcy Police Department

**November 2009**

**November 2–6, 2009**

Police Internal Affairs  
Criminal Justice Institute

**November 4, 2009**

Advanced Defensive Tactics/Personal Safety  
Southeast Arkansas Law Enforcement Center  
Dumas, Arkansas

**November 6, 2009**

Advanced Microsoft Word: Styles, Reference Tables,  
Large Documents, Forms and Templates  
Criminal Justice Institute

**November 6, 2009**

Talking Hands  
Sheridan Police Department

**November 10–11, 2009**

Basic Digital Photography  
Criminal Justice Institute

**November 10–12, 2009**

Principles of Supervision  
University of Arkansas  
Community College at Hope

**November 13, 2009**

Use of Force  
Forrest City Police Department

**November 16–20, 2009**

School of Law Enforcement Supervision,  
Session XXXIV  
Criminal Justice Institute

**November 17–19, 2009**

Narcotics Officer Certificate Program, Session VIII  
Searcy Police Department

**November 19, 2009**

Essentials of Computer Operations  
Criminal Justice Institute

**December 2009**

**December 1–4, 2009**

Crime Scene Reconstruction & Interpretation  
Criminal Justice Institute

**December 4, 2009**

Warrantless Search and Seizure  
Jefferson County Sheriff's Office  
Pine Bluff, Arkansas

**December 7–11, 2009**

School of Law Enforcement Supervision,  
Session XXXIV  
Criminal Justice Institute

**December 15–17, 2009**

Advanced Supervision  
University of Arkansas  
Community College at Hope

**December 15–16, 2009**

Using Microsoft Word  
Criminal Justice Institute

## **January 2010**

### **January 5–8, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

### **January 12–13, 2010**

Using Microsoft Excel  
Criminal Justice Institute

### **January 19–21, 2010**

Foundations of Supervision  
Russellville Police Department

### **January 20, 2010**

Transitioning From Windows XP to Windows Vista  
Criminal Justice Institute

### **January 25–29, 2010**

School of Law Enforcement Supervision,  
Session XXXV  
Criminal Justice Institute

### **January 26–28, 2010**

Narcotics Officer Certificate Program, Session IX  
University of Arkansas  
Community College at Hope

## **February 2010**

### **February 2–4, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

### **February 5, 2010**

Essentials of Computer Operations  
Criminal Justice Institute

### **February 8–11, 2010**

Bloodstain Pattern Documentation  
Criminal Justice Institute

### **February 12, 2010**

Warrantless Search and Seizure  
Criminal Justice Institute

### **February 16–18, 2010**

Computer Crime  
Criminal Justice Institute

### **February 16–18, 2010**

Principles of Supervision  
University of Arkansas  
Community College at Morrilton

### **February 19, 2010**

Communication Excellence  
Criminal Justice Institute

### **February 22–26, 2010**

School of Law Enforcement Supervision,  
Session XXXV  
Criminal Justice Institute

### **February 23–25, 2010**

Narcotics Officer Certificate Program, Session IX  
University of Arkansas  
Community College at Hope

### **February 24–25, 2010**

Using Microsoft Word  
Criminal Justice Institute

## **March 2010**

### **March 2–4, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

### **March 4–5, 2010**

Background Investigations of Police Applicants  
Hot Springs Police Department

### **March 8–12, 2010**

Bloodstain Pattern Analysis  
Criminal Justice Institute

### **March 9–11, 2010**

Foundations of Supervision  
Arkansas State University  
Heber Springs, Arkansas

### **March 10, 2010**

Transitioning From Windows XP to Windows Vista  
Criminal Justice Institute

### **March 12, 2010**

Effective Report Writing  
Arkansas State University  
Heber Springs, Arkansas

**March 15–19, 2010**

Crisis Negotiations  
Criminal Justice Institute

**March 16–18, 2010**

Advanced Supervision  
Conway Police Department

**March 19, 2010**

Case File Preparation  
Jacksonville Police Department

**March 22–26, 2010**

School of Law Enforcement Supervision,  
Session XXXV  
Criminal Justice Institute

**March 23–25, 2010**

Narcotics Officer Certificate Program, Session IX  
University of Arkansas  
Community College at Hope

