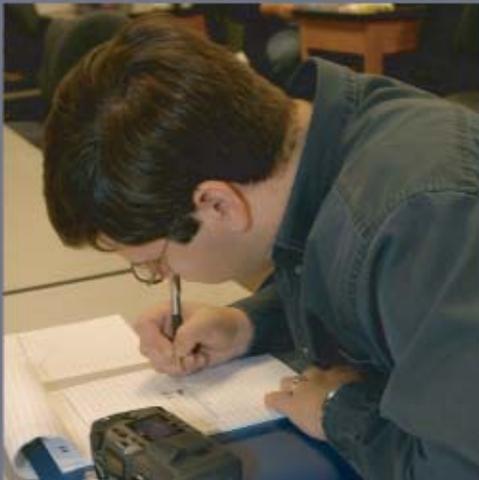


Criminal Justice Institute

University of Arkansas System

Course Schedule

July 1, 2005 - June 30, 2006



UofA

UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

www.cji.net

Contents

General Information 4

Contact Information
How To Register
Cancellation Policy
Specialized Seminars,
Forums and Symposiums
ADA Program Accessibility

Forensic Sciences and Computer Education Center (FSCEC) 6

Center Information
Computer Enhancement
Program and Course
Synopsis
Forensic Sciences Program
and Course Synopsis
Crime Scene Technician
Certificate Program
Crime Scene
Investigator Certificate
FSCEC Special Projects

Law Enforcement Management Center (LEMC) 19

Center Information
LEMC Course Synopsis
LEMC Specialized
Programs of Study

CJI Certificate and Degree Programs 28

Law Enforcement
Administration
Crime Scene Investigation

Course Calendar 31

Class Enrollment Form 41

A Publication of the
Criminal Justice Institute
University of Arkansas System



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Director

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www.cji.net

General Information

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

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

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

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

For more information on specific programs, contact the following:

Forensic Sciences and Computer Education Center

Dr. Cheryl Puskarich May
Assistant Director
(501) 570-8000

Law Enforcement Management Center

Mike Mashburn
Assistant Director
(501) 570-8042

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

Forensic Science

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

Computer Enhancement

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

Law Enforcement Management

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

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

Methamphetamine Project

Chris Stafford
cestafford@cji.net or (501) 570-8067

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

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

How To Register

Individuals who plan to attend a scheduled course of instruction must enroll in the course by completing a CJI registration form and submitting it to the Institute. For your convenience, a course enrollment form has been provided on page 41 of this course schedule and is also available online at www.cji.net. Please feel free to make copies and distribute them throughout your agency.

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

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

Cancellation Policy

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

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

Specialized Seminars, Forums, and Symposiums

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

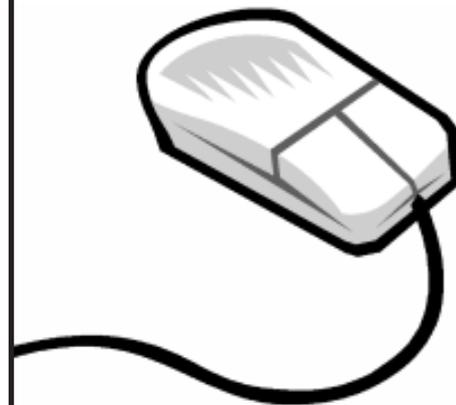
While such activities are currently being planned, they are not included in this course schedule. Law enforcement agencies will be notified of these events through periodic mailings by the Criminal Justice Institute.

ADA Program Accessibility

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

For more information about
the Criminal Justice Institute

Get Online...



www.cji.net

Forensic Sciences and Computer Education Center (FSCEC)

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

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

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

FSCEC Computer Enhancement Program

FSCEC computer courses are designed to enhance the computer knowledge and skills of law enforcement officers and criminal justice personnel throughout the State. Instruction is provided using everyday terminology to emphasize objectives of the course and to provide step-by-step procedures for accomplishing each objective.

Courses are delivered in our computer lab, which contains 21 workstations. Consequently, enrollment in all computer enhancement courses will be restricted to a maximum of 21 participants. **Unless otherwise indicated, all Computer Enhancement courses will be held between 8:30 a.m. and 4:30 p.m at the Criminal Justice Institute.**

Technical Assistance

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

For technical assistance, contact:

Sandy Williams at 501-570-8076
or scwilliams@cji.net

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

Crime Scene Sketching Using Crime Zone 14 Hours

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

October 17–18, 2005 Criminal Justice Institute

Internet Researching and E-mail 7 Hours

This course provides a working knowledge of Internet research and basic E-mail concepts. Major topics to be covered include: Using URLs and Addresses; Using Boolean Logic; Using Bookmarks; Using Search Engines; Understanding Hyperlinks; and Working with E-mail. **Prerequisite for this course:** *Introduction to Computers* or a working knowledge of Microsoft Windows and computer navigation skills.

September 29, 2005 Criminal Justice Institute

March 21, 2006 Criminal Justice Institute



Introduction to Computers 14 Hours

This course provides students with a sound foundation for acquiring more complex computing skills to become efficient in the ever changing world of criminal justice technology. Beginner to intermediate computer users would benefit from this course. Major topics to be covered include: Basic Computer Components; Operating Systems; Basic Software; Using Windows; Using Selected Settings; Mousing and Keyboarding Skills; Computer Navigation; Electronic File Management; and Working with Folders.

August 2–3, 2005 Criminal Justice Institute

September 21–22, 2005 Criminal Justice Institute

November 8–9, 2005 Criminal Justice Institute

February 21–22, 2006 Criminal Justice Institute

March 15–16, 2006 Criminal Justice Institute

June 14–15, 2006 Criminal Justice Institute

Using Microsoft Access 21 Hours

This fast-paced course will provide participants with a basic working knowledge of Microsoft Access, a powerful database program that can be used to perform queries and statistical computations.

Major topics to be covered include: Creating and Working with Tables; Setting Field Properties; Finding and Filtering Data; Printing; Creating Relationships Between Tables; Creating and Modifying Queries; Creating Basic Forms and Reports; Designing Advanced Queries; Creating Action Queries; Using Advanced Query Wizards; Using Design View; Using Advanced Form and Report Design; Using Subforms and Database Utilities; and Using the Table Analyzer Wizard. **Prerequisites for this course:** *Introduction to Computers*, *Using Microsoft Word*, and *Using Microsoft Excel* or an intermediate to advanced working knowledge of Microsoft Windows, Microsoft Word, and Microsoft Excel and intermediate to advanced computer navigation skills.

April 25–27, 2006 Criminal Justice Institute

Using Microsoft Excel 14 Hours

Summarizing information in the form of charts and tables and making financial and other types of calculations are common tasks performed by administrative and supervisory personnel in criminal justice agencies. Microsoft Excel is a software program that stores and manages information so that it can be summarized.

