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General Information

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

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

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

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

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

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

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

Dr. Cheryl P. May
Chief Executive Officer
cpmay@cji.edu or (501) 570-8052

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

**Law Enforcement Management Division**
Doug Newcomb
rdnewcomb@cji.edu or (501) 570-8092

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

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

**Safe Schools Initiative Division**
Larance Johnson
lmjohnson@cji.edu or (501) 570-8084
Course Eligibility

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

Officer Dress Code

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

CJI’s Library Services

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

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

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

Emergency Closings and Inclement Weather Policy

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

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

Your personal safety is of utmost importance, and careful judgment should be used anytime inclement weather creates hazardous road conditions.

Smoking Policy/Tobacco Use Policy

The Criminal Justice Institute is committed to providing a safe, clean, and healthy environment for our employees and visitors. It is, therefore, CJI policy to provide a tobacco-free work environment. Effective August 1, 2010, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited at all times:

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

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

Course Registration
Individuals who plan to attend a scheduled course of instruction must enroll in the course by completing a CJI registration form and submitting it to the Institute. For your convenience, a registration form has been provided on page 7 and is also available online at www.cji.edu. Please feel free to make copies and distribute them throughout your agency. Completed forms should be faxed to (501) 565-3081. Please note that enrollments will be taken no sooner than 60 days prior to the scheduled date of each course.

Cancellation Policy
If you are unable to attend a course for which you have registered, please contact the Institute as soon as possible at (501) 570-8000 to ensure proper notification can be given to officers on our waiting list. In many instances, courses offered by the Criminal Justice Institute fill to capacity. When this happens, officers who are not admitted to the course are placed on a waiting list to be notified when vacancies become available. By contacting the Institute in advance when you are unable to attend a course, CJI staff can ensure that those on the waiting list are given the opportunity to participate.

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

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

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

Testing Requirement
Examinations will be administered in all courses that are included in the Institute’s Academic Certificate and Degree Programs. If you are currently participating or intend to participate in these academic programs, taking these examinations when initially offered is required. See page 43 for more information.

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

www.cji.edu

To register for a course, contact the following:

Forensic Sciences and Computer Education Division
Judy Johnson
jljohnson@cji.edu or (501) 570-8097

Law Enforcement Management Division
Kimberly Hendricks
kdhendricks@cji.edu or (501) 570-8041
Janet Harris-George
jegeorge@cji.edu or (501) 570-8078

Methamphetamine Education and Training Initiatives
Rita Davis
rrdavis@cji.edu or (501) 570-8056

Traffic Safety Programs
Pam Mays
pjmays@cji.edu or (501) 570-8035
Stephanie Copeland
scopeland@cji.edu or (501) 570-8036

While every effort will be made to ensure that courses are delivered on the scheduled date and at the scheduled location, conflicts may arise. Enrolled officers should verify with the Criminal Justice Institute that the course will be conducted as scheduled.
Course Registration Request

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

Course Name: ____________________________________________

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

Name:
Last Name                  First Name            MI          Nickname/Preferred Name

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

Date of Birth: _______________ MM/DD/YYYY

Rank/Title: ____________________________________________

Agency/Department: ____________________________________________ Troop/Company/Unit

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

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

Agency Telephone: ___________________________ Extension: ___________________________

Troop/Company/Unit Phone: ___________________________ Fax: ___________________________

Cell Phone: ___________________________ Alternate/Evening Phone: ___________________________

E-mail Address: ___________________________

Alternate Contact Information: ____________________________________________

Training Officer’s Name: ___________________________ Last Name                  First Name

Training Officer’s Telephone: ___________________________

Training Officer’s E-mail Address: ____________________________________________
CJI’s Distinguished Programs

The Criminal Justice Institute hosts four distinguished programs designed to provide in-depth education and training to Arkansas officers at all levels of law enforcement.

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

The **Crime Scene Technician Certificate Program** (CSTCP) offers Arkansas law enforcement personnel the opportunity to enhance their knowledge and skills as crime scene professionals. This program provides specialized coursework on the six fundamental components of crime scene investigation. All sessions include lectures on the general theory behind each component and require the completion of practical exercises to reinforce the skills necessary to effectively examine and process a crime scene. The CSTCP is the cornerstone of CJI’s Crime Scene Investigation academic certificate and degree programs.

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

The ARKANSAS LEADER program, which is oriented toward law enforcement heads of agencies and other leaders within the criminal justice system, takes a multi-faceted, dynamic approach to leadership training. Recognizing that attendees are not only agency leaders but also community leaders, the course is designed to advance individual professional development and education that is transferable to their respective organizations and communities. The course allows students to develop invaluable networking assets with the ability to discuss and share common concerns and solutions to challenges faced by criminal justice professionals.

The ARKANSAS LEADER program is jointly sponsored by the Criminal Justice Institute and the Federal Bureau of Investigation (FBI). The program has been designated a Command College of the FBI.

Session XX of ARKANSAS LEADER will be held June 5–10, 2011, at the Criminal Justice Institute. Heads of Arkansas law enforcement agencies who wish to attend should direct correspondence to CJI Director, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. Due to the demand for this course of instruction, agency heads are required to submit their correspondence prior to April 1, 2011.

For more information, contact Doug Newcomb:

(501) 570-8092
rdnewcomb@cji.edu
School of Law Enforcement Supervision (SLES)

The School of Law Enforcement Supervision (SLES), designed by Arkansas law enforcement leaders to set a standard that focuses on leadership, education and advancement in the law enforcement profession, is a four-week supervisory development course scheduled one week per month over a four-month period. Course topics include: Team Building; Research Strategies; Organizational and Nonverbal Communication; Challenging Organizational Culture; Stress Management; Social Intelligence; Managing Media Relations; Ethics and Leadership; Civil Liability; and Information Systems and Applications.

Officers are required to successfully complete a written examination at the conclusion of each week of instruction. Each examination will cover material drawn from the lectures, course texts, and outside reading assignments. In addition, this course requires officers to make oral presentations and prepare a research paper on a topic relevant to law enforcement supervision.

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

The Criminal Justice Institute provides free lodging accommodations for participants who reside 50 or more miles outside of the metropolitan Little Rock area. The deadline for nominations for either session will be thirty days prior to the start of the session.

For more information, contact Doug Newcomb:

(501) 570-8092
rdnewcomb@cji.edu

This year, CJI will conduct two sessions of the School of Law Enforcement Supervision—Session XXXVI beginning in September 2010 and Session XXXVII beginning in February 2011. Each session will be held at the Criminal Justice Institute on the following dates:

**Session XXXVI**
September 20–24, 2010
October 18–22, 2010
November 15–19, 2010
December 13–17, 2010

**Session XXXVII**
February 21–25, 2011
March 21–25, 2011
April 11–15, 2011
May 16–20, 2011
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 introduce vital components of crime scene investigation.

Participants will be required to attend and successfully pass all six courses to receive their certificate. After successful completion of all six components, officers will have met the minimum requirements necessary for application for certification as a crime scene investigator through the International Association for Identification. Descriptions for each course are located on page 12.

To participate in Session XIII 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. In addition, we require each department to provide its agency representative a minimum amount of photography equipment to ensure successful participation in the program.

Applications must be received at CJI by close of business on September 30, 2010. Acceptance letters along with the required acceptance forms will be sent to agency heads by October 15, 2010.

All six courses will be held at the Criminal Justice Institute. A graduation ceremony will also be held at the Criminal Justice Institute on Thursday, June 23, 2011.

For more information, contact Mira Frosolono:

(501) 570-8072
mafrosolono@cji.edu

Photography skills are critical in crime scene and evidence documentation. The minimum photography equipment required for participation in CSTCP is listed below. If you have any questions concerning the photography equipment requirement, please feel free to contact Mira Frosolono at (501) 570-8072.

Photography Equipment Requirements:
- Adjustable Digital Camera
- Camera Manual
- Tripod
- Detachable Flash
- PC Cord
- Cable Release
- Spare Batteries for Camera and Flash
- Macro lens
- Filters (yellow, orange, red, and polarizing)
WEEK ONE

Crime Scene Photography
This four-day course will cover crime scene management and basic photography techniques as well as general crime scene and forensic evidence photography. Officers will be taught the appropriate techniques to be used in photographing a crime scene and related evidence. To adequately cover the topic of night photography, there will be one evening session conducted one day of this program. A written examination at the end of the course and evaluations of the quality of photographs taken as part of the class will determine successful completion of this component of the certificate program.

January 11–14, 2011

WEEK TWO

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

February 8–10, 2011

WEEK THREE

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

March 8–10, 2011

WEEK FOUR

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

April 5–7, 2011

WEEK FIVE

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

May 10–12, 2011

WEEK SIX

Crime Scene Investigation
Crime scene processing protocol will be emphasized in this capstone portion of the certificate program. Officers will be required to use previously acquired knowledge and skills to complete several mock crime scene scenarios, including those that may be conducted at night. Officers will be required to appropriately process all mock crime scenes and provide thorough presentations of their findings. A comprehensive written final examination and evaluation of photographs will function to assess individual performance and determine graduates of the program.

June 1–3, 2011
Narcotics Officer Certificate Program

The Narcotics Officer Certificate Program (NOCP) was created to offer Arkansas law enforcement agencies the opportunity to provide specialized training to their narcotics officers. This program provides participants with the fundamental knowledge and skills they need to conduct basic narcotics investigations. Although the program material is most appropriate for officers with limited narcotics experience, seasoned investigators will find they can also enhance their knowledge and skills by participating in the program.

NOCP consists of five, three-day courses delivered once a month. Participants are required to attend all five components and pass all examinations to successfully complete the program. Core program topics include: Arkansas Drug Laws, Drug Identification and Classification, Methamphetamine, Managing Informants and Cooperative Witnesses, Search and Seizure, Investigative Techniques, Undercover Investigations, Pharmaceutical Diversion, Evidence Collection, Report Writing, Surveillance, Resources, Intelligence, Criminal Defenses, and Courtroom Testimony.

During Fiscal Year 2011, Session X of the Narcotics Officer Certificate Program will be offered from January through May in Pine Bluff. Graduation is scheduled for June 17, 2011.

To participate in the program, an application letter must be submitted to Dr. Cheryl May from the applicant’s Chief of Police, Sheriff, Department Head or Director by December 17, 2010.

