



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

Criminal Justice Institute



Course Catalog (July 2007- June 2008)



www.cji.edu

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General Information

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

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

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

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

How To Register

Individuals who plan to attend a scheduled course of instruction must enroll in the course by completing a CJI registration form and submitting it to the Institute. For your convenience, a registration form has been provided on page 45 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.*

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 students should verify with the Criminal Justice Institute that the course will be conducted as scheduled.

Cancellation Policy

If you are unable to attend a course for which you have registered, please contact the Institute as soon as possible at 501-570-8000 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.

Specialized Seminars, Forums, and Symposiums

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

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

ADA Program Accessibility

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

Emergency Closings and Inclement Weather

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. It is recognized that 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 Criminal Justice 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. It is to be stressed that the personal safety of all students is of utmost importance and careful judgment should be used anytime inclement weather creates hazardous road conditions.

For more information about CJI's Education and Training Center, contact:

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

For more information on specific programs in CJI's Education and Training Center, contact the following:

Forensic Sciences and Computer Education

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

Law Enforcement Management

Marty Montgomery
mpmontgomery@cji.edu or (501) 570-8092

Traffic Safety Programs

Neil Pennick
nvpennick@cji.edu or (501) 570-8081

To register for a course, contact the following:

Forensic Sciences

Sheila Mannix
srmannix@cji.edu or (501) 570-8097

Computer Enhancement

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

Law Enforcement Management

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

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

Methamphetamine and Illicit Drug Initiatives

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

Traffic Safety Programs

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

Amy Hagerman
ashagerman@cji.edu or (501) 570-8036

Computer Enhancement Program

CJI computer courses are designed to enhance the computer knowledge and skills of law enforcement officers and criminal justice personnel throughout the State. Instruction is provided using everyday terminology. The courses provide easy-to-follow procedures for accomplishing each objective and provide real-life law enforcement examples.

Because all computer enhancement courses will be delivered in our computer lab, enrollment will be restricted to a maximum of 20 participants. Course times will be 8:30 a.m. to 4:30 p.m., unless otherwise indicated.

Technical Assistance

CJI staff can provide technical assistance to law enforcement personnel who are experiencing computer-related problems or have questions about computer hardware and/or software.

For technical assistance, contact:

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

Internet Project Help Desk

1-888-411-1713



Internet Researching and E-mail 7 Hours

Although the Internet has a wealth of information that can be beneficial to criminal justice personnel, the time required to search through the millions of documents available on-line can be overwhelming. Learning how to conduct more efficient searches will reduce the time you invest in retrieving information from the Internet.

In addition, the use of e-mail has become an important daily communication tool. Learning to use this method of communication effectively can produce considerably more rapid results than using traditional mail systems.

This course will provide students with a working knowledge of Internet research and basic e-mail concepts. Major topics to be covered include: *Using URLs and Addresses; Using Boolean Logic; Using Bookmarks; Using Search Engines; Understanding Hyperlinks; and Working with E-mail.* **The prerequisite for this course is *Introduction to Computers*, or have a verified working knowledge of Microsoft Windows and computer navigation skills.**

October 11, 2007
Criminal Justice Institute

April 3, 2008
Criminal Justice Institute

Introduction to Computers

14 Hours

Many agencies are using computer technology to increase administrative efficiency. Understanding the basic elements of computing assists law enforcement personnel and other members of our criminal justice system in maximizing the potential of computer technology. This course will provide an introduction to basic hardware components, basic electronic data management, basic computer navigation skills, and Microsoft Windows. This learning opportunity will give the student a sound foundation for acquiring more complex computing skills to enhance efficiency in the dynamic world of computer technology.

Beginner to intermediate computer users would benefit from this course. The major topics to be covered include: *Basic Computer Components; Introduction of Basic Software; Using Windows Desktop; Using Selected Settings; Beginning Mousing and Keyboarding Skills; Basic Computer Navigation Skills; Electronic File Management; and Working with Folders.*

August 7–8, 2007
Criminal Justice Institute

September 25–26, 2007
Criminal Justice Institute

October 16–17, 2007
Criminal Justice Institute

December 4–5, 2007
Criminal Justice Institute

January 29–30, 2008
Criminal Justice Institute

March 11–12, 2008
Criminal Justice Institute

April 16–17, 2008
Criminal Justice Institute

May 21–22, 2008
Criminal Justice Institute

Using Microsoft Access

21 Hours

Microsoft Access is a database software program that organizes information so that it can be analyzed, communicated, and shared. Major topics to be covered in this course 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; Designing Advanced Queries; Creating Action Queries; Using Advanced Query Wizards; Using Design View; Using Advanced Form and Report Design; and Using Subforms.* **Prerequisites for this course are *Introduction To Computers, Using Microsoft Word, and Using Microsoft Excel*, or have a verified intermediate to advanced working knowledge of Microsoft Windows, Microsoft Word, and Microsoft Excel and have intermediate to advanced computer navigation skills.**

May 14–16, 2008
Criminal Justice Institute

Using Microsoft PowerPoint

14 Hours

Microsoft PowerPoint is a graphical presentation program that can be used by agency personnel to easily create printed handouts and design slide show presentations. Major topics to be covered in this course include: *Creating and Enhancing Presentation Slides; Using Outline View; Formatting and Editing Text; Using Clip Art and Other Graphics; Working with Slide Masters; Using Slide Sorter, Slide Show, and Note Page Views; Adding Special Effects and Animation; and Exporting Presentation Slides.* **Prerequisites for this course are *Introduction To Computers* and *Using Microsoft Word*, or have a verified working knowledge of Microsoft Windows and Word and have computer navigation skills. It is recommended to have working knowledge of creating and editing charts in Microsoft Excel.**

October 30–31, 2007
Criminal Justice Institute

June 25–26, 2008
Criminal Justice Institute

Using Microsoft Excel

14 Hours

Performing calculations and presenting numerical information in the form of charts and tables are common tasks performed by administrative and supervisory personnel in criminal justice agencies. Microsoft Excel allows users to perform these functions with ease and is an excellent program for managing budgets and statistics.

Major topics to be covered in this course include *Copying and Moving Data; Formatting Text, Numbers, and Cells; Working with Columns and Rows; Creating Basic and 3-D Formulas; Managing Data; Working with Worksheets, Workbooks, and Ranges; and Creating, Editing, and Modifying Charts*. **Prerequisites for this course are *Introduction to Computers* and *Using Microsoft Word*, or have a verified working knowledge of Microsoft Windows and Microsoft Word and have intermediate to advanced computer navigation skills.**

August 28–29, 2007
Criminal Justice Institute

November 27–28, 2007
Criminal Justice Institute

February 27–28, 2008
Criminal Justice Institute

June 10–11, 2008
Criminal Justice Institute

Using Microsoft Word

14 Hours

Word processing is one of the most common uses of a computer. Microsoft Word is a complex word processing program that provides many different ways to enhance the professionalism of written communication and documentation. Major topics to be covered in this course include: *Basic Document Skills; Basic Text Editing; Printing; Checking Spelling and Grammar; Formatting Characters, Paragraphs, and Documents; Working with Tabs; Working with Numbers and Bullets; Inserting and Working with Graphics; Creating Forms and Templates; and Using AutoCorrect and AutoText*. **The prerequisite for this course is *Introduction to Computers*, or have a verified working knowledge of Microsoft Windows and have computer navigation skills.**

August 14–15, 2007
Criminal Justice Institute

October 3–4, 2007
Criminal Justice Institute

November 6–7, 2007
Criminal Justice Institute

December 12–13, 2007
Criminal Justice Institute

February 12–13, 2008
Criminal Justice Institute

March 18–19, 2008
Criminal Justice Institute

April 22–23, 2008
Criminal Justice Institute

May 28–29, 2008
Criminal Justice Institute

Advanced Computer Courses



The Criminal Justice Institute has created a series of three-hour computer courses designed to further enhance the computer knowledge and skills of law enforcement officers and criminal justice personnel throughout the State.