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; Working with Ranges; Working with Multiple Workbooks; Managing Worksheets; Creating, Editing and Modifying Charts. **Prerequisites for this course:** *Introduction to Computers* and *Using Microsoft Word*, or have a working knowledge of Microsoft Windows and Microsoft Word, along with intermediate to advanced computer navigation skills.

October 26–27, 2005 Criminal Justice Institute

January 19–20, 2006 Criminal Justice Institute

April 19–20, 2006 Criminal Justice Institute

Using Microsoft PowerPoint 14 Hours

This two-day course provides a general working knowledge of Microsoft PowerPoint, a graphical presentation program that can be used for creating handouts and slide show presentations, and as a tool for agency personnel instruction.

Major topics to be covered include: Creating and Enhancing Basic Presentation Slides; Using Outline View; Correcting Spelling Errors; Printing Presentations; Formatting and Editing Text; Using Clip Art and Other Graphics; Working with Slide Masters; Using Drawing Objects; Using Slide Sorter, Slide Show and Note Page Views; Adding Special Effects; Using Data from Other Sources; Importing and Exporting Charts; Using Tables and Charts; and Exporting Presentation Slides. **Prerequisites for this course:** *Introduction To Computers* and *Using Microsoft Word* or a working knowledge of Microsoft Windows and Microsoft Word, along with computer navigation skills. Working knowledge of creating and editing charts in Microsoft Excel is also recommended.

December 13–14, 2005 Criminal Justice Institute

May 24–25, 2006 Criminal Justice Institute

Using Microsoft Word 14 Hours

Microsoft Word, a widely-used word processing program, provides many methods of enhancing the professionalism of written communication and documentation. This course will provide the participants with a working knowledge of Microsoft Word along with practical tips for increasing productivity.

Major topics to be covered: Basic Document Skills; Basic Text Editing; Printing; Checking Spelling and Grammar; Formatting Characters, Paragraphs and Documents; Working with Tabs; Working with Numbers and Bullets; Working with Headers and Footers; Using Columns and Tables; Creating Forms and Templates; and Using AutoCorrect and AutoText.

Prerequisite for this course: *Introduction to Computers* or have a working knowledge of Microsoft Windows/NT and computer navigation skills.

August 25–26, 2005 Criminal Justice Institute

October 12–13, 2005 Criminal Justice Institute

November 30–December 1, 2005 Criminal Justice Institute

March 6–7, 2006 Criminal Justice Institute

April 12–13, 2006 Criminal Justice Institute

June 28–29, 2006 Criminal Justice Institute

Forensic Sciences Program

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

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

In response to the results of the 2004 *CJI Law Enforcement Executive Survey*, the FSCEC will be developing and delivering courses that focus on crimes against the elderly and identity theft. Announcements for these courses will be distributed as soon as these courses are developed.

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

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

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



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

Advanced Bloodstain Pattern Analysis 21 Hours

Advanced Bloodstain Pattern Analysis will expand upon the basic principles of bloodstain pattern analysis. The goal of this course is to introduce more of the variables that might be encountered in actual casework and also to develop an appreciation of the proper use of the scientific method to solve problems. Introduction to the scientific method will be followed with advanced techniques such as volume calculation, drying time, and clotting time. Each student will be required to present one of their own cases that involves the analysis of bloodstains. Cases will be critiqued for content, documentation, presentation and any issues that might be a point of contention to a reviewing expert.

Only students who have successfully completed a 40-hour bloodstain pattern analysis course will qualify for enrollment. Each student must also bring a bloodstain case in a format suitable for courtroom presentation. These presentations must include the following: PowerPoint or photographs, case history, autopsy, crime scene documentation, and investigative data. **Enrollment is restricted to 20 participants.**

March 1–3, 2006 Criminal Justice Institute

Basic Crime Scene Processing 21 Hours

Participants will learn techniques of crime scene investigation as applied to crimes against property. Hands-on exercises focusing on the recognition, documentation, recovery, and preservation of physical evidence will be implemented. Practical application of the techniques and procedures learned will be accomplished through a mock crime scene exercise.

This course will benefit patrol officers, new members of crime scene specialty units, forensic science specialists, and seasoned investigators. Access to an adjustable 35mm camera and tripod will be required. **Course enrollment will be restricted to 20 participants.**

October 11–13, 2005 University of Arkansas
at Monticello

March 28–30, 2006 Fort Smith Police Department

Basic Digital Photography 14 Hours

Law enforcement is utilizing digital photography and technology more frequently than ever before. This course will address the basic photography theory to be applied to capturing digital images that will enhance image quality. Other topics include types of digital cameras, digital images vs. 35mm film, basic crime scene digital photography including those involving clandestine methamphetamine laboratories, legal issues, and an overview of image handling.

Because hands-on exercises will be utilized in this two-day program, **enrollment will be restricted to 20 students.** Students will need to bring digital cameras and tripods.

August 22–23, 2005 Criminal Justice Institute

February 16–17, 2006 Criminal Justice Institute

Bloodstain Pattern Analysis 40 Hours

This course will include lecture and case history presentation, experiments, mock crime scene evaluations, photography and documentation for bloodstain pattern evidence. Lectures and cases history presentations will introduce the basic concepts of bloodstain pattern formation and interpretation. Hands-on experiments will be used to demonstrate the mechanics of actual pattern formation and typical pattern characteristics used in interpretation. Mock crime scenes will be employed to demonstrate and assess each participant's skill in using appropriate documentation techniques, biohazard precautions, crime scene control and interpreting bloodstain patterns. Student documentation, as well as the student's ability to support all opinions presented, will be critiqued by the instructors.

Course length and experiments will meet the membership requirements for the International Association of Bloodstain Pattern Analysts (IABPA). Students will be expected to bring an adjustable 35mm camera, tripod, detachable flash and PC cord. **Enrollment is limited to 20 participants.**

January 30–February 3, 2006 Criminal Justice
Institute

Bloodstain Pattern Documentation 28 Hours

Bloodstain pattern analysis adds another dimension to the information left at the scene of a crime. By analyzing the physical pattern of the bloodstains, additional information can be learned including how the crime was conducted, who was or was not present, how many blows were struck, and even positioning of the individuals involved in the crime. To perform bloodstain pattern analysis, many years of study are required. This course will address the more immediate need for law enforcement officers—recognition of basic bloodstain patterns at a crime scene and the proper methods of documenting the scene so that specialized analysis can then be performed by a bloodstain pattern expert. Topics will include photographic documentation, types of information to be noted, and proper use of markers and scales.

