



# UofA

UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE

Photo Credit: Quentin Winstine

## COURSE SCHEDULE

JANUARY–JUNE 2016

**Making Communities Safer One Officer At a Time**

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A Publication of the

**Criminal Justice Institute  
University of Arkansas System**

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(501) 570-8000 • Toll-free: (800) 635-6310  
Fax: (501) 565-3081

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

# General Information

## Who We Are

The Criminal Justice Institute (CJI) is a campus of the University of Arkansas System that serves a unique population of non-traditional students—certified law enforcement professionals who are actively employed within our State’s local, county and state police departments.

The Institute is committed to making communities safer by supporting law enforcement professionals through training, education, resources and collaborative partnerships.

Utilizing both classroom-based instruction and practical, hands-on application, CJI provides an educational experience designed to enhance the performance and professionalism of law enforcement in progressive areas of criminal justice, including law enforcement leadership and management, crime scene investigation, computer applications, traffic safety, illicit drug investigations and school safety.

The Criminal Justice Institute provides unparalleled support to the Arkansas law enforcement community by offering:

- **Specialized programs** designed to enhance the job performance of law enforcement personnel
- **Opportunities to complete academic certificates and associate degrees** in Crime Scene Investigation and Law Enforcement Administration
- **Online programs** that allow officers to complete courses at their own pace within their home, department, or community
- **Educational resources** to assist in law enforcement research and professional development
- **Free e-publications** designed to keep law enforcement personnel aware of the latest news, management trends, and legal decisions in the Arkansas criminal justice community

## Directory of Services

**Director’s Office:**  
**(501) 570-8017**

**Academic Certificate and Degree Programs:**  
**(501) 570-8017**

**Computer Training 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

**Arkansas Illicit Drug Initiative:**  
**(501) 570-8042**  
Course Scheduling and Registration

**Safe Schools Initiative:**  
**(501) 570-8098**  
Course Scheduling and Registration

**Traffic Safety Courses:**  
**(501) 570-8036**  
Course Scheduling and Registration

**CJI Library:**  
**(501) 570-8066**  
Learning Resources, Reference Books,  
and Educational DVDs/Videos

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

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

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

**www.cji.edu**

**FOLLOW US:**  
**Criminal Justice Institute**



# General Information

## 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 committed to providing a safe, clean, and healthy environment for our employees and visitors. It is, therefore, CJI policy to provide a tobacco-free work environment. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products and electronic cigarettes) is prohibited at all times:

- 1.) in all interior space on the CJI campus, including classrooms;
- 2.) on all outside property or grounds of the CJI campus including partially enclosed areas such as walkways, breezeways, and bus shelters; and
- 3.) in CJI vehicles.

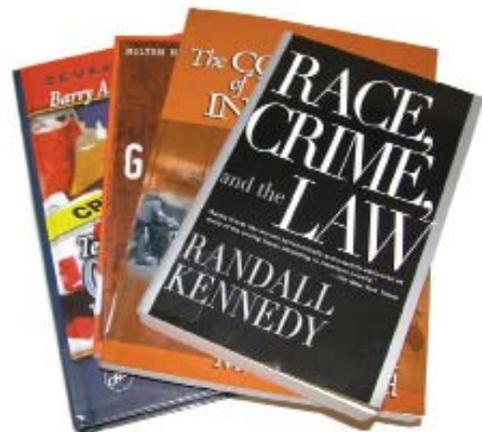
This policy applies to all persons, including employees, faculty, students, visitors, contractors, subcontractors, and others on CJI properties. Signs are posted at all building entrances and displayed in prominent, visible areas advising employees and visitors of this policy. Tobacco-free zones apply on the grounds around all CJI facilities, whether or not signs are posted.

## Concealed Carry Policy

Pursuant to Act 226 of 2013, the Board of Trustees of the University of Arkansas System has expressly disallowed the carrying of a concealed handgun by licensed staff members or students within a University of Arkansas building. However, a certified law enforcement officer attending a class at the Criminal Justice Institute may carry a concealed handgun if that officer is: (1) Presently in the employ of a public law enforcement department, office, or agency; (2) Authorized by the public law enforcement department, office, or agency to carry a firearm in the course and scope of his or her duties; (3) Not subject to any disciplinary action by the public law enforcement department, office, or agency; (4) Carrying a badge and appropriate written identification issued by the public law enforcement department, office, or agency identifying him or her as a certified law enforcement officer; and (5) Not otherwise prohibited under federal law.

## CJI's Library Services

CJI's Library Services features numerous books, journals, periodicals, training manuals, reference materials, and DVDs/videotapes that can be utilized by law enforcement agencies across the State for in-house training, research, and professional development. Books and DVDs 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.



# Course Registration

## Course Eligibility

Most courses and programs of the Criminal Justice Institute are available exclusively to sworn law enforcement professionals **at no cost**. 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.

## NON-SWORN LAW ENFORCEMENT PERSONNEL AND NON-COMMISSIONED CORRECTIONAL OFFICERS, JAILERS, AND DETENTION CENTER PERSONNEL

For many years, CJI has received requests to make more classes available to non-commissioned correctional officers, jailers, detention center personnel and non-sworn law enforcement professionals. In response, the University of Arkansas Board of Trustees recently approved a fee-structure that will allow CJI to expand the catalog of courses that are available to these vital members of the law enforcement community. Some of the courses are available at no cost while others have a small fee. **See pages 55-56 for a complete listing of available programs.**

## OUT-OF-STATE OFFICERS

Select CJI courses are now available for a fee to officers outside of the State of Arkansas. The expansion of these programs to law enforcement agencies outside of the State will not impact availability of programs for Arkansas law enforcement. However, we cannot guarantee slot availability for registrations received less than two weeks prior to the scheduled date of course delivery. Therefore, please register for classes as early as possible and respond to any course confirmations you may receive.

Course payment must be received no later than three weeks prior to the class start date. Agencies may substitute participants with prior approval only. Refunds will be granted up to 30 days before the date of the course. A \$25 processing fee will be deducted from the total refund amount. Requests for refunds received after this time will be considered on a case-by-case basis only.

## REGISTRATION ASSISTANCE

### FORENSIC SCIENCES/COMPUTER TRAINING:

**Annette Tracy:**

amtracy@cji.edu or (501) 570-8061

**Judy Johnson:**

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

### ILLICIT DRUG INITIATIVE:

**Matthew Modrak:**

mcmmodrak@cji.edu or (501) 570-8060

**Rita Davis:**

rrdavis@cji.edu or (501) 570-8042

### LAW ENFORCEMENT MANAGEMENT:

**Kimberly Hendricks:**

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

**Sandy Edgar:**

sredgar@cji.edu or 501-570-8033

### TRAFFIC SAFETY:

**Jon Waldrip:**

jkwaldrip@cji.edu or (501) 570-8034

**Stephanie Copeland:**

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

**Michael Birmingham:**

mdbirmingham@cji.edu or (501) 570-8035

### SAFE SCHOOLS INITIATIVE:

**Vicki French:**

vefrench@cji.edu or (501) 570-8098

**Ashlee Jackson:**

arjackson@cji.edu or (501) 570-8079

# Course Registration

## Course Registration

Individuals who plan to attend a CJI class must enroll by completing a CJI registration form and submitting it to the Institute. **Please note that enrollments will be accepted no sooner than 90 days prior to the scheduled date of each course.**

## Course Materials

**CJI no longer prints course materials.** Officers who register for a CJI class will be emailed a link to downloadable course materials two weeks prior to the course. Materials will remain available online for one week following completion of the course. Officers are encouraged to bring course materials with them to class, either downloaded to their laptop/smart device or printed from their home/agency. For those who are unable to download course materials, please contact Este Frazier at 501-570-8046 for assistance.

## Specialized Seminars, Forums, and Symposiums

CJI continually seeks partnerships, grants and other funding to provide specialized seminars, forums, and symposiums that are of interest to law enforcement and other 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.

## Course Availability

While every effort will be made to ensure that courses are delivered on the scheduled date and at the scheduled location, conflicts may arise. Please check the CJI website regularly for the latest updates on new courses and changes in course schedules. To sign up for CJI's mailing list, visit us online at [www.cji.edu/publications/online-subscriptions/](http://www.cji.edu/publications/online-subscriptions/).

## 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 6 for more information.

## ADA Program Accessibility

Individuals who require special accommodation to participate in any course, seminar, forum, or symposium sponsored by CJI should contact the Institute at least two working days prior to the scheduled event.

## 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.

## 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 if 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.



UNIVERSITY OF ARKANSAS SYSTEM  
CRIMINAL JUSTICE INSTITUTE

# Course Registration Request

Please fill out this form as accurately as possible. The information is used to contact you about the **status of your request** and, if needed, with information about this course or other CJJ 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: XXX-XX- \_\_\_\_\_  
(Required for CLEST, last four digits only)

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Rank/Title/Position: \_\_\_\_\_

Agency/Department/School District: \_\_\_\_\_  
Troop/Company/Unit

Agency/Department/School District Address: \_\_\_\_\_  
P.O. Box and/or Street

Agency/Department/School District Address: \_\_\_\_\_  
City State Zip Code

Agency/School District Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate/Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_  Check box to receive Training Schedule Notification emails.

**LAW ENFORCEMENT PERSONNEL ONLY.** Please complete the following information:

Training Officer: \_\_\_\_\_  
Rank Last Name First Name

Training Officer's Telephone: \_\_\_\_\_

Training Officer's E-mail Address: \_\_\_\_\_

How many sworn officers are in your agency? \_\_\_\_\_

Population served:  
 1 - 2,500  2,501 - 10,000  10,001 - 25,000  25,001 - 50,000  50,001 - 75,000  75,001 - 100,000  100,001 - 500,000  500,001 or more

Type of Agency:  Local  County  State  Federal

How did you hear about CJJ?  
 Internet  Facebook  E-mail  Twitter  Referral \_\_\_\_\_  Other \_\_\_\_\_



# Certificate of Proficiency

## Crime Scene Investigation

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. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of college credit.

### Criminal Justice Institute 15 Credit Hours

*Credit Hours*

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

**\*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.)

\* 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**

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.

**Certificate of Proficiency Requirement: 18 Credit Hours**

**With so many degree programs advertised for law enforcement...**

## **Why Choose Ours?**

Our program is designed specifically for law enforcement to enhance knowledge and skills that apply directly to your job. These special programs allow you to earn a degree while maintaining your full-time position. In fact, **more than half** of the classes you need for your degree are presented by the Criminal Justice Institute in locations across the State. Our classes will **save you money** (*our classes are free of charge*) and will keep you where you're needed the most...**servicing your community!** (*Many of our classes are only 1-2 days in length, allowing you to participate without placing any undue burden on your department.*) Unlike other programs, college credit earned through CJI is provided **without a tuition charge**. In the AAS degrees, more than half of the college credit needed is provided by CJI. With rising tuition costs, this can be a substantial financial saving!

# Technical Certificate

## Crime Scene Investigation

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. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### Criminal Justice Institute 27–30 Credit Hours

*Credit Hours*

**Crime Scene Investigation  
Certificate of Proficiency** ..... 15

**Crime Scene Special Topics** ..... 12

*(Number of contact hours noted in parentheses; All courses are required.)*

- Bloodstain Pattern Analysis (40)
- Computer Crime (21) or Cyber Crimes (24 or 28)
- Crime Scene Courtroom Testimony (14)\*
- Crime Scene Digital Photography And Imaging (28)
- Fingerprint Comparison and Identification (21)
- Management of Evidence and Recovered Property (14)
- Recovery of Human Remains (35)\*
- Using Forensic Light Sources (21)\*

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

*(Number of contact hours noted in parentheses; Only 45 contact hours needed. Computer Applications can also be completed at a participating college or university.)*

**Computer Applications (25 maximum):**

- Using Microsoft Word (7 or 14)
- Using Microsoft Excel (14)
- Using Microsoft PowerPoint (7 or 14)

**Advanced Computer Electives\*\* (20 maximum):**

- Advanced Microsoft Word (7)
- Advanced Microsoft Excel (7 or 14)
- Using Microsoft Access (14)

\* Offered every other fiscal year

\*\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Directors, Program Administrators). 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

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.

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



**Technical Certificate Requirement: 36 Credit Hours**

# Associate of Applied Science

## Crime Scene Investigation

Officers enrolled in this program of study will obtain thirty-five to thirty-eight degree hours attending advanced law enforcement courses presented by the Criminal Justice Institute and by completing basic law enforcement training at an ACLEST accredited academy. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### Criminal Justice Institute 35–38 Credit Hours

*Credit Hours*

**Crime Scene Investigation  
Certificate of Proficiency** ..... 15

**Crime Scene Investigation  
Technical Certificate**..... 12–15

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

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

- Advanced Management of Evidence  
And Recovered Property (14)\*
- Bloodstain Pattern Documentation (21)
- Crime Scene Reconstruction and Interpretation (28)\*
- Officer Safety and Communication Spanish (21)

**Advanced Crime Scene Investigation  
Electives\*\* (40 maximum):**  
Shooting Scene Investigation (21)

\* Offered every other fiscal year

\*\* Courses to be approved by CJI's Degree Program Committee (Director, Assistant Directors, Program Administrators). 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 ..... 3
- Social Science ..... 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

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.

**Associate of Applied Science Requirement: 62 Credit Hours**

# Certificate of Proficiency

## Law Enforcement Administration

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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. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### Criminal Justice Institute 15 Credit Hours

*Credit Hours*

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

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

- Advanced Supervision (24)
- Community Oriented Policing (6)
- Coping with Law Enforcement Stress (6 or 14)
- Domestic Violence (7 or 14)
- Foundations of Supervision and Leadership (24)
- Identity Theft (7)
- Law Enforcement Response to Persons with Behavioral Health Issues (7 or 14)
- Principles of Supervision and Leadership (24)

**Law Enforcement Administration/Management Electives\* (48 maximum):**

- Arkansas Leader (40)
- Special Topics with Gordon Graham (8)

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

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

- Basic Spanish for Law Enforcement (21 or 24)
- Communication Excellence (7)
- Conflict Resolution for Supervisors (14)
- Effective Report Writing (6)

**Law Enforcement Communication Electives\* (21 maximum):**

- Enhanced Spanish (21)

**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.)*

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

### College/University 3 Credit Hours

*Credit Hours*

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

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.



**Certificate of Proficiency Requirement: 18 Credit Hours**

# Technical Certificate

## Law Enforcement Administration

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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. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### 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;*

*Only 90 total contact hours needed.)*

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

**Advanced Law Enforcement Electives\*  
(21 Maximum):**

- Active Shooter/Rapid Response Training (14)
- Advanced Criminal Interdiction and  
Trapped Vehicle School (21)
- Crimes Against the Elderly (7)
- Homicide Investigations (16)
- Rural Executive Management Institute (32)
- SRO I - (Basic) (40)
- SRO II - (Intermediate) (40)
- Stalking (7)

**Advanced Computer Electives\* (6 maximum):**

- Advanced Microsoft Excel (7 or 14)
- Advanced Microsoft Word (7)
- Using Microsoft Access (14)
- Computer Crime (21) or Cyber Crimes (24 or 28)

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

### 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**

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.

**Technical Certificate Requirement: 36 Credit Hours**

# Associate of Applied Science

## Law Enforcement Administration

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. Each grouping of allowable courses meets or exceeds the requirement of a minimum of 45 classroom hours to receive 3 hours of credit.

### Criminal Justice Institute 36 Credit Hours

*Credit Hours*

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

**Law Enforcement Administration  
Technical Certificate**..... 6

**School of Law Enforcement Supervision**..... 9  
(140 contact hours)

**Legal Aspects of Law Enforcement**..... 3  
(Number of contact hours noted in parentheses;  
Only 45 contact hours needed.)

- Case File Preparation (6)
- Civil Process (7)
- Courtroom Testimony (6)
- Drafting Search Warrants and Affidavits (20)
- Legal Update (6)
- Managing Informants and Cooperative Witnesses (6)
- Managing Interviews and Interrogations (7 or 14)
- Racial Profiling (3 or 6)
- Search Warrant Update (6)
- Use of Force (6)
- Warrantless Search/Seizure (6)

**Integrity in Law Enforcement** ..... 3  
(Number of contact hours noted in parentheses;  
A total of 45 contact hours are required.)

- Background Investigations of Police Applicants (12)
- Early Intervention Programs (7)
- Ethics For Law Enforcement (7)
- Police Internal Affairs (12 or 40)
- Public Integrity Investigations (7)

### College/University 27 Credit Hours

*Credit Hours*

*Select from the following:*

**English**..... 6

**Intermediate Math or higher** ..... 3

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

**Social Science** ..... 3

**Speech**..... 3

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

**Introduction to Sociology** ..... 3

**American National Government**..... 3

**Introduction to Criminal Justice** ..... 3

Officers enrolled in this program of study will take general education courses at a participating college or university of their choosing. It will be at the discretion of the participating college or university to determine any specific general education courses that must be completed.



