

NONDISCRIMINATORY POLICY

It is the policy of the Center for American and International Law (formerly The Southwestern Legal Foundation) that no person, on the basis of race, color, religion, national origin or ancestry, age or handicap, shall be discriminated against in educational programs and activities, scholarship programs or admissions.

TUITION CANCELLATION

Tuition, less a \$25 handling charge, will be refunded upon written cancellation received five (5) working days prior to the program. Cancellations received after that date cannot be refunded, although substitutions will be permitted.

Persons successfully completing these courses will be eligible for Texas Commission On Law Enforcement Officer Standards and Education (TCLEOSE) credit.

ILEA HEADQUARTERS DRIVING DIRECTIONS

From DFW Airport: Take the North Airport exit. Take 121 North and go approximately 18.5 miles to Legacy Drive. Turn right on Legacy Drive and go 1.5 miles to Parkwood Blvd. Turn right on Parkwood Blvd. and go .4 mile to Tennyson Parkway. Turn left on Tennyson Parkway and go .5 mile to Democracy Drive. We are on the right, on the corner of Democracy Drive and Tennyson Parkway. **From Downtown Dallas:** Go north on the Dallas North Tollway. Take the Spring Creek Parkway/Tennyson Parkway exit and drive north on the Dallas North Tollway frontage road. Go through the first stop light and turn right at the next stop light (Tennyson Parkway). Proceed east on Tennyson for .7 mile, and we are on the right, at the corner of Tennyson Parkway and Democracy Drive.

HOTEL ACCOMMODATIONS

The cost of lodging is not included in the tuition. Guest rooms will be available at the Doubletree Hotel, 7120 Dallas Parkway, Plano, TX 75024, at a rate of \$89.00 per night, plus tax. To assure room availability, contact the Doubletree Hotel directly (972.473.6444) at least two weeks prior to arrival and ask for the special Institute for Law Enforcement Administration rate.



Please Note: The Institute utilizes outside mailing lists. If you receive a duplicate of this announcement, please pass it along to an interested colleague.

Please let us know of corrections needed in your mailing address.

THE CENTER FOR AMERICAN AND INTERNATIONAL LAW
5201 Democracy Drive — Plano, Texas 75024

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BUDGETING AND GRANTSMANSHIP

APRIL 22-24, 2003

**HIRING FOR QUALITY: RECRUITING AND
SELECTING THE NEW EMPLOYEE**

APRIL 30-MAY 2, 2003



BUDGETING AND GRANTSMANSHIP

APRIL 22-24, 2003 ▼ 8:30 A.M. - 4:30 P.M.

In lean economic times, the ability to budget for - and fund - law enforcement services becomes more essential than ever. This course will discuss techniques for calculating the true cost of police activities, and for creating an effective, defensible budget. Participants will have an opportunity to explore a variety of grant sources, write a grant proposal, and develop effective evaluation measures.

WHO SHOULD ATTEND?

- ▼ Administrators
- ▼ Managers
- ▼ Finance Personnel
- ▼ Grant Writers

THIS COURSE WILL ADDRESS SUCH TOPICS AS

- ▼ The Formation and Utilization of Budgets
- ▼ Budgets as a Policy and Planning Tool
- ▼ Cost Analysis of Police Services
- ▼ Resources for Private and Governmental Grants
- ▼ Developing and Writing a Grant Proposal
- ▼ Crafting Evaluation Measures for Grant Proposals

FACULTY

Mr. Robert Neff, Manager of Criminal Justice Programs, North Central Texas Council of Governments. A 22-year veteran of the Kalamazoo, MI, Police Department, Robert holds a MSW in Social Work and Correctional Administration from Western Michigan University.

Dr. Lawrence Redlinger, Executive Director for Strategic Planning and Analysis, and Professor of Political Economy, The University of Texas at Dallas. Widely published, Dr. Redlinger holds a Ph.D. in Sociology from Northwestern University.

"HANDS ON" PROGRAM

Participants will have the opportunity to "cost-out" and prepare a budget for law enforcement programs, identify potential grant sources, and draft an effective grant proposal.

TUITION

\$345/\$295 Non-member/Member

HIRING FOR QUALITY: RECRUITING AND SELECTING THE NEW EMPLOYEE

APRIL 30-MAY 2, 2003 ▼ 8:30 A.M. - 4:30 P.M.

Today, the process for identifying, attracting and selecting quality employees is more competitive and demanding than ever. This course will outline and discuss strategies for maximizing the potential of recruitment efforts, and high-light effective and proven techniques for selecting the most-qualified candidates for law enforcement employment.

WHO SHOULD ATTEND?

- ▼ Administrators
- ▼ Recruiting Staff
- ▼ Human Resources
- ▼ Background Investigators

THIS COURSE WILL ADDRESS SUCH TOPICS AS

- ▼ Hiring for Character; Training for Skills
- ▼ Current Trends in Recruitment
- ▼ Attracting a Diverse Candidate Pool
- ▼ Effective Background Investigations
- ▼ Conducting "Integrity-Based" Interviews
- ▼ Defending the "Hire/Don't Hire" Decision

FACULTY

Mr. Dan Carlson, Associate Director, Institute for Law Enforcement Administration, where he directs the activities of the Center for Law Enforcement Ethics. A retired New York State Police Captain, he holds a B.S. from the State University of New York.

Lieutenant Blake Miller, Manager of Training, Personnel and Recruiting for the Arlington, TX, Police Department. He holds a B.S. in Criminal Justice from Texas Christian University.

Sergeant Steve Pugsley, Instrumental in revamping the background investigation process for the Massachusetts State Police, he holds a B.S. from Boston State College, a M.A. from Anna Maria College, and a Juris Doctor from Suffolk University Law School in Boston, MA.

Deputy Chief Lisa Womack, Commander of the Community Services Division for the Arlington, TX, Police Department. She holds a B.S. from the University of North Texas, and a MPA from Texas Women's University.

TUITION

\$345/\$295 Non-member/Member

REGISTRATION

Mail, fax or e-mail to:
Registrar: Institute for Law
Enforcement Administration
5201 Democracy Drive
Plano, TX 75024

Registrar Phone: 972.244.3405
ILEA Phone: 972.244.3430
ILEA Fax: 972.244.3431
E-mail: ILEA@cailaw.org

COURSE TITLE: _____ COURSE DATE: _____

Name/Rank: _____

Agency: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail Address: _____

SSN: _____ DOB: _____

Required information for Texas Commission on Law
Enforcement Standards and Education (TCLEOSE) credit

Payment Information

Check enclosed payable to:
The Center for American and International Law
Check# _____ Check Amount _____

Purchase Order attached: # _____

Invoice my agency: Attention _____

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Authorized Signature: _____

NOTE: All Courses will be conducted at the Headquarters of
The Center for American and International Law, 5201 Democracy
Drive, Plano, Texas 75024.