Due to the hands-on nature of this course, **enrollment will be restricted to 20 participants**. Students will be expected to bring an adjustable 35 mm camera, tripod, detachable flash and PC cord.

September 20–23, 2005 Criminal Justice Institute

Computer Crime Awareness for First Responders 7 Hours

This course provides basic awareness for computer crimes and is suitable for all front line officers who may come in contact with computer evidence. Participants will learn to recognize and protect digital evidence in a wide variety of crimes. Basic first responder principles for the protection and preservation of digital evidence will be presented, along with principles for properly seizing a computer at a crime scene for later laboratory analysis. Resources available for laboratory analysis of digital evidence will also be discussed.

October 21, 2005 Criminal Justice Institute

Computer Crime 21 Hours

This three-day course provides a basic introduction to investigative techniques for crimes involving computers. Topics to be covered also include types of crime on the Internet, white-collar crime, computers at crime scenes, and legal issues such as search and seizure. In addition, students will be given opportunities to use methods and techniques relevant to investigating suspected or proven criminal activity on the Internet.

Detectives, investigators, as well as crime scene and forensic science specialists will benefit from this basic program. Participants should have a strong working knowledge of computer hardware and software. Due to the hands-on nature of this program, **enrollment will be restricted to 20 participants**.

February 1–3, 2006 Criminal Justice Institute

Crime Scene Courtroom Testimony 14 Hours

This three-day course is designed specifically for the crime scene investigator who is frequently required to testify to their observations and actions at a crime scene as well as subsequent interpretation of their findings. This requires expert testimony from the crime scene investigator. This course will help to define that role and provide suggested guidelines in testifying as an expert witness in crime scene investigation. In addition to lecture, students may be required to participate in a mock court trial. The knowledge gained through this experience will be applicable to future court testimonies.

Crime scene specialists and detectives/investigators who process crime scenes will benefit from this course. Due to the hands-on nature of this course, **enrollment will be restricted to 20 participants**.

June 1–2, 2006 Criminal Justice Institute

Crime Scene Digital Photography and Imaging 28 Hours

This four-day course is designed as an introduction to using digital photography in crime scene investigations as well as managing the images that are captured. Topics include digital photography and imaging, computer hardware and software issues, enhancement techniques, creating quality printed images, SOP's, archival requirements and legal issues. Panorama (QTVR) and digital video will also be discussed.

All students are required to bring a digital camera with flash and flash cards. Tripods are also required. Mock crime scenes, including a meth lab, will provide a hands-on emphasis. Consequently, **class enrollment will be limited to 20 students.**

May 2–5, 2006 Criminal Justice Institute

Crime Scene Investigations 14 Hours

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

This course will benefit patrol officers, investigators/detectives and new crime scene specialists. **Enrollment in this course will be restricted to 30 participants.**

July 27–28, 2005 Arkansas State University
at Newport

December 1–2, 2005 University of Arkansas
Community College at Morrilton

Crime Scene Sketching Using Crime Zone 14 Hours

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

October 17–18, 2005 Criminal Justice Institute

Death Investigation Issues for Law Enforcement and Coroners 14 Hours

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

September 22–23, 2005 Heber Springs
Police Department

March 14–15, 2006 University of Arkansas
at Monticello

Fingerprint Comparison and Identification 21 Hours

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

Jail shift supervisors, investigators, police dispatchers, booking officers, police officers, and those responsible for detention and release of prisoners wanted by outside jurisdictions will benefit from this program.

Due to the extensive use of hands-on exercises, **enrollment will be restricted to 20 participants.**

October 25–27, 2005 Texarkana Police Department

Forensic Entomology 14 Hours

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

This will be a hand-on class. **Enrollment is restricted to 20 participants.**

August 4–5, 2005 Criminal Justice Institute

Latent Prints 21 Hours

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

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

April 11–13, 2006 University of Arkansas
at Monticello

Management of Evidence and Recovered Property 14 Hours

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

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

January 18–19, 2006 Criminal Justice Institute

Post-Blast Investigations 21 Hours

This three-day course will cover the basics of post-blast investigations. Lecture topics will include explosives types, uses and history; IED types; and construction and large vehicle bombs. Practical exercises will include the reconstruction and recovery of actual detonated devices. Students will be provided with information needed to determine container components, initiation mechanism, and possible type of explosive used.

Due to the emphasis of hands-on practicals in this course, **enrollment will be restricted to 20 participants.**

September 26–28, 2005 Criminal Justice Institute

Recovery of Human Remains 35 Hours

This five-day course will emphasize the procedures used in recovering badly decomposed or skeletonized human remains and all associated physical evidence from outdoor crime scenes (both exposed and buried). Procedures used in finding buried bodies will also be presented. This will be a hands-on course in which the student will learn proper processing skills for these “unique” crime scenes through realistic mock scene exercises.

New crime scene specialists, experienced crime scene unit members, detectives and investigators will benefit from this program. A list of equipment needed will be provided at time of enrollment. Due to the emphasis of hands-on exercises, **enrollment will be restricted to 20 participants.**

October 31–November 4, 2005 Criminal Justice Institute

Safety Issues for First Responders at Explosive/CBW Events and Mass Disasters 11 Hours

This 11-hour course is designed to give first responders an introduction to hazards they now face with the increasing risk of responding to a terrorist event. A vast multitude of topics/situations that the first responder may encounter, including types of scenes, jurisdictional issues, first responder responsibilities, exercising scene safety and control, searching techniques, explosives recognition, secondary devices, booby traps, blast pressure effects on structures, chemical and biological weapons issues, decontamination issues and post-traumatic stress, weapons of mass destructions – tools of terrorism and suicide bombers.

This course will benefit patrol officers, detectives/ investigators, crime scene specialists and agency supervisors. **Enrollment in this program will be restricted to 40 participants.**

August 16–17, 2005 Fort Smith Police Department

Using Forensic Light Sources 21 Hours

The primary purpose of this course is to identify and demonstrate the uses of forensic light sources. The definition of a forensic light source and what can be accomplished with a variety of available light sources at the crime scene will be emphasized in course materials. Using various light sources to detect latent prints, biological fluid, hairs, fibers and other trace evidence, miscellaneous applications and photography techniques will be addressed. The students will be provided with hands-on experiences in using a variety of light sources and are encouraged to bring their own light sources(s).

An adjustable 35mm camera capable of a “bulb” shutter speed and macro-photography, a sturdy tripod, cable release and plenty of batteries for the camera are required equipment for course enrollment. **Enrollment is restricted to 20 students.**

August 30–September 1, 2005 Criminal Justice Institute

Crime Scene Technician Certificate Program

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

To participate in Session VIII of the Institute's certificate program, an application letter must be submitted to Dr. Cheryl P. May from your Chief of Police, Sheriff, Department Head or Director. In this letter, he or she should indicate how your participation in this program will benefit your agency and state that he/she will support your attendance as well as ensure, to the best of their ability, your participation in all six courses. **Applications must be received at CJI by no later than end of business on October 3, 2005.** The twenty chosen participants and their agency heads will be notified in writing of their acceptance into the program by November 15, 2005.

