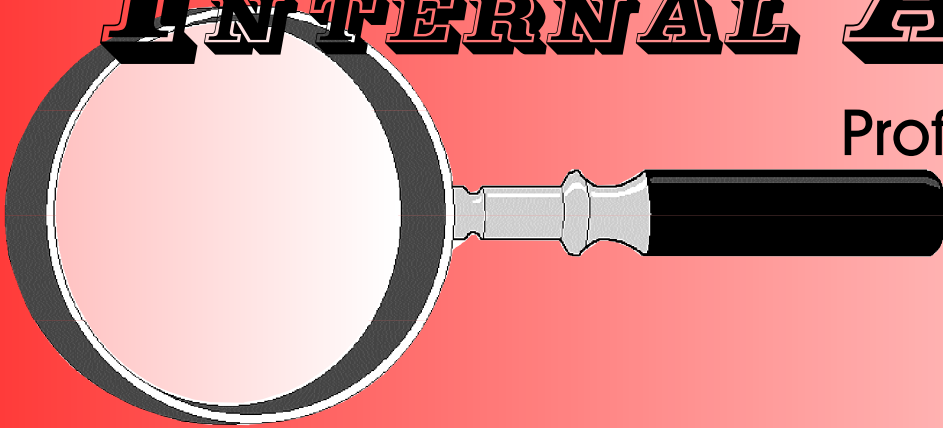


The Institute for Law Enforcement Administration

# **INTERNAL AFFAIRS.**

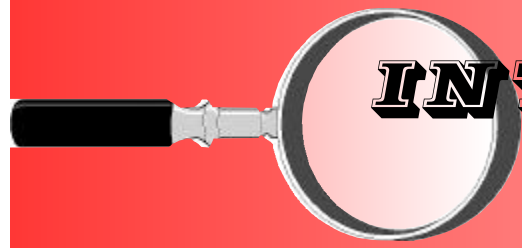
Professional Standards  
and Ethics



April 8-12, 2002 Richardson, Texas

For further information contact us:

Phone: 972-664-3471 \* Fax: 972-699-7172 \* E-mail: [ILEA@cailaw.org](mailto:ILEA@cailaw.org)



# INTERNAL AFFAIRS,

## Professional Standards and Ethics

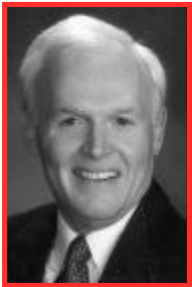
The Institute for Law Enforcement Administration, a division of The Center for American and International Law (formerly The Southwestern Legal Foundation), will hold its Internal Affairs, Professional Standards and Ethics course at The Center for American and International Law headquarters, 1778 N. Plano Road, Suite 212, Richardson, Texas.

This four and one-half day program is designed for internal affairs investigators and managers.

The program will include such topics as:

- ▶ Administration of the Internal Affairs function
- ▶ Employee interviewing
- ▶ Employee drug testing and searches
- ▶ Managing internal investigations
- ▶ Procedural aspects of discipline
- ▶ Ethics and the Internal Affairs function
- ▶ Early-warning systems

### FACULTY



**Thomas F. Kennedy, Jr.**, President of TFK Consulting, Inc. Joined the New Hampshire State Police in 1971 after serving as a police officer with two municipal agencies in that State, and rose through the ranks to Executive Major (ret.), New Hampshire State Police, 1994-1996. Holds a bachelor's degree from New Hampshire College and a Master's in Public Administration from Vermont College of Norwich University.

Was a Senior Fellow with the New England Institute of Law Enforcement Management, taught courses on the internal affairs function and continues to hold seminars and workshops in background investigations and internal affairs across the country. Recently published, *Conducting Background Investigations: The Problem of the 'Gypsy' Law Enforcement Officer*. New Hampshire Business Review, Manchester, NH, September 25, 1999.



**Gary W. Sykes**, Director, Institute for Law Enforcement Administration; B.A., M.A., Ph.D. in Political Science from The Pennsylvania State University; former professor in the School of Justice Administration, University of Louisville; graduate of the Aspen Institute on Ethics. Since 1989, he has administered the Internal Affairs program and teaches the ethics sessions.

**Timothy J. Longo, Sr.**, Chief of Police, Charlottesville, Virginia Police Department. Began his career in law enforcement as a police cadet in the Baltimore, Maryland Police Department and moved through the ranks including Lieutenant/Shift Commander, Internal Investigations Division, Special Investigations Unit and retired as Major of the Communications Division. Chief Longo holds a Bachelor's degree from Towson University and a J.D. from the University of Baltimore School of Law. As the Commander of the Special Investigations Unit, he managed pro-active and aggressive investigations of serious misconduct among officers in the Baltimore Police Department. An acknowledged expert in internal affairs inquiries, he provides in-depth exercises in conducting complaint and pro-active investigations within police agencies.

### GENERAL INFORMATION

**REGISTRATION:** On the opening day, registration will begin at 8:00am in the lobby of The Institute for Law Enforcement Administration, 1778 N. Plano Road, Suite 212, Richardson, Texas 75081. Daily sessions will begin promptly at 8:30 a.m. and will end at 4:30 p.m., except on Friday which will conclude at 12:00 noon. Lunch will be on your own.