For more information, contact Mira Frosolono:
(501) 570-8072
mafrosolono@cji.edu
CJI's Forensic Sciences and Computer Education Division (FSCED) provides learning opportunities for Arkansas law enforcement personnel to enhance their knowledge and skills through coursework on forensic science and computer applications.

Forensic-related courses provide opportunities for law enforcement personnel to develop fundamental knowledge and skills in Basic Crime Scene Processing, Basic Digital Photography, Death Investigations, and Crime Scene Courtroom Testimony. Law enforcement professionals needing more in-depth knowledge and skills for their crime scene work will benefit from Using Forensic Light Sources, Bloodstain Pattern Analysis, Crime Scene Sketching Using Crime Zone, and Latent Prints. All courses are led by instructors who are experts in their fields and promote a professional, organized approach to crime scene processing.

With proper training, computer technology can decrease the time required to prepare reports and other administrative documents needed by law enforcement personnel. Basic skill acquisition along with an understanding of what the computer technology can perform prepares law enforcement officers to utilize the computer applications for data compilation and analysis (Microsoft Excel), case management (Microsoft Excel), and communications (Microsoft Word and PowerPoint). In addition, skills acquired through computer courses offered through FSCED can benefit officers by providing them a foundation of skills that transfer for use in other computer applications within their agencies.

Since it is not always possible for officers to travel to Little Rock for training, computer training will be offered at locations other than the Institute’s Little Rock campus. During FY 2011, Microsoft Word and Microsoft Excel classes will be provided for law enforcement personnel at different sites across the state. With this increased accessibility to classes, CJI hopes to assist agencies with limited personnel and resources to obtain needed education and training in computer technologies.
Forensic Sciences

The Forensic Sciences program at the Criminal Justice Institute was begun in 1996 to enhance the knowledge and skills of the Arkansas law enforcement community in crime scene investigation. Since each law enforcement agency differs in the level of training and resources available to its personnel, the Institute offers a variety of courses for both novice and experienced crime scene professionals. Through lecture and hands-on practical exercises officers learn proper procedures and techniques in a controlled learning environment led by instructors who are experts in their fields.

Delivery of the Institute’s courses is made possible by a training facility that houses a classroom and forensic laboratory containing state-of-the-art equipment and training aids to facilitate lecture and hands-on activities. Courses offered off-site from the Institute’s facility also incorporate the use of crime scene equipment for demonstrations and practical exercises.

During fiscal year 2011, the Criminal Justice Institute will again offer a wide variety of courses that focus on the importance of physical evidence and the need for proper evidence identification, collection, preservation, packaging, and storage. The courses to be offered will range in topic areas of general information, such as Basic Crime Scene Processing, to specialized topics such as Latent Prints. The following pages include descriptions, dates, and locations for fiscal year 2011 course offerings.

For more information about the Forensic Sciences and Computer Education Division, contact Mira Frosolono:

(501) 570-8072
mafrosolono@cji.edu

Advanced Crime Scene Processing
21 Hours

This three-day course will build on skills acquired in the Basic Crime Scene Processing class. Students will work on improving their photographic and latent print processing skills as well as casting and photography of footwear, tire tracks, and tool marks. They will be introduced to crime scene reconstruction. Practical application of the techniques and procedures will be performed during the course. Students with interesting or difficult cases are encouraged to bring case information for discussion. Recommended equipment for the class includes an adjustable digital camera, tripod, and processing kit. Enrollment will be restricted to 20 students.

Note: Graduates of the Crime Scene Technician Certificate Program (CSTCP) will find this course a refresher.

April 12–14, 2011
White County Sheriff’s Office
Searcy, Arkansas
Basic Crime Scene Processing
21 Hours
Participants will learn techniques of crime scene investigation as applied to crimes against property. Hands-on exercises focusing on the recognition, documentation, recovery, and preservation of physical evidence will be implemented. Practical application of the techniques and procedures learned will be accomplished through a mock crime scene exercise conducted on the last day of the program. Access to a tripod and an adjustable digital camera will be needed. Enrollment will be restricted to 20 participants.

September 27–29, 2010
Van Buren Police Department

Basic Digital Photography
14 Hours
Law enforcement is utilizing digital photography and technology more frequently than ever. This 14-hour course will address the basic photography theory to be applied to capturing digital images that will enhance image quality. Other topics include types of digital cameras, digital images vs. 35mm film, basic crime scene digital photography, 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. Recommended equipment for the class is an adjustable digital camera and a tripod.

August 3–4, 2010
University of Arkansas
Community College at Batesville

February 16–17, 2011
Garrison Activity & Conference Center
Henderson State University
Arkadelphia, Arkansas

Bloodstain Pattern Analysis
40 Hours
This five-day course will include lecture and case history presentation, experiments, mock crime scene evaluations, photography, and documentation for bloodstain pattern evidence. Hands-on experiments will be used to demonstrate the mechanics of actual pattern formation and typical pattern characteristics used in interpretation. Mock crime scenes will be employed to assess each participant’s skill in using documentation techniques, biohazard precautions, crime scene control, and interpreting bloodstain patterns. Course length and experiments will meet the membership requirements for the International Association of Bloodstain Pattern Analysts (IABPA). Enrollment is limited to 20 participants.

March 14–18, 2011
Criminal Justice Institute

Bloodstain Pattern Documentation
28 Hours
The value of bloodstain evidence is too often only considered in terms of the serological identifying characteristics, such as the blood type and DNA profiles. Bloodstain pattern analysis adds another dimension to the information left at the scene of a crime. By analyzing the physical pattern of the bloodstains, additional information can be learned, including how the crime was conducted, who was or was not present, how many blows were struck, and even the positioning of the individuals involved in the crime. To perform bloodstain pattern analysis, many years of study are required. This course will address the more immediate need for law enforcement officers—namely, recognition of basic bloodstain patterns at a crime scene and the proper methods of documenting the scene so that specialized analysis can then be performed by a bloodstain pattern expert. Enrollment will be restricted to 20 participants. There is no camera requirement to attend this course; however, if you have an adjustable digital camera and would like to practice with it during this course, please bring it with you. CJI will also have cameras available.

September 13–16, 2010
Criminal Justice Institute
Crime Scene Courtroom Testimony
14 Hours
This two-day course is designed specifically for the crime scene investigator who is frequently required to testify to their observations and actions at a crime scene as well as subsequent interpretation of their findings. This course will provide suggested guidelines in testifying as an expert witness in crime scene investigation. In addition to lecture, officers may be required to participate in a mock court trial. The knowledge gained through this experience will be applicable to future court testimonies. Crime scene specialists and detectives/investigators who process crime scenes will benefit from this course. Due to the hands-on nature of this course, enrollment will be restricted to 20 participants.

May 24–25, 2011
Washington County Sheriff’s Office
Fayetteville, Arkansas

Crime Scene Investigation
14 Hours
The primary purpose of this two-day program is to provide a general overview of forensic evidence and how to properly secure, protect, and process crime scenes for physical and testimonial evidence. The appropriate actions of the first responding officer, securing and protecting the scene, establishing the dimensions of the scene, evaluating the crime scene for physical evidence, crime scene documentation, proper collection and packaging procedures, and new and innovative processing techniques will be among the topics discussed. Property crimes, sexual assaults, robberies, and death investigations, including those involving the recovery of badly decomposed or buried human remains, will be covered. This course will benefit patrol officers, investigators/detectives and new crime scene specialists. Enrollment in this course will be restricted to 40 participants.

November 4–5, 2010
North Arkansas College
Harrison, Arkansas

Crime Scene Sketching Using Crime Zone
14 Hours
This two-day course provides a basic working knowledge of Crime Zone software to assist law enforcement in creating professional crime scene sketches. It is an easy-to-use drawing program designed just for criminal investigators and other law enforcement professionals. It has all of the features and symbols needed to quickly and accurately create diagrams for all types of traffic accidents, homicide investigations, and arson investigations. This two-day course is restricted to 20 participants.

July 28–29, 2010
Criminal Justice Institute

Death Investigation Issues for Law Enforcement and Coroners
14 Hours
This two-day course will provide a general overview and discussion of issues relevant to coroners and law enforcement in investigating deaths. Topics to be included are: Roles of Coroners and Law Enforcement at Death Scenes, Media Relations, Bloodstain Evidence, Cause of Death Determination, Preserving and Documenting the Death Scene, Auto Erotic Facilities, and Suicide Investigations. Enrollment is limited to 30 participants.

December 7–8, 2010
Texarkana Police Department

Latent Prints
21 Hours
Basic techniques to be used in identifying and developing latent prints from a variety of types of crime scenes will be emphasized in this three-day course. Officers will be required to successfully photograph developed latent crime scene prints. Officers should also be prepared to bring photography equipment suitable for macro-photography. Due to the extensive use of hands-on exercises, enrollment will be restricted to 20 participants.

October 19–21, 2010
University of Arkansas
Community College at Hope
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.

October 6–7, 2010
Criminal Justice Institute

Taking the Crime Scene into the Interrogation Room—Do the Pieces Fit?
14 Hours
This fast-paced interactive two-day seminar focuses on understanding the crime scene from a behavioral approach and then taking that understanding directly into the interrogation room. What can be learned from the crime scene becomes truly powerful when it can be used by the skilled investigator in efforts to narrow down their pool of suspects through the interview and interrogation process. Crime scenes have a “psychological fingerprint” as well as physical evidence and, in this course, officers will learn the skills necessary to utilize their knowledge of both, in the one on one, face-to-face interrogation of the potential suspects.

This course is designed for criminal investigators, crime scene specialists, as well as uniform officers who have the responsibility of conducting their own interviews and interrogations. Class size will be limited to 40 participants.

April 26–27, 2011
Criminal Justice Institute

Using Forensic Light Sources
21 Hours
The primary purpose of this course is to identify and demonstrate the uses of forensic light sources. The definition of a forensic light source and what can be accomplished with a variety of available light sources at the crime scene will be emphasized in course materials. Using various light sources to detect latent prints, biological fluid, hairs, fibers and other trace evidence, miscellaneous applications and photography techniques will be addressed. Officers will be provided with hands-on experiences in using a variety of light sources and are encouraged to bring their own light source(s). An adjustable digital camera capable of a “bulb” shutter speed and macro-photography, a sturdy tripod, cable release and plenty of batteries for the camera are required equipment for course enrollment. Enrollment is restricted to 20 participants.