**March 24, 2010**

Using Microsoft PowerPoint  
Custom Shows and More  
Criminal Justice Institute

**March 29–April 2, 2010**

Field Training for the 21st Century  
Criminal Justice Institute

**March 30–31, 2010**

Advanced Microsoft Excel: Database Features  
Criminal Justice Institute

**April 2010**

**April 2, 2010**

Use of Force  
University of Arkansas  
Community College at Morrilton

**April 5, 2010**

Ethics in Law Enforcement  
Independence County Sheriff's Office  
Batesville, Arkansas

**April 6–9, 2010**

Crime Scene Digital Photography and Imaging  
Criminal Justice Institute

**April 6–8, 2010**

Principles of Supervision  
University of Arkansas  
Community College at Batesville

**April 9, 2010**

Talking Hands  
White County Sheriff's Office  
Searcy, Arkansas

**April 12, 2010**

Effective Report Writing  
El Dorado Police Department

**April 13, 2010**

Talking Hands  
El Dorado Police Department

**April 13–15, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

**April 15, 2010**

Coping with Law Enforcement Stress  
Pine Bluff Police Department

**April 16, 2010**

Warrantless Search and Seizure  
Arkansas State University at Newport

**April 19–23, 2010**

School of Law Enforcement Supervision,  
Session XXXV  
Criminal Justice Institute

**April 23, 2010**

Identity Theft  
Fort Smith Police Department

**April 26–27, 2010**

Conflict Resolution for Supervisors  
Jonesboro Police Department

**April 27–29, 2010**

Narcotics Officer Certificate Program, Session IX  
University of Arkansas  
Community College at Hope

**April 28–29, 2010**

Using Microsoft Excel  
Criminal Justice Institute

**April 29–30, 2010**

Domestic Violence  
Southern Arkansas University  
Magnolia, Arkansas

**May 2010****May 3, 2010**

Communication Excellence  
Forrest City Civic Center  
Forrest City, Arkansas

**May 4–6, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

**May 7, 2010**

Managing Informants and Cooperative Witnesses  
Conway Police Department

**May 11–13, 2010**

Advanced Supervision  
Department of Community Correction  
Mountain View, Arkansas

**May 11–13, 2010**

Using Microsoft Access  
Criminal Justice Institute

**May 18–20, 2010**

Narcotics Officer Certificate Program, Session IX  
University of Arkansas  
Community College at Hope

**May 18–20, 2010**

Officer Safety and Communications Spanish  
University of Arkansas at Monticello

**May 19, 2010**

Advanced Microsoft Word: Styles, Reference Tables,  
Large Documents, Forms and Templates  
Criminal Justice Institute

**May 21, 2010**

Advanced Defensive Tactics/Personal Safety  
Malvern Police Department

**May 25–26, 2010**

Crime Scene Courtroom Testimony  
Criminal Justice Institute

**May 27–28, 2010**

Policing People with Mental Disorders  
Washington County Sheriff's Office  
Fayetteville, Arkansas

**June 2010****June 8–10, 2010**

Crime Scene Technician Certificate Program,  
Session XII  
Criminal Justice Institute

**June 11, 2010**

Essentials of Computer Operations  
Criminal Justice Institute

**June 13–18, 2010**

Arkansas Leader, Session XIX  
Criminal Justice Institute

**June 21–22, 2010**

Active Shooter/Rapid Response Training  
Mountain Home Middle School  
Mountain Home, Arkansas

**June 22, 2010**

Arkansas Leader/SLES Graduate  
Special Topics Seminar  
Criminal Justice Institute

**June 29–30, 2010**

Using Microsoft Word  
Criminal Justice Institute



UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE

## DIRECTORY OF SERVICES

**Director's Office: 501-570-8017**

### **Education and Training Center (ETC)**

**Computer Enhancement Courses: (501) 570-8097**

Course Scheduling and Registration

**Forensic Sciences Courses: (501) 570-8097**

Course Scheduling and Registration

**Law Enforcement Management Courses: (501) 570-8041**

Course Scheduling and Registration

**Methamphetamine and Illicit Drug Investigations: (501) 570-8042**

Course Scheduling and Registration

**Traffic Safety Courses: (501) 570-8036**

Course Scheduling and Registration

**Safe Schools Initiative: (501) 570-8019**

Course Scheduling and Registration

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

**Meeting Room Reservations: (501) 570-8017**

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

Learning Resources, Reference Books, and Educational Videos



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

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

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

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