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

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

Graduation ceremonies will be held at the Criminal Justice Institute on Friday, June 21, 2006.



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

Photographic Equipment Requirements

An adjustable 35mm camera

Camera Manual

Tripod

Detachable Flash

PC Cord

Cable Release

Spare Batteries for Camera and Flash

Macro lens

Filters (yellow, orange, red, and polarizing)

Crime Scene Photography

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

January 10–12, 2006 Criminal Justice Institute

Latent Print Processing

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

February 7–9, 2006 Criminal Justice Institute

Impression Evidence

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

March 7–9, 2006 Criminal Justice Institute

Biological and Trace Evidence

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

April 4–6, 2006 Criminal Justice Institute

Crime Scene Sketching, Note Taking and Report Writing

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

May 9–11, 2006 Criminal Justice Institute

Crime Scene Investigation

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

June 6–8, 2006 Criminal Justice Institute

FSCEC Crime Scene Investigator Certificate

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

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

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

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

In addition, successfully passing at least the *International Association for Identification’s Level I (Crime Scene Technician Certification)* examination is required. The FSCEC will pay testing fees, if required. Payment will be restricted to one fee per participant. To qualify, participants must have completed at least the Advanced Crime Scene Technician Certificate Program. For more information, contact Dr. Cheryl May at (501) 570-8000.

FSCEC Special Projects

Thanks to the efforts of Senator Blanche Lincoln and her staff, the FSCEC has been awarded several grants that have made a positive impact on Arkansas law enforcement and the citizens they serve and protect.

The **Clandestine Methamphetamine Laboratory Project**, which was initially funded in 2002, ensures that training is provided to assist Arkansas law enforcement in identifying, safely responding to and effectively investigating illicit methamphetamine production. In collaboration with state drug task force members and representatives of state, county and local law enforcement agencies, a seven-hour course for first responders and other frontline officers, *Methamphetamine Awareness Identification and Safety for First Responders*, has been developed and delivered at 20 different locations across the State to more than 1,000 participants. Through hopeful continued grant funding of the Clandestine Methamphetamine Laboratory Project, this course, along with new programs such as *Meth-Related Crime and Violence*, *Undercover Investigation*, and *Advanced Drug Investigations*, will be offered during this fiscal year.

In addition, the Bureau of Justice Assistance has awarded a grant, the **DNA Evidence for Law Enforcement Project**, to the FSCEC to develop and deliver crime scene education and training programs that will assist Arkansas law enforcement in maximizing the investigative value of DNA evidence. In collaboration with the Prosecutor Coordinator’s Office and the Arkansas State Crime Laboratory, a 7-hour course, *DNA Evidence for Law Enforcement*, has been developed and was delivered at 11 different locations across the State to more than 200 participants. In July, we will be delivering a specialized DNA Evidence Program for state prosecutors.

For more information
on FSCEC special projects, visit
the CJI website at www.cji.net
or contact Dr. Cheryl May
at (501) 570-8000

Arkansas Methamphetamine Challenge: An Information Focus For Law Enforcement Executives 7 Hours

The Criminal Justice Institute in Little Rock, AR, in association with the Arkansas Association of Chief's of Police and the Arkansas Sheriff's Association, will sponsor a one day course entitled The Arkansas Methamphetamine Challenge, An Information Focus for Law Enforcement Executives. This 7-hour course provides an overview of the illicit Methamphetamine problem in Arkansas. A management perspective of awareness, employee safety, equipment, training needs, and reporting issues will be emphasized to assist Law Enforcement Executives and local municipal officials in effectively dealing with the Methamphetamine problem in their communities. Legal and liability issues, as well as resources available (e.g. community awareness, grant programs, drug abuse treatment and law enforcement training programs) will be discussed to assist in combating methamphetamine use and production. Chiefs of Police are encouraged to invite Assistant Chiefs and Mayors, and Sheriffs are encouraged to invite Under Sheriffs, Chief Deputy Sheriffs, and Quorum Court Judges.

October 19, 2005 Criminal Justice Institute

Clan Lab Sampling and Evidence Preparation 7 Hours

This 7-hour course is restricted to DEA Clan Lab certified officers. It will provide hands-on instruction on how to properly sample, label, and package evidence that is collected at a clandestine drug lab. Information will be presented on the proper sampling equipment to use and where it can be purchased. A review of the manufacturing methods and their hazards will be discussed.

October 4, 2005 Baxter County Emergency Services
Training Center; Mountain Home, AR

January 17, 2006 Mid-South Community College
West Memphis, AR

Methamphetamine Awareness, Identification and Safety for Parole and Probation 7 Hours

This 7-hour course provides basic methamphetamine awareness and safety education for Parole and Probation 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 and receive critical information that will reduce their chances of injury. Methamphetamine User/Abuser profiles and safety precautions for home visits will also be discussed.

September 13, 2005 Fort Smith Police Department

November 10, 2005 Jonesboro Police Department

Law Enforcement Management Center (LEMC)

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

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

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



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

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

Advanced Supervision 21 Hours

This three-day, advanced level course is designed for law enforcement and correctional personnel who have completed the two-day course, *Principles of Supervision*. A major emphasis is placed on ensuring that the student comprehends modern management and leadership concepts, including: *Leadership and Responsibility, Cultural Competence, Progressive Discipline, Organizational Change, Agency Integrity, Practical Issues in Supervision, Character and Law Enforcement, Advanced Supervisory Written Communication, and Liability Issues*. The course begins at 8:30 A.M. and concludes at 4:30 P.M. each day.