These courses will be delivered in our computer lab, which contains 20 workstations. Consequently, enrollment in these courses will be restricted to a maximum of 20 participants. Course times will be either 8:30 a.m. to 11:30 a.m. or 1:00 p.m. to 4:00 p.m., as noted in the course descriptions.

Building Microsoft Word Forms & Templates 3 Hours

There are certain types of documents that you create and use again and again. Using Microsoft Word you can create a template that provides a framework that can be used over and over. Forms offer several advantages, such as selecting an entry rather than typing it and restricting the users to entering data only in selected areas. Students will be building a form and template in class and may bring in a simple form or template from their agency to build. If the student wishes to keep templates or forms made in class, they must provide a CD-R or use a USB flash drive. Major topics to be covered: *Using Templates and Wizards; Using Forms; and Creating a New Template/Form*. **Prerequisites for this course are Introduction to Computers and Using Microsoft Word or have a verified working knowledge of Microsoft Windows, Microsoft Word and have good computer navigation skills.** This course begins at 1:00 p.m. and concludes at 4:00 p.m.

September 28, 2007
Criminal Justice Institute

April 11, 2008
Criminal Justice Institute

Using Microsoft Outlook Calendar, Tasks & Contacts 3 Hours

Microsoft Outlook contains several important tools to help organize our work day: Calendar, Tasks and Contacts. Learning how to use these tools effectively keeps you on track and makes the workday more productive. Major topics to be covered in this course include: *Scheduling Appointments and Meetings; Setting Tasks and Using Contacts*. **Prerequisites for this course are Introduction to Computers and Internet Researching and E-mail, or have a verified working knowledge of Microsoft Windows, Microsoft Outlook and Internet researching methods and have good computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

January 11, 2008
Criminal Justice Institute

Using Microsoft Outlook to Organize E-mail Messages 3 Hours

In fast paced work environments, managing e-mail messages has become an overwhelming task. Microsoft Outlook can help by allowing users to perform such functions as flagging a message for follow-up, moving a message to a folder, and even moving a message to a folder automatically. Major topics to be covered in this course include: *Managing Messages; Organizing Outlook Items; Customizing Outlook Views; Working with the Rules Wizard; and Working with Folders and Forms*. **Prerequisites for this course are Introduction to Computers and Internet Researching and E-mail, or have a verified working knowledge of Microsoft Windows, Microsoft Outlook and Internet Researching methods and have good computer navigation skills.** This course begins at 1:00 p.m. and concludes at 4:00 p.m.

January 11, 2008
Criminal Justice Institute

Using Microsoft Excel Database Features

3 Hours

Microsoft Excel has built-in database management capabilities, allowing users to treat a worksheet or portions of a worksheet as a database. Using an Excel database, you can enter, edit, locate, sort, and analyze information. Major topics to be covered in this course include: *Working with Databases; Managing Data; Working with the Data Form; and Using AutoFilter*. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word and Using Microsoft Excel* or have a verified working knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel and have good computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

November 16, 2007
Criminal Justice Institute

June 19, 2008
Criminal Justice Institute

Using More Microsoft Excel Database Features

3 Hours

In this course, students will learn more about using Microsoft Excel database features. Major topics to be covered include: *Working with Advanced Filters; Using Data Tables; Using Auditing Tools; and Solving Problems*. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word, Using Microsoft Excel, and Using Microsoft Excel Database Features* or have a verified working knowledge of Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Excel Database Features, and have good computer navigation skills.** This course begins at 1:00 p.m. and concludes at 4:00 p.m.

November 16, 2007
Criminal Justice Institute

June 19, 2008
Criminal Justice Institute

Using Microsoft PowerPoint Custom Shows & More

3 Hours

Microsoft PowerPoint presentations are more than just information on a screen. You can individualize PowerPoint presentations using a variety of features that will customize color schemes, slide backgrounds, and group slides into several subsets for different audiences. The use of Action Buttons and Hyperlinks can be used to link to another presentation or to the Internet. Participants in this course will learn how to use these tools and others to add interest (and save time) when developing slide shows. Major topics to be covered include *Customizing Presentations; Animating Text and Objects; Editing Multiple Presentations; Importing an Excel Chart; Expanding a Slide Show; and Packaging a Presentation*. **Prerequisites for this course are *Introduction to Computers, Using Microsoft Word and Using Microsoft PowerPoint* or have a verified working knowledge of Microsoft Windows, Microsoft Word, Microsoft PowerPoint and have intermediate computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

January 3, 2008
Criminal Justice Institute

Computer Courses for Law Enforcement Managers

New!

Because law enforcement executives and their supervisory staff are limited in the amount of time they can spend away from their agencies, our standard computer courses have been shortened in length to provide law enforcement managers an opportunity to enhance their computer skills with a shorter time commitment. These courses will be restricted to Chiefs and Sheriffs and certified law enforcement supervisors (Sergeants and above).

Computer Essentials for Law Enforcement Management 3 Hours

This learning opportunity will give executive management and supervisory staff the essential foundation for acquiring more computing skills in the dynamic world of computer technology. The major topics to be covered include: *Learning the Essentials; Exploring Windows Features; Using the Search Companion; Electronic Data File Management; Organizing Files and Folders; and Learning Keyboarding Skills*. This course begins at 8:30 a.m. and concludes at 11:30 a.m.

October 23, 2007
Criminal Justice Institute

Microsoft Outlook Essentials for Law Enforcement Management 3 Hours

This course will cover the essential components for working with Microsoft Outlook. Major topics to be covered include: *Using Outlook Messaging; Managing Messages; Signatures and Attachments; and Using Message Options*. **Recommended prerequisites for this course are *Introduction to Computers* and *Using Microsoft Word*, or *Computer Essentials for Law Enforcement Management* and *Microsoft Word Essentials for Law Enforcement Management* or have working knowledge of Microsoft Windows, Microsoft Word, and have computer navigation skills.** This course begins at 1:00 p.m. and concludes at 4:00 p.m.

October 23, 2007
Criminal Justice Institute

Microsoft Word Essentials for Law Enforcement Management 3 Hours

This course is designed to assist busy law enforcement executives and supervisory staff in using Microsoft Word. Major topics to be covered include: *Learning the Essentials; Exploring Windows Features; Using the Search Companion; Electronic Data File Management; Organizing Files and Folders; and Learning Keyboarding Skills*. **Recommended prerequisites for this course are *Introduction to Computers* or *Computer Essentials for Law Enforcement Management* or have working knowledge of Microsoft Windows and have computer navigation skills.** This course begins at 8:30 a.m. and concludes at 11:30 a.m.

March 7, 2008
Criminal Justice Institute

Microsoft Excel Essentials for Law Enforcement Management 3 Hours

This course is designed to assist busy law enforcement executives and supervisory staff in using Microsoft Excel, a program that greatly simplifies the management of budgets and statistics. The major topics to be covered include: *Using Essential Workbook Skills; Working with Ranges; Creating Simple Formulas; Working with Columns and Rows; and Printing*. **Recommended prerequisites for this course are *Introduction to Computers* and *Using Microsoft Word*, or *Computer Essentials for Law Enforcement Management* and *Microsoft Word Essentials for Law Enforcement Management* or have working knowledge of Microsoft Windows, Microsoft Word and have computer navigation skills.** This course begins at 1:00 p.m. and concludes at 4:00 p.m.