September 8–10, 2010
Criminal Justice Institute
Crime Scene

Investigator Certificate

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

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

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

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Advanced Crime Scene Technician Certificate Program .................................. 63

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Computer Crime .................................................................................... 21

Crime Scene Digital Photography and Imaging ........................................ 28

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Using Forensic Light Sources ............................................................... 21

Crime Scene Courtroom Testimony ...................................................... 14

Management of Evidence and Recovered Property ................................ 14

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

The Criminal Justice Institute will continue to offer computer classes during Fiscal Year 2011. In addition to the computer classes held at the CJI facility in Little Rock, courses will be held in four different areas of the state. Eligible participants for these classes include sworn law enforcement officers and agency staff members who provide administrative support functions.

The minimum number of participants needed for CJI to deliver a computer class is 15. The maximum number of participants for any training location will be 20. Register within 60 days of the date for the class to ensure your slot. Course times will be 8:30 a.m. to 4:30 p.m. for all training locations.

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

March 2–3, 2011
Criminal Justice Institute

Advanced Microsoft Word: Styles, Reference Tables, Large Documents, Forms and Templates
7 Hours
Microsoft Word includes many advanced tools to enhance the overall professional appearance of a document. In addition, law enforcement officers can create templates and forms for agency documents that are used again and again. Learning how to use these advanced tools reduces the time required to produce agency documentation while providing a professional, manicured document. Major topics to be covered include: Using Section Breaks and Styles; Working with Headers and Footers; Creating Outlines; Making Table of Contents and Indexes; Using Templates and Wizards; Using Forms; Creating Customized Templates and Forms; and Mail Merge. The prerequisite for this course is Using Microsoft Word.

February 3, 2011
Criminal Justice Institute
Essentials of Computer Operations
7 Hours
Understanding elements of computing assists law enforcement in maximizing the potential of computer technology. This course will provide an introduction to hardware components, electronic data management, computer navigation skills, and Microsoft Windows 2003 and Vista. Those officers wanting a better understanding of how computers work would benefit from this course. Major topics to be covered include: Computer Hardware Components; The Windows Desktop; Customizing Windows Settings; Computer Navigation; Electronic File Management; Working with Folders; Using the Search Companion; and Introduction to Microsoft Office Software Applications.

August 12, 2010
Criminal Justice Institute

January 20, 2011
Criminal Justice Institute

Using Microsoft Excel
14 Hours
Microsoft Excel allows law enforcement to create professional spreadsheets and charts, and is an excellent program for managing statistics and budgets. Computer users who calculate and chart data would benefit from this course. Major topics to be covered include: Basic Workbook Skills; Formatting Text, Numbers and Cells; Copying and Moving Data; Working with Columns and Rows; Printing; Creating Basic and 3-D Formulas; Working with Worksheets and Workbooks; Working with Multiple Workbooks and Large Workbooks; Managing Worksheets; Creating, Editing and Modifying Charts; Sharing and Reviewing Workbooks; and Conditional and Custom Formatting. It is recommended that students have a working knowledge of Microsoft Windows and possess intermediate to advanced computer navigation skills.

September 29–30, 2010
Criminal Justice Institute

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

June 15–17, 2011
Criminal Justice Institute
Using Microsoft PowerPoint

14 Hours
Microsoft PowerPoint allows users to easily create and design slide show presentations and printed handouts. Computer users who create or give presentations would benefit from this course. Major topics to be covered include: Presentation Essentials; Creating and Enhancing Presentation Slides; Formatting and Editing Text and Objects; Using Slide Sorter, Slide Show, and Note Page Views; Editing Slide and Handout Masters; Printing Presentations; Using Clip Art and other Graphics; Using Drawing Objects; Preparing Slide Shows; Basic Animation; and Special Effects. In addition, advanced topics that will be covered include: Customizing Presentations; Customizing Animated Text and Objects; Editing Multiple Presentations; Duplicating Slides; Rehearsing Timing; Recording Narration; Recording Narration: Presenter View; and Preparing and Publishing a Presentation. It is recommended that students have a working knowledge of Microsoft Windows, Microsoft Word, and possess intermediate computer navigation skills.

April 20–21, 2011
Criminal Justice Institute

May 25–26, 2011
North Arkansas College
Harrison, Arkansas

Using Microsoft Word

14 Hours
Microsoft Word is a full-featured word processing application that enhances the professionalism of written communication and documentation. Microsoft Word can help in more than creating letters and memos. This software can also be utilized to create graphics and tables for newsletters, notification posts, reports, and brochures. Major topics to be covered include: Creating and Editing Documents; Printing Options; Spelling and Grammar Check; Formatting Characters, Paragraphs, Pages and Documents; Working with Tabs; Working with Numbers and Bullets; Using Design Themes; Using AutoCorrect, AutoText and AutoFormat; Working with Tables, Spreadsheets and Charts; Using Find and Replace; Working with Newsletter Columns; and Working with Graphics. It is recommended that students have a working knowledge of Microsoft Windows and possess basic computer navigation skills.

August 18–19, 2010
East Arkansas Community College
Forrest City, Arkansas

August 25–26, 2010
Criminal Justice Institute

September 15–16, 2010
North Arkansas College
Harrison, Arkansas

October 6–7, 2010
University of Arkansas at Monticello

November 30–December 1, 2010
University of Arkansas Community College at Hope
The primary mission of the Law Enforcement Management Division (LEMD) is to enhance the knowledge, skills, and abilities of Arkansas law enforcement professionals by providing leadership and management courses customized to meet the dynamic and unique challenges of law enforcement across the State.

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

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

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

For more information about the Law Enforcement Management Division, contact Doug Newcomb:

(501) 570-8092
rdnewcomb@cji.edu

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### Law Enforcement Management

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Advanced Defensive Tactics
8 Hours
This course is designed to familiarize law enforcement officers with the use of their own body mechanics and that of a subject(s) on which advanced defensive tactics may be used in order to control or secure. Objectives include blocking/striking techniques with combatives, controlling maneuvers, control points, use of a baton as a leverage tool, edged weapon defense techniques, and weapon retention techniques. The course will begin at 8:00 a.m. and will conclude at 5:00 p.m. Class size is limited to 20 officers.

August 4, 2010
Vo-Tech Building
Mountain View High School

Date To Be Announced
El Dorado Police Department

Background Investigations of Police Applicants
12 Hours
This course is designed to prepare law enforcement officers to produce a verifiable, chronological history of an applicant’s life. Mechanisms are introduced that use this information with other pre-employment screening devices in determining suitability for employment. Officers will learn to document facts in a similar manner for each applicant to ensure consistency and ease of retrieval. The course begins at 8:00 a.m. and concludes at 5:00 p.m. on the first day. On the second day, the course concludes at noon. Letters of nomination are required. Heads of law enforcement agencies should direct correspondence and letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

October 11–12, 2010
Bentonville Police Department

April 7–8, 2011
Criminal Justice Institute

Advanced Supervision
24 Hours
This three-day course assists officers in comprehending modern management and leadership concepts. Topics include: Ethics and Public Integrity; Leadership Methods and Methodology; Organizational Change; Succession Planning; and Motivation and Mentoring. This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

September 14–16, 2010
University of Arkansas Police Department
Fayetteville, Arkansas

December 7–9, 2010
Jonesboro Police Department

March 15–17, 2011
Pine Bluff Police Department

June 21–23, 2011
Garland County Sheriff’s Office
Hot Springs, Arkansas

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

July 8, 2010
Searcy 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 law enforcement professionals must develop certain mindsets to ensure their survival. This six-hour course will present pertinent psychological factors that must be embraced. Psychological processes, as well as physical processes, will be addressed to explain officer involvement in confrontational situations. This course will be especially beneficial to tactical team members, firearm instructors, managers, and supervisors of such units. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

September 27, 2010
Washington County Sheriff’s Office
Fayetteville, Arkansas

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

November 29, 2010
Garland County Sheriff’s Office
Hot Springs, Arkansas

March 11, 2011
Fort Smith Police Department

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

August 20, 2010
Criminal Justice Institute

November 19, 2010
Hot Springs Police Department

April 1, 2011
Texarkana Police Department

Conflict Resolution for Supervisors
14 Hours
To be a good supervisor, you must be a good communicator. Communication requires a tremendous amount of interpersonal interaction, an area that makes many people uncomfortable. This two-day course is designed to instruct participants in ways to diffuse the conflicts that law enforcement supervisors find themselves in as they perform administrative functions. By employing proper communication skills, the supervisor can destroy barriers caused by personnel who are in turmoil and conflict. This course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

August 16–17, 2010
University of Arkansas
Community College at Hope

October 20–21, 2010
Conway Police Department

March 23–24, 2011
Fayetteville Police Department
Domestic Violence
14 Hours
Historically, domestic violence calls rank among the most dangerous for responding officers. This program is designed to familiarize officers with the unique challenges they face in domestic violence situations. Course topics will include: The Dynamics of Abusive Relationships; Officer Safety Concerns; Interviews of Victims, Suspects, Children and Other Witnesses; Reporting; and Probable Cause Leading to Arrest and Successful Conviction. The course will explore proper evidence collection and documentation, as well as civil orders of protection. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

October 28–29, 2010
Van Buren Police Department

April 4–5, 2011
Southern Arkansas University Magnolia, Arkansas

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

December 6, 2010
Jonesboro Police Department

June 24, 2011
Fort Smith Police Department

Crime Prevention:
Proactive Tactics to Stop Crime
6 Hours
This course acquaints the law enforcement officer with a variety of crime prevention programs and their use as community policing tools. Crime is a costly and demoralizing problem that affects all communities. Crime prevention is a simple and direct approach that protects potential victims by anticipating the possibility of attack and eliminating or reducing the opportunity for it to occur. This course begins at 9:00 a.m. and concludes at 4:00 p.m.

