

# INTERNAL AFFAIRS, PROFESSIONAL STANDARDS AND ETHICS

Internal Affairs: Safeguarding the Commitment to Excellence

*“Excellent course. I’ll request more of my officers attend.”*

*“One of the best schools I have been to!”*

*“Out of 26+ years of training, this facility is the most complete in the areas that are required for effective training. Thanks.”*

— 2005 participants

**Course Overview:** The process for managing and investigating complaints against law enforcement personnel can be complex, sensitive and highly-charged. This four and one-half day, nationally-prominent program will provide participants with the knowledge and insights required to conduct and administer timely, objective and thorough internal affairs inquiries.

**Topics:**

- Administration of the internal affairs function
- Employee interviewing
- Employee drug testing and searches
- Procedural aspects of discipline
- Ethics and the internal affairs function
- Early-warning systems
- Relevant legal issues

**Who Should Attend:**

- Internal affairs investigators and managers
- Police department legal staff
- Human resources personnel
- Law enforcement supervisors and executives

**Faculty:** **Michael Berkow**  
Chief, Savannah-Chatham Metro Police Department, Georgia

**Daniel P. Carlson**  
Director, Institute for Law Enforcement Administration

**Timothy J. Longo, Sr., Esq.**  
Chief, Charlottesville Police Department, Virginia

Dates and Location: November 5-9, 2007  
ILEA headquarters (The Center for American and International Law), 5201 Democracy Drive,  
Plano (Dallas metroplex), Texas 75024

Hours: 8:30am to 4:30pm Monday through Thursday; 8:30am to 12:00 noon Friday

Tuition: \$545 ILEA Member  
\$645 ILEA Non-member

Cancellation Policy: Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail: [cburkel@cailaw.org](mailto:cburkel@cailaw.org)). No refunds after this date, although substitutions of attendees for this program are permitted. Registrants not entitled to a refund will receive the course materials, with the exception of copyrighted items.

Hotel: See ILEA website at [www.theILEA.org](http://www.theILEA.org) for hotel information.

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