March 7, 2008
Criminal Justice Institute

Forensic Sciences Program

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

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

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

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

**For more information about
CJI's Forensic Sciences Programs,
contact Mira Frosolono at
501-570-8072 or
mafrosolono@cji.edu**



Advanced Bloodstain Pattern Analysis 21 Hours

This course will expand upon the basic principles of bloodstain pattern analysis and introduce more of the nuisances that might be encountered in actual case-work. Participants will develop an appreciation of the proper use of the scientific method to solve problems. Introduction to the scientific method will be followed with advanced techniques such as volume calculation, drying time, and clotting time. Each student will be required to present one of their own cases that involve the analysis of bloodstains. Cases will be critiqued for content, documentation, presentation and any issues that might be a point of contention to a reviewing expert. Only students who have successfully completed a 40-hour bloodstain pattern analysis course will qualify for enrollment. Each student must also bring a bloodstain case in a format suitable for courtroom presentation. These presentations must include the following: PowerPoint or photographs, case history, autopsy, crime scene documentation, and investigative data. Due to the hands-on nature of this course, enrollment will be restricted to 10 participants.

**May 12-14, 2008
Criminal Justice Institute**

Advanced Techniques in Property Room Management

14 Hours

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

January 29–30, 2008
Criminal Justice Institute

Basic Crime Scene Processing

21 Hours

Participants will learn techniques of crime scene investigation as applied to crimes against property. Hands-on exercises focusing on the recognition, documentation, recovery, and preservation of physical evidence will be implemented. Practical application of the techniques and procedures learned will be accomplished through a mock crime scene exercise that will be conducted on the last day of the program. Access to a tripod and an adjustable 35 mm or digital camera will be required. Enrollment will be restricted to 20 participants.

October 16–18, 2007
White County Sheriff's Office
Searcy, Arkansas

April 22–24, 2008
Texarkana Police Department

Basic Digital Photography

14 Hours

Law enforcement is utilizing digital photography and technology more frequently than ever before. This 14-hour course will address the basic photography theory to be applied to capturing digital images that will enhance image quality. Other topics include types of digital cameras, digital images vs. 35mm film, basic crime scene digital photography including those involving clandestine methamphetamine laboratories, legal issues, and an overview of image handling. Because hands-on exercises will be utilized in this two-day program, enrollment will be restricted to 20 students. Students will need to bring digital cameras and tripods.

August 1–2, 2007
Hot Springs Police Department

March 11–12, 2008
North Arkansas College
Harrison, 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). Students will be expected to bring an adjustable 35mm or digital camera, tripod, detachable flash, and PC cord. Enrollment is limited to 20 participants.

February 11–15, 2008
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.

November 12–15, 2007
Criminal Justice Institute

Computer Crime

21 Hours

The frequency of crimes committed involving computers is increasing substantially each year. This three-day course will cover topics such as *Types of Crime on the Internet*, *White-Collar Crime*, and *Computers at Crime Scenes*. In addition, students will be given opportunities to use methods and techniques relevant to investigating suspected or proven criminal activity on the Internet. Detectives, investigators, and crime scene and forensic science specialists will benefit from this basic program. Participants should have a strong working knowledge of computer hardware and software. Enrollment will be restricted to 20 participants.

September 18–20, 2007
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, students may be required to participate in a mock court trial. The knowledge gained through this experience will be applicable to future court testimonies. Crime scene specialists and detectives/investigators who process crime scenes will benefit from this course. Due to the hands-on nature of this course, enrollment will be restricted to 20 participants.

May 28–29, 2008
Criminal Justice Institute

Crime Scene Digital Photography and Imaging

28 Hours

Digital photography is being used more and more by officers and investigators as a documentation tool in the field. This four-day course is designed as an introduction to using digital photography in crime scene investigations and managing the images that are captured. Topics to be discussed and demonstrated will include *Digital Photography and Imaging*, *Computer Hardware and Software Issues*, *Enhancement Techniques*, *Creating Quality Printed Images*, *SOPs*, *Archival Requirements*, and *Legal Issues*. Panorama (QTVR) and digital video will also be discussed. All students are required to bring a digital camera with flash and flash cards. Tripods are also required. Video cameras may also be utilized in several exercises. Students using digital video in case-work are encouraged to bring their digital video cameras. Enrollment is limited to 20 students.

April 29–May 2, 2008
Criminal Justice Institute

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. Prerequisite for this course: *Introduction to Computers* or a working knowledge of Microsoft Windows/NT and computer navigation skills. This two-day course is restricted to 20 students.

**January 15–16, 2008
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 25 participants.

**April 16–17, 2008
UA Community College
Hope, Arkansas**

Eyewitness Evidence

14 Hours

Eyewitnesses play a vital role in uncovering the truth about a crime. The evidence they provide can be critical in identifying, charging, and ultimately convicting suspected criminals. This 14-hour course will include topics such as *Human Memory, The Cognitive Interview, Field Identification Procedures, Eyewitness Identification Procedures, and Simultaneous vs. Sequential Procedures*. The target audience for this course is Police Officers, Detectives, and Investigators.

**October 10–11, 2007
Bentonville Police Department**

Fingerprint Comparison and Identification

21 Hours

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

**September 25–27, 2007
Washington County Sheriff’s Office
Fayetteville, Arkansas**

Forensic Entomology

14 Hours

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

**August 27, 2007
Criminal Justice Institute**

Identification and Recovery of DNA Evidence at Crime Scenes

7 Hours

DNA evidence is a very powerful investigative tool. It can be used to identify a suspect, eliminate a suspect, link a suspect with a victim, and link crimes committed by the same suspect. To realize the true investigative potential of DNA, law enforcement personnel must be trained to recognize and appropriately document, collect and preserve biological evidence from a crime scene. This course will deal specifically with DNA identification, processing, and recovery techniques. Patrol officers, criminal investigators, CID or evidence supervisors and crime scene specialists will benefit from this program. Enrollment will be limited to 20 participants due to the hands-on exercises that will be included.

December 4, 2007
Mountain Home, Arkansas

December 6, 2007
Arkansas State University
Beebe, Arkansas

February 26, 2008
Camden Police Department

February 28, 2008
Cossatot Community College
Dequeen, Arkansas

Latent Prints

21 Hours

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

November 6–8, 2007
Russellville Police Department

Post-Blast Investigations

21 Hours

This three-day course will cover the basics of post-blast investigations. Lecture topics will include: *Explosive Types, Uses, and History*; *IED Types*; and *Construction and Large Vehicle Bombs*. Practical exercises will include the reconstruction and recovery of actual detonated devices. Students will be provided with information needed to determine container components, initiation mechanism, and possible type of explosive used. Due to the emphasis of hands-on exercises in this course, enrollment will be restricted to 20 participants.

July 24–26, 2007
Criminal Justice Institute

Recovery of Human Remains

35 Hours

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

October 1–5, 2007
Criminal Justice Institute

Crime Scene Technician Certificate Program

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

To participate in Session X of the Institute's certificate program, an application letter must be submitted to Dr. Cheryl P. May from your Chief of Police, Sheriff, Department Head or Director. In this letter, he or she should indicate how your participation in this program will benefit your agency and state that he/she will support your attendance as well as ensure, to the best of their ability, your participation in all six courses. **Applications must be received at CJI by no later than end of business on October 5, 2007.** The twenty chosen participants and their agency heads will be notified in writing of their acceptance into the program by November 1, 2007.

Participants will be required to attend and successfully pass all six courses to receive their certificate. After successful completion of all six components, students will have met the minimum requirements necessary for application for certification as a crime scene specialist through the International Association for Identification. Descriptions for each course are located on page 18.