**Associate of Applied Science Requirement: 63 Credit Hours**

## SCHOOL OF LAW ENFORCEMENT SUPERVISION

The **School of Law Enforcement Supervision (SLES)** provides the tools law enforcement professionals need to advance as supervisors and administrators. This four-week development course is scheduled one week per month over a four-month period, and provides a unique opportunity for professionals to develop and cultivate leadership skills. The instructors are a varied mix of current and former law enforcement personnel, supervisors, attorneys, and field experts who aim is to bring an understanding of law enforcement management and offer applicable knowledge of how to meet the challenges leaders will face throughout their career. Course topics include: *Leadership and Communications Excellence; Research Strategies; Challenging the Organizational Culture; Organizational and Nonverbal Communication; Stress Management; Social Intelligence; Managing Media Relations; Domestic Terrorism;* and *Legal topics*. The curriculum includes weekly exams, an oral presentation, and a research paper. The top research papers from each class are posted here.

**Letters of nomination are required for officers to attend this specialized course.** Nominated officers must have reached the minimum rank of sergeant to attend. Lodging assistance is available for a limited number of participants who reside more than 50 miles outside of the metropolitan Little Rock area. **Request for lodging assistance must be included in the letter of nomination. The nomination deadline is January 8, 2016.**

Heads of law enforcement agencies should direct correspondence, letters nominating their candidates, and lodging assistance requests to Dr. Cheryl P. May.

### For more information:

**Mike Smith**

(501) 570-8092 or msmith@cji.edu

**Kimberly Hendricks:**

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



Session XLVI of the School of Law Enforcement Supervision will be held at the Criminal Justice Institute on the following dates:

**February 15–19, 2016**

**March 7–11, 2016**

**April 11–15, 2016**

**May 9–13, 2016**

## CRIME SCENE TECHNICIAN CERTIFICATE PROGRAM

The **Crime Scene Technician Certificate Program (CSTCP)** is a series of six fundamental courses that introduce vital components of crime scene investigation. Participants are required to attend and successfully pass all six courses to receive their certificate. Upon completion of the program, participants will have exceeded the minimum requirements necessary to apply for national crime scene certification. All six courses of the program will be held at the Criminal Justice Institute.

**The application period for the current session of this class has ended.** However, nomination letters for the 2017 session can be submitted to Dr. Cheryl P. May from your Chief of Police, Sheriff, Department Head or Director indicating how your participation in this program will benefit your agency and stating that he/she will support your attendance as well as ensure, to the best of their ability, your participation in all six courses.

### **WEEK ONE: Crime Scene Management/ Crime Scene Photography** January 5–8, 2016

On day one of this course, crime scene management, evidence potential and crime scene protocol will be emphasized. The following three days will cover digital photography techniques as well as general crime scene and forensic evidence photography. Participants will learn appropriate techniques for photographing a crime scene and related evidence. To adequately cover the topic of night photography, there will be **an evening session** conducted one day of this program. Photograph evaluations as well as written and practical examinations will be conducted.

### **WEEK TWO: Latent Print Processing** February 2–4, 2016

Basic latent print techniques will be emphasized. Participants will learn proper techniques for using fingerprint powder at crime scenes and also developing fingerprint and footwear impressions (two-dimensional). Chemical enhancement techniques will be demonstrated. Participants will be required to successfully photograph developed latent crime scene prints.

### **WEEK THREE: Biological and Trace Evidence** March 1–3, 2016

This course illustrates 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. Participants will 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.

### **WEEK FOUR: Impression Evidence** April 5–7, 2016

Participants will be educated and trained to identify, document, and recover three-dimensional evidence. This will include footwear impressions, 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.

### **WEEK FIVE: Crime Scene Sketching, Note Taking and Report Writing** May 3–5, 2016

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

### **WEEK SIX: Crime Scene Investigation** June 7–9, 2016

Crime scene processing protocol will be emphasized in this capstone portion of the certificate program. Participants 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. Participants 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.

### **Equipment Requirements:**

Photography skills are critical in crime scene and evidence documentation. Each department must provide its agency representative a minimum amount of photography equipment to ensure successful participation in the program. The minimum photography equipment required for participation in CSTCP is listed below:

- **Adjustable Digital Camera**
- **Camera Manual**
- **Tripod**
- **Detachable Flash**
- **PC Cord**
- **Cable Release/Remote**
- **Spare Batteries for Camera and Flash**
- **Macro lens**
- **Filters (yellow, orange, red, and polarizing)**

# CJI's Distinguished Programs

## ARKANSAS LEADER

The **ARKANSAS LEADER** program, which is designed for chiefs, sheriffs, and other upper-level leaders within a law enforcement agency, takes a multi-faceted, dynamic approach to leadership training. Recognizing that attendees are not only leaders of their agencies but also within their communities, the course is designed to advance individual professional development and education that is transferable to their respective organizations and communities. The ARKANSAS LEADER program is jointly sponsored by the Criminal Justice Institute and the Federal Bureau of Investigation (FBI). The program has been designated a Command College of the FBI.

Heads of Arkansas law enforcement agencies who wish to attend or nominate a member of upper management within their agency should direct correspondence to Dr. Cheryl May, CJI Director, Criminal Justice Institute, 26 Corporate Hill Drive, Little Rock, Arkansas 72205.

**The nomination deadline is April 29, 2016.**



**Session XXV of  
ARKANSAS LEADER  
will be held June 12–17, 2016,  
at the Criminal Justice Institute.**

## NARCOTICS OFFICER CERTIFICATE PROGRAM

The **Narcotics Officer Certificate Program (NOCP)** was created to offer Arkansas law enforcement agencies the opportunity to provide specialized training to their narcotics officers, providing participants with the fundamental knowledge and skills they need to conduct basic narcotics investigations.

NOCP consists of five, three-day courses delivered once a month. Participants are required to attend all five components and pass all examinations to successfully complete the program. 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.* **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.**

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

**Session XVI will be held at  
UA Community College at  
Hope-Texarkana Campus:**

January 26–28, 2016  
February 23–25, 2016  
March 29–31, 2016  
April 26–28, 2016  
May 24–26, 2016

**Graduation is scheduled  
for May 27, 2016.**

# CJI's Online Programs

CJI's online courses cover a wide variety of topics and can eliminate many of the barriers law enforcement agencies face in finding advanced education and training opportunities for their officers. Officers who participate in online courses:

- **Spend less time away from their agency...**with classes conveniently available online, they can meet training and education goals without taking time away from work.
- **Reduce travel costs...**online programs completely eliminate fuel, dining, and lodging expenses.
- **Choose their classroom...**courses can be completed at any location—work or home.
- **Move at their own pace...**these programs are available to officers around the clock for a specified period of time.

Registration for online courses follows the same process as other CJI courses. The first step is to submit a registration request form for participation in an online course. Once the request has been processed, officers will receive notification of their enrollment in the course. Officers who have not participated in one of CJI's online courses will be assigned a log-in and password and directed to a special CJI website. Those officers who have participated in an online course will use their permanent log-in and password.

Online versions of CJI courses include features such as slides with audio narration, photographs, graphics, videos, review activities, scenarios, and recommended optional reading. Information about course completion requirements, such as required reading, and the log-in and password are emailed to officers. Also, a *Quick Start Guide* is included as an attachment to the log-in email. This guide provides information necessary to successfully complete the online course, including general password information, error elimination, tips on navigating each module or topic within a course, common problems and issues that can occur, and contact information for assistance with any technical difficulties.

If you would like to offer a special session of an online class for your agency, contact Mary Deville at 570-8076.

For technical assistance, contact Lynnetta Spicer:  
**501-570-8085 • lgspicer@cji.edu**

General inquiries about CJI's Online Program  
can be directed to Mary Deville:  
**501-570-8076 • msdeville@cji.edu**



## CURRENT ONLINE CLASSES:

Animal Fighting/Animal Cruelty Investigations ONLINE.....	18
Domestic Violence ONLINE.....	18
Ethics for Law Enforcement ONLINE.....	18
Foundations of Supervision and Leadership ONLINE.....	18
Law Enforcement Response to Persons with Behavioral Health Issues ONLINE.....	18
Principles of Supervision and Leadership ONLINE.....	19
Racial Profiling ONLINE.....	19
Introduction to Sexual Assault Investigation for the Rural Investigator ONLINE.....	19
Introduction to Sexual Assault Investigation for the Rural Executive ONLINE.....	19
Crime Scene First Responder for the Uniformed Officer ONLINE.....	20
Crime Scene Investigation ONLINE.....	20
Autism Spectrum Disorders: Law Enforcement Response ONLINE.....	21
Identifying and Preventing Bullying ONLINE.....	21
School Safety Refresher ONLINE.....	21
School Site Safety Assessment ONLINE.....	21
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Drug Endangered Children Awareness ONLINE.....	22
Methamphetamine Awareness, Identification, and Safety for First Responders ONLINE.....	22
Methamphetamine Awareness, Identification, and Safety for Parole and Probation ONLINE.....	22
Methamphetamine Investigations ONLINE.....	22

## LAW ENFORCEMENT MANAGEMENT:

### Animal Fighting/Animal Cruelty Investigations ONLINE (3 Hours)

This class is designed to help the student become a skilled animal cruelty investigator, learn search and seizure tactics, and improve his/her report writing skills. The program provides an overview of Arkansas's recently expanded Animal Cruelty law and investigative techniques related to animal investigations. Topics such as how to recognize animal cruelty and methods used to train animals will be discussed. Participants will be introduced to different categories of people involved in animal cruelty, clubs and associations that register dogs, and different types of evidence involved in dog and cock fighting cases.

#### 2016 DATES:

**January 21-27**  
**February 23-26**  
**March 16-21**  
**April 19-22**  
**May 19-24**  
**June 21-24**

### Domestic Violence ONLINE (7 Hours)

This program is designed to familiarize officers with the unique challenges they may face in domestic violence situations. Course topics will include: *The dynamics of abusive relationships; officer safety concerns; interviews of victims, how to handle 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. This course is designed for all certified law enforcement officers.

#### 2016 DATES:

**January 25-29**  
**February 22-26**  
**March 21-25**  
**April 21-27**  
**May 23-27**  
**June 22-28**

### Ethics for Law Enforcement ONLINE (7 Hours)

This course provides a comprehensive overview of ethical problems and considerations confronting law enforcement professionals. Focus is placed on common ethical dilemmas and examining the development of ethical standards and their application to law enforcement. Using scenarios, students will utilize tools they acquired in this course to determine if an ethical decision was made.

#### 2016 DATES:

**January 20-29**  
**February 10-19**  
**March 15-24**  
**April 18-27**  
**May 18-27**  
**June 20-29**

### Foundations of Supervision and Leadership ONLINE (24 Hours)

First-line supervisors are tasked daily with ensuring that officers understand and reflect the vision of the agency and meet the goals set forth by executive management. Adequate training is the most important requirement for developing effective managers, especially those who are newly promoted. This online 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.

#### 2016 DATES:

**January 11-22**  
**February 8-19**  
**March 4-17**  
**April 7-20**  
**May 5-18**  
**June 6-17**

### Law Enforcement Response to Persons with Behavioral Health Issues ONLINE (7 Hours)

With funding and support from the Arkansas Association of Chiefs of Police, this training is designed to provide a better understanding of individuals suffering from behavioral health issues who may come in contact with the law enforcement community. Keeping officer safety foremost, participants will explore policies, procedures, and protocols for officers to follow while dealing with this difficult issue. Course topics include: *Identification of Common Behavioral Health Issues; Officer Safety Issues; Interventions; and Commitments.*

#### 2016 DATES:

**January 14-21**  
**February 11-17**  
**March 10-16**  
**April 13-19**  
**May 10-16**  
**June 9-15**

## LAW ENFORCEMENT MANAGEMENT:

### Principles of Supervision and Leadership ONLINE (24 Hours)

An officer's ability to supervise staff effectively is critical to a department's goal of maintaining stability in their respective agencies and in the communities they serve. This course presents an overview of a law enforcement supervisor's role and addresses what is expected of those who are in leadership positions. Officers will learn techniques that can be used to guide the work of others as well as manage their own productivity. Tools for creating an environment that encourages department personnel to do their best work, become team players, and learn the value of managing conflict in the workplace will also be given.

#### 2016 DATES:

**January 13-27**  
**February 10-23**  
**March 14-24**  
**April 12-25**  
**May 16-27**  
**June 8-21**

### Racial Profiling ONLINE (3 Hours)

American policing is facing a tremendous challenge: a widespread perception that police are routinely guilty of bias in how they treat minorities. Racial profiling by law enforcement agencies can lead to liability in a variety of ways. Many states, including Arkansas, have passed legislation addressing racial profiling. In a concise and convenient format, this online course reviews the law related to racial profiling and the challenges of addressing it. Specifically, this online course will provide Arkansas law enforcement officers with racial profiling training that is mandated in Arkansas Statute § 12-12-1404.

#### 2016 DATES:

**January 7-13**  
**February 3-9**  
**March 2-8**  
**April 5-11**  
**May 3-9**  
**June 2-8**

**For more information on Law Enforcement Management Online Courses, contact Sandy Edgar at 501-570-8032 or sredgar@cji.edu.**

## SEXUAL ASSAULT INVESTIGATION:

### Introduction To Sexual Assault Investigation

#### For The Rural Investigator ONLINE (21 Hours)

The response to, and investigation of, sexual assault crimes requires a victim-centered approach as part of an effective investigation. This course is designed to enable rural officers to better understand the impact of sexual assault upon victims as well as apprehend the offender. The course includes recognizing victim trauma, understanding the medical forensic exam process, using effective victim interviewing techniques, and strategies for investigating and preparing sexual assault cases for prosecution.

#### 2016 DATES:

**January 8-21**  
**February 5-18**  
**March 3-16**  
**April 6-19**  
**May 4-17**  
**June 3-16**

### Introduction To Sexual Assault Investigation

#### For The Rural Executive ONLINE (18 Hours)

Rural law enforcement executives have the opportunity to have a significant influence on those they supervise and on their community's attitude toward sexual assault. They are responsible for creating and maintaining an environment that supports a victim-centered response to sexual assault. This course will enhance the capability of rural law enforcement personnel to manage and investigate sexual assault cases in their community. Topics include the dynamics of sexual assault, recognizing victim trauma, the benefits of a team approach to sexual assault investigation, creating a department sexual assault policy and procedure along with self-assessment tools, understanding the medical-forensic examination, alcohol/drug facilitated sexual assault, handling media relations, and developing sexual assault cases from the prosecutor's perspective. Obstacles, resources and benefits to the department will also be explored.

#### 2016 DATES:

**January 15-29**  
**February 12-25**  
**March 17-30**  
**April 14-27**  
**May 11-24**  
**June 16-29**

**For more information on Sexual Assault Investigation Online Courses, contact Shannon Ball at 501-570-8056 or seball@cji.edu.**

## FORENSIC SCIENCES:

### Crime Scene First Responder for the Uniformed Officer ONLINE (2 Hours)

The actions of first responding uniformed officers directly impact the solvability and prosecution of criminal cases. Officers can inadvertently lose, destroy, or overlook critical evidence in the performance of their many duties as a first responder. In this course, officers will learn basic techniques for securing a crime scene and how to properly preserve evidence. Common investigative mistakes and solutions will also be discussed. This course is geared toward uniformed patrol officers, though new investigators and crime scene personnel will also benefit. This course was developed in collaboration with the International Crime Scene Investigators Association.

#### 2016 DATES:

**January 19-22**  
**February 16-19**  
**March 14-17**  
**April 18-21**  
**May 16-19**  
**June 13-16**

### Crime Scene Investigation ONLINE (12 Hours)

This 12-hour online course provides a basic, introductory overview of crime scene investigation. A general synopsis of forensic evidence and how to properly secure, protect, and process a crime scene will be discussed. Investigators will learn the basics of the proper steps of crime scene investigation from the initial walk-through and scene evaluation to the crime scene documentation that includes note taking, photography, sketching, and final report. Types of evidence and their respective evidence potential will also be discussed. This course will benefit detectives/investigators, new crime scene specialists, and patrol officers who perform both patrol and investigative duties. Students will be required to complete *Crime Scene First Responder for the Uniformed Officer ONLINE* prior to registering for this course.

