

POLICE INTERNAL AFFAIRS

DESCRIPTION OF COURSE BLOCKS OF INSTRUCTION

1. REGISTRATION AND ORIENTATION

Description: *The University policies governing short-term students will be reviewed and explained. Necessary forms for registration will be completed. Each student will introduce himself/herself and describe his/her present assignment. Student materials will be assigned.*

2. POLICE ETHICS

Description: *Ethics will be defined and its impact upon professionalism and reputation will be stressed. Barriers which may hinder ethical behavior will be identified and participants will be encouraged to involve themselves in a class discussion specifically addressing the role of Internal Affairs.*

3. INTERNAL AFFAIRS POLICIES, RULES, AND PROCEDURES

Description: *This block of instruction will address policies, rules and regulations necessary for the effective operation of Internal Affairs. Also, the student will be encouraged to think Proactive by looking at previous infractions and investigations where departmental policy, rules and regulations may be unclear, outdated or impractical.*

4. MISCONDUCT, DISCIPLINE AND COMPLAINT PROCESSING

Description: *The student will be provided with an understanding of police discipline, how it should be or not be applied and how the Internal Affairs' function fits into the overall administrative process. Also, the student will gain knowledge about the various broad categories of misconduct that are normally investigated by Internal Affairs personnel.*

5. INVESTIGATION OF PERSONNEL COMPLAINTS

Description: *The student will learn how to prepare a plan for investigating personnel complaints as well as how to conduct the investigation. The proper way to process a complaint will also be covered.*

6. INTERVIEWS AND INTERROGATIONS

Description: *Unlike criminal cases, many Internal Affairs cases do not contain real tangible evidence. For this reason the Internal Affairs Investigator has to be an excellent interviewer. This block of instruction will provide a step-by-step process for preparing for*

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interviews and a method and process for conducting the interviews of complainants, witnesses and accused officers.

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7. ADMINISTRATIVE LAW

Description: *This vital block of instruction will give the student in-depth information about the most recent rulings handed down by the United States Supreme Court. It will also provide the student with changes in laws which may effect the way they investigate or conduct interviews related to Internal Affairs investigations. Handout material, especially designed for this block of instruction, will be utilized.*

8. SPECIAL INVESTIGATIONS

Description: *This block will give the student knowledge about how to investigate those cases that might cause the agency great embarrassment if not properly and thoroughly investigated in a timely manner. The instructor will select those types of cases that are current problems for police agencies, for example, police involved shootings, use of deadly force, sexual harassment, etc. The student will be given tips on what investigative techniques should be used and how technology might help in arriving at the truth. Thoroughness, timeliness, and administrative agenda are stressed during this segment.*

9. GROUP PROJECTS AND PROJECT PRESENTATION

Description: *The highlight of this course is the hands-on training experienced by the student. This block of instruction involves project work centered around preparing a plan for the investigation of a complaint and preparing for and conducting actual interviews. The completed projects will be critiqued by instructors and students.*

10. I.A. RECORDS

Description: *This block of instruction will address the importance of I.A. records to the organization. What, where, when, who, why, and how issues will be stressed. The legal issues related to I.A. record keeping will be discussed and how to utilize I.A. records for the development of training needs will be demonstrated.*

11. I.A. AND THE MEDIA

Description: *This block of instruction will cover the concerns related to the release of information to the media and the legal issues associated with those releases.*

12. FINAL EXAMINATION, COURSE EVALUATION AND CLOSING

Description: *A final examination will be administered, the course will be evaluated, certificates will be issued, and the course closed.*