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

Graduation ceremonies will be held at the Criminal Justice Institute on Wednesday, June 18, 2008.



Because photography skills are critical in crime scene and evidence documentation, we are also requiring each department to make a minimum amount of photography equipment available to their agency representative. A list of the required photography equipment is presented below. If you have any questions concerning the photography equipment requirement, please feel free to contact Mira Frosolono at (501) 570-8072.

Photography Equipment Requirements:

**An adjustable 35mm camera
or 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)

Crime Scene Photography

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

January 8–10, 2008
Criminal Justice Institute

Latent Print Processing

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

February 5–7, 2008
Criminal Justice Institute

Impression Evidence

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

March 4–6, 2008
Criminal Justice Institute

Biological and Trace Evidence

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

April 8–10, 2008
Criminal Justice Institute

Crime Scene Sketching, Note Taking and Report Writing

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

May 6–8, 2008
Criminal Justice Institute

Crime Scene Investigation

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

June 3–5, 2008
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:

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

In addition, successfully passing at least the International Association for Identification's Level I examination is required. For more information, contact Dr. Cheryl May at (501) 570-8052.



Narcotics Officer Certificate Program

Drug-related crimes predominate the type of cases that law enforcement agencies must deal with on a daily basis. In the past, smaller agencies have been able to rely on drug task force programs for assistance in conducting narcotics investigations. Unfortunately, shifts in federal and state funding have affected the services these programs can provide. A continued decrease in funding will shift even more responsibility to local law enforcement agencies in the abatement of drug-related crimes within their communities. The Institute's Narcotics Officer Certificate Program was created to assist law enforcement in the State in meeting this challenge.

The objective of the program is to provide law enforcement officers with the fundamental knowledge and skills they need to conduct effective narcotics investigations. This program consists of five, 3-day sessions that are delivered once a month for five months. Course material is most appropriate for officers with limited narcotics experience. However, even a seasoned investigator will be updated on current techniques and skills. 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*. Students will be required to attend all five components and pass all examinations to successfully complete the program.

To allow officers to fully participate in the program without spending an excessive amount of time away from their agencies and consequently, increase the number of officers who can attend this unique program, the Narcotics Officer Certificate Program is to be delivered in Hot Springs (Session IV) and Mountain Home (Session V).

To participate in the program, an application letter must be submitted to Dr. Cheryl May from the applicant's Chief of Police, Sheriff, Department Head or Director by June 29, 2007 for Session IV (Hot Springs) and November 1, 2007 for Session V (Mountain Home).

Session IV Hot Springs Police Department

July 25 – 27, 2007
August 20 – 22, 2007
September 17 – 19, 2007
October 22 – 24, 2007
November 26 – 28, 2007
December 10, 2007

Session V ASU-Mountain Home

January 28 – 30, 2008
February 25 – 27, 2008
March 24 – 26, 2008
April 28 – 30, 2008
May 27 – 29, 2008
June 6, 2008

**For more information about
this program, contact
Dr. Cheryl May or Steve Varady at
(501) 570-8000**

Law Enforcement Management Program

While law enforcement is given the responsibility of enforcing the law, historically it has been shown that doing so has often brought law enforcement professionals into conflict with those whom we are charged to protect. In an effort to assist law enforcement officers, supervisors, and managers in better protecting and serving our citizens, the Criminal Justice Institute presents courses each year that offer law enforcement personnel the opportunity to better understand our changing society.

The Criminal Justice Institute requires that individuals who instruct these courses have outstanding instructional qualifications. While many of these courses are instructed by nationally recognized faculty and practitioners, faculty members of CJI's Education and Training Center have demonstrated proven ability in Arkansas law enforcement as well. Our desire is to provide you with an educational experience that emphasizes both practical knowledge as well as educational expertise.

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

It is our intent to bring to you the programs that you desire. If you feel that certain programs would be of benefit to you, your agency, or your community, please let us know. Your individual requests along with our management needs surveys assist us in providing programs that will benefit you and your department in the future.



**For more information about
CJI's Law Enforcement
Management Programs,
contact Marty Montgomery at
501-570-8092 or
mpmontgomery@cji.edu**

Arkansas Leader/SLES Graduate Special Topics Seminar

8 Hours

LEMC will be providing a special day of instruction entitled "Special Topics Seminar" for graduates of past Arkansas Leader programs and past School of Law Enforcement Supervision programs. A nationally known law enforcement presenter will provide thought-provoking instruction pertaining to supervision and leadership issues. 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 23, 2008
Criminal Justice Institute

Basic Spanish for Law Enforcement

21 Hours

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

July 17–19, 2007
Black River Technical College
Pocahontas, Arkansas

November 13–15, 2007
UA Phillips Community College
Dewitt, Arkansas

February 5–7, 2008
Rogers Police Department

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 wide spread 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.

August 21, 2007
Criminal Justice Institute

May 28, 2008
North Arkansas College
Harrison, Arkansas

The Bulletproof Mind

6 Hours

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

November 14, 2007
Washington County Sheriff's Office
Fayetteville, Arkansas

May 2, 2008
Criminal Justice Institute

Case File Preparation

6 Hours

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

October 5, 2007
Arkansas State University
Newport, Arkansas

April 4, 2008
Criminal Justice Institute

Civil Liability for Law Enforcement

6 Hours

Court rulings, and the subsequent case law generated, can give even the most agile administrators cause for concern. This course of instruction will provide participants with the latest updates to assist them in understanding civil liability. It will enable them to recognize frequent trouble areas to avoid and will enhance their supervisory capabilities. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

September 7, 2007
UA Community College
Morrilton, Arkansas

February 8, 2008
Independence County Sheriff's Office
Batesville, Arkansas

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.

November 16, 2007
Hot Springs Police Department

January 11, 2008
UA Phillips Community College
Dewitt, Arkansas

April 11, 2008
West Memphis 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.

April 9–10, 2008
Criminal Justice Institute

Coping with Law Enforcement Stress **6 Hours**

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

August 15, 2007
Criminal Justice Institute

October 2, 2007
Russellville Police Department

February 28, 2008
West Memphis Police Department

May 23, 2008
Independence County Sheriff's Office
Batesville, Arkansas

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 17, 2007
Camden Police Department

January 18, 2008
Washington County Sheriff's Office
Fayetteville, Arkansas

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.

September 14, 2007
Southern Arkansas University
Magnolia, Arkansas

December 14, 2007
Jonesboro Police Department

February 22, 2008
UA Phillips Community College
Dewitt, Arkansas

Criminal Procedure Update **6 Hours**

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

October 19, 2007
UA Phillips Community College
Dewitt, Arkansas

March 14, 2008
Black River Technical College
Pocahontas, 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.

April 21–25, 2008
Criminal Justice Institute

Homicide Investigations

35 Hours

This intensive one-week program will provide participants the opportunity to acquire new knowledge, skills, and techniques to assist them in the successful resolution of death investigations. Participants will have access to seasoned instructors with years of investigative field experience. This program will provide participants with the requisite knowledge necessary for differentiating between accidental death, suicide, and homicide. Topics covered will include: *First Response Scene Evaluation, Investigative Techniques & Leads, Case Management, Evidence Collection & Handling, and Crime Scene Search*. The course begins at 8:30 a.m. and ending at 4:30 p.m. each day.

May 19-23, 2008
Criminal Justice Institute

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.

January 31, 2008
Criminal Justice Institute

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.