#### 2016 DATES:

**January 25-29**  
**February 22-26**  
**March 21-24**  
**April 21-27**  
**May 23-27**  
**June 21-27**

**For more information on Forensic Sciences Online Courses,  
contact Judy Johnson at 501-570-8097 or [jljohnson@cji.edu](mailto:jljohnson@cji.edu).**



## SAFE SCHOOLS INITIATIVE:

### Autism Spectrum Disorders: Law Enforcement Response ONLINE (7 Hours)

Law enforcement officers will inevitably come into contact with an ever-growing population of individuals with autism. Therefore, it is vital that officers become skilled in the recognition of behavioral symptoms of these conditions and develop effective communication and response strategies. This course provides fundamental information about what autism is, its associated behavioral characteristics, effective interpretation of behavior, risk management for both the officer and the individual with autism, and communication. It will also address the high victimization rate experienced by people with autism, and provide tips for law enforcement officers charged with preventing and investigating these incidents.

#### 2016 DATES:

**January 19-25**  
**February 18-24**  
**March 9-15**  
**April 19-25**  
**May 17-23**  
**June 8-14**

### Identifying and Preventing Bullying ONLINE (3 Hours)

Bullying continues to be a problem for our schools and can interfere with a student's ability to receive the quality education they deserve. Changing bullying behavior requires a coordinated approach between administration, teachers, counselors, parents and students. School resource officers are also in a unique position to help identify and eliminate bullying behavior in schools. Knowing how to identify and address bullying behavior is essential to solving the bullying problem. This course is designed to help school resource officers and school personnel define bullying, recognize the warning signs of bullying, learn bullying statistics and myths, identify Arkansas statutory efforts against bullying, identify key roles in bullying events, and learn what schools can do in bullying prevention efforts.

#### 2016 DATES:

**January 14-20**  
**February 11-16**  
**March 10-15**  
**April 13-18**  
**May 10-13**  
**June 9-14**

### School Safety Refresher ONLINE (6 Hours)

This online course contains a combination of topics that school resource officers and school personnel could apply in their daily duties while working on a school campus. Participants will gain critical information regarding law enforcement on the school campus, hone their professional knowledge, and review Arkansas school and juvenile laws that are commonly associated with preventing or responding to crimes occurring on school campuses. Areas addressed include *Search and Seizure*, *Juvenile Law*, *Juvenile Court*, *Bullying*, *Autism* and *Weapons on Campus*.

#### 2016 DATES:

**January 6-11**  
**February 2-5**  
**March 1-4**  
**April 4-7**  
**May 2-5**  
**June 1-6**

### School Site Safety Assessment ONLINE (3 Hours)

Planning and conducting a school site assessment is an important step in ensuring school security. This course was designed to build awareness of the process and stress the importance of conducting school site assessments. The course addresses the steps that should be taken in conducting a school site assessment including: assembling an assessment team, conducting a school crime assessment, conducting a school safety survey, controlling access into the school, developing a school security system, developing a site assessment checklist, and completing the school site assessment report.

#### 2016 DATES:

**January 21-26**  
**February 17-22**  
**March 15-18**  
**April 20-25**  
**May 19-24**  
**June 15-20**

**For more information on Safe Schools Online Courses,  
contact Vicki French at 501-570-8098 or vefrench@cji.edu.**

## ILLICIT DRUG INITIATIVE:

### **The Arkansas Methamphetamine Challenge for Law Enforcement Executives ONLINE\* (7 Hours)**

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This online course, developed in cooperation with the Arkansas Sheriffs' Association and the Arkansas Association of Chiefs of Police, provides an overview of the meth problem in Arkansas. A management perspective of awareness, employee safety, equipment, training needs, and reporting issues are emphasized to assist law enforcement executives and local municipal officials to most effectively combat meth production and abuse in their communities. Legal and liability issues, online resources, community awareness, drug abuse treatment and effective agency response to drug endangered children are included.

#### **2016 DATES:**

**January 11-20**  
**February 4-16**  
**March 7-16**  
**April 11-20**  
**May 5-16**  
**June 6-15**

### **Drug Endangered Children Awareness ONLINE\* (7 Hours)**

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This course examines the advantages for collaborative working arrangements at the local level between law enforcement, Division of Child and Family Services and other social service agencies when working cases that involve children living in homes where illegal drug activities occur. Participants will learn the history of the DEC movement nationally, the general history of drug use in the U.S., the effects and dangers of children living in homes where drugs are being used, manufactured or sold, drug recognition information and the advantages of local collaboration.

#### **2016 DATES:**

**January 12-19**  
**February 9-15**  
**March 8-14**  
**April 11-15**  
**May 9-13**  
**June 7-13**

### **Methamphetamine Awareness, Identification, and Safety for First Responders ONLINE\* (7 Hours)**

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This course provides basic meth awareness and safety education for front-line officers and first responders who may come in contact with a clandestine laboratory. Participants learn to recognize precursors, equipment, and supplies used in the manufacture of meth and gain an understanding of the unique hazards of clandestine laboratories and receive critical information that will reduce their chances of injury.

#### **2016 DATES:**

**January 12-19**  
**February 9-15**  
**March 8-14**  
**April 12-18**  
**May 9-13**  
**June 7-13**

### **Methamphetamine Awareness, Safety, and Identification for Parole and Probation ONLINE\* (7 Hours)**

.....

This course provides basic meth awareness and safety education for Parole and Probation officers and first responders who may come in contact with a clandestine lab. Participants learn to recognize precursors, equipment, and supplies used in the manufacture of meth and gain an understanding of the unique hazards of clandestine labs and receive critical information that will reduce their chances of injury. Meth user/abuser profiles and scenarios illustrating safety precautions for home visits will also be included.

#### **2016 DATES:**

**January 20-26**  
**February 17-23**  
**March 16-22**  
**April 20-26**  
**May 17-23**  
**June 14-20**

### **Methamphetamine Investigations ONLINE\* (14 Hours)**

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Designed to assist law enforcement in conducting safe and effective meth-related investigations, this course provides an overview of meth and basic recognition of clandestine laboratories. Topics also include use of confidential informants, undercover investigations, "knock and talks," search warrants, drug trafficking organizations, legal issues, and drug endangered children.

#### **2016 DATES:**

**January 6-26**  
**February 2-22**  
**March 1-21**  
**April 4-22**  
**May 2-20**  
**June 1-21**

**For more information on Arkansas Illicit Drug Online Courses,  
contact Rita Davis at 501-570-8042 or rrdavis@cji.edu.**

\*This project was supported by Grant # 2010CKWX0381 awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

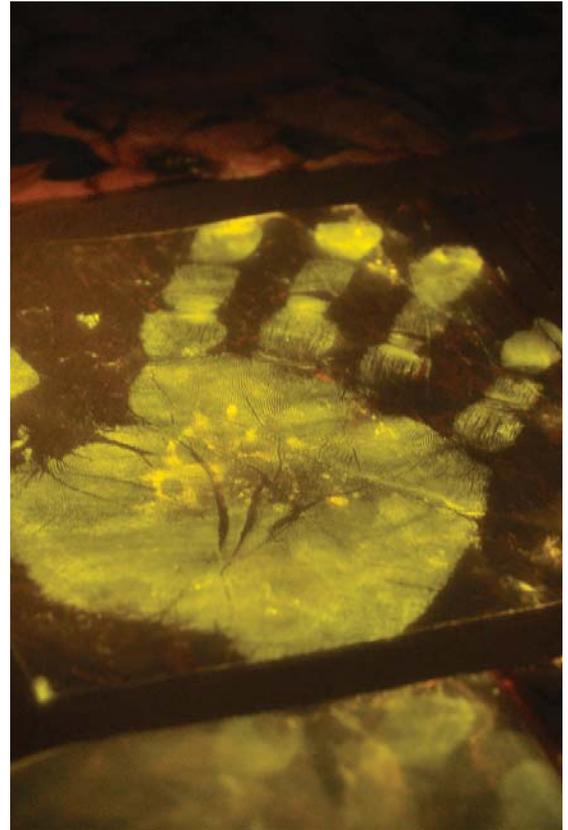
## FORENSIC SCIENCES AND COMPUTER TRAINING DIVISION

The primary objective of the **Forensic Sciences and Computer Training Division (FSCTD)** is to provide training opportunities for Arkansas law enforcement personnel that enhances their knowledge, skills, and abilities through coursework and practical exercises in forensic science technologies and computer applications.

Forensic courses are designed to emphasize student participation and competency assessment by providing hands-on exercises and the utilization of state-of-the-art forensic, computer, and educational equipment. The quality of the forensic courses is further enhanced by the expertise and real-world law enforcement experience of our instructors. Through these forensic courses, the Arkansas law enforcement community will continue to acquire skills to help them maximize the identification, documentation, collection, and preservation of physical evidence, ultimately solving more cases, thus enhancing the quality of life for the citizens they protect and serve.

The forensic courses offered range from introductory level classes for newer investigators, to more specialized courses for those with some experience. The courses will provide in-class activities and mock crime scenes to enhance law enforcement personnel's knowledge and understanding of the proper procedures and techniques needed to preserve and document the critical physical evidence in a forensic investigation leading to an arrest and conviction of an offender.

In addition to forensic courses, CJJ's Computer Training courses provide an important avenue for agency heads to ensure their personnel receive the training needed to effectively utilize this technology. With proper training, computer technology can decrease the time required to prepare reports and other administrative documents needed by law enforcement personnel such as data compilation and analysis, case management, database design and management, and communications. FSCTD offers a wide variety of courses to train law enforcement personnel to meet the changing needs of technology as more agencies implement computer applications to facilitate administrative and case management functions.



**FOR MORE INFORMATION ABOUT THE  
FORENSIC SCIENCES AND  
COMPUTER TRAINING DIVISION:**

**Annette Tracy:**  
(501) 570-8061 or [amtracy@cji.edu](mailto:amtracy@cji.edu)

**Mike Smith**  
(501) 570-8092 or [mlsmith@cji.edu](mailto:mlsmith@cji.edu)



## FORENSIC SCIENCES/CRIME SCENE

The Forensic Sciences program at the Criminal Justice Institute enhances the training available to Arkansas law enforcement personnel who perform investigative and crime scene functions for their agencies. Through specialized course offerings taught by nationally and internationally recognized instructors, investigators and first responders can acquire or enhance their knowledge and skills to help maximize the value of physical evidence collected at crime scenes. Combining lecture and practical exercises, investigators learn proper procedures and techniques in the identification, documentation, collection and preservation of critical evidence and, in doing so, ultimately solving more crimes in the communities that they protect and serve.

CJI offers a nationally unique training facility, containing state-of-the-art educational equipment that offers course participants exposure to cutting edge technology. A large lab containing fingerprint processing equipment, 5 indoor mock crime scene rooms, a wooded area utilized for outdoor crime scenes and casting exercises, as well as an outdoor building that can be used for blood splatter exercises, enables the participants of CJI to gain invaluable real life training experiences.

## CURRENT COURSES:

Basic Crime Scene Processing .....	25
Basic Digital Photography .....	25
Bloodstain Pattern Analysis .....	25
Bloodstain Pattern Documentation .....	25
Crime Scene Investigation ONLINE .....	26
Crime Scene First Responder for the Uniformed Officer ONLINE .....	26
Crime Scene Technician Certificate Program.....	15
Crime Scene Techniques and Investigation .....	26
Shooting Scene Investigation .....	27
Crime Scene Investigator Certificate .....	27

## **BASIC CRIME SCENE PROCESSING (21 Hours)**

Processing a crime scene requires numerous skills. This three-day course will employ hands-on exercises focusing on the recognition, documentation, recovery, and preservation of physical evidence. Practical application of the techniques and procedures learned will be demonstrated through a mock crime scene exercise conducted on the last day of the program. This course will benefit patrol officers and new members of crime scene specialty units with minimal crime scene investigation experience. Participants should wear casual clothing that could become soiled during practical exercises. Students are strongly encouraged to bring a digital camera (digital SLR preferred) with instruction manual, standard lens, macro lens (if available), batteries for camera and flash, digital media, off camera flash with instruction manual, remote flash cord, tripod, and a flashlight.

### **DATES AND LOCATIONS:**

**February 23-25, 2016**  
**White Hall Fire Department**

**May 10-12, 2016**  
**NW Arkansas Law Enforcement Training Academy**  
(Springdale, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

## **BASIC DIGITAL PHOTOGRAPHY (14 Hours)**

Using a combination of lecture, demonstration, and hands-on exercises, this two-day course will explore basic photographic techniques and concepts. These concepts include: *Camera Handling, Composition, Effective Use of Light, Camera Modes, Macro Photography, and the Basics of Crime Scene Photography.* Students should also bring a digital camera (digital SLR preferred) with instruction manual, standard lens, macro lens (if available), batteries for camera and flash, digital media, off camera flash with instruction manual, remote flash cord, tripod, and a flashlight.

### **DATES AND LOCATIONS:**

**April 26-27, 2016**  
**Conway Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

## **BLOODSTAIN PATTERN ANALYSIS (40 Hours)**

This five-day course is designed to provide each participant the unique opportunity to acquire first-hand knowledge of bloodstain pattern analysis through lectures, case history presentations, and practical laboratory exercises. The hands-on experiments will utilize sanitized blood to demonstrate the mechanics of pattern formation and typical pattern characteristics. Mock crime scenes will be used to assess participant's skills in demonstrating documentation techniques, bio-hazard precautions, crime scene control, and interpreting bloodstain patterns. Participants should wear casual clothing that may become soiled during practical exercises. Students are strongly encouraged to bring a digital camera (digital SLR preferred) with instruction manual, standard lens, macro lens (if available), batteries for camera and flash, digital media, off camera flash with instruction manual, remote flash cord, tripod, and a flashlight.

### **DATES AND LOCATIONS:**

**May 23-27, 2016**  
**Criminal Justice Institute**

- Class hours are 8:00 a.m. to 5:00 p.m.
- Enrollment is restricted to 20 participants.

## **BLOODSTAIN PATTERN DOCUMENTATION (28 Hours)**

Major crimes scenes, especially homicides, often contain blood pattern evidence that may be difficult to interpret. This four-day course is designed to introduce detectives, investigators, and crime scene personnel to the nature and value of bloodstain evidence. Utilizing hands-on exercises, students will be trained in the proper recognition and documentation of bloodstain pattern evidence. Proper procedures and documentation are imperative for reconstruction of events at a crime scene.

### **DATES AND LOCATIONS:**

**April 11-14, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

## **CRIME SCENE FIRST RESPONDER FOR THE UNIFORMED OFFICER ONLINE (2 Hours)**

The actions of first responding uniformed officers directly impact the solvability and prosecution of criminal cases. Officers can inadvertently lose, destroy, or overlook critical evidence in the performance of their many duties as a first responder. In this course, officers will learn basic techniques for securing a crime scene and how to properly preserve evidence. Common investigative mistakes and solutions will also be discussed. This course is geared toward uniformed patrol officers, though new investigators and crime scene personnel will also benefit. This course was developed in collaboration with the International Crime Scene Investigators Association.

### **2016 DATES:**

**January 19-22**  
**February 16-19**  
**March 14-17**  
**April 18-21**  
**May 16-19**  
**June 13-16**

## **CRIME SCENE INVESTIGATION ONLINE (12 Hours)**

This online course provides a basic, introductory overview of crime scene investigation. A general synopsis of forensic evidence and how to properly secure, protect, and process a crime scene will be discussed. Investigators will learn the basics of the proper steps of crime scene investigation from the initial walk-through and scene evaluation to the crime scene documentation that includes note taking, photography, sketching, and final report. Types of evidence and their respective evidence potential will also be discussed. This course will benefit detectives/investigators, new crime scene specialists, and patrol officers who perform both patrol and investigative duties. **Students will be required to complete *Crime Scene First Responder for the Uniformed Officer ONLINE* prior to registering for this course.**

### **2016 DATES:**

**January 25-29**  
**February 22-26**  
**March 21-24**  
**April 21-27**  
**May 23-27**  
**June 21-27**

## **CRIME SCENE TECHNIQUES AND INVESTIGATION (50 Hours)**

This five-day, 50-hour course provides instruction in all of the vital components of crime scene investigation and techniques of evidence processing. The training will include several topics starting with crime scene responsibilities, proper photography techniques, how to use a camera in various manual modes instead of just automatic, plus macro and night photography. Additional topics of training include latent print processing, biological, trace, impression evidence, crime scene measurements and sketching, and proper evidence documentation. Hands-on exercises will focus on the recognition, documentation, processing, recovery, and preservation of physical evidence. Participants will apply learned techniques during a mock crime scene exercise conducted on the last day of the program.