August 23–25, 2005 Washington County
Sheriff's Office

January 31–February 2, 2006 Criminal Justice
Institute

June 20–22, 2006 Southern Arkansas University

Basic Spanish for Law Enforcement 21 Hours

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

July 25–27, 2005 West Memphis Police Department

September 19–21, 2005 ... Nashville Police Department

November 14–16, 2005 Criminal Justice Institute

February 13–15, 2006 Faulkner County
Sheriff's Office

April 3–5, 2006 Texarkana Police Department

June 5–7, 2006 Fort Smith Police Department

The Bulletproof Mind 6 Hours

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

September 6, 2005 Little Rock, AR

February 21, 2006 Little Rock, AR

Case File Preparation 6 Hours

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

August 19, 2005 Criminal Justice Institute

November 4, 2005 Hot Springs Police Department

February 10, 2006 Washington County
Sheriff's Office

April 14, 2006 Boone County Sheriff's Office

Civil Liability for Law Enforcement 6 Hours

Court rulings, and the subsequent case law generated, can give the most agile administrators cause for concern. The numerous court proceedings producing these law revisions can truly be a task to keep up with. This course of instruction will provide the student with the latest updates that will assist them in understanding the area of civil liability. It will enable them to recognize the frequent trouble areas to avoid and will enhance their supervisory capabilities. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

October 20, 2005 Texarkana Police Department
March 16, 2006 Criminal Justice Institute

Conflict Resolution for Supervisors 14 Hours

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

April 24–25, 2006 Criminal Justice Institute

Coping with Law Enforcement Stress 6 Hours

Law enforcement professionals are often subjected to an extraordinary amount of stress. This stress, if left unattended, can take a heavy toll on the individual and can ultimately compromise their ability to perform essential functions. Stress can also exact a heavy toll on the individual's personal life. This six-hour course will identify potential sources of stress and will illustrate ways that the student can lessen its effect. Attention will be given to the agency's and the supervisor's role in detecting and dealing with sources of stress. Students are urged to bring a small calculator to perform some minor calculations associated with a survey instrument. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

Courses to be scheduled upon demand.

Courtroom Testimony 6 Hours

The detection of criminal activity and the subsequent arrest of suspects is for naught if the arresting officer cannot skillfully and purposefully present evidence in a court of law. This course is designed and presented by a prosecuting attorney who will offer constructive and insightful advice as to how officers can be more effective in the courtroom. Topic areas will include Elements of a Good Witness, Qualifying as an Expert Witness, Content of Expert Testimony, and Trial Testimony Hints and Tactics for Drug Cases, Property Crime Cases, and Sexual Assault and Violent Crime Cases. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

September 9, 2005 University of Arkansas
Police Department at Fayetteville

October 21, 2005 University of Arkansas
at Monticello

December 2, 2005 Criminal Justice Institute

February 17, 2006 Fort Smith Police Department

April 28, 2006 Nashville Police Department

June 2, 2006 Black River Technical College

Crime Prevention: Proactive Tactics to Stop Crime

6 Hours

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

April 7, 2006 Criminal Justice Institute

Criminal Nuisance Abatement

6 Hours

The impact criminal nuisance properties have on local government resources, property values, and community morale is devastating. The primary purpose of this seminar is to discuss how local governments can develop and implement comprehensive strategies to help relieve and revive neighborhoods suffering from criminal nuisance properties. The secondary purpose is to identify legal issues that can arise when government officials exercise their power to abate these nuisances. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

August 12, 2005 Criminal Justice Institute

October 7, 2005 Pine Bluff Police Department

February 24, 2006 Bentonville Police Department

April 21, 2006 West Memphis Police Department

Criminal Procedure Update

6 Hours

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

July 22, 2005 Hot Springs Police Department

September 9, 2005 Black River Technical College

November 18, 2005 Washington County
Sheriff's Office

January 13, 2006 Texarkana Police Department

March 3, 2006 Washington County Sheriff's Office

May 5, 2006 Pine Bluff Police Department

Dealing Effectively with the Media

6 Hours

This course focuses on helping the print, radio, and television news media work with law enforcement through the release of useable information that will not compromise criminal cases. The department media policy, on-scene management of media groups, and law enforcement response at major incidents will be covered. The utilization of media command posts will be emphasized as well as the handling of controversial incidents. The course will assist law enforcement in understanding how the media works, information that must be released to the media, and how dependent the media is on law enforcement for stories. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

November 1, 2005 Criminal Justice Institute

February 7, 2006 Criminal Justice Institute

Field Training for the 21st 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 a field training officer manage their probationary employees. Topics include the role of the field training instructor, liability issues, evaluation guidelines and remedial training documentation, learning methodologies, generational differences, understanding behavioral diversity, leadership tools, organizational values, and understanding stress. The course begins at 8:00 A.M. and concludes at 5:00 P.M.

October 17–21, 2005 University of Arkansas
at Fayetteville

May 22–26, 2006 Criminal Justice Institute

Law Enforcement Response to the Mentally Ill 8 Hours

This course provides law enforcement with a better understanding of psychiatric illnesses by emphasizing effective interaction between them and the individual in crisis. The course will help law enforcement develop positive attitudes and compassionate policies, procedures, and protocols for officers to follow. The course teaches officers to recognize issues of priority for the person in crisis, maintain officer safety, and correctly evaluate concerns of danger. Topics to be covered include: *What is Mental Illness*, *Officer Safety*, *Role Playing*, *Commitment Issues*, and *Safe and Appropriate Interventions*. The course begins at 8:00 A.M. and concludes at 5:00 P.M.

July 27, 2005 Jonesboro Police Department

August 18, 2005 Criminal Justice Institute

September 22, 2005 Pine Bluff Police Department

October 27, 2005 Harrison Police Department

November 17, 2005 Criminal Justice Institute

February 16, 2006 Texarkana Police Department

April 13, 2006 Criminal Justice Institute

June 8, 2006 Bentonville Police Department

Leadership Values in Law Enforcement 6 Hours

Leaders must wear two hats—they must be both a leader and a manager. They will not succeed if they do not exercise leadership when dealing with subordinates and do not properly manage the resources of their organization. There are certain values that must be inherent when exercising leadership in law enforcement agencies and influencing people to accomplish the organization's mission. This class will explore the fundamentals of good leadership. The course begins at 9:00 A.M. and concludes at 4:00 P.M.

August 31, 2005 Phillips Community College of the
University of Arkansas

October 19, 2005 Criminal Justice Institute

February 1, 2006 Texarkana Police Department

April 12, 2006 Fort Smith Police Department

June 21, 2006 Pine Bluff Police Department

Managing Informants and Cooperative Witnesses 6 Hours

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

September 28, 2005 Criminal Justice Institute

December 14, 2005 Hot Springs Police Department

March 8, 2006 Texarkana Police Department

Managing Interviews and Interrogations

14 Hours

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

August 15–16, 2005 Texarkana Police Department

October 3–4, 2005 University of Arkansas
at Monticello

January 30–31, 2006 University of Arkansas
Police Department

March 13–14, 2006 Criminal Justice Institute

Patrol Response to Active Shooter Incidents

6 Hours

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

July 20, 2005 Arkansas Tech University
at Russellville

November 2, 2005 Black River Technical College

March 22, 2006 Bentonville Police Department

May 17, 2006 Criminal Justice Institute

Power Writing

6 Hours

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

Courses to be scheduled upon demand.