August 9, 2010
Bryant Police Department

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

October 1, 2010
Conway Police Department

Domestic Violence
14 Hours
Historically, domestic violence calls rank among the most dangerous for responding officers. This program is designed to familiarize officers with the unique challenges they face in domestic violence situations. Course topics will include: The Dynamics of Abusive Relationships; Officer Safety Concerns; Interviews of Victims, Suspects, Children and Other Witnesses; Reporting; and Probable Cause Leading to Arrest and Successful Conviction. The course will explore proper evidence collection and documentation, as well as civil orders of protection. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

October 28–29, 2010
Van Buren Police Department

April 4–5, 2011
Southern Arkansas University Magnolia, Arkansas
Enhanced Spanish
21 Hours
This course is designed for officers who have completed Officer Safety and Communications Spanish or have previous Spanish training. Officers will review the rules of Spanish pronunciation and will be introduced to enhanced numbers and the numbering system. Spanish DUI-DWI vocabulary and Standard Field Sobriety Testing will be instructed. Students will learn short-cuts to sentence structure and specific offense questions, and will review arrest/traffic commands and be introduced to enhanced arrest commands. This course is not for officers with no previous Spanish training.

October 6–8, 2010
Fort Smith Police Department

December 8–10, 2010
Hot Springs Police Department

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

November 8, 2010
Craighead County Sheriff’s Office
Jonesboro, Arkansas

Field Training for the 21st Century
40 Hours
This course explores a variety of issues designed to help field training officers manage their probationary employees. Topics include: Role of the Field Training Instructor; Liability Issues; Evaluation Guidelines and Remedial Training Documentation; Learning Methodologies; Generational Differences; Understanding Behavioral Diversity; Leadership Tools; Organizational Values; and Understanding Stress. The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day.

March 28–April 1, 2011
Criminal Justice Institute

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

July 19, 2010
Clarksville Police Department

September 13, 2010
University of Arkansas Police Department
Fayetteville, Arkansas

October 8, 2010
Wynne Police Department

January 10, 2011
University of Arkansas at Monticello

March 7, 2011
North Arkansas College
Harrison, Arkansas
Identity Theft
7 Hours
With the continuing advancement of the Internet and related computer technologies, identity theft is becoming all too common. This one-day course is designed to teach law enforcement officers how identity theft and identity fraud occurs, strategies for the investigation and prosecution of identity theft/fraud, and available resources to assist the victims and investigators. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

August 6, 2010
Jonesboro Police Department

November 1, 2010
Criminal Justice Institute

February 28, 2011
Miller County Sheriff’s Office
Texarkana, Arkansas

Managing Informants and Cooperative Witnesses
6 Hours
This six-hour course will deal specifically with recruitment, documentation, motives, control, legal issues, and other pertinent issues regarding confidential informants and cooperating witnesses, as well as the difference between them. The supervisor’s responsibility in the utilization of informants by his or her subordinates will be discussed along with the pitfalls of managing them. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

October 15, 2010
Hot Springs Police Department

Instructor Development
40 Hours
This course is designed to teach participants how to provide instruction using practical applications and learning principles. Topics will include: Principles of Adult Learning; Research Practices and Techniques; Methods of Instruction; Testing and Evaluation; Communicating Clearly; Designing Lesson Plans and Instructional Objectives; and Utilizing Visual Aids. The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day. Class size is limited to 14 officers.

August 30–September 3, 2010
Garland County Sheriff’s Office
Hot Springs, Arkansas

November 1–5, 2010
Texarkana Police Department

March 28–April 1, 2011
Phillips Community College of UA
Helena–West Helena, Arkansas

Foundations of Supervision
24 Hours
This three-day introductory course is designed to assist first and second line supervisors, or individuals with promotion potential, in developing and applying sound management and leadership principles. Topics include: Leadership Values; Human Behavior; Communication Skills; Team Building; Decision Making; and Delegation. This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

July 20–22, 2010
Washington County Sheriff’s Office
Fayetteville, Arkansas

October 5–7, 2010
West Memphis Police Department

January 11–13, 2011
University of Arkansas at Monticello

April 19–21, 2011
Malvern Police Department

Law Enforcement Management Division
Managing Interviews and Interrogations
14 Hours
This course is designed to teach law enforcement how to manage the interview and interrogation process. It will examine the basic principles behind the psychology of interviewing, behavioral information, identifying rejection, nonverbal indicators, gestures and movements indicative of deception, and statement analysis. The factors that undermine a successful interview and interrogation will be critically explored. Theme development, reasons why people do not confess, and the Reid Nine Steps of Interrogation will be addressed. This course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

August 5–6, 2010
Pine Bluff Regional Park
Pine Bluff, Arkansas

Officer Safety and Communication Spanish
21 Hours
This course is designed to familiarize law enforcement personnel with basic Spanish to enhance communication and ensure safety between law enforcement officers and the Spanish speaking community. Officers will learn the Spanish alphabet and pronunciation, days, months, supplemental words, and numbers 0-9. Traffic stops and arrest situations are also covered. Officers will be exposed to cultural information, danger words and gang slang. Officers will learn how to gather information for reports conduct interviews to gather victim, witness, and suspect information. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

July 13–15, 2010
University of Arkansas
Community College at Hope

August 17–19, 2010
North Arkansas College
Harrison, Arkansas

April 26–28, 2011
Pine Bluff Regional Park
Pine Bluff, Arkansas

Officer Safety
6 Hours
This program is designed to update, review, and reinforce officer safety awareness, procedures, and tactics. Topics of discussion will include managing street risks, traffic safety, off-duty awareness, control of operating exposures and sharing the latest officer safety warnings, alerts, tips, and information.

October 4, 2010
Forrest City Police Department

October 25, 2010
Montgomery County Sheriff’s Office
Mount Ida, Arkansas

February 14, 2011
Dallas County Sheriff’s Office
Fordyce, Arkansas
Police Internal Affairs
40 Hours
This seminar is designed to meet the needs of the newly assigned Internal Affairs Officer, the experienced Internal Affairs Officer who wants to update his/her skills, or the manager who wants to understand how Internal Affairs should work. It is further designed to take into account the needs of the small and medium size police agencies as well as the larger ones. Common types of officer misconduct will be identified and the mechanics of handling and investigating such misconduct will be introduced. Legal aspects of internal affairs investigations and the positive attribute of proper discipline will be explored. The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day. Letters of nomination are required for officers to attend this specialized course. Heads of law enforcement agencies should direct letters nominating their candidates to Dr. Cheryl P. May, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204.

November 8–12, 2010
Criminal Justice Institute

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

September 30–October 1, 2010
University of Arkansas
Community College at Hope

April 21–22, 2011
Van Buren Police Department

Principles of Supervision
24 Hours
This three-day course will allow officers to dialogue with the instructors about the challenges and successes they have had as supervisors. In addition, students will be exposed to additional topics in management and leadership, including: Performance Evaluations; Progressive Discipline; Dealing with Difficult Employees; Managing Street Risks; Stress Management; Effective Report Writing; and Public Speaking Fundamentals. This course will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

August 24–26, 2010
Benton County Sheriff’s Office
Bentonville, Arkansas

November 9–11, 2010
Craighead County Sheriff’s Office
Jonesboro, Arkansas

February 15–17, 2011
Dallas County Sheriff’s Office
Fordyce, Arkansas

May 24–26, 2011
Bryant Police Department

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

August 10, 2010
Criminal Justice Institute
Talking Hands
6 Hours
This course will provide officers with the ability to communicate with each other nonverbally using one-handed signals in police environments and without the suspects hearing anything. This training, based upon the same signs used by the hearing impaired public, will cover basic nonverbal communication techniques using single-hand sign language for use in both police environments or situations where verbal communication is not desirable. Officers will demonstrate the use of hand signals through practical exercises, scenarios, and final assessment. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

August 27, 2010
Benton County Sheriff’s Office
Bentonville, Arkansas

February 11, 2011
Sheridan Police Department

April 18, 2011
Malvern Police Department

June 20, 2011
Garland County Sheriff’s Office
Hot Springs, Arkansas

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

September 10, 2010
Pine Bluff Police Department

May 2, 2011
Fort Smith Police Department

Warrantless Search and Seizure
6 Hours
This course reviews law enforcement encounters that lead to the search and seizure of contraband where the requirements for a search warrant may be 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.

August 27, 2010
Camden Police Department

October 8, 2010
Jefferson County Sheriff’s Office
Pine Bluff, Arkansas

March 18, 2011
Criminal Justice Institute

June 3, 2011
University of Arkansas Police Department
Fayetteville, Arkansas

SLES/Arkansas Leader Graduate
Special Topics Seminar
8 Hours
CJI’s Special Topics Seminar is designed specifically for graduates of past Arkansas Leader and School of Law Enforcement Supervision programs. Past graduates of these programs may submit a course registration form at any time. The course will begin at 8:00 a.m. and will conclude at 5:00 p.m.

June 28, 2011
Criminal Justice Institute
Arkansas Methamphetamine Education and Training Initiatives

Illicit methamphetamine continues to be a concern for law enforcement and communities across Arkansas. During fiscal year 2011, the Criminal Justice Institute will continue to make methamphetamine a key education and training priority. Through special state and federal funding, CJI will offer education and training opportunities for officers specializing in narcotics as well as classes that will be of interest to front line officers. These course offerings will aid law enforcement personnel in the recognition and safe response to clandestine methamphetamine labs and include information related to methamphetamine investigations, distribution networks, drug endangered children, and legal issues.

The Criminal Justice Institute is working to provide courses for on-line delivery. The strategy used will allow officers to access training through a secure website when it is most convenient for them and complete the training at their own pace. Methamphetamine Investigations and The Arkansas Methamphetamine Challenge for Executives will be the first courses offered, with a target date of August 2010.

For more information about CJI's Arkansas Methamphetamine Education and Training Initiatives, contact Mira Frosolono:

(501) 570-8072
mafrosolono@cji.edu

Arkansas Methamphetamine Education and Training Initiatives

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**Advanced Narcotics Investigation**  
**40 Hours**  
This course is designed to enhance the application of narcotics officers’ investigative skills in undercover and surveillance operations, and to enhance proficiency of firearms skills in an undercover capacity. Classroom instruction will focus on undercover techniques and tactics. Officers will participate in practical exercises that require them to apply their knowledge and skills performing as a member of a mock narcotics investigative team. Live mock undercover operations and surveillance exercise will be conducted. Range qualification with the officer’s own undercover firearm will be included to inform officers about considerations of the most efficient methods to carry and deploy weapons from concealed placement. Officers will be tasked with the deployment and implementation of weapons in a variety of range drills (live fire) and training exercises (scenarios) using Simunition® FX® marking cartridges and Securi-Blank™ training cartridges.

