

Western States Training Conference

Las Vegas, Nevada
Law Enforcement
and Fire Science Training Classes
December 1-5, 2014 & December 8-12, 2014

Course Name	Seminar ID #	Start	End	Fee
Drug /Narcotics Investigation: Legal Issues and Best Practices	12396	Dec 1	Dec 2	\$295
Legal & Liability Issues in Schools	12398	Dec 1	Dec 2	\$295
Kinesic Interview Phase I & II	12392	Dec 1	Dec 5	\$525
Detective & New Criminal Investigator	12393	Dec 1	Dec 5	\$475
Internal Affairs Conference & Certification	12394	Dec 1	Dec 5	\$595
New Fire & Arson Investigator Academy	12395	Dec 1	Dec 5	\$475
Legal & Liability Management for Tactical, SWAT & Emergency Response Operations	12397	Dec 3	Dec 4	\$295
School Violence, Safety & Security Conference	12408	Dec 3	Dec 5	\$325

Electronic Evidence Conference	12406	Dec 8	Dec 10	\$350
Death and Homicide Conference	12399	Dec 8	Dec 12	\$525
Use of Force	12400	Dec 8	Dec 12	\$525
Hostage Negotiation Phase I & II	12401	Dec 8	Dec 12	\$525
Leadership Institute & Certification	12402	Dec 8	Dec 12	\$525
Fire / Arson Investigator Conference	12407	Dec 8	Dec 12	\$495

~ 2 WAYS TO REGISTER ~

Online: www.patc.com - Follow the Eagle!

Phone: 1-800-365-0119 - Our representatives will gladly assist you



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Public Agency Training Council

5235 Decatur Blvd
Indianapolis, Indiana 46241

Phone: 1-800-365-0119

Fax: 317-821-5096

Email: information@patc.com

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November 3 & 4, 2014 • Davie, Florida (Ft. Lauderdale, FL area)

Public Agency Training Council

Jim Alsup, Director



National Criminal Justice

Public Safety Continuing Education

Sponsored By:
**Broward College/Institute of
Public Safety**
Davie, Florida

Upon approval of your agency administrator, this course may be used to satisfy the training requirements as mandated by the Criminal Justice Standards Training Council in Florida. The course name and number of instruction hours must be entered on the CJSTC 74 form under Section 6. A copy of the certificate must be retained by the submitting agency as proof of attendance.

Training Seminar “Nuts and Bolts” of Recruiting, Hiring & Background Investigations for Law Enforcement

Instructors:

Matthew P. Dolan, Attorney

Matthew P. Dolan is a licensed Attorney in the State of Illinois, who specializes in training and advising public safety agencies in matters of Labor and Employment Law. His practice experience focuses on employment discrimination claims brought under federal law, including Title VII of the Civil Rights Act of 1964 (“Title VII”), the Americans with Disabilities Act (“ADA”), and the Age Discrimination in Employment Act (“ADEA”). Matthew received his Bachelor’s Degree in Political Science from DePaul University and his J.D. from Loyola University Chicago School of Law.

He has served as a full-time Attorney with Public Agency Training Council since 2012. In 2013, Matthew authored *Documenting Employee Performance for Public Safety Supervisors*. He has trained and advised thousands of public safety professionals throughout the United States in matters of legal liability related to personnel management.

November 3 & 4, 2014

Davie, Florida (Ft. Lauderdale, FL area)

Register online at: www.patc.com

Nuts and Bolts of Recruiting, Hiring and Background Investigations for Law Enforcement

Seminar Agenda Nuts and Bolts of Recruiting, Hiring and Background Investigations for Law Enforcement November 3 & 4, 2014 • Davie, Florida (Ft. Lauderdale, FL area)

3 Ways to Register for a Seminar!

1. **On-line Registration** at www.patc.com — Yellow/Blue link in corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd
Indianapolis, Indiana 46241

Federal ID# 35-1907871

*** Pre-payment is **not** required to register ***

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)
800-365-0119 (Outside Indianapolis)



Course Overview

Recruiting, Hiring and Background Investigations represent what is arguably today's greatest challenge confronting law enforcement agencies throughout the country. State, local and federal law enforcement agencies are struggling to provide fundamental service amid a declining applicant pool and historic economic down turn. Upon successful completion of this two (2) day training module, attendees will be provided with the skills and knowledge necessary to develop a recruiting, hiring and background investigation program that improves your agency's ability to respond to the emerging staffing crisis before it overwhelms your agency.

