



# Administrative Investigations for First Line Supervisors (24 Hours)

Designed for supervisors with little or no experience in internal investigations, this course will arm you with the basic skills to conduct administrative investigations of minor employee offenses. We will explore the complaints that could be handled at your level, those that should be referred to internal affairs, and how to differentiate between the two without hindering a full IA or any subsequent disciplinary action.

We will begin by explaining how the disciplinary process works. We will then show you how to conduct basic investigations involving misconduct and administrative violations of both sworn and civilian police personnel. From taking the initial complaint to conducting interviews of those involved to writing the final report, you will learn procedures that can be applied to a wide variety of administrative violations. In addition, we will explain the differences between administrative and criminal investigations and the different processes that apply to each.

By the end of the course, you will be able to conduct a basic administrative investigation and provide police management with the necessary elements to make an informed decision.

## Topics include:

- The police complaint process
- Police disciplinary process
- Taking complaints from the public and other employees
- Dealing with emotional complainants
- Conducting interviews with the complainant, accused employee, and witnesses
- Assessing truthfulness
- The differences between administrative and criminal investigations
- Legal issues in administrative investigations
- Writing of the final report

**Note:** This course is not designed for officers assigned to an internal affairs unit or officers who have previously attended IPTM's *Police Internal Affairs* course.

**Audience:** First line supervisors with limited investigative experience

**Course Fee:** \$525

### COURSE FEE

The course fee includes tuition, a student reference manual and study materials. We accept checks, cash, agency purchase orders and credit cards. Credit card payments may be made online using your Visa, MasterCard, Discover or American Express card.

### REGISTRATION

Register online at [www.iptm.org](http://www.iptm.org). A minimum number of registrations must be received for a class to run as scheduled. When the minimum criterion has been met, written confirmation will be mailed, faxed, or emailed to you.

**Please do not make airline reservations until you receive written notification confirming that the course will run as scheduled.**

### REFUND POLICY

A 10% administrative fee will be assessed to all refunds. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course.

### TRANSPORTATION AND LODGING

Most locations are served by several major airlines. Ground transportation, food and lodging are the responsibility of the student. However, hotels in the listed areas offer a special rate to IPTM program participants. For more information, please visit our website at [www.iptm.org](http://www.iptm.org) or call us at (904) 620-IPTM.

### CONTINUING EDUCATION CREDITS

Continuing Education Units (CEUs) are available through IPTM. Please call us at (904) 620-IPTM for details.

**To register for this course online, please visit our website at:**

**[www.iptm.org](http://www.iptm.org)**

# Institute of Police Technology and Management University of North Florida

## Registration Form

(Please type or print)

NAME \_\_\_\_\_ SS# \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Fee\*: \_\_\_\_\_

*\* Due to very limited seating, a \$250 non-refundable deposit is required in order to register for computer software or digital photography courses. Payment or purchase order must be submitted with registration.*

*For online courses, full payment must be received at least one week prior to the first day of class.*

*Please indicate the dates and location of the course for which you are registering:*

Course Dates: \_\_\_\_\_

Course Location: \_\_\_\_\_

*Please do not make  
airline reservations until you receive  
written notification confirming that the  
course will run as scheduled.*

**You can also register online at: [www.iptm.org](http://www.iptm.org)**

### Authorizing/Registering Official

*Americans with Disabilities Act Program Accessibility: Individuals who require reasonable accommodation in order to participate must notify the registrar at (904) 620-IPTM at least five working days prior to the class.*

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

REGISTERING PERSON'S E-MAIL \_\_\_\_\_

PURCHASE ORDER NUMBER \_\_\_\_\_ [ ] FEE ENCLOSED

*Make checks payable to: Institute of Police Technology and Management*

[ ] SEND INVOICE TO \_\_\_\_\_

**REFUND POLICY:** Effective January 1, 2012, a 10% administrative fee will be assessed to all refunds. In lieu of a refund, student substitutions can be made or a credit can be issued for a future course.



#### Return to:

Institute of Police Technology and Management/University of North Florida  
12000 Alumni Drive • Jacksonville, Florida 32224-2678  
Phone: (904) 620-IPTM • Fax: (904) 620-2453 • website: [www.iptm.org](http://www.iptm.org)