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

To successfully complete the course, officers will be required to complete each exercise, receive successful evaluations on each, and pass a final exam. Eligible officers include law enforcement personnel who currently serve as narcotics officers. Preference will be given to graduates of the Institute’s Narcotics Officer Certificate Program (NOCP) and officers who have successfully completed the DEA Basic Drug Investigators Course. The program is limited to twenty officers.

To participate in the program, an application letter verifying your narcotics experience and training must be submitted to Mira Frosolono from the applicant’s Chief of Police, Sheriff, Department Head or Director by May 20, 2011.

**June 20–24, 2011**  
**Rogers Police Department**

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**Clan Lab Field Sampling and Evidence Preparation**  
**7 Hours**  
This class is designed to prepare participants to properly sample, collect, 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 and hands-on exercises will be provided. Participants must be clan-lab certified to attend.

**June 14, 2011**  
**Criminal Justice Institute**

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**Consensual Encounters**  
**7 Hours**  
Consensual encounters are the least intrusive form of police-suspect interaction, but a highly valuable tool in anti-drug efforts by law enforcement. This seven-hour course will focus on proactive, non-adversarial techniques that may be used by law enforcement to gain consent to search from those suspected of possessing or trafficking illegal narcotics and, in the absence of consent, will show participants how to determine reasonable suspicion and probable cause from these brief encounters. Topics in this course include common types of consensual encounters, Arkansas rules, interpretation of the target’s nonverbal, verbal, and behavioral indicators, preparation and planning, applications in domestic drug interdiction, documentation, and legal issues.

**August 5, 2010**  
**University of Arkansas**  
**Community College at Morrilton**

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**Criminal Interdiction**  
**21 Hours**  
This is an intensive three-day course of instruction pertaining to effective highway interdiction. It involves elements such as drug and criminal activity detection, proper observance of search and seizure laws, contamination issues, and ethical conduct during traffic stops.

**April 5–7, 2011**  
**Texarkana Police Department**
Hispanic Gangs
7 Hours
Hispanic street gangs play an integral role in the distribution networks of ice methamphetamine and other illegal substances, and this course will examine those connections. This eight-hour course will provide an overview of the most prevalent Hispanic Gangs, including MS-13, Sur-13, Norteños, Sureños, the Mexican Mafia, and others. Their organizational structures and criminal activities, particularly as they relate to narcotics trafficking, will be identified. Information about known Arkansas gangs and distribution networks will also be provided. Class hours are 8:30 a.m. to 4:30 p.m.

August 18, 2010
Washington County Sheriff’s Office
Fayetteville, Arkansas

Drafting Search Warrants and Affidavits
21 Hours
Properly prepared search warrants are the basis for strong cases. This course will present the Search and Seizure Warrant and Affidavit requirements of the 4th Amendment and the Arkansas Rules of Criminal Procedure. Class discussions will include simple narcotics buy warrants, obtaining “No Knock” exceptions, and working effectively with Prosecutors and Judges. Scenarios will be used to provide practical exercises to reinforce the information presented in class. Each student will be required to prepare Search and Seizure Warrants and Affidavits based upon the information gathered during the scenarios. These documents will be reviewed by the instructors for content and feedback will be provided to each officer. Due to the hands-on exercises included, class size is restricted to 20 participants.

February 15–17, 2011
Criminal Justice Institute

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

January 19–20, 2011
University of Arkansas at Monticello

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

September 22, 2010
Arkansas State University
Newport, Arkansas

December 2, 2010
Magnolia Business & Industrial Technology Center
Magnolia, Arkansas

March 8, 2011
Russellville Police Department

Arkansas Methamphetamine Education and Training Initiatives
Methamphetamine Awareness, Safety, and Identification for Parole and Probation
7 Hours
This seven-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.

April 19, 2011
Criminal Justice Institute

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

May 5, 2011
University of Arkansas
Community College at Hope

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

July 21–22, 2010
University of Arkansas at Monticello

October 20–21, 2010
Jonesboro Police Department

May 11–12, 2011
Fort Smith Police Department
Tactical Drug Operations
14 Hours
This course is designed to assist Narcotics Officers that may be required to deploy weapons during various situations which normally take place in low light circumstances including: serving search warrants, securing methamphetamine labs, and interdiction of methamphetamine. This course is designed to inform and train Officers on the most efficient ways to deploy weapons in low light environments, where officers have the highest probability of being injured. Attending Officers will be tasked with the deployment and implementation of weapons in a variety of live fire range drills and force on force scenarios. These practical exercises will make use of Simunition® FX® marking cartridges and Securi-Blank™ training cartridges.

April 27–28, 2011
Hot Springs Police Department

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

March 1–2, 2011
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.edu or contact the Institute at 501-570-8045 to join the mailing list.
Traffic Safety Program

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

- DWI Detection and Standardized Field Sobriety Testing
- Standardized Field Sobriety Testing Refresher
- Traffic Occupant Protection Strategies
- Drug Recognition Expert
- Drugged Driving
- Standardized Field Sobriety Testing Instructor Development
- Drug Recognition Expert Instructor Development

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

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

Dates, locations, and times for Traffic Safety Program courses can be found on our website at www.cji.edu

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

For more information about CJI’s Traffic Safety Program, contact Neil Pennick:

501-570-8081
nvpennick@cji.edu
The Safe Schools Initiative Division (SSID) provides programs and resources that assist in reducing violence and violence-related behaviors in Arkansas schools. Formerly known as the School Violence Resource Center, this Division takes a pro-active approach to responding to crime and violence, both on the school campus and within the community.

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

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

For more information about CJI’s Safe Schools Initiative Division, contact Larance Johnson:

501-570-8084
lmjohnson@cji.edu

Additional school safety resources can be found at www.arsafeschools.com
**Active Shooter/Rapid Response Training**  
14 Hours  
This course will assist law enforcement in obtaining information necessary to implement rapid intervention techniques in the event of an active shooter incident at a school, church, business, or other event where large groups of persons may be in attendance. Topics will include the history of active shooter situations and instruction on immediate deployment, rapid intervention tactics, and techniques used in rescue and contact team situations. Day two of the training will include practical exercises using Simunitions in mock scenarios to gain experience in applying the tactics and techniques learned in the classroom. Enrollment is limited to 24 students due to equipment constraints. The course begins at 8:00 a.m. and concludes at 4:00 p.m. each day.

**July 26–27, 2010**  
Drew Central High School  
Monticello, Arkansas

**June 23–24, 2011**  
Darby Junior High School  
Fort Smith, Arkansas

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**Cyber Bullying and Crime**  
7 Hours  
This course is designed to share with SROs, school administrators, and other school personnel a workable definition of cyber bullying and crimes as it relates to the school campus and to offer some strategies that have been successful in intervention and enforcement. This course will also help participants recognize characteristics of cyber bullying and crime and how to effectively deal with it. Course topics include: Types of Cyber Bullying Acts; Roles Involved in Cyber Bullying; The Anti-Bullying Law; Types of Cyber Crimes; and Various Laws that Apply to Cyber Crimes. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

**November 3, 2010**  
Garrison Center  
Henderson State University  
Arkadelphia, Arkansas

**April 6, 2011**  
Fred J. Taylor Library & Tech Center  
University of Arkansas at Monticello

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**Detecting Danger**  
7 Hours  
The idea of communication using the power of the subconscious mind is identified in this course. Participants are instructed as to the strength the mind possesses in sending out mixed signals and overcoming ulterior motives. Other topics include: [1] Phenomenological Thought Process: The personal thought processes of police officers are examined in the realm of how they influence the ability to survive attack and meet physical challenges that confront the officer; [2] Mental Preparation for Danger: The 3 programmable areas of mental energy that officers can use to prepare themselves to handle critical encounters are defined and explained; and [3] Verbal Communication: Assists in recognizing the verbal indicators of deception and how word tense and usage can be used in the evaluation of individuals’ intentions.

**September 22, 2010**  
Criminal Justice Institute

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**Domestic Violence: Boyfriend/Girlfriend**  
7 Hours  
Recent changes in the statutes that govern domestic battery have had an impact on domestic violence amongst teens. The law defining a “domestic relationship” has been changed to include a “dating relationship.” This change broadens the scope of the domestic violence statutes and means that more teens involved in dating relationships will potentially be victims of domestic violence within a school setting. Through this course participants will explore the age requirements of the various statutes as well as discuss the defenses that are available to defendants based upon their age at the time of the offense. By using case examples, this course will illustrate many of the problems involved with prosecuting these crimes. The course begins at 8:30 and concludes at 4:30 p.m.

**September 22, 2010**  
Criminal Justice Institute
Drug Identification Training for Educational Professionals (DITEP)  
7 Hours  
This 7-hour course is designed to provide school resource officers, school administrators, school nurses, school security officers, and counselors with a systematic approach to recognize the signs and symptoms of individuals in the academic environment who are using and are impaired by drugs, in order to provide early intervention. This training will help participants identify certain types of popular drugs, “up and coming” drugs, designer drugs, illicit drugs and legal drugs (pharmaceutical) and the laws that pertain to their enforcement. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

October 6, 2010  
Southeast Arkansas College  
Pine Bluff, Arkansas

December 8, 2010  
Criminal Justice Institute

February 9, 2011  
Multi-Purpose Building  
Blytheville School District  
Blytheville, Arkansas

April 20, 2011  
Fort Smith Police Department

Gang Prevention and Intervention  
7 Hours  
This course is designed to teach the participants to identify students in school who may be members of a gang. Items to be discussed will include gang members “colors”, certain types of clothing, tattoos, brands, logo, and other identifying marks on their bodies. Hairstyles and communication through the use of hand signals and graffiti on walls, streets, school work, and school property are also identified. The need to develop communication with law enforcement to track and prevent gang growth is stressed. This course will also address the current gang trends, help participants recognize characteristics of gang activity and crime, and how to effectively deal with it. The course begins at 8:30 and concludes at 4:30 p.m.