### **DATES AND LOCATIONS:**

**March 14-18, 2016**  
**Criminal Justice Institute**

- Class hours are 8:00 a.m. to 5:00 p.m.
- Enrollment is restricted to 20 participants.

This course would benefit personnel who want to have a better recognition of potential evidence, those who will be responsible for processing crime scenes themselves, or recently assigned crime scene technicians/CSI's who have not had formal training. Participants will be required to study and review course work prior to attending the class and attend a night photography session. Participants should wear casual clothing that may become soiled during practical exercises. Students are required to bring a digital camera (digital SLR preferred) with instruction manual, standard lens, macro lens (if available), batteries for camera and flash, digital media, off camera flash with instruction manual, remote flash cord, tripod, and a flashlight.

## **SHOOTING SCENE INVESTIGATION (21 Hours)**

Through a live fire event exercise, utilizing a variety of weapons, participants will be able to construct their own mock crime scenes. Using these mock crime scenes, participants will determine bullet paths, ejection patterns, and glass fracture patterns. Types of firearms, firearm terminology, angle of penetration, and shot sequencing will also be discussed.

Eye and ear protection, and a bullet resistant vest are **MANDATORY** for attendance. Participants should wear casual clothing that may become soiled during practical exercises. Students should also bring a digital camera (digital SLR preferred) with instruction manual, standard lens, macro lens (if available), batteries for camera and flash, digital media, off camera flash with instruction manual, remote flash cord, tripod, and a flashlight.

### **DATES AND LOCATIONS:**

**April 19-21, 2016**  
**Jacksonville Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

## **CRIME SCENE INVESTIGATOR CERTIFICATE**

To provide Arkansas law enforcement personnel 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. A list of all programs included in this program, along with the number of contact hours awarded, is as follows:

- **Crime Scene Technician Certificate Program (126–135)**
- **Advanced Crime Scene Technician Certificate Program (63)**
- **Recovery of Human Remains (35)**
- **Bloodstain Pattern Analysis (40)**
- **Computer Crime (21)**
- **Crime Scene Digital Photography and Imaging (28)**
- **Fingerprint Comparison and Identification (21)**
- **Using Forensic Light Sources (21)**
- **Crime Scene Courtroom Testimony (14)**
- **Management of Evidence and Recovered Property (14)**

In addition, successfully passing at least Level I certification through the International Association for Identification or the International Crime Scene Investigators Association is required.



**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.**

## COMPUTER TRAINING

CJI's Computer Training courses assist law enforcement personnel in acquiring the knowledge and skills necessary to effectively utilize computer technology in administrative and investigative activities. Computer software programs presented in CJI's computer courses teach participants to build reports, worksheets, presentations, graphs, charts, tables, and databases through hands-on, step-by-step instruction using law enforcement examples.



### NEW! CELL PHONES AS AN INVESTIGATIVE TOOL (14 Hours)

The popularity of cell phones coupled with new laws and regulations poses additional obstacles in evidence collection. This two-day course will summarize the process for obtaining search warrants for data and cell tower information from cell phones to maintain the integrity of the data contained within the device. The instructor will demonstrate tools used for data acquisition for cell phones. Participants will learn proper storage and transportation techniques.

#### DATES AND LOCATIONS:

**January 26-27, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

### COMPUTER FAST FORENSICS (21 Hours)

This course is intended for computer forensic specialists/digital evidence examiners whose duties include the examination and analysis of digital evidence in high-technology crimes. It focuses on specific tool sets designed for rapid traversal of data and identification of evidential items of interest, both at the scene and later in a controlled environment. The course includes presentations and hands-on instruction on such topics as live machine and dead machine examinations, safe booting a GNU/Linux forensic platform, creating forensically-sound copies of digital media and mounting them for examination, conducting text and data searches, capturing volatile data (RAM imaging), obtaining user and computer information for use in the investigation, recovering certain passwords, identifying hidden data, and using hash algorithms.

#### DATES AND LOCATIONS:

**April 26-28, 2016**  
**Jonesboro Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 28 participants.
- The student is encouraged to explore preparatory training prior to class as he/she feels necessary. Links to suggested trainings can be found at [www.cji.edu/cji-courses/forensic-sciences/computer-fast-forensics](http://www.cji.edu/cji-courses/forensic-sciences/computer-fast-forensics).

The course was designed for students who already have a fundamental grasp of basic computer components and how to operate a computer using the Windows operating system. The student should come prepared with the prior knowledge and skills necessary to respond to an electronic crime scene and to safely and methodically collect and preserve items of evidential value that may be used in court proceedings. Basic computer skills and identifying/seizing electronic evidence will not be covered.

# Computer Training

## **MICROSOFT ACCESS (14 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.*

### **DATES AND LOCATIONS:**

**March 9-10, 2016**  
**Washington County Sheriff's Office**

- Class hours are 8:30 a.m. to 4:30 p.m.
- It is recommended that students have an intermediate to advanced working knowledge of Microsoft Windows and possess intermediate to advanced computer navigation skills.
- Enrollment is restricted to 20 participants.

## **MICROSOFT EXCEL (14 Hours)**

Microsoft Excel allows law enforcement to create professional spreadsheets and charts, and is an excellent program for managing statistics and budgets. Computer users who calculate and chart data would benefit from this course. Major topics to be covered include: *Basic Workbook Skills; Copying and Moving Data; Formatting Text, Numbers and Cells; Working with Columns and Rows; Printing; Creating Basic and 3-D Formulas; Managing Data; Working with Worksheets and Workbooks; Advanced Formulas; Working with Multiple Workbooks; Managing Worksheets: Creating, Editing and Modifying Charts; Comments; and Using Conditional and Custom Formatting.*

### **DATES AND LOCATIONS:**

**March 30-31, 2016**  
**Jonesboro Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.
- It is recommended that students have a working knowledge of Microsoft Windows and possess intermediate to advanced computer navigation skills.
- Enrollment is restricted to 20 participants.

## **ADVANCED MICROSOFT EXCEL (7 Hours)**

Microsoft Excel has built-in database management capabilities, allowing users to treat a worksheet or portions of a worksheet as a database. Using Microsoft Excel as a database allows users to enter, edit, locate, sort, filter, and analyze information. Officers will learn importing and exporting data skills; how to use advanced filters to create more advanced conditions to filter a data list; how to create pivot tables to vary one or two values in a formula and display all possible results in a table or chart format; how to use auditing tools to find and correct errors; how to perform forecasts and projections using Goal Seek and Scenarios; and how to use 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.*

### **DATES AND LOCATIONS:**

**May 19, 2016**  
**Jonesboro Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.
- It is recommended that students have a working knowledge of Microsoft Windows, Microsoft Excel, and possess intermediate to advanced computer navigation skills.
- Enrollment is restricted to 20 participants.

## **NEW! MICROSOFT OUTLOOK/WINDOWS 7**

### **TIPS & TRICKS (7 Hours)**

Are you under the impression that Microsoft Outlook is about e-mail? Well, you're not wrong but if that's all you think it is you are far from being fully accurate! Outlook is a personal information management system that allows you to create, organize and manage information. In this course, you will learn how to better manage your information and your time. You'll learn there's more to e-mail, calendars, contacts, tasks and notes than just "Send" or "Save," including a whole set of tools that will make you more efficient and professional.

How can I find a file if I don't remember where I saved it? How can I save multiple email attachments? Is there an easy way to navigate large documents or spreadsheets? How can I show my IT department the steps that led to the error message I have on my screen? Are there shortcuts to do the things I do every day? If you have ever asked yourself one of these questions, this is the class for you! Windows Tips and Tricks demonstrates a variety of shortcuts and techniques that will allow you to be so much more efficient with everyday tasks in Windows and its applications.

### **MICROSOFT POWERPOINT (7 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; Using Clip Art and other Graphics; Using Drawing Objects; Preparing Slide Shows; Basic Animation; and Special Effects. In addition, advanced topics that will be covered include: Customizing Presentations; Customizing Animated Text and Objects; Editing Multiple Presentations; Duplicating Slides; Rehearsing Timing; Recording Narration; Recording Narration: Presenter View; and Preparing and Publishing a Presentation.*

### **DATES AND LOCATIONS:**

**January 21, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

### **DATES AND LOCATIONS:**

**June 2, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- It is recommended that students have a working knowledge of Microsoft Windows, Microsoft Word, and possess intermediate computer navigation skills.
- Enrollment is restricted to 20 participants.

## LAW ENFORCEMENT MANAGEMENT DIVISION (LEMD)

The primary mission of the **Law Enforcement Management Division (LEMD)** 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. LEMD presents courses to meet those challenges and prepare the professional officer for advancement. Course offerings emphasize effective supervision or management within the agency, enhanced interaction with their communities, officer safety, and the development of additional education and skills that benefit the law enforcement profession and the communities they serve and protect.

Many of our courses are instructed by nationally recognized presenters 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, eliminating the expense of extended travel. Grants from the Arkansas Attorney General's Office will enable us to continue to offer programs for Animal Fighting/Animal Cruelty Investigations and Officer Safety.

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:

**Kimberly Hendricks:**

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

**Mike Smith**

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# Law Enforcement Management

## **ADVANCED SUPERVISION AND LEADERSHIP (24 Hours)**

Management styles may vary from supervisor to supervisor but adhering to key principles of supervision should not. It is imperative that a law enforcement leader's expectations of employees are clear and in line with organizational standards. Those standards must be consistently enforced. This three-day course assists officers in comprehending modern management and leadership concepts. Topics include: *Communication Skills; Management and Leadership; Making a Difference; Managing Employees with Problems; and Managing a Stressful Workforce*. This course is designed for all certified law enforcement officers who are promotable or who are currently supervisors. (This course was previously titled *Advanced Supervision*.)

### **DATES AND LOCATIONS:**

**February 15-17, 2016**  
**University of Arkansas at Monticello**

- Class hours are 8:00 a.m. to 5:00 p.m.

## **ANIMAL FIGHTING/ANIMAL CRUELTY**

### **INVESTIGATIONS ONLINE (3 Hours)**

This class is designed to help the student become a skilled animal cruelty investigator, learn search and seizure tactics, and improve his/her report writing skills. The program provides an overview of Arkansas's recently expanded Animal Cruelty law and investigative techniques related to animal investigations. Topics such as the history of blood sports and the behavior of the animals involved in them, methods used to train dogs and cocks, and methods used to determine how matches are won or lost will be discussed. Participants will be introduced to people who are most likely to be involved in blood sports, different clubs and associations that register dogs, and different forms of evidence that should be collected in dog and cock fighting cases. This class is designed for all certified law enforcement officers.

### **2016 ONLINE DATES:**

**January 21-27**  
**February 23-26**  
**March 16-21**  
**April 19-22**  
**May 19-24**  
**June 21-24**

## **CASE FILE PREPARATION (6 Hours)**

A prosecutable case may be lost in court due to inadequate case file preparation or an insufficient follow-up investigation. The objective of this six-hour course is to give law enforcement officers the tools needed for effective preparation of case files, prosecution, and trial. This course will guide the officer through the prosecution process using a hands-on workshop environment. The participant will assemble raw data in an effort to illustrate how the arresting officer and the prosecutor must work together in a collaborative manner. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 8, 2016**  
**Conway Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

# Law Enforcement Management

## COMMUNICATION EXCELLENCE IN

### LAW ENFORCEMENT (7 Hours)

Law enforcement professionals interact daily with diverse groups of people. Agencies cannot afford to employ individuals who cannot communicate effectively with the populations they serve. Communication Excellence focuses on improving verbal skills in order to achieve law enforcement objectives and communication overall. Participants will develop skills that will enhance law enforcement professionalism, diffuse hostile behavior, help counsel victims, improve interviewing techniques, facilitate voluntary compliance, reduce problems and stress, reduce costs associated with verbal mistakes, and identify the central principles of dealing with difficult people. This class is designed for all certified law enforcement officers.

#### DATES AND LOCATIONS:

**June 6, 2016**  
**Searcy Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.

## COMMUNITY ORIENTED POLICING (6 Hours)

Police department relationships with the communities being served is a current high priority topic of national concern. Building good relationships and trust in the community is imperative for any police department and its officers. These relationships can be critically important in times of heightened tensions due to crisis situations, as well as in developing effective two-way communication with citizens of the various communities in conducting routine police activities. Insights in developing citizen participation and ineffective law enforcement strategies to build citizen trust and dialog will be presented. This course is designed for all certified law enforcement officers.

#### DATES AND LOCATIONS:

**February 22, 2016**  
**Forrest City Police Department**

**May 20, 2016**  
**Rogers Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

## CONFLICT RESOLUTION FOR SUPERVISORS (14 Hours)

Good conflict resolution skills are very beneficial to peers in the workplace; however, it is most important for supervisors to have effective measures in place to solve conflict. Effective communication is one of the simplest, yet most effective, tools supervisors can use for problem solving. This two-day course is designed to aid the participant in developing ways to communicate across differences. By practicing proper communication skills, the supervisor can knock down barriers that may cause turmoil and conflict in agencies. This class is designed for all certified law enforcement officers, but is especially helpful to those in roles of supervision.

#### DATES AND LOCATIONS:

**April 11-12, 2016**  
**White County Sheriff's Office**  
(Searcy, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.

# Law Enforcement Management

## **COPING WITH LAW ENFORCEMENT STRESS (14 Hours)**

Unmanaged stress can be very dangerous for the human mind and body. Policing, by nature, is stressful, and new challenges are presented daily. This two-day class is designed to help officers recognize the danger of stress. The first day of class deals with typical stressors law enforcement officers face. The likelihood of chronic stress in an officer's life and the negative effects it causes will be discussed. Several department studies dealing with officer suicide as a result of stress will be examined in class. Officers will be encouraged to find an outlet in their lives to help them manage the unavoidable stress they will encounter. A licensed psychologist co-facilitates day two of the class. At the conclusion of this course, officers will be able to identify one primary source of stress, identify three additional sources of stress, and recognize the importance of debriefing after stressful situations. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 14-15, 2016**  
**Union County Sheriff's Office**  
(El Dorado, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.

## **COURTROOM TESTIMONY (6 Hours)**

The arrest of suspects based on probable cause is voided if the arresting officer cannot skillfully and purposefully present his or her evidence in a court of law. This course offers insight on what makes a good witness, what qualifies a witness to be an expert, and what content needs to be included in an expert's testimony. Participants will be given trial testimony hints and tactics for handling drug, property crime, sexual assault, and violent crime cases. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**June 17, 2016**  
**Mountain Home Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

## **CRIMES AGAINST THE ELDERLY (7 Hours)**

As medicine and technology advance, the percentage of older individuals in the U.S. population is increasing. With more elders, the numbers of elder abuse and elder neglect cases are also increasing. Inaccurate perceptions surrounding aging, perpetrators, dynamics, and causes of elder abuse/neglect can lead to inappropriate and ineffective responses, putting victims at higher risk of harm. In many cases, law enforcement officers can use tools used in domestic violence, stalking, child abuse and sexual abuse cases to interview victims, and gather evidence. Ideally, participants should come to the training with knowledge about victim issues and abuser tactics and behaviors, as well as strategies and legal remedies that can be used in family violence cases. This training is designed for all certified law enforcement officers, but primarily first responders.

### **DATES AND LOCATIONS:**

**April 25, 2016**  
**University of Arkansas**  
**Community College at Hope**

- Class hours are 8:30 a.m. to 4:30 p.m.

# Law Enforcement Management

## **CULTURAL DIVERSITY (4 Hours)**

Diversity is commonplace in the 21st century, yet many struggle with accepting differences. Law enforcement officers must relate to peers and those in their communities in an impartial manner to effectively promote and enhance public relations, police services, and departmental image. This comprehensive look at cultural diversity aims to explore diversity plans, the bonuses of diversity, and tackle stereotypes. This class is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**February 4, 2016**  
**Searcy Police Department**

**May 17, 2016**  
**UA Cossatot in Ashdown**

- Class hours are 12:00 p.m. to 4:00 p.m.

## **DOMESTIC VIOLENCE (7 Hours)**

Enhancing victim safety and increasing offender accountability are two of many factors to consider when officers answer domestic violence calls. Historically, domestic violence calls rank among the most dangerous for responding officers. This program is designed to familiarize officers with the unique challenges they may face in domestic violence situations. Course topics will include: *The Dynamics of Abusive Relationships; Officer Safety Concerns; Interviews of Victims; How to Handle 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. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**June 30, 2016**  
**Texarkana Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.