**CANCELLATION:** Tuition, less a twenty-five (\$25) fee, will be refunded upon written cancellation received five working days prior to the program. Cancellations received after that date cannot be refunded, although substitutions will be permitted.

**HOTEL ACCOMMODATIONS:** The cost of housing is not included in the tuition. Accommodations are available at the Holiday Inn Select, 1655 North Central Expressway, Richardson, Texas 75080. The rate is \$69 per night, plus 15% tax. To assure room availability at the Holiday Inn Select, please contact Carolyn Spano, Director of Sales, at 972.669.0508 at least two weeks prior to your arrival date and ask for the special Institute for Law Enforcement Administration rate.

**INFORMATION FOR AIR TRAVELERS:** Most interstate flights into the Dallas/Fort Worth area land at the Dallas/Fort Worth International Airport, about twenty miles from the Institute. The Super Shuttle runs from the airport to the hotel. Schedules and rate information are available at each terminal. The Super Shuttle also services Love Field Airport.

**NONDISCRIMINATORY POLICY:** It is the policy of The Center for American and International Law (formerly The Southwestern Legal Foundation) that no person, on the basis of race, sex, color, religion, national origin or ancestry, age or handicap, shall be discriminated against in educational programs and activities, scholarship programs or admissions.

**PERSONS WITH A DISABILITY** who need special accommodations to attend this program may contact the Institute at 972.664.3471 no later than ten (10) working days prior to the program so that necessary arrangements can be made.

# REGISTRATION

## Internal Affairs, Professional Standards and Ethics April 8-12, 2002

### Mail, fax or E-mail to Registrar:

The Center for American and International Law  
(formerly The Southwestern Legal Foundation)  
P.O. Box 830707 | Richardson, Texas 75083-0707

Phone: 972.664.3468  
Fax: 972.699.7172  
ILEA Office Phone: 972.664.3471  
ILEA@cailaw.org

**Tuition:** \$545 non-members, \$445 members of the Institute for Law Enforcement Administration. This includes all instruction and handouts. Lodging and meals are excluded.

**Course Date** \_\_\_\_\_

Name/Rank \_\_\_\_\_

Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip/Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Social Security No.: \_\_\_\_\_

\*Required for training credit through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)

### TUITION MAY BE PAID BY CREDIT CARD

\_\_\_ Check enclosed payable to The Center for American and International Law (formerly The Southwestern Legal Foundation).  
\_\_\_ Please charge: AmEx \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Discover \_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address (if different from address above) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## Mark your calendar

### Contemporary Issues In Police Administration

March 25-27, 2002

### Police Executive Development

April 22-26, 2002

### TCLEOSE Credit

Law enforcement personnel attending this course  
are eligible for 32 hours of Texas Commission on  
Law Enforcement Officer Standards and Education  
(TCLEOSE) Credit.

## ILEA Program Schedule — 2002

- ▶ Ethics Train-the-Trainer April 15
- ▶ Police Executive Development: The Pursuit of Quality (Dallas, TX) April 22
- ▶ 11th Advanced Management College (Aspen, CO) May 15
- ▶ Ethics Train-the-Trainer (San Diego, CA) May 29
- ▶ School of Police Supervision June 5
- ▶ Hate Crimes Symposium (Location TBA) June 14
- ▶ Cultural Diversity Train-the-Trainer (St. Louis, MO) July 15
- ▶ Ethics Train-the-Trainer (Meriden, CT) September 1
- ▶ School of Police Supervision (Dallas, TX) Sep 15
- ▶ 11th Annual International Ethics Conference (Dallas, TX) October 17
- ▶ Cultural Diversity Train-the-Trainer (Dallas, TX) November 1
- ▶ Ethics Train-the-Trainer (Dallas, TX) December 1

*All courses will be held at the ILEA headquarters in Richardson, TX unless noted otherwise.*

### ILEA Membership

Is your agency interested in saving money? Members of the Institute for Law Enforcement Administration pro reduced tuition rates on all programs and is available to county, state and federal law enforcement organizations. Membership cost is based on the number of sworn and non-sworn personnel in your organization. For additional information, please call 972.664.3471 or e-mail [ILEA@cailaw.org](mailto:ILEA@cailaw.org).

### Publications

And now, after eight years, *Ethics Roll Call* has become an online publication. To read the latest edition (Winter 2001) go to [www.theILEA.org/publications](http://www.theILEA.org/publications).

**THE SOUTHWESTERN LEGAL FOUNDATION**  
(formerly The Southwestern Legal Foundation)  
**THE INSTITUTE FOR LAW ENFORCEMENT ADMINISTRATION**  
P.O. Box 830707 • Richardson, Texas 75083-0707

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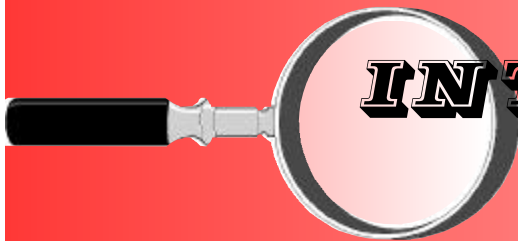
**PLEASE NOTE:** The Center for American and International Law (formerly The Southwestern Legal Foundation) utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.



Please provide your correct mailing address

# INTERNAL AFFAIRS,

## Professional Standards and Ethics



April 8-12, 2002

Visit us at [www.theILEA@cailaw.org](http://www.theILEA@cailaw.org)