Principles of Supervision

14 Hours

This introductory course is for first and second line supervisors or individuals with promotion potential and is designed to assist them in developing and applying sound management and leadership principles. Subjects include: *Leadership, Delegation, Interpersonal Communication, Planning, Employee Motivation, Team Effectiveness, Dealing with Difficult Employees, Decision-Making, and Managing Across Generational Boundaries*. The course begins at 8:30 A.M. and completes at 4:30 P.M. each day.

July 26–27, 2005 Washington County
Sheriff's Office

January 10–11, 2006 Criminal Justice Institute

May 2–3, 2006 Criminal Justice Institute

Successful Grant Writing 6 Hours

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

September 30, 2005Criminal Justice Institute

Verbal Fitness for Law Enforcement 6 Hours

There are instances when law enforcement leaders find it difficult to express themselves and to properly transmit their goals and objectives to the individuals under their watch. This frustrating inability can literally tie their hands and make their positions an agonizing experience. This fourteen-hour course, instructed by a communications expert, will present the student with new techniques that will enhance their communication skills. This course begins at 9:00 A.M. and concludes at 4:00 P.M. each day.

August 12, 2005 Texarkana Police Department

September 23, 2005Fort Smith Police Department

October 14, 2005 Bentonville Police Department

May 17, 2006 Harrison Police Department

Warrantless Search and Seizure 6 Hours

25

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

July 29, 2005 Camden Police Department

September 23, 2005 Bentonville Police Department

November 11, 2005 Pine Bluff Police Department

January 20, 2006 Criminal Justice Institute

March 10, 2006 West Memphis Police Department

May 12, 2006 Boone County Sheriff's Office

LEMC Specialized Programs of Study

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

LEMC courses that require letters of nomination are listed on pages 26-27.

Arkansas Leader, Session XV **40 Hours**

The issues facing the law enforcement executive have never been greater than they are today. The *ARKANSAS LEADER* program, aimed at law enforcement heads of agencies and other leaders within the criminal justice system, emphasizes leadership, education, advancement of the law enforcement profession, development of the individual and agency, enthusiasm in the work place, and research on criminal justice issues. Nationally recognized conference speakers and presenters are selected to ensure law enforcement executives are informed, not only of practical procedures for managing their agency or department, but also of the latest trends, technology, and problems impacting our society.

The *ARKANSAS LEADER* program sets the highest standard of excellence and is jointly sponsored by the Criminal Justice Institute and the Federal Bureau of Investigation. *ARKANSAS LEADER* is designed to emphasize and enhance executive skills that equip an individual with the management and leadership ability to develop strategies and accomplish the goals of their agency or department. Heads of Arkansas law enforcement agencies who wish to attend should direct correspondence to Jim Clark, Director, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. **Due to the demand for this course of instruction, agency heads are required to submit their recommendations prior to April 1, 2006.**

June 11-16, 2006 Criminal Justice Institute

Background Investigations of Police Applicants

12 Hours

This twelve-hour course is designed to prepare law enforcement officers to produce a verifiable, chronological history of an applicant's life. Mechanisms are introduced that use this information with other pre-employment screening devices in determining suitability for employment. Students will learn to document facts in a similar manner for each applicant to ensure consistency and ease of retrieval. The course begins at 8:00 A.M. and concludes at 5:00 P.M. on the first day. It begins at 8:00 A.M. and concludes at 12:00 noon on the second day. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Mike Mashburn, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

Date to be Announced

Crisis Negotiations **40 Hours**

This course is designed to prepare students to handle crisis/hostage negotiations, whether they are a first responder or involved in a prolonged crisis situation. The five-day course will provide the communication skills necessary to carry on a dialogue with the subject(s), provide information to the on-scene commander regarding the status of negotiations, and provide input regarding a tactical resolution. Topics covered are: *Fundamentals of Negotiations, Protocol and Situation Boards, Use of Third Party Intermediaries, Abnormal Psychology, Suicide Intervention Techniques, Active Listening Techniques, Review of Specific Cases, and Extensive Role Play Situations.* Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Mike Mashburn, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. The course begins at 8:30 A.M. and completes at 5:00 P.M. each day.

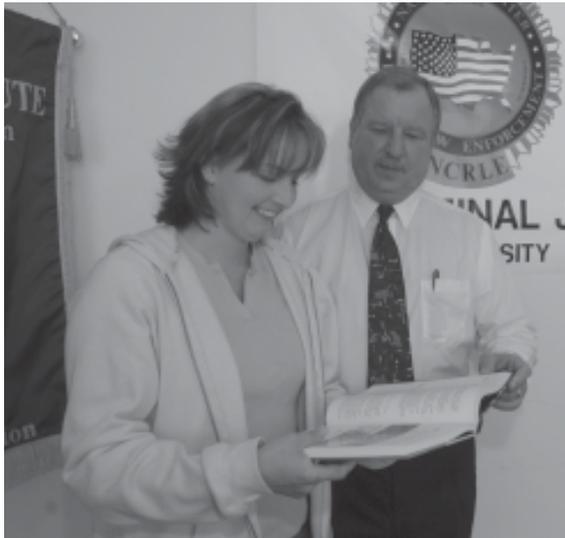
October 24-28, 2005 Criminal Justice Institute

March 27-31, 2006 Criminal Justice Institute

Police Internal Affairs 40 Hours

This forty-hour intensive seminar is designed for the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. Common types of officer misconduct will be identified, the mechanics of handling and investigating such misconduct will be introduced, and legal aspects of internal affairs investigations and the positive attribute of proper discipline will be explored. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Mike Mashburn, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. The course begins at 8:00 A.M. and concludes at 5:00 P.M. each day.

Date To Be Announced



School of Law Enforcement Supervision 140 Hours

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

This year, the Criminal Justice Institute will conduct two sessions of the School of Law Enforcement Supervision—Session XXVI beginning in September 2005 and Session XXVII beginning in January 2006. Students are required to successfully complete a written examination at the conclusion of each week of the course over material drawn from the lectures, the course texts, and outside reading assignments. In addition, this course requires the student to make oral presentations and prepare a research paper on a topic relevant to a law enforcement supervisor.

The Criminal Justice Institute provides free lodging accommodations for attendees outside the metropolitan Little Rock area during their attendance at SLES. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Mike Mashburn, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. **The deadline for nominations for either session will be thirty days prior to the start of each session.**

Session XXVI

September 12–16, 2005
October 10–14, 2005
November 7–11, 2005
December 5–9, 2005

Session XXVII

January 23–27, 2006
February 20–24, 2006
March 20–24, 2006
April 17–21, 2006

CJI Certificate and Degree Programs

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

Both programs of study, which are *the only programs of this kind in the Nation*, are available exclusively to Arkansas law enforcement personnel who are actively employed within a criminal justice organization in the State. To successfully complete a program, participants will be required to take special courses through the Criminal Justice Institute along with general education courses from participating colleges and universities. Detailed program descriptions are included on pages 29-30.