### **THIS COURSE IS NOW ALSO AVAILABLE ONLINE.**

### **2016 ONLINE DATES:**

<b>January 25-29</b>	<b>April 21-27</b>
<b>February 22-26</b>	<b>May 23-27</b>
<b>March 21-25</b>	<b>June 22-28</b>

## **EARLY INTERVENTION PROGRAMS (7 Hours)**

This seven-hour course is designed to instruct supervisors on the concepts, responsibilities and procedures associated with Early Intervention Programs (EIP). Administrators have recognized that a small percentage of officers are responsible for a large share of complaints that can damage an agency's reputation. EIP programs were implemented as a way to track and identify patterns of behavior and help prevent problem behaviors. This course will assist agencies in establishing EIP; identifying risk indicators; providing examples of action alternatives to assist officers; discussing pitfalls and other program problem areas; and highlighting the benefits of a viable EIP.

### **DATES AND LOCATIONS:**

**January 19, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.

# Law Enforcement Management

## **EFFECTIVE REPORT WRITING (6 Hours)**

Well-written police reports can be instrumental in solving a case or winning a lawsuit. Reports must be factual and easy to read. This six-hour block of instruction provides a concise and practical presentation of effective narrative report writing techniques for the law enforcement professional. Designed for officers of all experience levels, the program will include lecture, video, and handouts on a wide range of critical writing skills.

### **DATES AND LOCATIONS:**

**May 31, 2016**  
**Saline County Sheriff's Office**  
(Benton, AR)

- Class hours are 9:00 a.m. to 4:00 p.m.

## **ETHICS FOR LAW ENFORCEMENT ONLINE (? Hours)**

This course provides a comprehensive overview of ethical problems and considerations confronting law enforcement professionals. Focus is placed on common ethical dilemmas by examining the development of ethical standards and their application to law enforcement. Using scenarios, students will utilize tools they acquired in this course to determine if an ethical decision was made.

### **2016 ONLINE DATES:**

**January 20-29**  
**February 10-19**  
**March 15-24**  
**April 18-27**  
**May 18-27**  
**June 20-29**

## **FIELD TRAINING FOR THE 21<sup>ST</sup> CENTURY (40 Hours)**

Serving as a field trainer is one of the most important roles an officer may have in an agency. This course explores a variety of issues designed to help field training officers manage their probationary employees. Topics include: *Six Functions of the Field Training Officer; Recruit Remediation; Documentation of Recruit Performance; Counseling and Motivation; Critical Training Issues – Cultural Diversity, Use of Force, Sexual Harassment and its Effects on Field Training; and Interpersonal Communication.* In order to successfully complete the course, the student is required to attend all scheduled instruction and to obtain a passing grade on the final examination. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**May 16-20, 2016**  
**Paragould Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

## **FIRST RESPONDER OPERATIONS**

### **IN RURAL TERRAIN (FORT) (24 Hours)**

This course will give first responders the tools they need to safely and effectively respond to operations in rural terrain. Participants will learn critical steps first responders can take when investigating crimes in rural areas. Ultimately, the course aims to save as many lives as possible by reviewing common safety and first-aid procedures that can be used in any setting. Topics covered during this class will include vehicle ambushes, self-aid buddy-aid (SABA), vehicle rescues, dismounted movement, open air assaults, and hasty vehicle assaults. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 27-29, 2016**  
**Fort Smith Training Academy**

- Class hours are 8:00 a.m. to 5:00 p.m.

# Law Enforcement Management

## **FOUNDATIONS OF SUPERVISION AND LEADERSHIP ONLINE (24 Hours)**

The role of first-line supervisors in law enforcement agencies is unique. Those supervised by these managers exercise a lot of authority in their day-to-day jobs while working with the public, so the mission of the organization must be communicated and modeled well by their supervisors. Adequate training is the most important tool for developing effective managers, especially those who are newly promoted. This online introductory course is designed to assist first and second line supervisors, or individuals with promotion potential when developing and applying sound management and leadership principles. Course topics include: *Leadership Values; Communication Skills; Team Building; Report Writing for Supervisors; Interpersonal Communication; Ethics and Leadership; Problem Solving; and Counseling Employees.* (This course was previously titled *Foundations of Supervision ONLINE.*)

### **2016 ONLINE DATES:**

**January 11-22**  
**February 8-19**  
**March 4-17**  
**April 7-20**  
**May 5-18**  
**June 6-17**

## **INSTRUCTOR DEVELOPMENT (40 Hours)**

The **Instructor Development** course is designed to improve training skills for law enforcement officers who will present traditional department trainings and/or facilitate group trainings. Participants will learn 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; Instructional Objectives; Utilizing Training Aids; The Role of the Instructor; Public Speaking; Legal Issues; and CLEST Forms.* This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 4-8, 2016**  
**Washington County Sheriff's Office**  
(Fayetteville, AR)

**June 6-10, 2016**  
**Criminal Justice Institute**

- Class hours are 8:00 a.m. to 5:00 p.m.
- Class size is limited to 14 officers.

## **INTELLIGENCE-LED POLICING (10 Hours)**

This course is designed to give participants an overview of how intelligence can be developed during the course of ordinary police work, shared within the department and with other law enforcement agencies, and how it has been used to analyze and predict crime patterns and activities within the community. With proper training, departments can take proactive steps in preventing and managing criminal activity. The course will include examples and case studies of how the Intelligence-Led Policing technique has been effectively put to use in departments. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**February 8-9, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m. on Day One and 8:30 a.m. to 11:30 a.m. on Day Two.

# Law Enforcement Management

## **LAW ENFORCEMENT RESPONSE TO PERSONS WITH BEHAVIORAL HEALTH ISSUES ONLINE (7 Hours)**

With funding and support from the Arkansas Association of Chiefs of Police, this training is designed to provide a better understanding of individuals suffering from behavioral health issues who may come in contact with the law enforcement community. Keeping officer safety foremost, participants will explore policies, procedures, and protocols for officers to follow while dealing with this difficult issue. Course topics include: *Identification of Common Behavioral Health Issues; Officer Safety Issues; Interventions; and Commitments.*

### **2016 ONLINE DATES:**

**January 14-21**  
**February 11-17**  
**March 10-16**  
**April 13-19**  
**May 10-16**  
**June 9-15**

## **LEGAL UPDATE (7 Hours)**

As criminal tactics become more advanced, laws must be passed to keep our communities safe and hold offenders accountable. The Legal Update course will share and discuss current court decisions that impact the service of Arkansas' law enforcement community. Topics covered will include: *Arrest, Search Incident to Arrest, Stop and Frisk, Vehicle Stops, Vehicle Searches, Container and Luggage Searches, Inventory Searches, Plain View, Abandonment, Curtilage, Consent, Administrative Searches, Airport Searches, Canine Searches, Electronic Searches, Body Searches, and Drug Testing.* Recent U.S. Supreme Court Decisions will also be reviewed. Participants are given materials for additional review and self-directed study. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**January 28, 2016**  
**Benton Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **MANAGING INFORMANTS AND COOPERATIVE WITNESSES FOR LAW ENFORCEMENT (6 Hours)**

Police informants and witnesses can be vital to solving cases, building relationships with those who live in high crime areas, and infiltrating crime circles. Proper training is imperative for officers who will interview witnesses who are cooperative. **Managing Informants and Cooperative Witnesses** will specifically address recruitment, documentation, motives, control, legal issues, pitfalls to avoid, and other pertinent issues regarding confidential informants and cooperative witnesses. The supervisor's responsibility in the utilization of informants by his or her subordinates will also be discussed. This course is designed for supervisors, detectives, and all certified law enforcement officers in who work with informants and witnesses.

### **DATES AND LOCATIONS:**

**February 29, 2016**  
**Paragould Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

# Law Enforcement Management

## **MANAGING INTERVIEWS AND INTERROGATIONS (7 Hours)**

This seven-hour course aims to define the criteria for obtaining truthful statements from suspects without the use of promises or threats, through the use of observations, questioning, sound reasoning, and understanding, without compromising the interviewer's integrity. The following topics will be discussed: *REID Nine Steps of Interrogation*; *Common Interview Tactics*; *Criminal Investigations*; and *Definition of a Theme*. This course is designed for investigators, detectives, and all certified law enforcement officers who may interview suspects and witnesses.

### **DATES AND LOCATIONS:**

**February 5, 2016**  
**UA Cossatot in Ashdown**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **OFFICER SAFETY (6 Hours)**

Officer safety issues are a concern for every sworn police officer. The law enforcement profession currently averages approximately 150 line of duty deaths (LODDs) per year. This presentation will explore the principle concepts of the "Below 100" initiative and officers will be highly encouraged to attend the "Below 100" class that is built on the premise of reducing the number of LODDs to fewer than 100 in a year through safety measures. Current trends around the country and studies of several officer-down scenarios will also be presented. The course delivery will include small group discussions. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**January 26, 2016**  
**Trumann Police Department**

- Class hours are 9:00 a.m. to 4:00 p.m.

## **POLICE INTERNAL AFFAIRS INVESTIGATIONS (? Hours)**

Law enforcement administration is charged with the responsibility and has the authority to maintain discipline within the police department. Citizens should be provided a fair and effective avenue for redress of their legitimate grievances against members of the department. The department also has the responsibility to protect members of their agency from false allegations. This course offers a global perspective of the internal affairs process in a systematic framework designed to provide for informed decisions. This course is designed for individuals assigned to the responsibility of conducting internal affairs investigations as well as supervisors and command personnel with departmental oversight.

### **DATES AND LOCATIONS:**

**June 21-22, 2016**  
**Conway Police Department**

- Class hours on Day One are 8:00 a.m. to 5:00 p.m. Class hours on Day Two are 8:00 a.m. to 12:00 p.m.

# Law Enforcement Management

## PRINCIPLES OF SUPERVISION

### AND LEADERSHIP ONLINE (24 Hours)

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An officer's ability to supervise staff effectively is critical to a department's goal of maintaining stability in their respective agencies and in the communities they serve. **Principles of Supervision and Leadership Online** is a comprehensive course that presents an overview of a law enforcement supervisor's role and addresses what is expected of those in leadership positions. Officers will learn techniques that can be used to guide the work of others as well as manage their own productivity. Tools for creating an environment that encourages department personnel to do their best work, become team players, and learn the value of managing conflict in the workplace will also be given. Course topics include: *Managerial Functions; The Planning Function of Supervision; The Promotion Process; Performance Evaluations; and Decertification.* (This course was previously titled *Principles of Supervision.*)

### 2016 ONLINE DATES:

**January 13-27**  
**February 10-23**  
**March 14-24**  
**April 12-25**  
**May 16-27**  
**June 8-21**

## RACIAL PROFILING ONLINE (3 Hours)

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American policing is facing a tremendous challenge: a widespread perception that the police are routinely guilty of bias in how they treat minorities. Many states, including Arkansas, have passed legislation addressing racial profiling. In a concise and convenient format, this online course reviews the laws related to racial profiling and the challenges of addressing it. Specifically, this online course will provide Arkansas law enforcement officers with racial profiling training that is mandated in Arkansas Statute § 12-12-1404. The class is designed for all certified law enforcement officers.

### 2016 ONLINE DATES:

**January 7-13**  
**February 3-9**  
**March 2-8**  
**April 5-11**  
**May 3-9**  
**June 2-8**

## RISK MANAGEMENT (8 Hours)

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Everything we do in life involves a level of risk. The phrase "risk management" is a very common term, but what is "real" risk management? It is certainly more than safety issues. Everything you do in your organization involves a level of risk. In this course, Gordon Graham will explain how to recognize the real risks faced in policing and give thoughts on how to prioritize these risks. Specifically, this risk management course will examine police culture and discuss what can be done today to avoid/minimize incidents from going wrong. The course will focus on the "5 Pillars" of a successful organization and gives informed listeners ideas that can be initiated in the workplace immediately after training to improve performance and reduce risk. Finally, participants will be shown how to mobilize (act) to do something about the real risks faced in their respective organizations. Included in this class are a series of rules to prevent incidents from going wrong. It runs four hours in length and is followed by an operational risk management segment specific to the organizations represented. This course is designed for all certified law enforcement officers.

### DATES AND LOCATIONS:

**June 23, 2016**  
**Criminal Justice Institute**

- Class hours are 8:00 a.m. to 5:00 p.m.

# Law Enforcement Management

## **SOCIAL MEDIA ISSUES FOR LAW ENFORCEMENT (7 Hours)**

The **Social Media Issues for Law Enforcement** course aims to help officers become familiar with various social media sites, applications, the capabilities and features of those sites and to enhance officer awareness for conducting investigations involving social media. Various investigative techniques of social media sites will be highlighted. Awareness of officer issues related to their own use of social media and privacy concerns will be discussed. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 29, 2016**

**UA Community College at Hope**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **STALKING (7 Hours)**

Stalking behaviors can be intimidating. The United States Department of Justice Office for Victims of Crime (OVC) defines stalking as repeated harassment or threatening behavior by an individual such as following a person, appearing at a person's home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person's property. Any unwanted contact between two people that directly or indirectly communicates a threat or makes a victim fearful can be considered stalking as well. New stalking laws in Arkansas, investigative practices, similar crimes associated with stalking, and different types of stalkers will be discussed. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**March 18, 2016**

**Pope County Sheriff's Office**

(Russellville, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.

## **STREET SURVIVAL/CASUALTY CARE (3 Hours)**

Good safety measures are essential for law enforcement professionals; however, it is equally important that officers learn skills that may help save their lives in the line of duty, or the life of another. This three-hour block of instruction will provide an overview and justification for Self-Aid/Buddy Aid programs and training. Participants will review the history and science behind the development of safety programs, review case studies, and learn key components needed in safety kits. At the conclusion of this course, participants will be able to render a number of safety techniques in potentially life threatening situations. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**June 6, 2016**

**Washington County Sheriff's Office**

(Fayetteville, AR)

- Class hours are 1:00 p.m. to 4:00 p.m.

# Law Enforcement Management

## **TRAFFIC ACCIDENT RECONSTRUCTION (40 Hours)**

This 40 hour course will give participants a working knowledge of what evidence and information is needed when arriving at the scene of a traffic crash, and how to safely obtain the needed information without further endangering the safety of themselves or victims. How to transfer evidence and information from traffic crash scenes to reports and diagrams will be covered. Additionally, participants will learn advanced skills in conducting accident investigations that aid in determining contributing factors that lead to the injury or fatality, how to develop a course of action to prevent future problems, and learn the importance of conducting a thorough investigation that will, if necessary, stand up in court. This course is designed for all certified law enforcement officers.

Items required for this course are:

- 1 Bow Compass (Metal)
- 1 Scientific Calculator (Texas Instruments TI-30 or TI-36)
- #2 Pencils
- 1 large eraser
- 1 IPTM Blue Blitz Traffic Template
- 1 Rolatape

## **USE OF FORCE (6 Hours)**

Law enforcement officers are sworn to uphold the law and must apprehend those who violate it; however, officers are required to use only that amount of force that is reasonably necessary to make the apprehension. When excessive force is used, the officer as well as his/her agency may be held criminally and/or civilly liable. Discussion in this course will 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 involving the use of force, deadly force, and high-speed pursuits will be used for class discussion. This course is designed for all certified law enforcement officers.

## **WARRANTLESS SEARCH AND SEIZURE (6 Hours)**

Pressing circumstances may lead police officers to conduct warrantless search and seizures; however, this intrusion on one's Fourth Amendment rights can often be justified. This six-hour course reviews law enforcement encounters that lead to the search and seizure of contraband, where the requirements for a search warrant may be over-shadowed by other criteria. A review of pertinent court cases will be introduced to illustrate situations where warrantless searches and seizures may be authorized. Current trends in the law of search and seizure will be discussed. This course is designed for all certified law enforcement officers.

### **DATES AND LOCATIONS:**

**April 18-22, 2016**  
**Criminal Justice Institute**

- Class hours are 8:00 a.m. to 5:00 p.m.

### **DATES AND LOCATIONS:**

**April 6, 2016**  
**Hot Springs Police Department**

**June 3, 2016**  
**Union County Sheriff's Office**  
(El Dorado, AR)

- Class hours are 9:00 a.m. to 4:00 p.m.

### **DATES AND LOCATIONS:**

**February 26, 2016**  
**Central Fire Department**  
(Mountain View, AR)

**April 22, 2016**  
**Phillips Community College**  
(Helena, AR)

- Class hours are 9:00 a.m. to 4:00 p.m.

## ILLICIT DRUG INITIATIVE

Methamphetamine use and abuse continues to be a problem for law enforcement across the state. Although clandestine labs are still present, the crystalline form of methamphetamine, or Ice, is being found by law enforcement in their communities. The majority of the Ice brought into Arkansas is manufactured in labs located in Mexico. Due to its cheaper price and purity, it is in high demand from drug dealers and users. This demand increases the amount of the drug being trafficked into Arkansas as well as trafficked through Arkansas to other states. These trafficking activities can pose challenges and safety concerns for officers implementing enforcement activities.