September 8, 2010  
Multi-Purpose Building  
Blytheville School District  
Blytheville, Arkansas

March 9, 2011  
Texarkana Police Department  
Texarkana, Arkansas

Effective Administration of SRO Program  
7 Hours  
This course is designed for law enforcement and school-based supervisory personnel with oversight for School Resource Officer programs. During this interactive one-day seminar, participants are exposed to best practices, information, strategies and leadership applications intended to increase the effectiveness of their School Resource Officer programs. The seminar will focus on the following essential components of effective School Resource Officer programs: policies, physical protection strategies, psychological climate of schools, partnerships, and programs. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

June 1, 2011  
Wyndham Riverfront Hotel  
North Little Rock, Arkansas

Juvenile Crime and Justice  
7 Hours  
This 7-hour course is designed to provide school resource officers, school administrators, school security officers, counselors and law enforcement officers with an overview of the juvenile justice system and related laws. This training will serve as a survey of the administration of juvenile crime and justice, including the structural components of the juvenile justice system and the stages of the criminal process from the detection of crime and arrest through prosecution, adjudication, and rehabilitation and its alternatives. Emphasis will be directed upon analysis of decisions and practices within the entire juvenile justice system as well as discretion in the administration of juvenile justice. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

October 20, 2010  
Searcy Police Department
Planning and Responding to Crisis in School
7 Hours
This course is designed to promote participants to foster collaboration between school resource officers, local law enforcement agencies, and school personnel in planning for and responding to crisis situations. Using lessons learned, participants gain knowledge of key emergency management points, and how to utilize the ten steps to crisis preparedness. The course will give participants a view of crisis teams and their responsibilities and types of assignments. Additional material will be discussed on crisis drills, liability issues and how to address funding, planning and training. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

January 26, 2011
Russellville Police Department

Preventing and Responding to Weapons on Campus
7 Hours
This course is designed to provide law enforcement officers, school personnel and security personnel a better understanding of the “potentially violent” or “at risk” student based on past school incidents and lessons learned from personal experiences. Course discussions will include using the triad approach to maintain the safe and orderly campus, types of weapons found in a school or public environment, unique hiding places on campus, and some of the signs to watch for when a student may be concealing a weapon. Using multi-media and static displays, the course will investigate all types of concealable weapons, both disguised and common in appearance. The course begins at 8:30 a.m. and concludes at 4:30 p.m.

November 17, 2010
Forrest City Civic Center
Forrest City, Arkansas

March 30, 2011
Baxter County Emergency Training Center
Mountain Home, Arkansas

Smart Choices, Better Chances
14 Hours
This two-day course is designed to introduce and train the school resource officer to deliver the Smart Choices, Better Chances law education program. The program is founded on the premise that young people must have a better understanding of the juvenile justice system and the consequences for violating the law in order for laws to have their intended deterrent effect on delinquency behavior. The course will guide the participant through the six-lesson curriculum that SROs may use when teaching the program to individual classrooms of fourth, fifth, or sixth grade students. Outlines will also be provided that can be utilized in programs for junior or senior high students, educators, and parent groups. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

May 23–24, 2011
Conway Police Department

SRO I (Basic)
40 Hours
This 40-hour basic course is to provide newly appointed school resource officers with the knowledge and skills they need to effectively perform in a school environment. Students will be given a working knowledge of the school resource officer concept and how to establish a lasting partnership with the schools. In addition to classroom instruction, students will be required to develop and present lesson plans as if they were instructing in a classroom setting. The course begins at 8:30 and concludes at 4:30 p.m. each day.

July 12–16, 2010
Mid-South Baker Building
Little Rock, AR

June 27–July 1, 2011
Criminal Justice Institute
SRO II
40 Hours
This 40-hour course is to provide continued development for experienced school resource officers. This course reviews and updates the knowledge and skills that SRO’s need to continue to effectively perform in a school environment. Also the course will provide additional skills and programs for the experience officer to identify and diffuse potentially dangerous situations on campus. Within this course are oral presentations, videotaped practical exercises and multiple discussions. SROs attending this class must have successfully completed the SRO I Basic course. The course will begin at 8:00 a.m. and concludes at 5:00 p.m. each day.

August 2–6, 2010
Criminal Justice Institute

SRO Roles and Responsibilities
7 Hours
This course has been developed for school resource officers and school administrators working together in the school environment. Participants will be exposed to the Triad approach so to have a better understanding of the SRO’s role as teacher, counselor, and law enforcement officer. In addition, students will also learn the skills necessary to develop goals for the SRO program as they become more familiar with the responsibilities of the SRO. At the end of this instructional period the student will possess the knowledge necessary to serve as a school resource officer and maintain their primary identity as a law enforcement officer. This course begins at 8:30 a.m. and concludes at 4:30 p.m.

February 23, 2011
Criminal Justice Institute

Understanding and Recognizing Child Abuse
6 Hours
Child abuse is a huge problem across our nation. SROs and school personnel as are in a prime position to detect, suspect, and report abuse. This course is designed to help the participant recognize, understand, and report suspected child abuse. The responsibility of SROs and school personnel as a mandated reporter will be reviewed including instructions on where to report suspected abuse, how to report, and the importance and necessity of reporting. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

May 4, 2011
Criminal Justice Institute

Verbal Judo
7 Hours
This course teaches a philosophy of how to look creatively at conflict and use specific strategies and tactics to find peaceful resolutions. These skills are beneficial to officers in their duties because dealing with students and parents can often be difficult and trying emotionally. The course will address how maintaining a “professional face” is crucial if officers are to remain under emotional control and be able to effectively find solutions to potentially violent encounters without escalating to physical force options. Further, the course will discuss when physical force options are necessary to protect both students and officers. The course begins at 8:30 and concludes at 4:30 p.m.

July 21, 2010
Criminal Justice Institute
The Criminal Justice Institute is collaborating 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 officers who are actively employed within a law enforcement agency 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 collaborating colleges and universities.

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

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

For more information about the Law Enforcement Certificate and Degree Programs, contact Dr. Cheryl May or Allison Hoffman:

501-570-8000
cpmay@cji.edu
amhoffman@cji.edu
### Certificate of Proficiency

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

#### Criminal Justice Institute

**15 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Scene Technician Certificate Program</td>
<td>9</td>
</tr>
<tr>
<td>(126 contact hours)</td>
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</tr>
<tr>
<td>Law Enforcement Certification</td>
<td>6</td>
</tr>
<tr>
<td><em>(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law Enforcement Standards and Training.)</em></td>
<td></td>
</tr>
</tbody>
</table>

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

#### College/University

**3 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College English</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Requirement:**

**18 Credit Hours**

### Technical Certificate

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

#### Criminal Justice Institute

**27–30 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Scene Investigation Certificate of Proficiency</td>
<td>15</td>
</tr>
<tr>
<td>Crime Scene Special Topics</td>
<td>12</td>
</tr>
<tr>
<td><em>(Number of contact hours noted in parentheses; All courses are required.)</em></td>
<td></td>
</tr>
<tr>
<td>Recovery of Human Remains (35)*</td>
<td></td>
</tr>
<tr>
<td>Bloodstain Pattern Analysis (40)</td>
<td></td>
</tr>
<tr>
<td>Management of Evidence and Recovered Property (14)</td>
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</tr>
<tr>
<td>Computer Crime (21)</td>
<td></td>
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<tr>
<td>Crime Scene Digital Photography And Imaging (28)</td>
<td></td>
</tr>
<tr>
<td>Fingerprint Comparison and Identification (21)</td>
<td></td>
</tr>
<tr>
<td>Using Forensic Light Sources (21)*</td>
<td></td>
</tr>
<tr>
<td>Crime Scene Courtroom Testimony (14)*</td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td><em>(Number of contact hours noted in parentheses; Only 45 contact hours needed.)</em></td>
<td></td>
</tr>
</tbody>
</table>

* Offered every other fiscal year

** College/University

**6–9 Credit Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College English or Technical Communication/Writing</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Applications*</td>
<td>3</td>
</tr>
<tr>
<td><em>(May be substituted with “Computer Applications” offered by the Criminal Justice Institute.)</em></td>
<td></td>
</tr>
</tbody>
</table>

**Total Program Requirement:**

**36 Credit Hours**
**Associate of Applied Science**

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

### Criminal Justice Institute

#### 35–38 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Crime Scene Investigation Certificate of Proficiency</td>
<td>15</td>
</tr>
<tr>
<td>Crime Scene Investigation Technician Certificate</td>
<td>12–15</td>
</tr>
<tr>
<td>Advanced Crime Scene Investigation Technician Certificate*</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Crime Scene Special Topics</td>
<td>3</td>
</tr>
<tr>
<td><em>(Number of contact hours noted in parentheses; Only 45 total contact hours needed.)</em></td>
<td></td>
</tr>
<tr>
<td>Advanced Management of Evidence And Recovered Property (14)*</td>
<td></td>
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<tr>
<td>Bloodstain Pattern Documentation (21)</td>
<td></td>
</tr>
<tr>
<td>Crime Scene Interpretation and Reconstruction (28)*</td>
<td></td>
</tr>
<tr>
<td>Spanish for Law Enforcement (21)</td>
<td></td>
</tr>
<tr>
<td>Advanced Crime Scene Investigation Special Topics** (40 maximum)</td>
<td></td>
</tr>
</tbody>
</table>

* Offered every other fiscal year

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

### College/University

#### 24–27 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College English</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Computer Applications*</td>
<td>3</td>
</tr>
<tr>
<td>* May be substituted with “Computer Applications” offered by the Criminal Justice Institute.</td>
<td></td>
</tr>
</tbody>
</table>

#### Additional General Education

Select from the following courses:

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

**Total Program Requirement:** 62 Credit Hours
Law Enforcement Administration

Certificate of Proficiency

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

Criminal Justice Institute
15 Credit Hours

Law Enforcement Administration and Management ................................................................. 6
(Number of contact hours noted in parentheses; Only 90 total contact hours needed.)
- Foundations of Supervision (24)
- Principles of Supervision (24)
- Advanced Supervision (24)
- Crime Prevention (6)
- Coping with Law Enforcement Stress (6)
- Domestic Violence (6)
- Law Enforcement Administration/Management Electives* (48 maximum)

Law Enforcement Communications ........................................ 3
(Number of contact hours noted in parentheses; Only 45 total contact hours needed.)
- Spanish for Law Enforcement (21)
- Communication Excellence (7)
- Conflict Resolution (14)
- Report Writing (6)
- Law Enforcement Communication Electives* (21 maximum)

Law Enforcement Certification......................................................... 6
(These hours are earned through completion of the Arkansas Law Enforcement Training Academy or its equivalent based upon approval of the Arkansas Commission on Law Enforcement Standards and Training.)