September 17–21, 2007
Criminal Justice Institute

Leadership Values in Law Enforcement

6 Hours

Leaders must wear two hats—they must be both a leader and a manager. They will not succeed if they do not exercise leadership when dealing with subordinates and do not properly manage the resources of their organization. This class will explore the fundamentals of good leadership. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

September 14, 2007
Fort Smith Police Department

January 18, 2008
Criminal Justice Institute

Managing Criminal Investigations 24 Hours

This course explores the investigations management process through activity models and addresses the basic management concepts and principles associated with the criminal investigations function. It also provides an overview of the concerns that may surface during an analysis of the investigations process and the management of the investigations function. Appropriate policies and procedures will be discussed. Course participants must complete a course in traffic reconstruction prior to attending this program. This course begins at 8:00 a.m. and concludes at 5:00 p.m. each day.

June 25–27, 2008
Criminal Justice Institute

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.

November 15, 2007
Texarkana Police Department

May 9, 2008
Criminal Justice Institute

Managing Interviews and Interrogations 14 Hours

This two-day 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 20–21, 2007
Washington County Sheriff's Office
Fayetteville, Arkansas

April 28–29, 2008
Cross County Sheriff's Office
Wynne, Arkansas

Managing Media Relations 14 Hours

This two-day course teaches law enforcement to work effectively with the media through the release of useable information that will not compromise criminal cases. Department media policies, on-scene management of media groups, and law enforcement response at major incidents will be covered. The utilization of media command posts will be emphasized as well as the handling of controversial incidents. The course will assist law enforcement in understanding how the media works, information that must be released to the media, and how dependent the media is on law enforcement for stories. The course begins at 8:30 a.m. and concludes at 4:30 p.m. each day.

October 16–17, 2007
Hot Springs Police Department

June 3–4, 2008
Arkansas State University
Mountain Home, Arkansas

Patrol Response to Active Shooter Incidents

6 Hours

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

August 31, 2007
Criminal Justice Institute

October 5, 2007
Springdale Police Department

February 15, 2008
Black River Technical College
Pocahontas, Arkansas

Power Writing

6 Hours

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

August 24, 2007
Bentonville Police Department

February 26, 2008
Arkansas State University
Newport, Arkansas

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 unfavorably 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.

September 26, 2007
Criminal Justice Institute

March 28, 2008
Hot Springs Police Department

Talking Hands

6 Hours

This course will provide students 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. Students 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 3, 2007
Jefferson County Sheriff's Office
Pine Bluff, Arkansas

November 20, 2007
Arkansas State University
Beebe, Arkansas

May 9, 2008
Hot Springs Police Department

Update to Arkansas Legal Decisions 6 Hours

This six-hour course will provide a review of recent court decisions that impact the law enforcement officer in the performance of his/her duties. In addition, this course includes a review of the general Fourth Amendment principles that impact the preparation and execution of search warrants. The law enforcement officer will 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.

July 6, 2007
Texarkana Police Department

January 4, 2008
**University of Arkansas Community College
Morrilton, 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.

November 2, 2007
Texarkana Police Department

April 17, 2008
Jonesboro 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 over-shadowed by other criteria. A review of pertinent court cases will be introduced illustrating situations where warrantless searches and seizures may be authorized. Areas of interest will include exigent circumstances and consensual searches. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

July 20, 2007
**Washington County Sheriff's Office
Fayetteville, Arkansas**

October 26, 2007
Texarkana Police Department

February 22, 2008
Hot Springs Police Department

May 23, 2008
**White County Sheriff's Office
Searcy, Arkansas**

Writs of Execution and Other Civil Processes 6 Hours

This six-hour course will be instructed by an authority on civil liability who has defended many Arkansas law enforcement officers in this troublesome area. Topics will include the mechanics of serving civil process papers, liability issues surrounding writs of execution, and suggested remedies to help curb costs incurred by Sheriffs' Offices during eviction processes. The course should greatly benefit elected Sheriffs and their appointed deputies. The course begins at 9:00 a.m. and concludes at 4:00 p.m.

April 25, 2008
Criminal Justice Institute

Specialized Programs of Study in Law Enforcement Management

Letters of nomination are required for officers to attend the specialized courses featured on pages 29-30 because these courses have been designed for officers who have completed designated prerequisites or hold specialized positions within their agencies. Unless otherwise noted, 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.

Arkansas Leader, Session XVII 40 Hours

The ARKANSAS LEADER program, which is aimed at law enforcement heads of agencies and other leaders within the criminal justice system, emphasizes leadership, education, advancement of the law enforcement profession, development of the individual and agency, enthusiasm in the work place, and research on criminal justice issues. Nationally recognized presenters are selected to ensure law enforcement executives are informed, not only of practical procedures for managing their agency or department, but also of the latest trends, technology, and problems impacting our society.

The ARKANSAS LEADER program is jointly sponsored by the Criminal Justice Institute and the Federal Bureau of Investigation (FBI). The program has been designated a Command College of the FBI. Heads of Arkansas law enforcement agencies who wish to attend should direct correspondence to Jim Clark, Director, Criminal Justice Institute, 7723 Colonel Glenn Road, Little Rock, Arkansas 72204. Due to the demand for this course of instruction, agency heads are required to submit their recommendations prior to April 1, 2008.

June 8–13, 2008
Criminal Justice Institute

Background Investigations of Police Applicants 12 Hours

This twelve-hour course is designed to prepare law enforcement officers to produce a verifiable, chronological history of an applicant's life. Mechanisms are introduced that use this information with other pre-employment screening devices in determining suitability for employment. Students will learn to document facts in a similar manner for each applicant to ensure consistency and ease of retrieval. The course begins at 8:00 a.m. and concludes at 5:00 p.m. on the first day. On the second day, the course begins at 8:00 a.m. and concludes at noon.

September 17–18, 2007
Criminal Justice Institute

Crisis Negotiations 40 Hours

This course is designed to prepare students to handle crisis/hostage negotiations whether they are a first responder or involved in a prolonged crisis situation. The five-day course will provide the communication skills necessary to carry on a dialogue with the subject(s), provide information to the on-scene commander regarding the status of negotiations, and provide input regarding a tactical resolution. Topics covered include: *Fundamentals of Negotiations, Protocol and Situation Boards, Use of Third Party Intermediaries, Responding to the Emotionally Disturbed, Suicide Intervention Techniques, Active Listening Techniques, Review of Specific Cases, and Extensive Role Play Situations*. The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day.

October 22–26, 2007
Criminal Justice Institute

March 24–28, 2008
Criminal Justice Institute

Police Internal Affairs

40 Hours

This forty-hour intensive 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.

December 3–7, 2007
Criminal Justice Institute

Traffic Crash Reconstruction Update

40 Hours

This course will provide participants with the latest theories and methodologies of crash reconstruction and expand their knowledge of the principles of collision analysis. The course will review the mathematical equations that are used in conjunction with crash data to interpret how a collision occurred. Emphasis will be placed upon skid characteristics, critical speed yaw analysis, and friction. Participants will also learn how to analyze the crash scene using energy-based methods. The concepts of time-distance, uniform circular motion, rectilinear motion and conservation of linear momentum are just a few of the topics that will be covered. Participants will engage in a “hands-on” project and a comprehensive, multi-disciplinary project designed to reinforce the material. A prerequisite for this course is successful completion of an approved Traffic Accident Reconstruction course. The course begins at 8:00 a.m. and concludes at 5:00 p.m. each day.

February 18–22, 2008
Criminal Justice Institute

School of Law Enforcement Supervision

140 Hours

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

This year, the Criminal Justice Institute will conduct two sessions of the School of Law Enforcement Supervision—Session XXX beginning in September 2007 and Session XXXI beginning in January 2008. Students are required to successfully complete a written examination at the conclusion of each week of the course. Each examination will cover material drawn from the lectures, course texts, and outside reading assignments. In addition, this course requires the student to make oral presentations and prepare a research paper on a topic relevant to law enforcement supervision.

