

# 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**  
Deputy Chief, Los Angeles Police Department, California

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

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

Dates and Location: April 23-27, 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: Holiday Inn Express  
3101 North Dallas Parkway  
Plano, TX 75093  
972.403.1112

Registrants should contact the hotel directly at least 21 days prior to the program date and advise them that you are attending this program to obtain the reduced rate of \$95 per night or visit our website at [www.theILEA.org](http://www.theILEA.org) to make reservations online.

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.