In addition to Ice, a powdered form of methamphetamine is also being trafficked into Arkansas. The powder can be converted to the crystalline form through the use of chemicals in conversion labs. These labs pose the same safety concerns for officers as other types of clandestine labs because the chemicals used are toxic, highly flammable and can cause explosions. It is important for officers to recognize the components commonly used in these labs as well as those used in other types of labs. This will ensure safety for officers and community members.

Methamphetamine-related training continues to be a priority for CJJ. Utilizing state and federal funding, both classroom-based and online courses will be offered. Online methamphetamine-related courses will be offered monthly for increased access and availability.

Several new courses, delivered for the first time during fiscal year 2016, include **Liquid Meth and Conversion Lab Investigation**, **Recognition of Drug Paraphernalia and Impairment** and **Surveillance for Rural and Urban Officers**. These courses will instruct law enforcement officers how to properly investigate while remaining compliant with all state and federal statutes. Furthermore, officers will better understand how to surveil drug activity in both rural and urban environments.

### FOR MORE INFORMATION ABOUT THE ILLICIT DRUG INITIATIVE:

#### **Matthew Modrak:**

(501) 570-8060 or mcmodrak@cji.edu

#### **Mira Frosolono:**

(501) 570-8072 or mafrosolono@cji.edu

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## **THE ARKANSAS METHAMPHETAMINE CHALLENGE FOR LAW ENFORCEMENT EXECUTIVES ONLINE (7 Hours)**

This online course, developed in cooperation with the Arkansas Sheriffs' Association and the Arkansas Association of Chiefs of Police, provides an overview of the methamphetamine problem in Arkansas. A management perspective of awareness, employee safety, equipment, training needs, and reporting issues are emphasized to assist law enforcement executives and local municipal officials to most effectively combat methamphetamine production and abuse in their communities. Legal and liability issues, online resources, community awareness, drug abuse treatment and effective agency response to drug endangered children are included. Chiefs of Police, Sheriffs, Lieutenants, Captains, Assistant Chiefs, Mayors, Under Sheriffs, Chief Deputy Sheriffs, and Quorum Court Judges are encouraged to participate in this course.

### **2016 ONLINE DATES:**

**January 11-20**  
**February 4-16**  
**March 7-16**  
**April 11-20**  
**May 5-16**  
**June 6-15**

## **DRAFTING SEARCH WARRANTS & AFFIDAVITS (20 Hours)**

Properly prepared search warrants are the basis for strong cases. This course presents the Search and Seizure Warrant and Affidavit requirements of the 4th Amendment and the Arkansas Rules of Criminal Procedure. Class discussions will include narcotics buy warrants, obtaining "No Knock" exceptions, and working effectively with Prosecutors and Judges. Scenarios are utilized to provide practical exercises to reinforce the information presented in class. Each student is required to prepare Search and Seizure Warrants and Affidavits based upon the information gathered during the scenarios. These documents will be reviewed by the instructors and feedback will be provided to each officer.

### **DATES AND LOCATIONS:**

**February 16-18, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 20 participants.

## **DRUG ENDANGERED CHILDREN AWARENESS ONLINE (7 Hours)**

This course examines the need and advantages of collaborative working arrangements at the local level between law enforcement, Division of Children and Family Services and other social service agencies when working cases that involve children living in homes where illegal drug activities occur. Participants will learn the history of the DEC movement nationally, the general history of drug use in the U.S., the effects and dangers of children living in homes where drugs are being used, manufactured or sold, drug recognition information and the advantages of local collaboration when dealing with DEC cases. Information about the Arkansas DEC Alliance will be shared and the Arkansas definition of drug endangered children will be explained.

### **2016 ONLINE DATES:**

**January 12-19**  
**February 9-15**  
**March 8-14**  
**April 11-15**  
**May 9-13**  
**June 7-13**

# Illicit Drug Initiative

## **NEW! LIQUID METH AND CONVERSION**

### **LAB INVESTIGATION (7 Hours)**

The majority of mass produced methamphetamine is currently being produced in Mexico, and then transported into the United States. Liquid methamphetamine and conversion labs pose new and greater safety concerns for law enforcement and the environment. The threats to officers and safety procedures for handling conversion labs and liquid methamphetamine will be explained. This course is designed to bring law enforcement officers up-to-date on the production and distribution of methamphetamine. Participants will be able to more effectively investigate methamphetamine cases. Recent seizures of liquid methamphetamine and conversion labs will be discussed and analyzed.

#### **DATES AND LOCATIONS:**

**June 14, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **METHAMPHETAMINE AWARENESS, IDENTIFICATION, AND**

### **SAFETY FOR FIRST RESPONDERS ONLINE (7 Hours)**

This course provides basic methamphetamine awareness and safety education for front-line officers and first responders who may come in contact with a clandestine laboratory. Participants learn to recognize precursors, equipment, and supplies used in the manufacture of methamphetamine and gain an understanding of the unique hazards of clandestine laboratories. They will receive critical information that will reduce the chances of injury.

#### **2016 ONLINE DATES:**

**January 12-19**  
**February 9-15**  
**March 8-14**  
**April 12-18**  
**May 9-13**  
**June 7-13**

## **METHAMPHETAMINE AWARENESS, SAFETY, AND IDENTIFICATION FOR PAROLE AND PROBATION ONLINE**

**(7 Hours)**

This course provides basic methamphetamine awareness and safety education for Parole and Probation officers and first responders who may come in contact with a clandestine lab. Participants learn to recognize precursors, equipment, and supplies used in the manufacture of methamphetamine and gain an understanding of the unique hazards of clandestine labs and receive critical information that will reduce their chances of injury. Methamphetamine user/abuser profiles and scenarios illustrating safety precautions for home visits will also be included.

#### **2016 ONLINE DATES:**

**January 20-26**  
**February 17-23**  
**March 16-22**  
**April 20-26**  
**May 17-23**  
**June 14-20**

## **METHAMPHETAMINE INVESTIGATIONS ONLINE (14 Hours)**

This course is designed to assist the Arkansas law enforcement community in conducting safe and effective methamphetamine related investigations. The course will provide an overview of methamphetamine and the basic recognition of clandestine laboratories. It will also include topics such as the use of confidential informants, undercover investigations, knock & talks, search warrants, drug trafficking organizations, legal issues, and drug endangered children.

#### **2016 ONLINE DATES:**

**January 6-26**  
**February 2-22**  
**March 1-21**  
**April 4-22**  
**May 2-20**  
**June 1-21**

# Illicit Drug Initiative

## **OUTLAW MOTORCYCLE GANGS (8 Hours)**

This course will provide officers a unique insight into Outlaw Motorcycle Gangs and how they operate. Attendees will learn about the origin and history of motorcycle gangs as well as member recruitment, the organizational structure, and the hierarchy of gangs. Criminal activities of motorcycle gangs will be discussed as well as legitimate ways they earn money. Overviews of the major Outlaw Motorcycle Gangs will be covered as well as clubhouses, motorcycle gangs and the military, biker old ladies and intelligence gathering. The instructor for the course is an internationally-recognized expert in the area of Outlaw Motorcycle Gangs and has appeared on several documentaries to include *Gangland*, *Gangworld 1%ers*, *Gangsters Americas Most Evil*, *Americas Book of Secrets*, *Codes and Conspiracies: Outlaw Bikers* and is a cast member on the WGN America Docudrama *Outlaw Country*. He is also the author of "Breaking the Brotherhood: A Law Enforcement Guide to Motorcycle Gangs."

### **DATES AND LOCATIONS:**

**March 23, 2016**  
**Washington County Sheriff's Office**  
(Fayetteville, AR)

- Class hours are 8:00 a.m. to 5:00 p.m.

## **PRESCRIPTION DRUG DIVERSION (7 Hours)**

This course is designed to provide patrol officers, front line supervisors and detectives information pertaining to the investigation and prosecution of prescription fraud. Course discussions include how to effectively handle calls from pharmacists and doctor's offices, unique investigative techniques, how to read a prescription order, different agencies that can provide intelligence information in your investigation and Health Insurance Portability and Accountability Act (HIPPA) regulations. The differences between State and Federal statutes will be discussed to ensure that each officer is presenting the best possible case in court.

### **DATES AND LOCATIONS:**

**April 14, 2016**  
**North Arkansas College**  
(Harrison, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.

## **NEW! RECOGNITION OF DRUG PARAPHERNALIA AND IMPAIRMENT (7 Hours)**

This seven-hour course will explore current drug trends, teaching participants to recognize general indicators of drug impairment and to identify common drugs and drug paraphernalia typically encountered during routine contact with the public. Current case law will be explored along with common search and seizure issues. Proper documentation, including descriptive narrative reports, will be demonstrated to assist officers in report writing and verbal testimony.

### **DATES AND LOCATIONS:**

**April 19, 2016**  
**Greenwood Police Department**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **NEW! SURVEILLANCE FOR RURAL & URBAN OFFICERS (14 Hours)**

This two-day, hands-on course will demonstrate the skills necessary to legally, safely, and effectively conduct surveillance in both covert and non-conventional operations. Participants will be able to apply skills learned in the classroom during scenario based practical exercises. Vehicle and foot surveillance pros and cons will be examined. Case criteria for surveillance operations will be explored through discussion and case examples. Topics will include: Photography, Disguises, Equipment, Planning and Extraction. This training will be practical exercise and scenario based, with a minimum amount of lecture.

### **DATES AND LOCATIONS:**

**March 9-10, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.

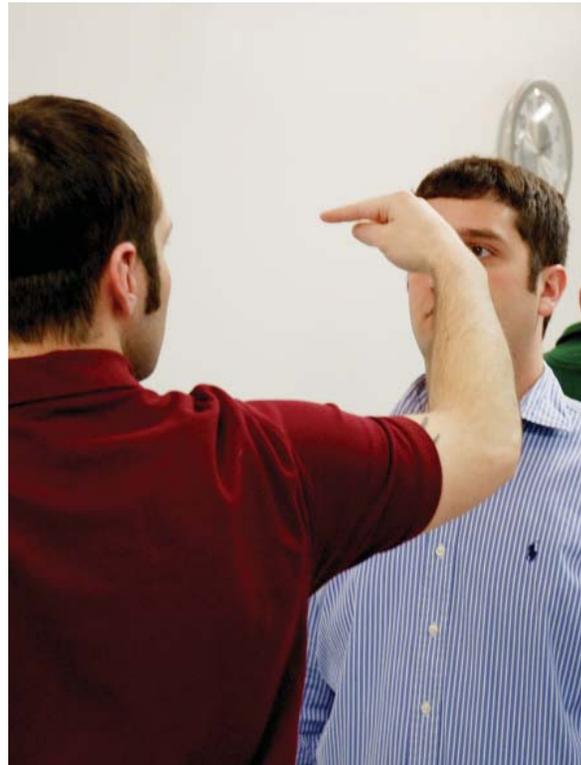
## TRAFFIC SAFETY PROGRAM

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:

- **Advanced Roadside Impaired Driving Enforcement**
- **DWI Detection and Standardized Field Sobriety Testing**
- **DWI Detection and Standardized Field Sobriety Testing Refresher**
- **Drug Recognition Expert Instructor Development**
- **Drug Evaluation & Classification Program**
- **Drugged Driving**
- **Standardized Field Sobriety Testing Instructor Development**
- **Traffic Occupant Protection Strategies**

The Criminal Justice Institute also works with the State's Prosecutor Coordinator's Office to host an Impaired Driving Training Seminar.

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 for law enforcement liaisons to promote participation of Arkansas law enforcement agencies in two annual nationwide traffic enforcement-related campaigns titled "Click it or Ticket" (CIOT) and "Drive Sober or Get Pulled Over (DSOGPO)." The law enforcement liaisons participate in national and state law enforcement conferences. Incentive awards are provided to agencies that participate in these campaigns.



### **Traffic Safety courses are offered upon request.**

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

Dates, locations, and times for Traffic Safety courses can be found on our website at

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

For more information about CJI's Traffic Safety Program, contact Jon Waldrip:

**501-570-8034**  
**[jkwaldrip@cji.edu](mailto:jkwaldrip@cji.edu)**

## SAFE SCHOOLS INITIATIVE DIVISION

The **Safe Schools Initiative Division (SSID)** provides education, training, resources and technical assistance to all Arkansas law enforcement and education professionals responsible for school safety. CJI's comprehensive catalog of school safety courses assist in reducing violence and violence-related behaviors in Arkansas schools. A proactive approach to responding to crime and violence, both on the school campus and within the community, is emphasized.

Through a grant award from the U.S. Department of Justice–Office of Community Oriented Policing and funding from the Arkansas Attorney General's Office, the Institute provides basic and specialty school safety training courses for law enforcement (including school resource officers) and school personnel (including administrators, teachers, staff, counselors, and school security officers). CJI's school safety programs are designed to address the unique needs of Arkansas schools and communities, making the principles and strategies learned in these programs easily implemented. In addition, there are no registration fees for CJI classes which allow educators to earn professional development hours at no cost to their school districts.

In conjunction with the Arkansas Safe Schools Association, the Arkansas Attorney General's Office, the Arkansas Department of Human Services, and the Arkansas Department of Education, the Criminal Justice Institute co-sponsors an annual statewide safe schools conference. This 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.

Thanks to funding from the Arkansas General Attorney's Office, the Criminal Justice Institute offers a *Civilian Response to Active Shooter Events (CRASE)* course, which provides strategies, guidance, and a plan for surviving an active shooter event. This four-hour program can be delivered on-site to school districts by request.

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### FOR MORE INFORMATION ABOUT THE SAFE SCHOOLS INITIATIVE:

#### **Vicki French:**

(501) 570-8098 or vefrench@cji.edu

#### **Jimmy Nobles:**

(501) 570-8058 or jwnobles@cji.edu

# Safe Schools Initiative

## **ACTIVE KILLER: RESPONSE FOR EDUCATORS (6 Hours)**

The purpose of this training is to provide educators and others working in an educational setting with information to better prepare for and respond to an active killer event. This training will examine various active killer events that have occurred throughout the years so as to better understand techniques, tactics, and policies that may be employed in a school environment when dealing with an active killer incident. Educators will also learn what to expect from first responders who will be responding when active killer events occur. Discussion regarding the aftermath of an active killer event will also take place.

### **DATES AND LOCATIONS:**

**April 8, 2016**  
**College of the Ouachitas**  
(Malvern, AR)

- Class hours are 8:30 a.m. to 3:30 p.m.

## **ACTIVE SHOOTER LEVEL II (16 Hours)**

This two-day course was developed to pick up where the **Active Shooter Level I** training ends. With the suspect down and no actionable intelligence driving the first responders to another shooter, first responders must develop techniques to clear and secure the scene, manage follow-on responders to the scene, develop immediate courses of action within an ever-changing environment and provide immediate lifesaving intervention to the victims on scene. Because emergency medical services will not enter scenes of this nature until they have been secured by law enforcement, it is imperative that law enforcement be trained to perform lifesaving first aid skills. The **Active Shooter Level II** class will address these issues by providing officers with the knowledge and skills to provide aid in three separate phases of an operation: Care Under Fire, Tactical Field Care and Casualty Evacuation. This course will also reinforce skills learned in *Active Shooter Level I* and have an emphasis on the following: managing linkup procedures, creating and managing casualty collection points, patient triage, creating contingency plans, hasty defense plans and the establishment of safety corridors.

### **DATES AND LOCATIONS:**

**March 21-22, 2016**  
**University of Arkansas at Monticello**

- Class hours are 8:00 a.m. to 5:00 p.m.
- Enrollment is restricted to 24 participants due to equipment constraints.
- For certified law enforcement officers only.

## **AUTISM SPECTRUM DISORDERS:**

### **LAW ENFORCEMENT RESPONSE ONLINE (7 Hours)**

Law enforcement officers will inevitably come into contact with an ever-growing population of individuals with autism. Therefore, it is vital that officers become skilled in the recognition of behavioral symptoms of these conditions and develop effective communication and response strategies. This course provides fundamental information about what autism is, its associated behavioral characteristics, effective interpretation of behavior, risk management for both the officer and the individual with autism, and communication. It will also address the high victimization rate experienced by people with autism, and provide tips for law enforcement officers charged with preventing and investigating these incidents.