The Criminal Justice Institute provides free lodging accommodations for participants who reside 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.

Session XXX

September 10–14, 2007

October 8–12, 2007

November 5–9, 2007

December 3–7, 2007

Session XXXI

January 21–25, 2008

February 18–22, 2008

March 17–21, 2008

April 14–18, 2008

Supervision Courses for Law Enforcement Managers

The Criminal Justice Institute's Supervision Courses enable officers to obtain more information regarding supervision principles and assists them in the day-to-day performance of their job. The goals of these courses remain consistent: (1) improve one's ability to better supervise and manage an agency; (2) improve one's ability to interact more effectively with citizens and fellow workers; and (3) develop additional education or skills that benefit the law enforcement profession.

To ensure consistency, these courses must be taken in chronological sequence. These courses will begin at 8:00 a.m. and conclude at 5:00 p.m. each day.

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: *Introduction to Leadership; Human Behavior; Communication, Listening and Counseling; Mentoring; Motivation; and Stress Management.*

July 10–12, 2007
Hot Springs Police Department

October 30–November 1, 2007
Criminal Justice Institute

February 12–14, 2008
Arkansas State University
Newport, Arkansas

Principles of Supervision 24 Hours

This three-day course will allow the student to dialogue with the instructors about the challenges and successes they have had while applying the principles covered in Foundations of Supervision. In addition, students will be exposed to additional topics in management and leadership, including: *Leadership and Responsibility; Managing Across Generational Boundaries; Performance Evaluation, Progressive Discipline, and Dealing with Difficult Employees; Power Writing; Team Building; Community/Media Relations; and Building Trust.* **A prerequisite for this course is Foundations of Supervision.**

August 7–9, 2007
Texarkana Police Department

November 27–29, 2007
Criminal Justice Institute

March 4–6, 2008
Arkansas State University
Newport, Arkansas

Advanced Supervision 24 Hours

This three-day, advanced level course places an emphasis on ensuring that the student comprehends modern management and leadership concepts. Topics include: *Leadership (Extraordinary Leader); Succession Planning; Basics in Investigating and Reducing Citizen Complaints; Organizational Change; and Decision Making, Delegation, and Planning.* **Prerequisites for this course are Foundations of Supervision and Principles of Supervision.**

September 25–27, 2007
Hot Springs Police Department

December 18–20, 2007
Criminal Justice Institute

April 1–3, 2008
Arkansas State University
Newport, Arkansas

Special Projects of CJJ's Education and Training Center

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

Illicit methamphetamine use, distribution, and production have reached epidemic proportions in our State. To assist the Arkansas law enforcement community in combating the negative impact of methamphetamine on innocent citizens and children, the Institute has made methamphetamine a key education and training priority. Through federal and state funding, the Arkansas Methamphetamine Education and Training Initiative has focused on assisting law enforcement professionals to safely identify and effectively investigate illicit methamphetamine use, distribution, and production.

During the upcoming fiscal year, the Institute will offer a series of drug and meth-related courses in several locations across the State. In addition, the Narcotics Officer Certificate Program (Session IV and V) will be offered at two off-campus locations. More details about this program can be found on page 20. Unless otherwise indicated, all courses will be held between 8:30 a.m. and 4:30 p.m.

Arkansas Methamphetamine Challenge 7 Hours

This course, developed in cooperation with the Arkansas Sheriffs' Association and the Arkansas Association of Chiefs of Police, provides an overview of the illicit Methamphetamine problem in Arkansas. A management perspective of awareness, employee safety, equipment, training needs, and reporting issues will be emphasized to assist Law Enforcement Executives and local municipal officials to most effectively combat Methamphetamine production and abuse in their communities. Legal and liability issues, as well as resources available (community awareness, grant programs, drug abuse treatment and law enforcement training programs) will be discussed. Effective agency response to drug endangered children will be examined.

Chiefs of Police are encouraged to invite Lieutenants, Captains, Assistant Chiefs and Mayors, and Sheriffs are encouraged to invite Lieutenants, Captains, Under Sheriffs, Chief Deputy Sheriffs, and Quorum Court Judges.

**A Management Focus for
Law Enforcement Executives
July 13, 2007
Criminal Justice Institute**

**A Management Focus for New Sheriffs
August 13, 2007
Criminal Justice Institute**

Basic Methamphetamine Investigations

14 Hours

This fourteen hour course provides basic clandestine methamphetamine lab identification, safety, and investigation education, and is appropriate for patrol and front-line officers who may come into contact with labs or users. Manufacturing methods and the unique hazards associated with them will be identified, and appropriate safety precautions will be provided. This course also examines basic techniques for investigating meth possession, manufacturing, and distribution, and provides necessary information to assist officers in preparing cases for successful prosecution. This course will also provide information regarding the special issues concerning children who are exposed to methamphetamine use, distribution, and manufacturing.

July 30-31, 2007
Criminal Justice Institute

August 29-30, 2007
Arkansas State University
Mountain Home, Arkansas

September 11-12, 2007
Trumann Police Department

November 1-2, 2007
Rogers Police Department

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.

March 5-6, 2008
Bentonville Police Department

May 15-16, 2008
Criminal Justice Institute

Ecstasy, Raves, and Club Drugs

7 hours

This seven hour course acquaints law enforcement officers with Ecstasy and a variety of club drugs, including GHB, Ketamine, Rohypnol, LSD, and PCP. It is designed to enable participants to recognize club drugs and to understand the effects of these drugs on the abuser. This course will prepare participants to recognize, locate, and respond to events organized primarily for the distribution of illegal drugs, and also to understand the changing nature of what have traditionally been known as "raves". It will further enable participants to identify clothing, concealment techniques, and paraphernalia associated with club drug culture. Fundamentals of conducting successful undercover investigations, utilizing unique strategies, in rave environments are also explored in this course.

January 16, 2008
Fort Smith Police Department

June 20, 2008
University of Central Arkansas
Conway, Arkansas

Hispanic Gangs

7 hours

As clandestine laboratory seizures decline in Arkansas, the continuing high demand for methamphetamine is being met by increased smuggling from Mexico and Central America. 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 seven-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.

December 12, 2007
Criminal Justice Institute

March 12, 2008
Criminal Justice Institute

CJI Certificate and Degree Programs

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

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

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

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

For more information about CJI's Certificate and Degree Programs, contact Dr. Cheryl May at

501-570-8052

Participating Universities and Colleges

Four-Year Institutions

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

Two-Year Institutions

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

* Only the CSI Associate Degree will be offered

** Does not offer Technical Certificates in either program

*** Only the LEA program will be offered

CJI Course Calendar

July 2007–June 2008

July 2007

July 6

Update to Arkansas Legal Decision

Texarkana Police Department

July 10–12

Foundations of Supervision

Hot Springs Police Department

July 13

The Arkansas Methamphetamine Challenge: A Management Focus for Law Enforcement Executives