Course Objectives

- Understand the "Nuts and Bolts" of recruiting, hiring interviews and background investigations.
- Understand the true consequences of bad hires.
- Identify barriers to effective recruiting, hiring and background investigations.
- Gain the tools necessary to develop a comprehensive recruitment strategy.
- Develop a *Strategic Plan for Diversity in Recruiting and Hiring*.
- Identify innovative approaches to law enforcement recruitment and hiring.
- Improve selection criteria and screening protocols while expanding the applicant pool.
- Utilize the *Background Investigation Checklist* to protect your agency and the community you serve.
- Make legally defensible hiring decisions that will hold up in court.
- Identify mistakes made in hiring interviews that lead to liability.
- Utilize social media activity in the hiring and background process in a manner that is legally defensible.
- Gain a better understanding of the multitude of liability challenges created by improper hires and identifying toxic applicants before they become *your* toxic officer.
- Identify and address the factors that cloud judgment in hiring and background decisions.
- Meet the leadership challenges associated with a "Hiring Frenzy".

Monday, November 3, 2014

- 8:00 AM - 8:30 AM Registration
- 8:30 AM - 9:45 AM Innovative approaches in recruitment and hiring, selecting the right recruiting staff, and developing a comprehensive recruitment strategy
- 9:45 AM - 11:00 AM Practical Exercise: Developing the *Strategic Plan* for Recruiting
- 11:00 AM - 12:00 PM Developing your agency's selection criteria, screening protocol and hiring interview outline
- 12:00 PM – 1:00 PM Lunch (On Your Own)**
- 1:00 PM – 3:00 PM Identifying toxic people before they become *your* toxic officer
- 3:00 PM – 4:30 PM Addressing the factors that cloud judgment in hiring and background decisions

Tuesday, November 4, 2014

- 8:00 AM – 9:00 AM The "Nuts and Bolts" of background investigations
- 9:00 AM - 10:45 AM The role of effective management in recruiting, hiring and background investigations
- 10:45 AM - 12:00 PM Making legally defensible hiring decisions that will stand up in court
- 12:00 PM - 1:00 PM Lunch (On Your Own)**
- 1:00 PM – 2:30 PM Making legally defensible hiring decisions (continued)
- 2:30 PM – 4:30 PM Understanding the multitude of liability challenges associated with "bad hires"
- 4:30 PM – 5:00 PM Review Take-Aways, Closing Comments, & Certificate Presentation
- 5:00 PM Certificate Presentation

Cut Along Dotted Line

Seminar Title:	Recruiting, Hiring & Background Investigations for Law Enforcement	Seminar ID #12793
Instructor:	Matthew P. Dolan	
Seminar Location:	Broward College/Institute of Public Safety 3501 Davie Road, Bldg 22 Davie, FL 33314	Note: To receive discount room rates, identify yourself with PATC.
When:	November 3 & 4, 2014	
Registration Time:	8:00 A.M. (November 3, 2014)	
Hotel Reservations:	Courtyard Fort Lauderdale Plantation 7780 SW 6 Street Plantation, FL 33324 1-954-475-1100 \$109.00 Single or Double (plus tax)	
Registration Fee:	\$295.00 Includes Hand-outs, Recruiting, Hiring & Background Investigations for Law Enforcement Manual, Coffee Breaks, and Certificate of Completion.	

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** _____ **Zip** _____

Email _____

Phone _____

Fax _____