



INTERNAL AFFAIRS INVESTIGATION

This 4.5 Day Program is Designed For...

- Law Enforcement Commanders
- Internal Affairs Investigators
- Use of Force Trainers
- City and Town Attorneys
- Police Legal Advisors
- Civilian Oversight
- Municipal Risk Managers
- First-Line Supervisors

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CONDUCTING PROPER AND EFFECTIVE INVESTIGATIONS

March 23rd – March 27th, 2020

LOCATION:

Richard Rowan Training Center
600 Lafayette Rd N
Saint Paul, MN 55130

COSTS:

4.5 day training certification program is \$595 (*Early Bird Special*) until Feb. 24th; \$650 after Feb. 24th

No prior experience necessary.

The focus of the Internal Affairs Investigations Training program is to identify proper legal and operational standards for Internal Affairs Investigations, including the development of proper police practices on use of force and force related policies. The training will focus on enhancing the effectiveness, operations, and management of use of force incidents. Training will review the policy standards, legal interpretations and Consent Decree standards that make up liability protection. This includes IA investigation standards and the documentation of IA incidents. We will also discuss the manner in which police agencies can investigate incidents and audit to ensure that policies and training are being followed.

This program will review:

- Administration of the Internal Affairs Process
- Ethics and Integrity
- Agency Policies and Procedures
- The Complaint Process
- Investigation of Personnel Complaints
- Administrative Law
- The Interview Process
- Special Investigations (Sexual Misconduct/ Domestic Violence by Police Officers)
- Use of Force Reporting
- First Amendment and Free Speech Issues for Police
- Audits and Inspections

2020 Internal Affairs Training

Agenda

Day One:

8:30 – 10:15	Introduction / Objectives of the Internal Affairs Process
10:15 – 10:30	Break
10:30 – 12:00	Ethics and Integrity
12:00 – 1:00	Lunch
1:00 – 2:30	Administration of the IA Process
2:30 – 2:45	Break
2:45 – 4:30	Policies and Procedures for IA

Day Two:

8:30 – 10:15	Citizen Complaint Process
10:15 – 10:30	Break
10:30 – 12:00	Citizen Complaint Process
12:00 – 1:00	Lunch
1:00 – 2:30	Investigation of Personnel Complaints
2:30 – 2:45	Break
2:45 – 4:30	Effective Report Writing for IA investigations

Day Three:

8:30 – 10:15	Use of Technology
10:15 – 10:30	Break
10:30 – 12:00	First Amendment and Free Speech Issues for Police
12:00 – 1:00	Lunch
1:00 – 2:30	Use of Force Investigations
2:30 – 2:45	Break
2:45 – 4:30	Officer Involved Shooting

Day Four:

8:30 – 10:15	Early Intervention Systems Use of Force Investigations
10:15 – 10:30	Break
10:30 – 12:00	Discipline Process
12:00 – 1:00	Lunch
1:00 – 2:30	Special Investigations (Sexual Misconduct/ Domestic Violence by Police Officers)
2:30 – 2:45	Break
2:45 – 4:30	Class Exam

Day Five:

8:30 – 10:15	Audits and Inspections
10:15 – 10:30	Break
10:30 – 12:00	Practical Scenarios
12:00	End

There are no prerequisites to attend this training program.

*****Schedule may change based on availability of Instructors**



Internal Affairs – Registration Information

Telephone (860) 270-0060
Fax (860) 479-9048 (EMAIL PREFERRED)
Email: LearningCenter@DaigleLawGroup.com

Daigle Law Group, LLC
P.O. Box 123
Southington, CT 06489

HOTEL: Upon registering with DLG you will receive a confirmation email and attendant's memo outlining the workshop activities. Hotel reservations are the individual registrant's responsibility and should be made as soon as possible. Hotel recommendations are listed on **Page 4**.

Host contact: Sergeant Liam Duggan Saint Paul Minnesota Police Department – [\(651\) 266-5415](tel:(651)266-5415), william.duggan@ci.stpaul.mn.us

TUITION: Cost of training program is \$595 before Feb. 24th (*Early Bird Special*) and \$650 after Feb. 24th

LUNCH: Attendees can bring their own or explore local restaurants

REGISTRATION: Name: _____
(First) (Middle) (Last) (Rank/Title)

Department/Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-mail: _____

PO# _____ Please attach copy of approved PO (if applicable)

Credit Card# _____ Exp. Date: _____ Security Code _____

Name on Card: _____ ZIP for Card: _____

DLG Federal Tax ID: 27-2315632 (Please type or print clearly)

Please complete the registration form, sign below and return to the DLG office at:

P.O. Box 123, Southington, CT 06489 by March 9, 2020 with payment.

Cancellation Policy: Registrants who provide written notice of cancellation to the DLG office five (5) working days prior, will receive a refund less a \$25.00 service charge. No refunds will be provided for cancellations received on the training date or for "no shows".

I authorize DLG to register me for the Internal Affairs Training on March 23rd – March 27th, 2020

Signature Required: _____



Internal Affairs

HOTEL: Upon registering with DLG you will receive a confirmation email and attendant's memo outlining the workshop activities. Hotel reservations are the individual registrant's responsibility and should be made as soon as possible. Hotel recommendations:

- **Hyatt Place St. Paul Downtown** (approx. 1 mile from Training Facility); corporate rate is \$134 per night – ask for St. Paul Police Dept. Rate/PDI rate or use code 105148; hotel has own restaurant, work out room); Booking Link: http://stpaul.place.hyatt.com/en/hotel/home.html?corp_id=105148; 180 Kellogg Blvd E. St. Paul, MN 651-647-5000
- **Hampton Inn and Suites** (brand new hotel, close to multiple restaurants on 7th St./across from Xcel Energy Center approx. 2 miles from the Training Facility; 200 W. 7th St. 651-224-7400; Below is a reservation link for the St. Paul Police Department – the link gives a 15% discount off their corporate rate; 651-224-7400 and ask for St. Paul Police Negotiated Rate; by confirming the negotiated rate, parking is discounted to \$20.00 per day which has in and out access; parking not using the negotiated rate is \$31.00 per day);
https://secure3.hilton.com/en_US/hp/reservation/book.htm?ctyhocn=MSPDOHX&corporateCode=0003201538&from=lnrlink
- **Holiday Inn St. Paul** (across the street from the Hampton/also a great location); rates are \$135 per night with Free Parking Sunday-Thursday; Friday/Sat Parking Rates are \$16.41 per night; online booking code: [St. Paul PDI](#); 175 W. 7th St. 651-225-1515
- **Double Tree by Hilton** (located in the heart of downtown, about the same distance to the Training Facility); 411 Minnesota St. 651-291-8800
- **Hotel 340** (in the heart of downtown, about the same distance to the Training Facility); 340 Cedar St. 651-280-4120
- **InterContinental St. Paul Riverfront** (in the heart of downtown); 11 E. Kellogg 651-292-1900
- **Embassy Suites by Hilton Downtown** (right off the freeway in downtown, has its own restaurant; closest to the training site-approx. 1 mile, but not close to other restaurants)