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

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

Participating Universities and Colleges

Four-Year Institutions

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

Two-Year Institutions

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

*Only the CSI Program will be offered

Law Enforcement Administration

Certificate of Proficiency (18 Credit Hours)

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

Technical Certificate (36 Credit Hours)

COURSES	CREDIT HOURS
School of Law Enforcement Supervision 9 (140 contact hours)	
Law Enforcement Administration and Management 3 (49 contact hours)	
Principles of Supervision	
Advanced Supervision	
Leadership Values in Law Enforcement	
Dealing Effectively with the Media	
Integrity in Law Enforcement 3 (52 contact hours)	
Police Internal Affairs	
Background Investigations of Police Applicants	
Law Enforcement Electives 6	
*General Education Requirements 15	

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

For more information about the Law Enforcement Administration Certificate and Degree Program, contact Mike Mashburn at

501-570-8000

Associate of Applied Science Degree (63 Credit Hours)

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

Crime Scene Investigation

Certificate of Proficiency (18 Credit Hours)

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

Technical Certificate (36 Credit Hours)

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

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

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

Associate of Applied Science (62 Credit Hours)

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

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

501-570-8000

Course Calendar

July 2005

20
Patrol Response to Active Shooter Incidents
Arkansas Tech University at Russellville

22
Criminal Procedure Update
Hot Springs Police Department

25–27
Basic Spanish for Law Enforcement
West Memphis Police Department

26–27
Principles of Supervision
Washington County Sheriff's Office

27
Law Enforcement Response to the Mentally III
Jonesboro Police Department

27–28
Crime Scene Investigations
Arkansas State University at Newport

29
Warrantless Search and Seizure
Camden Police Department

August 2005

2–3
Introduction to Computers
Criminal Justice Institute

4–5
Forensic Entomology
Criminal Justice Institute

12
Criminal Nuisance Abatement
Criminal Justice Institute

12
Verbal Fitness for Law Enforcement
Texarkana Police Department

15–16
Managing Interviews and Interrogations
Texarkana Police Department

16–17
Safety Issues for First Responders at Explosive/CBW Events and Mass Disasters
Fort Smith Police Department

18
Law Enforcement Response to the Mentally III
Criminal Justice Institute

19
Case File Preparation
Criminal Justice Institute

22–23
Basic Digital Photography
Criminal Justice Institute

23–25
Advanced Supervision
Washington County Sheriff's Office

25–26
Using Microsoft Word
Criminal Justice Institute

31
Leadership Values in Law Enforcement
Phillips Community College of the
University of Arkansas
Helena, AR

9–11
Using Forensic Light Sources
Criminal Justice Institute

Course Calendar

September 2005

6

The Bulletproof Mind

Little Rock, AR

9

Courtroom TestimonyUniversity of Arkansas Police Department
at Fayetteville

9

Criminal Procedure Update

Black River Technical College

12–16

School of Law Enforcement Supervision, XXVI

Criminal Justice Institute

13

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

Fort Smith Police Department

19–21

Basic Spanish for Law Enforcement

Nashville Police Department

20–23

Bloodstain Pattern Documentation

Criminal Justice Institute

21–22

Introduction to Computers

Criminal Justice Institute

22–23

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

Heber Springs Police Department

22

Law Enforcement Response to the Mentally III

Pine Bluff Police Department

23

Verbal Fitness for Law Enforcement

Fort Smith Police Department

23

Warrantless Search and Seizure

Bentonville Police Department

26–28

Post-Blast Investigations

Criminal Justice Institute

28

**Managing Informants and Cooperative
Witnesses**

Criminal Justice Institute

29

Internet Researching and E-mail

Criminal Justice Institute

30

Successful Grant Writing

Criminal Justice Institute

October 2005

3–4

Managing Interviews and Interrogations

University of Arkansas at Monticello

4

Clan Lab Sampling and Evidence Preparation

Mountain Home, AR

7

Criminal Nuisance Abatement

Pine Bluff Police Department

10–14

School of Law Enforcement Supervision, XXVI

Criminal Justice Institute

11–13

Basic Crime Scene Processing

University of Arkansas at Monticello

12–13

Using Microsoft Word

Criminal Justice Institute

14

Verbal Fitness for Law Enforcement

Bentonville Police Department

17–18

Crime Scene Sketching Using Crime Zone

Criminal Justice Institute

17–21

Field Training for the 21st Century

University of Arkansas at Fayetteville

19

Arkansas Methamphetamine Challenge: An Information Focus for Law Enforcement Executives

Criminal Justice Institute

19

Leadership Values in Law Enforcement

Criminal Justice Institute

20

Civil Liability for Law Enforcement

Texarkana Police Department

21

Computer Crime Awareness for First Responders

Criminal Justice Institute

21

Courtroom Testimony

University of Arkansas at Monticello

24–28

Crisis Negotiations

Criminal Justice Institute

25–27

Fingerprint Comparison and Identification

Texarkana Police Department

26–27

Using Microsoft Excel

Criminal Justice Institute

27

Law Enforcement Response to the Mentally Ill

Harrison Police Department

31–November 4

Recovery of Human Remains

Criminal Justice Institute

November 2005

1

Dealing Effectively With the Media

Criminal Justice Institute

2

Patrol Response to Active Shooter Incidents

Black River Technical College

4

Case File Preparation

Hot Springs Police Department

7–11

School of Law Enforcement Supervision, XXVI

Criminal Justice Institute

8–9

Introduction to Computers

Criminal Justice Institute

10

Methamphetamine Awareness, Identification and Safety for Parole and Probation

Jonesboro Police Department

Course Calendar

11

Warrantless Search and Seizure

Pine Bluff Police Department

14–16

Basic Spanish for Law Enforcement

Criminal Justice Institute

17

Law Enforcement Response to the Mentally III

Criminal Justice Institute

18

Criminal Procedure Update

Washington County Sheriff's Office

30–December 1

Using Microsoft Word

Criminal Justice Institute

December 2005

1–2

Crime Scene Investigations

University of Arkansas Community College at Morrilton

2

Courtroom Testimony

Criminal Justice Institute

5–9

School of Law Enforcement Supervision, XXVI

Criminal Justice Institute

13–14

Using Microsoft PowerPoint

Criminal Justice Institute

14

**Managing Informants and
Cooperative Witnesses**

Hot Springs Police Department

January 2006

10–12

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

Criminal Justice Institute

10–11

Principles of Supervision

Criminal Justice Institute

13

Criminal Procedure Update

Texarkana Police Department

17

Clan Lab Sampling and Evidence Preparation
Mid-South Community College
at West Memphis