Criminal Justice Institute

July 17–19

Basic Spanish for Law Enforcement

Black River Technical College

Pocahontas, Arkansas

July 20

Warrantless Search and Seizure

Washington County Sheriff's Office

Fayetteville, Arkansas

July 24–26

Post-Blast Investigations

Criminal Justice Institute

July 25–27

Narcotics Officer Certificate Program, Session IV

Hot Springs Police Department

July 30-31

Basic Methamphetamine Investigations

Criminal Justice Institute

August 2007

August 1–2

Basic Digital Photography

Hot Springs Police Department

August 3

Talking Hands

Jefferson County Sheriff's Office

Pine Bluff, Arkansas

August 7–8

Introduction to Computers

Criminal Justice Institute

August 7–9

Principles of Supervision

Texarkana Police Department

August 13

The Arkansas Methamphetamine Challenge: A Management Focus for New Sheriffs

Criminal Justice Institute

August 14–15

Using Microsoft Word

Criminal Justice Institute

August 15

Coping with Law Enforcement Stress

Criminal Justice Institute

August 17

Crime Prevention: Proactive Tactics to Stop Crime

Camden Police Department

August 20–21

Managing Interviews and Interrogations

Washington County Sheriff's Office

Fayetteville, Arkansas

August 20–22

Narcotics Officer Certificate Program, Session IV

Hot Springs Police Department

August 21

Bias-Based Policing

Criminal Justice Institute

August 24

Power Writing

Bentonville Police Department

August 27

Forensic Entomology
Criminal Justice Institute

August 28–29

Using Microsoft Excel
Criminal Justice Institute

August 29-30

Basic Methamphetamine Investigations
Arkansas State University
Mountain Home, Arkansas

August 31

**Patrol Response to Active
Shooter Incidents**
Criminal Justice Institute

September 2007

September 7

Civil Liability for Law Enforcement
University of Arkansas Community College
Morrliton, AR

September 10–14

**School of Law Enforcement Supervision,
Session XXX**
Criminal Justice Institute

September 11-12

Basic Methamphetamine Investigations
Trumann Police Department

September 14

Courtroom Testimony
Southern Arkansas University
Magnolia, Arkansas

September 14

Leadership Values in Law Enforcement
Fort Smith Police Department

September 17–21

Instructor Development
Criminal Justice Institute

September 17–19

**Narcotics Officer Certificate Program,
Session IV**
Hot Springs Police Department

September 17–18

**Background Investigations of
Police Applicants**
Criminal Justice Institute

September 18–20

Computer Crime
Criminal Justice Institute

September 25–27

Advanced Supervision
Hot Springs Police Department

September 25–27

**Fingerprint Comparison
and Identification**
Washington County Sheriff's Office
Fayetteville, Arkansas

September 25–26

Introduction to Computers
Criminal Justice Institute

September 26

Search Warrant Update
Criminal Justice Institute

September 28

**Building Microsoft Word Forms
& Templates**
Criminal Justice Institute

September 28

**Using Microsoft Word Sections,
Styles & More**
Criminal Justice Institute

October 2007

October 1–5

Recovery of Human Remains
Criminal Justice Institute

October 2

Coping with Law Enforcement Stress
Russellville Police Department

October 3–4

Using Microsoft Word

Criminal Justice Institute

October 5

Case File Preparation

Arkansas State University
Newport, Arkansas

October 5

Patrol Response to Active Shooter Incidents

Springdale Police Department

October 8–12

School of Law Enforcement Supervision, Session XXX

Criminal Justice Institute

October 10–11

Eyewitness Evidence

Bentonville Police Department

October 11

Internet Researching and E-mail

Criminal Justice Institute

October 16–18

Basic Crime Scene Processing

White County Sheriff's Office
Searcy, Arkansas

October 16–17

Introduction to Computers

Criminal Justice Institute

October 16–17

Managing Media Relations

Hot Springs Police Department

October 19

Criminal Procedure Update

UA Phillips Community College
Dewitt, Arkansas

October 22–24

Narcotics Officer Certificate Program, Session IV

Hot Springs Police Department

October 22–26

Crisis Negotiations

Criminal Justice Institute

October 23

Computer Essentials for Law Enforcement Management

Criminal Justice Institute

October 23

Microsoft Outlook Essentials for Law Enforcement Management

Criminal Justice Institute

October 26

Warrantless Search and Seizure

Texarkana Police Department

October 30–November 1

Foundations of Supervision

Criminal Justice Institute

October 30–31

Using Microsoft PowerPoint

Criminal Justice Institute

November 2007

November 1-2

Basic Methamphetamine Investigations

Rogers Police Department

November 2

Use of Force

Texarkana Police Department

November 5–9

School of Law Enforcement Supervision, Session XXX

Criminal Justice Institute

November 6–8

Latent Prints

Russellville Police Department

November 6–7

Using Microsoft Word

Criminal Justice Institute

November 12–15

Bloodstain Pattern Documentation

Criminal Justice Institute

November 13–15

Basic Spanish for Law Enforcement

UA Phillips Community College

Dewitt, Arkansas

November 14

The Bulletproof Mind

Washington County Sheriff's Office

Fayetteville, Arkansas

November 15

**Managing Informants and
Cooperative Witnesses**

Texarkana Police Department

November 16

**Communication Excellence in
Law Enforcement**

Hot Springs Police Department

November 16

**Using Microsoft Excel
Database Features**

Criminal Justice Institute

November 16

**Using More Microsoft Excel
Database Features**

Criminal Justice Institute

November 20

Talking Hands

Arkansas State University

Beebe, Arkansas

November 26–28

**Narcotics Officer Certificate Program,
Session IV**

Hot Springs Police Department

November 27–29

Principles of Supervision

Criminal Justice Institute

November 27–28

Using Microsoft Excel

Criminal Justice Institute

December 2007

December 3–7

Police Internal Affairs

Criminal Justice Institute

December 3–7

**School of Law Enforcement Supervision,
Session XXX**

Criminal Justice Institute

December 4

**Identification and Recovery of
DNA Evidence at Crime Scenes**

Arkansas State University

Mountain Home, Arkansas

December 4–5

Introduction to Computers

Criminal Justice Institute

December 6

**Identification and Recovery of
DNA Evidence at Crime Scenes**

Arkansas State University

Beebe, Arkansas

December 12

Hispanic Gangs

Criminal Justice Institute

December 12–13

Using Microsoft Word

Criminal Justice Institute

December 14

Courtroom Testimony

Jonesboro Police Department

December 18–20

Advanced Supervision

Criminal Justice Institute

January 2008

January 3

**Using Microsoft PowerPoint
Custom Shows & More**

Criminal Justice Institute

January 4

Update to Arkansas Legal Decision
University of Arkansas Community College
Morrliton, Arkansas

January 8–10

**Crime Scene Technician
Certificate Program, Session X**
Criminal Justice Institute

January 11

**Communication Excellence in
Law Enforcement**
UA Phillips Community College
Dewitt, Arkansas

January 11

**Using Microsoft Outlook
Calendar, Tasks & Contacts**
Criminal Justice Institute

January 11

**Using Microsoft Outlook to Organize
E-mail Messages**
Criminal Justice Institute

January 15–16

Crime Scene Sketching Using Crime Zone
Criminal Justice Institute

January 16

Ecstasy, Raves, and Club Drugs
Fort Smith Police Department

January 18

**Crime Prevention: Proactive
Tactics to Stop Crime**
Washington County Sheriff's Office
Fayetteville, Arkansas

January 18

Leadership Values in Law Enforcement
Criminal Justice Institute

January 21–25

**School of Law Enforcement Supervision,
Session XXXI**
Criminal Justice Institute

January 28–30

**Narcotics Officer Certificate Program,
Session V**
Arkansas State University
Mountain Home, Arkansas

January 29–30

**Advanced Techniques in
Property Room Management**
Criminal Justice Institute

January 29–30

Introduction to Computers
Criminal Justice Institute

January 31

Identity Theft
Criminal Justice Institute

February 2008

February 5–7

Basic Spanish for Law Enforcement
Rogers Police Department

February 5–7

**Crime Scene Technician
Certificate Program, Session X**
Criminal Justice Institute

February 8

Civil Liability for Law Enforcement
Independence County Sheriff's Office
Batesville, Arkansas