College/University
3 Credit Hours

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

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

Total Program Requirement: 18 Credit Hours

Technical Certificate

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

Criminal Justice Institute
21 Credit Hours

Law Enforcement Administration Certificate of Proficiency .............................................. 15
Advanced Law Enforcement Special Topics....................... 6
(Number of contact hours noted in parentheses; Only 90 total contact hours needed.)
- Field Training for the 21st Century (40)
- Narcotics Officer Certificate Program or
  Crime Scene Technician Certificate Program (45)
- Instructor Development (40)
- Crisis Negotiations (40)
- Advanced Narcotics Investigation (35)
- Drug Recognition Expert (DRE) (35)
- Standardized Field Sobriety Testing (SFST) (24)
- SFST or DRE Instructor Development (40)
- Patrol Response to Active Shooter Incidents (6-14)
- Managing Interview and Interrogations (14)
- Advanced Law Enforcement Electives* (21 maximum)
- Advanced Computer Electives* (6 maximum)

College/University
15 Credit Hours

Technical Communication (or higher)................................. 3
Basic Math (or higher).................................................. 3
Speech................................................................. 3
General Business..................................................... 3
Computer Applications................................................. 3

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

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

Total Program Requirement: 36 Credit Hours
Associate of Applied Science

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

Criminal Justice Institute
36 Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Administration Certificate of Proficiency</td>
<td>15</td>
</tr>
<tr>
<td>Law Enforcement Administration Technical Certificate</td>
<td>6</td>
</tr>
<tr>
<td>School of Law Enforcement Supervision</td>
<td>9</td>
</tr>
<tr>
<td>(140 contact hours)</td>
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</tr>
<tr>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>(Number of contact hours noted in parentheses; Only 45 contact hours needed.)</td>
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<tr>
<td>Warrantless Search/Seizure (6)</td>
<td></td>
</tr>
<tr>
<td>Courtroom Testimony (6)</td>
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<tr>
<td>Search Warrant Update (6)</td>
<td></td>
</tr>
<tr>
<td>Update Arkansas Legal Decisions (6)</td>
<td></td>
</tr>
<tr>
<td>Use of Force (6)</td>
<td></td>
</tr>
<tr>
<td>Case File Preparation (6)</td>
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<tr>
<td>Bias Based Policing (6)</td>
<td></td>
</tr>
<tr>
<td>Managing Informants and Cooperative Witnesses (6)</td>
<td></td>
</tr>
<tr>
<td>Identity Theft (7)</td>
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<tr>
<td>Policing Emotionally Disturbed and Developmentally Disabled Persons (14)</td>
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</tr>
</tbody>
</table>

Integrity in Law Enforcement ............................................... 3
(Number of contact hours noted in parentheses; All listed courses are required.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Police Internal Affairs (40)</td>
<td></td>
</tr>
<tr>
<td>Background Investigations of Police Applicants (12)</td>
<td></td>
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</table>

College/University
27 Credit Hours

Select from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English (required)</td>
<td>6</td>
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<tr>
<td>Intermediate Math or higher (required)</td>
<td>3</td>
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<tr>
<td>Computer Applications</td>
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<tr>
<td>Social Science (required)</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
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<tr>
<td>General Business</td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>American National Government</td>
<td></td>
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<tr>
<td>Introduction to Criminal Justice</td>
<td></td>
</tr>
</tbody>
</table>

Total Program Requirement: 63 Credit Hours
CJI Course Calendar
July 2010–June 2011

July 2010

July 8
Bias-Based Policing
Searcy Police Department

July 12–16
SRO I (Basic)
Mid-South Baker Building
Little Rock, AR

July 13–15
Officer Safety and Communication Spanish
UA Community College at Hope
Hope, AR

July 19
Report Writing
Clarksville Police Department

July 20–22
Foundations of Supervision
Washington County Sheriff’s Office
Fayetteville, AR

July 21–22
Methamphetamine Investigations
University of Arkansas at Monticello
Monticello, AR

July 21
Verbal Judo
Criminal Justice Institute

July 26–27
Active Shooter/Rapid Response Training
Drew Central High School
Monticello, AR

July 28–29
Crime Scene Sketching Using Crime Zone
Criminal Justice Institute

August 2010

August 2–6
SRO II
Criminal Justice Institute

August 4
Advanced Defensive Tactics
Vo-Tech Building
Mountain View High School

August 3–4
Basic Digital Photography
UA Community College at Batesville
Batesville, AR

August 5
Consensual Encounters
UA Community College at Morrilton
Morrilton, AR

August 5–6
Managing Interviews and Interrogations
Pine Bluff Regional Park
Pine Bluff, AR

August 6
Identity Theft
Jonesboro Police Department

August 9
Crime Prevention
Bryant Police Department

August 10
Search Warrant Update
Criminal Justice Institute

August 12
Essentials of Computer Operations
Criminal Justice Institute

August 16–17
Conflict Resolution for Supervisors
UA Community College at Hope
Hope, AR

August 17–19
Officer Safety and Communication Spanish
North Arkansas College
Harrison, AR

August 18
Hispanic Gangs
Washington County Sheriff’s Office
Fayetteville, AR
August 18–19
Using Microsoft Word
East Arkansas Community College
Forrest City, AR

August 20
Communication Excellence
Criminal Justice Institute

August 24–26
Principles of Supervision
Benton County Sheriff’s Office
Bentonville, AR

August 25–26
Using Microsoft Word
Criminal Justice Institute

August 27
Talking Hands
Benton County Sheriff’s Office
Bentonville, AR

August 27
Warrantless Search and Seizure
Camden Police Department

August 30–September 3
Instructor Development
Garland County Sheriff’s Office
Hot Springs, AR

September 2010

September 8
Gang Prevention and Intervention
Multi-Purpose Building
Blytheville School District
Blytheville, AR

September 8–10
Using Forensic Light Sources
Criminal Justice Institute

September 10
Use of Force
Pine Bluff Police Department

September 13
Report Writing
University of Arkansas Police Department
Fayetteville, AR

September 13–16
Bloodstain Pattern Documentation
Criminal Justice Institute

September 14–16
Advanced Supervision
University of Arkansas Police Department
Fayetteville, AR

September 15–16
Using Microsoft Word
North Arkansas College
Harrison, AR

September 20–24
School of Law Enforcement Supervision,
Session XXXVI
Criminal Justice Institute

September 22
Domestic Violence: Boyfriend/Girlfriend
Criminal Justice Institute

September 22
Methamphetamine Awareness, Identification, and
Safety for First Responders
Arkansas State University
Newport, AR

September 27
Bulletproof Mind
Washington County Sheriff’s Office
Fayetteville, AR

September 27–29
Basic Crime Scene Processing
Van Buren Police Department
Van Buren, AR

September 29–30
Using Microsoft Excel
Criminal Justice Institute
September 30–October 1
Policing Emotionally Disturbed and Developmentally Disabled Persons
UA Community College at Hope
Hope, AR

October 2010

October 1
Courtroom Testimony
Conway Police Department

October 4
Officer Safety
Forrest City Police Department

October 5–7
Foundations of Supervision
West Memphis Police Department

October 6
Drug Identification Training for Educational Professionals (DITEP)
Southeast Arkansas College
Pine Bluff, AR

October 6–7
Management of Evidence and Recovered Property
Criminal Justice Institute

October 6–7
Using Microsoft Word
University of Arkansas at Monticello
Monticello, AR

October 6–8
Enhanced Spanish
Fort Smith Police Department

October 8
Report Writing
Wynne Police Department

October 8
Warrantless Search and Seizure
Jefferson County Sheriff’s Office
Pine Bluff, AR

October 11–12
Background Investigations
Bentonville Police Department

October 15
Managing Informants and Cooperative Witnesses
Hot Springs Police Department

October 18–22
School of Law Enforcement Supervision, Session XXXVI
Criminal Justice Institute

October 19–21
Latent Prints
UA Community College at Hope
Hope, AR

October 20
Juvenile Crime and Justice
Searcy Police Department

October 20–21
Conflict Resolution for Supervisors
Conway Police Department

October 20–21
Methamphetamine Investigations
Jonesboro Police Department

October 25
Officer Safety
Montgomery County Sheriff’s Office
Mount Ida, AR

October 28–29
Domestic Violence
Van Buren Police Department

November 2010

November 1
Identity Theft
Criminal Justice Institute

November 1–5
Instructor Development
Texarkana Police Department

November 3
Cyber Bullying and Crime
Garrison Center
Henderson State University
Arkadelphia, AR
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Institution</th>
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<tbody>
<tr>
<td>November 4–5</td>
<td>Crime Scene Investigation</td>
<td>North Arkansas College</td>
<td>Harrison, AR</td>
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<tr>
<td>November 8</td>
<td>Ethics in Law Enforcement</td>
<td>Craighead County Sheriff’s Office</td>
<td>Jonesboro, AR</td>
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<tr>
<td>November 8–12</td>
<td>Police Internal Affairs</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>November 9–11</td>
<td>Principles of Supervision</td>
<td>Craighead County Sheriff’s Office</td>
<td>Jonesboro, AR</td>
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<tr>
<td>November 15–19</td>
<td>School of Law Enforcement Supervision, Session XXXVI</td>
<td>Criminal Justice Institute</td>
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<td>November 17</td>
<td>Preventing and Responding to Weapons on Campus</td>
<td>Forrest City Civic Center</td>
<td>Forrest City, AR</td>
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<td>November 19</td>
<td>Communication Excellence</td>
<td>Hot Springs Police Department</td>
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<tr>
<td>November 29</td>
<td>Case File Preparation</td>
<td>Garland County Sheriff’s Office</td>
<td>Hot Springs, AR</td>
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<td>November 30–December 1, 2010</td>
<td>Using Microsoft Word</td>
<td>UA Community College at Hope</td>
<td>Hope, AR</td>
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<td>December 6</td>
<td>Coping with Law Enforcement Stress</td>
<td>Jonesboro Police Department</td>
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<tr>
<td>December 7–8</td>
<td>Death Investigation Issues for Law Enforcement and Coroners</td>
<td>Texarkana Police Department</td>
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<tr>
<td>December 7–9</td>
<td>Advanced Supervision</td>
<td>Jonesboro Police Department</td>
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<tr>
<td>December 8</td>
<td>Drug Identification Training for Educational Professionals (DITEP)</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>December 8–10</td>
<td>Enhanced Spanish</td>
<td>Hot Springs Police Department</td>
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<td>December 13–17</td>
<td>School of Law Enforcement Supervision, Session XXXVI</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>January 2011</td>
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<tr>
<td>January 10</td>
<td>Report Writing</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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<td>January 11–12</td>
<td>Using Microsoft Excel</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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<tr>
<td>January 11–14</td>
<td>Crime Scene Technician Certificate Program, Session XIII</td>
<td>Criminal Justice Institute</td>
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<td>January 11–13</td>
<td>Foundations of Supervision</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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<td>December 2</td>
<td>Methamphetamine Awareness, Identification, and Safety for First Responders</td>
<td>Magnolia Business &amp; Industrial Technology Center</td>
<td>Magnolia, AR</td>
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<tr>
<td>December 6</td>
<td>Coping with Law Enforcement Stress</td>
<td>Jonesboro Police Department</td>
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<tr>
<td>December 7–8</td>
<td>Death Investigation Issues for Law Enforcement and Coroners</td>
<td>Texarkana Police Department</td>
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<tr>
<td>December 7–9</td>
<td>Advanced Supervision</td>
<td>Jonesboro Police Department</td>
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<tr>
<td>December 8</td>
<td>Drug Identification Training for Educational Professionals (DITEP)</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>December 8–10</td>
<td>Enhanced Spanish</td>
<td>Hot Springs Police Department</td>
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<td>December 13–17</td>
<td>School of Law Enforcement Supervision, Session XXXVI</td>
<td>Criminal Justice Institute</td>
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<td>January 2011</td>
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<td>January 10</td>
<td>Report Writing</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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<td>January 11–12</td>
<td>Using Microsoft Excel</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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<tr>
<td>January 11–14</td>
<td>Crime Scene Technician Certificate Program, Session XIII</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>January 11–13</td>
<td>Foundations of Supervision</td>
<td>University of Arkansas at Monticello</td>
<td>Monticello, AR</td>
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</tbody>
</table>
January 19–20
Managing Drug Investigations
University of Arkansas at Monticello
Monticello, AR

