



INTERNAL AFFAIRS INVESTIGATION

CONDUCTING PROPER AND EFFECTIVE INVESTIGATIONS

October 30st – November 3th, 2017

This 4.5 Day Program is Designed For...

- Law Enforcement Commanders
- Internal Affairs Investigators
- Use of Force Trainers
- City and Town Attorneys
- Police Legal Advisors
- Civilian Oversight
- Municipal Risk Managers
- First-Line Supervisors



LOCATION:

Albuquerque Convention Center
401 2nd Street NW
Albuquerque, NM 87102

COSTS:

4.5 day training certification program is \$525.00

No prior experience necessary.

The focus of the Internal Affairs Investigations Training program is to identify proper legal and operational standards for Internal Affairs Investigations, including the development of proper police practices on use of force and force related policies. The training will focus on enhancing the effectiveness, operations and management of use of force incidents. Training will review the policy standards, legal interpretations and Consent Decree standards that make up liability protection. This includes IA investigation standards and the documentation of IA incidents. We will also discuss the manner in which police agencies can investigate incidents and audit to ensure that policies and training are being followed.

This program will review:

- Administration of the Internal Affairs Process
- Ethics and Integrity
- Agency Policies and Procedures
- The Complaint Process
- Investigation of Personnel Complaints
- Administrative Law
- The Interview Process
- Special Investigations (Sexual Misconduct/ Domestic Violence by Police Officers)
- Use of Force Reporting
- First Amendment and Free Speech Issues for Police
- Audits and Inspections

Daigle Law Group, LLC
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2017 Internal Affairs Training Agenda

Day One:

8:30 – 10:15	Introduction / Objectives of the Internal Affairs Process
10:15 – 10:30	Break
10:30 – 12:00	Ethics and Integrity
12:00 – 1:00	Lunch
1:00 – 2:30	Administration of the IA Process
2:30 – 2:45	Break
2:45 – 4:30	Policies and Procedures for IA

Day Two:

8:30 – 10:15	Citizen Complaint Process
10:15 – 10:30	Break
10:30 – 12:00	Citizen Complaint Process
12:00 – 1:00	Lunch
1:00 – 2:30	Investigation of Personnel Complaints
2:30 – 2:45	Break
2:45 – 4:30	Effective Report Writing for IA investigations

Day Three:

8:30 – 10:15	Use of Technology
10:15 – 10:30	Break
10:30 – 12:00	First Amendment and Free Speech Issues for Police
12:00 – 1:00	Lunch
1:00 – 2:30	Use of Force Investigations
2:30 – 2:45	Break
2:45 – 4:30	Officer Involved Shooting

Day Four:

8:30 – 10:15	Early Intervention Systems Use of Force Investigations
10:15 – 10:30	Break
10:30 – 12:00	Discipline Process
12:00 – 1:00	Lunch
1:00 – 2:30	Special Investigations (Sexual Misconduct/ Domestic Violence by Police Officers)
2:30 – 2:45	Break
2:45 – 4:30	Class Exam

Day Five:

8:30 – 10:15	Audits and Inspections
10:15 – 10:30	Break
10:30 – 12:00	Practical Scenarios
12:00	End

There are no prerequisites to attend this training program.

*****Schedule may change based on availability of Instructors**



Internal Affairs – Registration Information

Telephone (860) 270-0060

Fax (860) 479-9048

Email: LearningCenter@DaigleLawGroup.com

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P.O. Box 123

Southington, CT 06489

HOTEL: Upon registering with DLG you will receive a confirmation email and attendant’s memo outlining the workshop activities. Hotel reservations are the individual registrant’s responsibility and should be made as soon as possible.

The two hotels closest to the Convention Center are:

Double Tree by Hilton, 201 Marquette Ave NW, Albuquerque, NM 87102, (505) 247-3344

The Hyatt Regency, 330 Tijeras Ave NW, Albuquerque, NM 87102, (505) 842-1234

** There are no special rates for this training

TUITION: Cost of training program is **\$525.00** per student.

REGISTRATION: Name: _____
(First) (Middle) (Last) (Rank/Title)

Department/Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-mail: _____

PO# _____ Please attach copy of approved PO (if applicable)

Credit Card# _____ Exp. Date: _____ Security Code _____

Name on Card: _____ ZIP for Card _____

DLG Federal Tax ID: 27-2315632 (Please type or print clearly)

Please complete the registration form, sign below and return to the DLG office at:

P.O. Box 123, Southington, CT 06489 by October 1st, 2017 with payment.

Cancellation Policy: Registrants who provide written notice of cancellation to the DLG office five (5) working days prior, will receive a refund less a \$25.00 service charge. No refunds will be provided for cancellations received on the training date or for “no shows”.

I authorize DLG to register me for the Internal Affairs Training on October 30st – November 3th, 2017

Signature Required: _____