18–19

**Management of Evidence and
Recovered Property**

Criminal Justice Institute

19–20

Using Microsoft Excel

Criminal Justice Institute

20

Warrantless Search and Seizure

Criminal Justice Institute

23–27

**School of Law Enforcement Supervision,
XXVII**

Criminal Justice Institute

30–31

Managing Interviews and Interrogations
University of Arkansas Police Department
at Fayetteville

30–February 3

Bloodstain Pattern Analysis

Criminal Justice Institute

31–February 2

Advanced Supervision

Criminal Justice Institute

February 2006

1

Leadership Values in Law Enforcement

Texarkana Police Department

1–3

Computer Crime

Criminal Justice Institute

7–9

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

Criminal Justice Institute

7

Dealing Effectively With the Media

Criminal Justice Institute

10

Case File Preparation

Washington County Sheriff's Office

13–15

Basic Spanish for Law Enforcement

Faulkner County Sheriff's Office

16

Law Enforcement Response to the Mentally III

Texarkana Police Department

16–17

Basic Digital Photography

Criminal Justice Institute

17

Courtroom Testimony

Fort Smith Police Department

20–24

**School of Law Enforcement Supervision,
XXVII**

Criminal Justice Institute

21

The Bulletproof Mind

Little Rock, AR

21–22

Introduction to Computers

Criminal Justice Institute

24

Criminal Nuisance Abatement

Bentonville Police Department

March 2006

1–3

Advanced Bloodstain Pattern Analysis

Criminal Justice Institute

3

Criminal Procedure Update

Washington County Sheriff's Office

6–7

Using Microsoft Word

Criminal Justice Institute

7–9

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

Criminal Justice Institute

Course Calendar

8

**Managing Informants and
Cooperative Witnesses**

Texarkana Police Department

10

Warrantless Search and Seizure

West Memphis Police Department

13–14

Managing Interviews and Interrogations

Criminal Justice Institute

14–15

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

University of Arkansas at Monticello

15–16

Introduction to Computers

Criminal Justice Institute

16

Civil Liability for Law Enforcement

Criminal Justice Institute

20–24

**School of Law Enforcement Supervision,
XXVII**

Criminal Justice Institute

21

Internet Researching and E-mail

Criminal Justice Institute

22

Patrol Response to Active Shooter Incidents

Bentonville Police Department

27–31

Crisis Negotiations

Criminal Justice Institute

28–30

Basic Crime Scene Processing

Fort Smith Police Department

April 2006

3–5

Basic Spanish for Law Enforcement

Texarkana Police Department

4–6

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

Criminal Justice Institute

7

**Crime Prevention—Proactive Tactics to
Stop Crime**

Criminal Justice Institute

11–13

Latent Prints

University of Arkansas at Monticello

12

Leadership Values in Law Enforcement

Fort Smith Police Department

12–13

Using Microsoft Word

Criminal Justice Institute

13

Law Enforcement Response to the Mentally III

Criminal Justice Institute

14

Case File Preparation

Boone County Sheriff's Office

17–21

**School of Law Enforcement Supervision,
XXVII**

Criminal Justice Institute

19–20

Using Microsoft Excel

Criminal Justice Institute

21

Criminal Nuisance Abatement

West Memphis Police Department

24–25

Conflict Resolution for Supervisors

Criminal Justice Institute

25–27

Using Microsoft Access

Criminal Justice Institute

28

Courtroom Testimony

Nashville Police Department

May 2006

2–3

Principles of Supervision

Criminal Justice Institute

2–5

Crime Scene Digital Photography and Imaging

Criminal Justice Institute

5

Criminal Procedure Update

Pine Bluff Police Department

9–11

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

Criminal Justice Institute

12

Warrantless Search and Seizure

Boone County Sheriff's Office

17

Patrol Response to Active Shooter Incidents

Criminal Justice Institute

17

Verbal Fitness for Law Enforcement

Harrison Police Department

22–26

Field Training for the 21st Century

Criminal Justice Institute

24–25

Using Microsoft PowerPoint

Criminal Justice Institute

June 2006

1–2

Crime Scene Courtroom Testimony

Fort Smith Police Department

2

Courtroom Testimony

Black River Technical College

5–7

Basic Spanish for Law Enforcement

Fort Smith Police Department

6–8

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

Criminal Justice Institute

8

Law Enforcement Response to the Mentally III

Bentonville Police Department

11–16

Arkansas Leader, Session XV

Criminal Justice Institute

14–15

Introduction to Computers

Criminal Justice Institute

Course Calendar

20–22

Advanced Supervision

Southern Arkansas University

21

Leadership Values in Law Enforcement

Pine Bluff Police Department

28–29

Using Microsoft Word

Criminal Justice Institute

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



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

Read them online at www.cji.net or contact the Institute at 570-8045 to join the mailing list.



UNIVERSITY OF ARKANSAS SYSTEM

CRIMINAL JUSTICE INSTITUTE

COURSE ENROLLMENT FORM

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

COURSE NAME: _____

COURSE DATE: _____

M/D/YYYY

NAME: _____

LAST NAME

FIRST NAME

MIDDLE INITIAL

SOCIAL SECURITY NUMBER: _____ — —

DATE OF BIRTH: _____

M/D/YYYY

RANK/TITLE: _____

AGENCY/DEPARTMENT: _____

WORK ADDRESS: _____

STREET

CITY

STATE

ZIP CODE

AGENCY TELEPHONE: _____ EXTENSION

AGENCY FAX: _____

E-MAIL ADDRESS: _____

ALTERNATE CONTACT INFORMATION: _____

TRAINING OFFICER'S NAME: _____

LAST NAME

FIRST NAME

TRAINING OFFICER'S TELEPHONE: _____

TRAINING OFFICER'S E-MAIL ADDRESS: _____

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



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

CRIMINAL JUSTICE INSTITUTE DIRECTORY OF SERVICES

Director's Office: 501-570-8000

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

- FSCEC Course Scheduling and Registration
- Arkansas Methamphetamine Laboratory Project
- DNA Evidence Education and Training for Law Enforcement

Law Enforcement Management Center (LEMC): 501-570-8041

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

Traffic Safety Programs: 501-570-8034

- DWI/SFST, DRE, DITEP, Child Seat Safety Program

Institute Support Services: 501-570-8069

- Meeting Room Reservations

CJI Library: 501-570-8062

- Learning Resources, Reference Books, and Educational Videos

School Violence Resource Center: 501-570-8084

Internet Help Desk: 800-635-6310



Switchboard Number: 501-570-8000

Toll Free Number: 800-635-6310

Fax Number: 501-565-3081

www.cji.net