February 11–15

Bloodstain Pattern Analysis
Criminal Justice Institute

February 12–14

Foundations of Supervision
Arkansas State University
Newport, Arkansas

February 12–13

Using Microsoft Word
Criminal Justice Institute

February 15

Patrol Response to Active Shooter Incidents

Black River Technical College
Pocahontas, Arkansas

February 18–22

School of Law Enforcement Supervision, Session XXXI

Criminal Justice Institute

February 18–22

Traffic Crash Reconstruction Update

Criminal Justice Institute

February 22

Courtroom Testimony

UA Phillips Community College
Dewitt, Arkansas

February 22

Warrantless Search and Seizure

Hot Springs Police Department

February 25–27

Narcotics Officer Certificate Program, Session V

Arkansas State University
Mountain Home, Arkansas

February 26

Identification and Recovery of DNA Evidence at Crime Scenes

Camden Police Department

February 26

Power Writing

Arkansas State University
Newport, Arkansas

February 27–28

Using Microsoft Excel

Criminal Justice Institute

February 28

Coping with Law Enforcement Stress

West Memphis Police Department

February 28

Identification and Recovery of DNA Evidence at Crime Scenes

Cossatot Community College
Dequeen, Arkansas

March 2008

March 4–6

Crime Scene Technician Certificate Program, Session X

Criminal Justice Institute

March 4–6

Principles of Supervision

Arkansas State University
Newport, Arkansas

March 5-6

Managing Drug Investigations

Bentonville Police Department

March 7

Microsoft Word Essentials for Law Enforcement Management

Criminal Justice Institute

March 7

Microsoft Excel Essentials for Law Enforcement Management

Criminal Justice Institute

March 11–12

Basic Digital Photography

North Arkansas College
Harrison, Arkansas

March 11–12

Introduction to Computers

Criminal Justice Institute

March 12

Hispanic Gangs

Criminal Justice Institute

March 14

Criminal Procedure Update

Black River Technical College
Pocahontas, Arkansas

March 17–21
**School of Law Enforcement Supervision,
 Session XXXI**
 Criminal Justice Institute

March 18–19
Using Microsoft Word
 Criminal Justice Institute

March 24–28
Crisis Negotiations
 Criminal Justice Institute

March 24–26
**Narcotics Officer Certificate
 Program, Session V**
 Arkansas State University
 Mountain Home, Arkansas

March 28
Search Warrant Update
 Hot Springs Police Department

April 2008

April 1–3
Advanced Supervision
 Arkansas State University
 Newport, Arkansas

April 3
Internet Researching and E-mail
 Criminal Justice Institute

April 4
Case File Preparation
 Criminal Justice Institute

April 8–10
**Crime Scene Technician
 Certificate Program, Session X**
 Criminal Justice Institute

April 9–10
Conflict Resolution for Supervisors
 Criminal Justice Institute

April 11
**Communication Excellence
 in Law Enforcement**
 West Memphis Police Department

April 11
**Using Microsoft Word Sections,
 Styles & More**
 Criminal Justice Institute

April 11
**Building Microsoft Word Forms
 & Templates**
 Criminal Justice Institute

April 14–18
**School of Law Enforcement Supervision,
 Session XXXI**
 Criminal Justice Institute

April 16–17
**Death Investigation Issues
 for Law Enforcement and Coroners**
 University of Arkansas Community College
 Hope, Arkansas

April 16–17
Introduction to Computers
 Criminal Justice Institute

April 17
Use of Force
 Jonesboro Police Department

April 21–25
Field Training for the 21st Century
 Criminal Justice Institute

April 22–24
Basic Crime Scene Processing
 Texarkana Police Department

April 22–23
Using Microsoft Word
 Criminal Justice Institute

April 25
**Writs of Execution and
 Other Civil Processes**
 Criminal Justice Institute

April 28–29
Managing Interviews and Interrogations
 Cross County Sheriff's Office
 Wynne, Arkansas

April 28–30

Narcotics Officer Certificate Program, Session V

Arkansas State University
Mountain Home, Arkansas

April 29–May 2

Crime Scene Digital Photography and Imaging

Criminal Justice Institute

May 2008

May 2

The Bulletproof Mind

Criminal Justice Institute

May 6–8

Crime Scene Technician Certificate Program, Session X

Criminal Justice Institute

May 9

Managing Informants and Cooperative Witnesses

Criminal Justice Institute

May 9

Talking Hands

Hot Springs Police Department

May 12–14

Advanced Bloodstain Pattern Analysis

Criminal Justice Institute

May 14–16

Using Microsoft Access

Criminal Justice Institute

May 15–16

Managing Drug Investigations

Criminal Justice Institute

May 19–23

Homicide Investigations

Criminal Justice Institute

May 21–22

Introduction to Computers

Criminal Justice Institute

May 23

Coping with Law Enforcement Stress

Independence County Sheriff's Office
Batesville, Arkansas

May 23

Warrantless Search and Seizure

White County Sheriff's Office
Searcy, Arkansas

May 27–29

Narcotics Officer Certificate Program, Session V

Arkansas State University
Mountain Home, Arkansas

May 28

Bias-Based Policing

North Arkansas College
Harrison, Arkansas

May 28–29

Crime Scene Courtroom Testimony

Criminal Justice Institute

May 28–29

Using Microsoft Word

Criminal Justice Institute

June 2008

June 3–5

Crime Scene Technician Certificate Program, Session X

Criminal Justice Institute

June 3–4

Managing Media Relations

Arkansas State University
Mountain Home, Arkansas

June 8–13

Arkansas Leader, Session XVII

Criminal Justice Institute

June 10–11

Using Microsoft Excel

Criminal Justice Institute

June 19

**Using Microsoft Excel
Database Features**

Criminal Justice Institute

June 19

**Using More Microsoft Excel
Database Features**

Criminal Justice Institute

June 20

Ecstasy, Raves, and Club Drugs

University of Central Arkansas

Conway, Arkansas

June 23

**Arkansas Leader/SLES Graduate
Special Topics Seminar**

Criminal Justice Institute

June 25-27

Managing Criminal Investigations

Criminal Justice Institute

June 25–26

Using Microsoft PowerPoint

Criminal Justice Institute



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

Course Registration Request

Please fill out this form as accurately as possible. The information is used to contact you about the **status of your request** and, if needed, with information about 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: _____ Extension _____ 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: _____



UNIVERSITY OF ARKANSAS SYSTEM
CRIMINAL JUSTICE INSTITUTE

DIRECTORY OF SERVICES

Director's Office: 501-570-8000

Education and Training Center (ETC): 501-570-8052

Computer Courses: (501) 570-8076

Course Scheduling and Registration

Forensic Science Courses: (501) 570-8097

Course Scheduling and Registration

Management Courses: (501) 570-8092

Course Scheduling and Registration

Methamphetamine and Illicit Drug Investigations: (501) 570-8096

Course Scheduling and Registration

Traffic Safety Courses: (501) 570-8081

Course Scheduling and Registration

Special Programs: (501) 570-8052

CJI Higher Education Program • Crime Scene Technician Certificate Program

Advanced Crime Scene Technician Certificate Program

Arkansas Leader • School of Law Enforcement Supervision

CJI Library: 501-570-8061

Learning Resources, Reference Books, and Educational Videos

Institute Support Services: 501-570-8056

Meeting Room Reservations

Internet Help Desk: 800-635-6310



Switchboard Number: 501-570-8000

Toll Free Number: 800-635-6310

Fax Number: 501-565-3081

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