January 20
Essentials of Computer Operations
Criminal Justice Institute

January 25–27
Narcotics Officer Certificate Program, Session X
Pine Bluff Regional Park
Pine Bluff, AR

January 26
Planning and Responding to Crisis in School
Russellville Police Department

February 2011

February 3
Advanced Microsoft Word: Styles, Reference Tables, Large Documents, Forms and Templates
Criminal Justice Institute

February 8–10
Crime Scene Technician Certificate Program, Session XIII
Criminal Justice Institute

February 9
Drug Identification Training for Educational Professionals (DITEP)
Multi-Purpose Building
Blytheville School District
Blytheville, AR

February 11
Talking Hands
Sheridan Police Department

February 14
Officer Safety
Dallas County Sheriff’s Office
Fordyce, AR

February 15–17
Drafting Search Warrants and Affidavits
Criminal Justice Institute

February 15–17
Principles of Supervision
Dallas County Sheriff’s Office
Fordyce, AR

February 16–17
Basic Digital Photography
Garrison Activity & Conference Center
Henderson State University
Arkadelphia, AR

February 21–25
School of Law Enforcement Supervision, Session XXXVII
Criminal Justice Institute

February 22–24
Narcotics Officer Certificate Program, Session X
Regional Park
Pine Bluff, AR

February 23
SRO Roles and Responsibilities
Criminal Justice Institute

February 23–24
Using Microsoft Excel
UA Community College at Hope
Hope, AR

February 28
Identity Theft
Miller County Sheriff’s Office
Texarkana, AR

March 2011

March 1–2
Undercover Investigations
Criminal Justice Institute

March 2–3
Advanced Microsoft Excel: Database Features
Criminal Justice Institute

March 7
Report Writing
North Arkansas College
Harrison, AR
March 8
Methamphetamine Awareness, Identification, and Safety for First Responders
Russellville Police Department

March 8–10
Crime Scene Technician Certificate Program, Session XIII
Criminal Justice Institute

March 9
Gang Prevention and Intervention
Texarkana Police Department
Texarkana, AR

March 11
Case File Preparation
Fort Smith Police Department

March 14–18
Bloodstain Pattern Analysis
Criminal Justice Institute

March 15–16
Using Microsoft Excel
East Arkansas Community College
Forrest City, AR

March 15–17
Advanced Supervision
Pine Bluff Police Department

March 18
Warrantless Search and Seizure
Criminal Justice Institute

March 21–25
School of Law Enforcement Supervision, Session XXXVII
Criminal Justice Institute

March 23–24
Conflict Resolution for Supervisors
Fayetteville Police Department

March 22–24
Narcotics Officer Certificate Program, Session X
Regional Park
Pine Bluff, AR

March 28–April 1
Field Training for the 21st Century
Criminal Justice Institute

March 28–April 1
Instructor Development
Phillips Community College of UA
Helena–West Helena, AR

March 30
Preventing and Responding to Weapons on Campus
Baxter County Emergency Training Center
Mountain Home, AR

April 2011

April 1
Communication Excellence
Texarkana Police Department

April 4–5
Domestic Violence
Southern Arkansas University
Magnolia, AR

April 5–7
Crime Scene Technician Certificate Program, Session XIII
Criminal Justice Institute

April 5–7
Criminal Interdiction
Texarkana Police Department

April 6
Cyber Bullying and Crime
Fred J. Taylor Library & Tech Center
University of Arkansas at Monticello
Monticello, AR

April 7–8
Background Investigations
Criminal Justice Institute

April 11–15
School of Law Enforcement Supervision, Session XXXVII
Criminal Justice Institute

April 12–14
Advanced Crime Scene Processing
White County Sheriff’s Office
Searcy, AR
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>April 18</td>
<td>Talking Hands</td>
<td>Malvern Police Department</td>
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<tr>
<td>April 19</td>
<td>Methamphetamine Awareness, Safety, and Identification for Parole and Probation</td>
<td>Criminal Justice Institute</td>
</tr>
<tr>
<td>April 20–21</td>
<td>Using Microsoft PowerPoint</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>April 19–21</td>
<td>Foundations of Supervision</td>
<td>Malvern Police Department</td>
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<tr>
<td>April 19–21</td>
<td>Narcotics Officer Certificate Program, Session X</td>
<td>Pine Bluff Regional Park</td>
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<tr>
<td>April 20</td>
<td>Drug Identification Training for Educational Professionals (DITEP)</td>
<td>Fort Smith Police Department</td>
</tr>
<tr>
<td>April 21–22</td>
<td>Policing Emotionally Disturbed and Developmentally Disabled Persons</td>
<td>Van Buren Police Department</td>
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<tr>
<td>April 26–27</td>
<td>Taking the Crime Scene into the Interrogation Room—Do the Pieces Fit?</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>April 26–28</td>
<td>Officer Safety and Communication Spanish</td>
<td>Pine Bluff Regional Park</td>
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<tr>
<td>April 27–28</td>
<td>Tactical Drug Operations</td>
<td>Hot Springs Police Department</td>
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<tr>
<td>May 2</td>
<td>Use of Force</td>
<td>Fort Smith Police Department</td>
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<tr>
<td>May 3–4</td>
<td>Using Microsoft Excel</td>
<td>North Arkansas College</td>
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<td>May 4</td>
<td>Understanding and Recognizing Child Abuse</td>
<td>Criminal Justice Institute</td>
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<td>May 5</td>
<td>Outlaw Motorcycle Gangs</td>
<td>UA Community College at Hope</td>
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<td>May 10–12</td>
<td>Crime Scene Technician Certificate Program, Session XIII</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>May 11–12</td>
<td>Methamphetamine Investigations</td>
<td>Fort Smith Police Department</td>
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<tr>
<td>May 16–20</td>
<td>School of Law Enforcement Supervision, Session XXXVII</td>
<td>Criminal Justice Institute</td>
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<tr>
<td>May 23–24</td>
<td>Smart Choices, Better Chances</td>
<td>Conway Police Department</td>
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<tr>
<td>May 24–25</td>
<td>Crime Scene Courtroom Testimony</td>
<td>Washington County Sheriff’s Office</td>
</tr>
<tr>
<td>May 24–26</td>
<td>Narcotics Officer Certificate Program, Session X</td>
<td>Pine Bluff Regional Park</td>
</tr>
<tr>
<td>May 24–26</td>
<td>Principles of Supervision</td>
<td>Bryant Police Department</td>
</tr>
</tbody>
</table>
May 25–26  
*Using Microsoft PowerPoint*  
North Arkansas College  
Harrison, AR

June 2011

June 1  
*Effective Administration of SRO Program*  
Wyndham Riverfront Hotel  
North Little Rock, AR

June 1–3  
*Crime Scene Technician Certificate Program, Session XIII*  
Criminal Justice Institute

June 3  
*Warrantless Search and Seizure*  
University of Arkansas Police Department  
Fayetteville, AR

June 5–10  
*Arkansas Leader, Session XX*  
Criminal Justice Institute

June 14  
*Clan Lab Field Sampling and Evidence Preparation*  
Criminal Justice Institute

June 15–17  
*Using Microsoft Access*  
Criminal Justice Institute

June 20  
*Talking Hands*  
Garland County Sheriff’s Office  
Hot Springs, AR

June 20–24  
*Advanced Narcotics Investigation*  
Rogers Police Department

June 21–23  
*Advanced Supervision*  
Garland County Sheriff’s Office  
Hot Springs, AR

June 23–24  
*Active Shooter/Rapid Response Training*  
Darby Junior High School  
Fort Smith, AR

June 24  
*Coping with Law Enforcement Stress*  
Fort Smith Police Department

June 27–July 1  
*SRO I (Basic)*  
Criminal Justice Institute

June 28  
*SLES/Arkansas Leader Graduate*  
*Special Topics Seminar*  
Criminal Justice Institute
DIRECTORY OF SERVICES

Director’s Office: 501-570-8017

Education and Training Center (ETC)

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

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

Law Enforcement Management Courses: (501) 570-8041
Course Scheduling and Registration

Methamphetamine and Illicit Drug Investigations: (501) 570-8056
Course Scheduling and Registration

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

Safe Schools Initiative: (501) 570-8019
Course Scheduling and Registration

Academic Certificate and Degree Programs: (501) 570-8061
Meeting Room Reservations: (501) 570-8017

CJI Library: 501-570-8061
Learning Resources, Reference Books, and Educational Videos

Switchboard Number: 501-570-8000
Toll Free Number: 800-635-6310
Fax Number: 501-565-3081
www.cji.edu