### **2016 ONLINE DATES:**

**January 19-25**  
**February 18-24**  
**March 9-15**  
**April 19-25**  
**May 17-23**  
**June 8-14**

## **NEW! CHANGING THE SCHOOL CLIMATE**

### **ONE LEADER AT A TIME (5 Hours)**

While much focus has recently been given to the physical safety of school campuses, the social or emotional safety of the school campus is not always given as much attention. The climate on a school campus can have a significant impact on the safety of that campus as well. School climate can be enhanced on any campus through the building of positive relationships with staff, students, parents and community members. This class is a dynamic and collaborative presentation which is taught by a school administrator and a school resource officer. Topics to be discussed include effective use of the SRO triad concept, strategies for building positive relationships with students, the importance of community events and their impact on the school and the evolution of social media and its effects on the students and climate of the school. This presentation will also focus on ways to develop student leaders from students displaying “at risk” or “troubled” behaviors.

#### **DATES AND LOCATIONS:**

**February 11, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 3:00 p.m.

## **NEW! CIVILIAN RESPONSE TO**

### **ACTIVE SHOOTER EVENTS (CRASE) (4 Hours)**

Law enforcement officers and agencies are frequently being asked by schools for direction and presentations on what they should do if confronted with an active shooter event. The Civilian Response to Active Shooter Events (CRASE) course was designed and built on the Avoid, Deny, Defend strategy developed by ALERRT in 2004. This training provides strategies, guidance and a plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, the role of professional guardians, civilian response options, medical issues, and drills. This training will include both classroom presentations and scenarios which will allow school personnel to participate in drills.

#### **DATES AND LOCATIONS:**

**Contact Vicki French at**  
**501-570-8098 or vefrench@cji.edu**  
**to schedule this training**  
**for your school or district.**

## **DRUGS ON CAMPUS (6 Hours)**

Drugs on the school campus is not a new thing. However, our constantly changing society has led to an abundance and availability of a wide variety of new and more powerful drugs that are having serious and negative effects on students. This course is designed to help school resource officers and school personnel explore some of the myths, realities, laws and policies regarding these “trending” drugs. Participants will also be introduced to awareness, prevention and intervention strategies pertaining to drug use and abuse among our school population.

#### **DATES AND LOCATIONS:**

**March 3, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 3:30 p.m.

## **GANG AWARENESS, PREVENTION & INTERVENTION FOR SCHOOLS (6 Hours)**

Gang activity and crime can filter into our schools and negatively affect a student's quality of education. Therefore, it is important for SROs and school personnel to be able to identify students in school who may be members of a gang. Items to be discussed will include gang member "colors", certain types of clothing, tattoos, brands, logos and other identifying marks on their bodies. Hairstyles and communication through the use of hand signals and graffiti on walls, streets, school work, and school property are also identified. This course will also address the current gang trends and help participants recognize characteristics of gang activity and crime.

### **DATES AND LOCATIONS:**

**March 17, 2016**  
**Arkansas Northeastern College**  
(Blytheville, AR)

- Class hours are 8:30 a.m. to 3:30 p.m.

## **IDENTIFYING AND PREVENTING BULLYING ONLINE (3 Hours)**

Bullying continues to be a problem for our schools and can interfere with a student's ability to receive the quality education they deserve. Changing bullying behavior requires a coordinated approach between administration, teachers, counselors, parents and students. School resource officers are also in a unique position to help identify and eliminate bullying behavior in schools. Knowing how to identify and address bullying behavior is essential to solving the bullying problem. This course is designed to help school resource officers and school personnel define bullying, recognize the warning signs of bullying, learn bullying statistics and myths, identify Arkansas statutory efforts against bullying, identify key roles in bullying events, and learn what schools can do in bullying prevention efforts.

### **2016 ONLINE DATES:**

**January 14-20**  
**February 11-16**  
**March 10-15**  
**April 13-18**  
**May 10-13**  
**June 9-14**

## **JUVENILE TAKEOVER OF SOCIAL MEDIA: CAN WE CATCH UP? (5 Hours)**

Juveniles don't know a world without social media. But do they know the dangers? Do we, as adults know the dangers? Schools and families depend more and more on the Internet and computer usage for daily homework assignments and communication. Our juveniles have easy access to cell phones, smart phones, netbooks, computers, iPads and tablets. As such, school personnel and school resource officers need to keep on top of the latest trends, popular internet sites, text abbreviations and social network sites. This course will discuss current social media trends and crimes related to our juveniles' use of social media sites, cell phones and computers. Also, this class will teach the legal implications associated with cybercrimes and specific social media sites.

### **DATES AND LOCATIONS:**

**May 5, 2016**  
**Greenwood Police Department**

- Class hours are 8:30 a.m. to 2:30 p.m.

## **LEARNING FROM THE TEEN BRAIN TO IMPROVE BULLYING PREVENTION, SCHOOL CULTURE, AND SAFETY (6 Hours)**

New research using modern medical imaging techniques allows us to look into young brains. Results of these studies provide adults charged with learning, safety, and climate at school with new understandings of the challenges and opportunities offered by teen brain development. This knowledge also recommends practical ways for school resource officers and educators to improve student decision-making and to prevent bullying and risky behaviors. In this course, participants will be introduced to the adolescent brain and three critical maturation processes for peer relationships and moral judgment: the brain's "CEO", its "alarm system", and the critical years in early adolescence when students map out their adult brains. The challenges and opportunities of brain biology in adolescence call for protective student relationships with parents, school personnel, and peers to redirect potential bullies and build resilience in potential targets. School resource officers and school personnel can apply this new knowledge to their teaching and prevention programs to improve their connections with students and to enhance overall school safety.

### **DATES AND LOCATIONS:**

**April 14, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 3:30 p.m.

## **PLANNING, CONDUCTING AND ANALYZING EMERGENCY CRISIS PLANS: FROM TABLETOP TO FULL DRILL (7 Hours)**

Crisis planning is a vital part of school safety and schools should review and practice their crisis plans often. In this course, participants will learn how to plan, conduct and analyze a tabletop version of their Emergency Action Plan, utilizing all vital personnel. Instruction will be given as to what agencies should attend, what concepts need to be covered as well as possible scenarios to be considered. Participants will then be instructed on how to take lessons learned from the tabletop version and create a full-scale drill in order to test their action plan. This will enable participants to further identify any weaknesses in their action plan and make appropriate adjustments, therefore ensuring the maximum safety of their school facilities and campus. Participants will also receive instruction on Site Assessments to measure the current safety level of their facility.

### **DATES AND LOCATIONS:**

**June 8, 2016**  
**South Central Cooperative**  
(Camden, AR)

- Class hours are 8:30 a.m. to 4:30 p.m.

# Safe Schools Initiative

## **SCHOOL RESOURCE OFFICER I (BASIC) (35 Hours)**

Due to recent acts of school violence, the state of Arkansas has seen a steady increase in school districts utilizing school resource officers (SROs) on their campuses. SROs serve unique roles in law enforcement as they also perform as teachers, mentors and counselors on the school campus. This 35-hour course is designed to provide newly appointed school resource officers with the knowledge and skills they need to effectively understand and perform these important roles. Participants will gain a working knowledge of the school resource officer triad concept and how to establish a lasting partnership with the schools. In addition to classroom instruction, students will learn how to develop and present lesson plans as if they were instructing in a classroom setting.

### **DATES AND LOCATIONS:**

**June 20-24, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.

## **SCHOOL SAFETY REFRESHER ONLINE (6 Hours)**

This 6-hour online course curriculum contains a combination of topics that school resource officers (SROs) and school personnel could apply in their daily duties while working on a school campus. Participants will gain critical information regarding law enforcement on the school campus, hone their professional knowledge, and review Arkansas school and juvenile laws that are commonly associated with preventing or responding to crimes occurring on school campuses. Areas to be addressed include *Search and Seizure*, *Juvenile Law*, *Juvenile Court*, *Bullying*, *Autism*, and *Weapons on Campus*.

### **2016 ONLINE DATES:**

**January 6-11**  
**February 2-5**  
**March 1-4**  
**April 4-7**  
**May 2-5**  
**June 1-6**

## **SCHOOL SITE SAFETY ASSESSMENT ONLINE (3 Hours)**

The safety of our schools is of great importance to us as a society, as members of a community, as school administrators, as law enforcement officers, and as family members and friends of those in school settings. Planning and conducting a school site assessment is an important step in ensuring school security. This course was designed to build awareness of the process and stress the importance of conducting school site assessments. The course will address the steps that should be taken in conducting a school site assessment including: assembling an assessment team, conducting a school crime assessment, conducting a school safety survey, controlling access into the school, developing a school security system, developing a site assessment checklist and completing the school site assessment report.

### **2016 DATES:**

**January 21-26**  
**February 17-22**  
**March 15-18**  
**April 20-25**  
**May 19-24**  
**June 15-20**

# Safe Schools Initiative

## **SOLO ENGAGEMENT RESPONSE**

### **TO AN ACTIVE KILLER (18 Hours)**

This 2½-day course will focus on solo-engagement tactics which provide officers, who may find themselves “first on the scene,” with the necessary mental and physical skills to engage in an active killer situation as the solo officer. The course will also help in developing an aggressive mindset that allows the use of tactics and the implementation of the skills to be used for encountering a threat. Practical exercises and mock scenarios will also be utilized so participants can gain the necessary skills to apply the tactics and techniques learned in the classroom.

#### **DATES AND LOCATIONS:**

**June 14-16, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.
- Enrollment is restricted to 24 participants.
- For certified law enforcement officers only.

## **SRO ROLES AND RESPONSIBILITIES: IMPROVING**

### **RELATIONSHIPS WITH SCHOOL PERSONNEL (6 Hours)**

School-based policing is one of the fastest growing areas of law enforcement and SRO programs should be collaborative efforts between police agencies, law enforcement officers, educators, and communities. With that in mind, this course was developed for school resource officers and school administrators working together in the school environment. Participants will be exposed to the triad concept of school-based policing which divides the SRO’s responsibilities into the three areas of teacher, counselor, and law enforcement officer to provide a better understanding of the SRO’s role. In addition, participants will learn the skills necessary to develop goals for their SRO program and understand the importance of the SRO program in providing a safer learning environment in their schools.

#### **DATES AND LOCATIONS:**

**January 28, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 3:30 p.m.

## **STREET GANG AWARENESS (6 Hours)**

This course is designed to familiarize participants with Little Rock’s street gangs. Items to be discussed will include criminal activity relating to street gangs, gang identifiers, intelligence gathering related to street gangs and other non-traditional groups. The importance of developing communication with law enforcement to track and prevent gang growth is stressed. This course will also address current gang trends, help participants recognize characteristics of gang activity and crime; and how to effectively deal with it.

#### **DATES AND LOCATIONS:**

**January 14, 2016**  
**Arkansas Northeastern College**  
(Blytheville, AR)

- Class hours are 8:30 a.m. to 4:00 p.m.

## **UNDERSTANDING JUVENILE LAW (7 Hours)**

This 7-hour course is designed to provide school resource officers, school administrators, school security officers, counselors and law enforcement officers with an overview of the juvenile justice system and related laws. This training will serve as a survey of the administration of juvenile delinquency and justice, including the structural components of the juvenile justice system and the stages of the criminal process from the detection of crime and arrest through prosecution, adjudication, and rehabilitation and its alternatives. Emphasis will be directed upon analysis of decisions and practices within the entire juvenile justice system as well as discretion in the administration of juvenile justice.

#### **DATES AND LOCATIONS:**

**February 25, 2016**  
**Criminal Justice Institute**

- Class hours are 8:30 a.m. to 4:30 p.m.

# Non-Sworn Law Enforcement Personnel

## TRAINING CLASSES FOR ARKANSAS NON-SWORN LAW ENFORCEMENT PERSONNEL

These classes are also available to Arkansas Non-Sworn Law Enforcement personnel working at a law enforcement agency. If a “fee” is required to be paid, you will be contacted about payment after completing the registration form.

### LAW ENFORCEMENT MANAGEMENT:

**Advanced Supervision and Leadership** • February 15-17 • University of Arkansas at Monticello • **\$150**

**Conflict Resolution for Supervisors** • April 11-12 • White County Sheriff’s Office • **\$125**

**Coping with Law Enforcement Stress** • April 14-15 • Union County Sheriff’s Office • **\$100**

**Cultural Diversity** • February 4 • Searcy Police Department • **\$50**

**Cultural Diversity** • May 17 • Cossatot Community College • **\$50**

**Effective Report Writing** • May 30 • Saline County Sheriff’s Office • **\$50**

### COMPUTER TRAINING:

**Advanced Microsoft Excel** • May 19 • Jonesboro Police Department • **FREE\***

**Microsoft Access** • March 9-10 • Washington County Sheriff’s Office • **FREE\***

**Microsoft Outlook/Windows 7: Tips and Tricks** • January 21 • Criminal Justice Institute • **FREE\***

**Microsoft Excel** • March 30-31 • Jonesboro Police Department • **FREE\***

### ONLINE:

**Foundations of Supervision and Leadership ONLINE** • Offered Monthly • **\$100**

**Principles of Supervision and Leadership ONLINE** • Offered Monthly • **\$100**

\* Free access to non-sworn support personnel within a local, county or state law enforcement agency

# Non-Commissioned Correctional Officers, Jailers and Detention Center Personnel

## TRAINING CLASSES FOR ARKANSAS NON-COMMISSIONED CORRECTIONAL OFFICERS, JAILERS AND DETENTION CENTER PERSONNEL

These classes are also available to Arkansas Non-Commissioned Correctional Officers, Jailers and Detention Center Personnel. If a “fee” is required to be paid, you will be contacted about payment after completing the registration form.

### LAW ENFORCEMENT MANAGEMENT:

**Advanced Supervision and Leadership** • February 15-17 • University of Arkansas at Monticello • **\$150**

**Conflict Resolution for Supervisors** • April 11-12 • White County Sheriff’s Office • **\$125**

**Cultural Diversity** • February 4 • Searcy Police Department • **\$50**

**Cultural Diversity** • May 17 • Cossatot Community College • **\$50**

**Effective Report Writing** • May 30 • Saline County Sheriff’s Office • **\$50**

### FORENSIC SCIENCES:

**Basic Crime Scene Processing** • February 23-25 • White Hall Fire Department • **\$150**

**Basic Crime Scene Processing** • May 10-12 • NW Arkansas Law Enforcement Training Academy • **\$150**

**Crime Scene Techniques and Investigation** • March 14-18 • Criminal Justice Institute • **\$400**

### ONLINE:

**Crime Scene Investigation ONLINE** • Offered Monthly • **\$100**

**Crime Scene First Responder for the Uniformed Officer ONLINE** • Offered Monthly • **FREE**

**Ethics for Law Enforcement ONLINE** • Offered Monthly • **\$50**

**Foundations of Supervision and Leadership ONLINE** • Offered Monthly • **\$100**

**Law Enforcement Response to Persons with Behavioral Health Issues ONLINE** • Offered Monthly • **\$50**

**Principles of Supervision and Leadership ONLINE** • Offered Monthly • **\$100**

**Racial Profiling ONLINE** • Offered Monthly • **\$50**

# Schedule At-A-Glance (January–June 2016)

## JANUARY 2016

### **Crime Scene Technician Certificate Program**

January 5–8, 2016  
Criminal Justice Institute

### **School Safety Refresher [ONLINE](#)**

January 6-11, 2016

### **Methamphetamine Investigations [ONLINE](#)**

January 6-26, 2016

### **Racial Profiling [ONLINE](#)**

January 7-13, 2016

### **Foundations of Supervision and Leadership [ONLINE](#)**

January 11-22, 2016

### **The Arkansas Methamphetamine Challenge for Law Enforcement Executives [ONLINE](#)**

January 11-20, 2016

### **Drug Endangered Children Awareness [ONLINE](#)**

January 12-19, 2016

### **Methamphetamine Awareness, Identification, and Safety for First Responders [ONLINE](#)**

January 12-19, 2016

### **Principles of Supervision and Leadership [ONLINE](#)**

January 13-27, 2016

### **Street Gang Awareness**

January 14, 2016  
Arkansas Northeastern College (Blytheville, AR)

### **Identifying and Preventing Bullying [ONLINE](#)**

January 14-20, 2016

### **Law Enforcement Response to Persons with Behavioral Health Issues [ONLINE](#)**

January 14-21, 2016

### **Early Intervention Programs**

January 19, 2016  
Criminal Justice Institute

### **Crime Scene First Responder for the Uniformed Officer [ONLINE](#)**

January 19-22, 2016

### **Autism Spectrum Disorders: Law Enforcement Response [ONLINE](#)**

January 19-25, 2016

### **Methamphetamine Awareness, Safety, and Identification for Parole and Probation [ONLINE](#)**

January 20-26, 2016

### **Ethics for Law Enforcement [ONLINE](#)**

January 20-29, 2016

### **[NEW!](#) Microsoft Outlook/Windows 7 Tips & Tricks**

January 21, 2016  
Criminal Justice Institute

### **School Site Safety Assessment [ONLINE](#)**

January 21-26, 2016

### **Animal Fighting/Animal Cruelty Investigations [ONLINE](#)**

January 21-27, 2016

### **Crime Scene Investigation [ONLINE](#)**

January 25-29, 2016

### **Domestic Violence [ONLINE](#)**

January 25-29, 2016

### **Officer Safety**

January 26, 2016  
Trumann Police Department

### **[NEW!](#) Cell Phones as an Investigative Tool**

January 26-27, 2016  
Criminal Justice Institute

### **Narcotics Officer Certificate Program**

January 26–28, 2016  
UA Community College at Hope-Texarkana Campus

# Schedule At-A-Glance (January–June 2016)

## Legal Update

January 28, 2016  
Benton Police Department

## SRO Roles and Responsibilities: Improving Relationships with School Personnel

January 28, 2016  
Criminal Justice Institute

## FEBRUARY 2016

### Crime Scene Technician Certificate Program

February 2–4, 2016  
Criminal Justice Institute

### School Safety Refresher **ONLINE**

February 2–5, 2016

### Methamphetamine Investigations **ONLINE**

February 2–22, 2016

### Racial Profiling **ONLINE**

February 3–9, 2016

### Cultural Diversity

February 4, 2016  
Searcy Police Department

### The Arkansas Methamphetamine Challenge for Law Enforcement Executives **ONLINE**

February 4–16, 2016

### Managing Interviews and Interrogations

February 5, 2016  
UA Cossatot in Ashdown

### Intelligence-Led Policing

February 8–9, 2016  
Criminal Justice Institute

### Foundations of Supervision and Leadership **ONLINE**

February 8–19, 2016

### Drug Endangered Children Awareness **ONLINE**

February 9–15, 2016

### Methamphetamine Awareness, Identification, and Safety for First Responders **ONLINE**

February 9–15, 2016

### Ethics for Law Enforcement **ONLINE**

February 10–19, 2016

### Principles of Supervision and Leadership **ONLINE**

February 10–23, 2016

### **NEW!** Changing the School Climate

#### One Leader at a Time

February 11, 2016  
Criminal Justice Institute

### Identifying and Preventing Bullying **ONLINE**

February 11–16, 2016

### Law Enforcement Response to Persons with Behavioral Health Issues **ONLINE**

February 11–17, 2016

### Advanced Supervision and Leadership

February 15–17, 2016  
University of Arkansas at Monticello

### School of Law Enforcement Supervision

February 15–19, 2016  
Criminal Justice Institute

### Drafting Search Warrants & Affidavits

February 16–18, 2016  
Criminal Justice Institute

### Crime Scene First Responder for the Uniformed Officer **ONLINE**

February 16–19, 2016

### School Site Safety Assessment **ONLINE**

February 17–22, 2016

## Schedule At-A-Glance (January–June 2016)

### **Methamphetamine Awareness, Safety, and Identification for Parole and Probation [ONLINE](#)**

February 17-23, 2016

### **Autism Spectrum Disorders: Law Enforcement Response [ONLINE](#)**

February 18-24, 2016

### **Community Oriented Policing**

February 22, 2016

Forrest City Police Department

### **Crime Scene Investigation [ONLINE](#)**

February 22-26, 2016

### **Domestic Violence [ONLINE](#)**

February 22-26, 2016

### **Basic Crime Scene Processing**

February 23-25, 2016

White Hall Fire Department

### **Narcotics Officer Certificate Program**

February 23–25, 2016

UA Community College at Hope-Texarkana Campus

### **Animal Fighting/Animal Cruelty Investigations [ONLINE](#)**

February 23-26, 2016

### **Understanding Juvenile Law**

February 25, 2016

Criminal Justice Institute

### **Warrantless Search and Seizure**

February 26, 2016

Central Fire Department (Mountain View, AR)

### **Managing Informants and Cooperative Witnesses for Law Enforcement**

February 29, 2016

Paragould Police Department

## **MARCH 2016**

### **Crime Scene Technician Certificate Program**

March 1–3, 2016

Criminal Justice Institute

### **School Safety Refresher [ONLINE](#)**

March 1-4, 2016

### **Methamphetamine Investigations [ONLINE](#)**

March 1-21, 2016

### **Racial Profiling [ONLINE](#)**

March 2-8, 2016

### **Drugs on Campus**

March 3, 2016

Criminal Justice Institute

### **Foundations of Supervision and Leadership [ONLINE](#)**

March 4-17, 2016

### **School of Law Enforcement Supervision**

March 7–11, 2016

Criminal Justice Institute

### **The Arkansas Methamphetamine Challenge for Law Enforcement Executives [ONLINE](#)**

March 7-16, 2016

### **Drug Endangered Children Awareness [ONLINE](#)**

March 8-14, 2016

### **Methamphetamine Awareness, Identification, and Safety for First Responders [Online](#)**

March 8-14, 2016

### **Microsoft Access**

March 9-10, 2016

Washington County Sheriff's Office

### **[NEW!](#) Surveillance for Rural & Urban Officers**

March 9-10, 2016

Criminal Justice Institute

# Schedule At-A-Glance (January–June 2016)

**Autism Spectrum Disorders:  
Law Enforcement Response ONLINE**

March 9-15, 2016

**Identifying and Preventing Bullying ONLINE**

March 10-15, 2016

**Law Enforcement Response to Persons  
with Behavioral Health Issues ONLINE**

March 10-16, 2016

**Crime Scene First Responder  
for the Uniformed Officer ONLINE**

March 14-17, 2016

**Crime Scene Techniques and Investigation**

March 14-18, 2016

Criminal Justice Institute

**Principles of Supervision and Leadership ONLINE**

March 14-24, 2016

**Ethics for Law Enforcement ONLINE**

March 15-24, 2016

**School Site Safety Assessment ONLINE**

March 15-18, 2016

**Animal Fighting/Animal Cruelty  
Investigations ONLINE**

March 16-21, 2016

**Methamphetamine Awareness, Safety, and  
Identification for Parole and Probation ONLINE**

March 16-22, 2016

**Gang Awareness, Prevention &  
Intervention for Schools**

March 17, 2016

Arkansas Northeastern College (Blytheville, AR)

**Stalking**

March 18, 2016

Pope County Sheriff's Office (Russellville, AR)

**Active Shooter Level II**

March 21-22, 2016

University of Arkansas at Monticello

**Crime Scene Investigation ONLINE**

March 21-24, 2016

**Domestic Violence ONLINE**

March 21-25, 2016

**Outlaw Motorcycle Gangs**

March 23, 2016

Washington County Sheriff's Office (Fayetteville, AR)

**Narcotics Officer Certificate Program**

March 29–31, 2016

UA Community College at Hope-Texarkana Campus

**Microsoft Excel**

March 30-31, 2016

Jonesboro Police Department

## APRIL 2016

**School Safety Refresher ONLINE**

April 4-7, 2016

**Instructor Development**

April 4-8, 2016

Washington County Sheriff's Office (Fayetteville, AR)

**Methamphetamine Investigations ONLINE**

April 4-22, 2016

**Crime Scene Technician Certificate Program**

April 5–7, 2016

Criminal Justice Institute

**Racial Profiling ONLINE**

April 5-11, 2016

**Use of Force**

April 6, 2016

Hot Springs Police Department

## Schedule At-A-Glance (January–June 2016)

### **Foundations of Supervision and Leadership [ONLINE](#)**

April 7-20, 2016

### **Active Killer: Response for Educators**

April 8, 2016

College of the Ouachitas (Malvern, AR)

### **Case File Preparation**

April 8, 2016

Conway Police Department

### **Conflict Resolution for Supervisors**

April 11-12, 2016

White County Sheriff's Office (Searcy, AR)

### **Drug Endangered Children Awareness [ONLINE](#)**

April 11-15, 2016

### **School of Law Enforcement Supervision**

April 11–15, 2016

Criminal Justice Institute

### **Bloodstain Pattern Documentation**

April 11-14, 2016

Criminal Justice Institute

### **The Arkansas Methamphetamine Challenge for Law Enforcement Executives [Online](#)**

April 11-20, 2016

### **Methamphetamine Awareness, Identification, and Safety for First Responders [Online](#)**

April 12-18, 2016

### **Principles of Supervision and Leadership [ONLINE](#)**

April 12-25, 2016

### **Identifying and Preventing Bullying [ONLINE](#)**

April 13-18, 2016

### **Law Enforcement Response to Persons with Behavioral Health Issues [ONLINE](#)**

April 13-19, 2016

### **Learning from the Teen Brain to Improve Bullying Prevention, School Culture, and Safety**

April 14, 2016

Criminal Justice Institute

### **Prescription Drug Diversion**

April 14, 2016

North Arkansas College (Harrison, AR)

### **Coping with Law Enforcement Stress**

April 14-15, 2016

Union County Sheriff's Office (El Dorado, AR)

### **Ethics for Law Enforcement [ONLINE](#)**

April 18-27, 2016

### **Crime Scene First Responder for the Uniformed Officer [ONLINE](#)**

April 18-21, 2016

### **Traffic Accident Reconstruction**

April 18-22, 2016

Criminal Justice Institute

### **[NEW!](#) Recognition of Drug Paraphernalia and Impairment**

April 19, 2016

Greenwood Police Department

### **Shooting Scene Investigation**

April 19-21, 2016

Jacksonville Police Department

### **Animal Fighting/Animal Cruelty Investigations [ONLINE](#)**

April 19-22, 2016

### **Autism Spectrum Disorders: Law Enforcement Response [ONLINE](#)**

April 19-25, 2016

### **School Site Safety Assessment [ONLINE](#)**

April 20-25, 2016

# Schedule At-A-Glance (January–June 2016)

## **Methamphetamine Awareness, Safety, and Identification for Parole and Probation [ONLINE](#)**

April 20-26, 2016

## **Crime Scene Investigation [ONLINE](#)**

April 21-27, 2016

## **Domestic Violence [ONLINE](#)**

April 21-27, 2016

## **Warrantless Search and Seizure**

April 22, 2016

Phillips Community College

(Helena, AR)

## **Crimes Against the Elderly**

April 25, 2016

University of Arkansas

Community College at Hope

## **Basic Digital Photography**

April 26-27, 2016

Conway Police Department

## **Computer Fast Forensics**

April 26-28, 2016

Jonesboro Police Department

## **Narcotics Officer Certificate Program**

April 26–28, 2016

UA Community College at Hope-Texarkana Campus

## **First Responder Operations in Rural Terrain (FORT)**

April 27-29, 2016

Fort Smith Training Academy

## **Social Media Issues for Law Enforcement**

April 29, 2016

UA Community College at Hope

## **MAY 2016**

## **School Safety Refresher [ONLINE](#)**

May 2-5, 2016

## **Methamphetamine Investigations [ONLINE](#)**

May 2-20, 2016

## **Crime Scene Technician Certificate Program**

May 3–5, 2016

Criminal Justice Institute

## **Racial Profiling [ONLINE](#)**

May 3-9, 2016

## **Juvenile Takeover of Social Media:**

### **Can We Catch Up?**

May 5, 2016

Greenwood Police Department

## **The Arkansas Methamphetamine Challenge for Law Enforcement Executives [Online](#)**

May 5-16, 2016

## **Foundations of Supervision and Leadership [ONLINE](#)**

May 5-18, 2016

## **Drug Endangered Children Awareness [ONLINE](#)**

May 9-13, 2016

## **Methamphetamine Awareness, Identification, and Safety for First Responders [Online](#)**

May 9-13, 2016

## **School of Law Enforcement Supervision**

May 9–13, 2016

Criminal Justice Institute

## **Basic Crime Scene Processing**

May 10-12, 2016

NW Arkansas Law Enforcement Training Academy  
(Springdale, AR)

## **Identifying and Preventing Bullying [ONLINE](#)**

May 10-13, 2016

## **Law Enforcement Response to Persons with Behavioral Health Issues [ONLINE](#)**

May 10-16, 2016

## Schedule At-A-Glance (January–June 2016)

### **Crime Scene First Responder for the Uniformed Officer ONLINE**

May 16-19, 2016

### **Field Training for the 21st Century**

May 16-20, 2016  
Paragould Police Department

### **Principles of Supervision and Leadership ONLINE**

May 16-27, 2016

### **Cultural Diversity**

May 17, 2016  
UA Cossatot in Ashdown

### **Autism Spectrum Disorders: Law Enforcement Response ONLINE**

May 17-23, 2016

### **Methamphetamine Awareness, Safety, and Identification for Parole and Probation ONLINE**

May 17-23, 2016

### **Ethics for Law Enforcement ONLINE**

May 18-27, 2016

### **Advanced Microsoft Excel**

May 19, 2016  
Jonesboro Police Department

### **Animal Fighting/Animal Cruelty Investigations ONLINE**

May 19-24, 2016

### **School Site Safety Assessment ONLINE**

May 19-24, 2016

### **Community Oriented Policing**

May 20, 2016  
Rogers Police Department

### **Bloodstain Pattern Analysis**

May 23-27, 2016  
Criminal Justice Institute

### **Crime Scene Investigation ONLINE**

May 23-27, 2016

### **Domestic Violence ONLINE**

May 23-27, 2016

### **Narcotics Officer Certificate Program**

May 24–26, 2016  
UA Community College at Hope-Texarkana Campus

### **Effective Report Writing**

May 31, 2016  
Saline County Sheriff's Office (Benton, AR)

## **JUNE 2016**

### **School Safety Refresher ONLINE**

June 1-6, 2016

### **Methamphetamine Investigations ONLINE**

June 1-21, 2016

### **Microsoft PowerPoint**

June 2, 2016  
Criminal Justice Institute

### **Racial Profiling ONLINE**

June 2-8, 2016

### **Use of Force**

June 3, 2016  
Union County Sheriff's Office (El Dorado, AR)

### **Communication Excellence in Law Enforcement**

June 6, 2016  
Searcy Police Department

### **Street Survival/Casualty Care**

June 6, 2016  
Washington County Sheriff's Office (Fayetteville, AR)

### **Instructor Development**

June 6-10, 2016  
Criminal Justice Institute

### **The Arkansas Methamphetamine Challenge for Law Enforcement Executives ONLINE**

June 6-15, 2016

## Schedule At-A-Glance (January–June 2016)

### **Foundations of Supervision and Leadership [ONLINE](#)**

June 6-17, 2016

### **Crime Scene Technician Certificate Program**

June 7–9, 2016

Criminal Justice Institute

### **Drug Endangered Children Awareness [ONLINE](#)**

June 7-13, 2016

### **Methamphetamine Awareness, Identification, and Safety for First Responders [ONLINE](#)**

June 7-13, 2016

### **Planning, Conducting and Analyzing Emergency Crisis Plans: From Tabletop to Full Drill**

June 8, 2016

South Central Cooperative (Camden, AR)

### **Autism Spectrum Disorders: Law Enforcement Response [ONLINE](#)**

June 8-14, 2016

### **Principles of Supervision and Leadership [ONLINE](#)**

June 8-21, 2016

### **Identifying and Preventing Bullying [ONLINE](#)**

June 9-14, 2016

### **Law Enforcement Response to Persons with Behavioral Health Issues [ONLINE](#)**

June 9-15, 2016

### **Arkansas Leader**

June 12–17, 2016

Criminal Justice Institute

### **Crime Scene First Responder for the Uniformed Officer [ONLINE](#)**

June 13-16, 2016

### **Liquid Meth and Conversion Lab Investigation**

June 14, 2016

Criminal Justice Institute

### **Solo Engagement Response to an Active Killer**

June 14-16, 2016

Criminal Justice Institute

### **Methamphetamine Awareness, Safety, and Identification for Parole and Probation [ONLINE](#)**

June 14-20, 2016

### **School Site Safety Assessment [ONLINE](#)**

June 15-20, 2016

### **Courtroom Testimony**

June 17, 2016

Mountain Home Police Department

### **Police Internal Affairs Investigations**

June 21-22, 2016

Conway Police Department

### **School Resource Officer I (Basic)**

June 20-24, 2016

Criminal Justice Institute

### **Ethics for Law Enforcement [ONLINE](#)**

June 20-29, 2016

### **Animal Fighting/Animal Cruelty Investigations [ONLINE](#)**

June 21-24, 2016

### **Crime Scene Investigation [ONLINE](#)**

June 21-27, 2016

### **Domestic Violence [ONLINE](#)**

June 22-28, 2016

### **Risk Management**

June 23, 2016

Criminal Justice Institute

### **Domestic Violence**

June 30, 2016

Texarkana Police Department