



Federal Law Enforcement  
Training Center

# Catalog of Training Programs

Calendar Year 2003-2004



Homeland  
Security

## PREFACE

The mission of the Federal Law Enforcement Training Center (FLETC) is to provide the highest quality, state-of-the-art law enforcement training to meet the needs of its Federal Partner Organizations. The staff is proud of its creation and fostering of a world-class partnership with over 70 different Federal law enforcement agencies to produce basic and advanced law enforcement training.

This Catalog of Training Programs provides specific information concerning the many basic and advanced training programs available at the FLETC. A separate Schedule of Training Programs, which contains cost information, is published quarterly as a supplement. I hope this Catalog will be used to identify programs that will enhance individual law enforcement careers and serve to further the professionalism of law enforcement in the Federal Government. The contacts identified throughout the Catalog will be pleased to discuss the training program curricula and assist with any questions regarding FLETC and agency enrollment policies and procedures.

Many of our Partner Organizations also conduct specific, advanced programs for their own employees. For that purpose, more than 20 Partner Organizations have permanent training offices at Glynco, Georgia; Artesia, New Mexico; and Cheltenham, Maryland. Collectively, these organizations conduct almost 300 unique programs. The large number of these programs precludes publishing all of them in this Catalog; however, for information concerning this training, I refer you to the list of Partner Organizations and telephone numbers listed at the beginning of the Catalog.

As a new feature, this Catalog is available only on CD or via our web site, [www.fletc.gov](http://www.fletc.gov). We are happy to provide you with CDs of this catalog for use and distribution throughout the law enforcement community.

The staff of the FLETC strives to meet the needs of its Partner Organizations and constantly seeks ways to improve the quality of communications with its client agencies. This Catalog should be used to assist training officials in obtaining current information about the FLETC and its programs. It is updated and published on a continuing basis. If you have any suggestions for improvements to the Catalog, please write the Training Management and Coordination Division at:

Program Manager  
Federal Law Enforcement Training Center  
Training Management and Coordination Division  
Townhouse 382  
Glynco, GA 31524

If you have any questions concerning a specific program, please call the appropriate Program Manager listed under the Division offering the training program.

Thank you for your interest and support of the FLETC.



Connie L. Patrick  
Director  
June 2003

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## ALPHABETICAL LISTING OF DIVISION/ACADEMY ACRONYMS

<b>ATR</b> Artesia Training Division	<b>IPA</b> Indian Police Academy
<b>BSD</b> Behavioral Science Division	<b>IPD</b> International Programs Division
<b>DMD</b> Driver Marine Division	<b>LGD</b> Legal Division
<b>EOD</b> Enforcement Operations Division	<b>OAD</b> Office of Artesia Operations
<b>ETD</b> Enforcement Techniques Division	<b>OSL</b> Office of State & Local
<b>FFI</b> Financial Fraud Institute	<b>PTD</b> Physical Techniques Division
<b>FAD</b> Firearms Division	<b>SSD</b> Security Specialties Division
<b>FMI</b> FLETC Management Institute	<b>TMC</b> Training Management and Coordination Division

## ALPHABETICAL LISTING OF COURSE ACRONYMS

<b>ADITP</b> Advanced Driver Instructor Training Program	DMD
<b>ALEPTP</b> Advanced Law Enforcement Photography Training Program	ETD
<b>AMLETP</b> Advanced Marine Law Enforcement Training Program	DMD
<b>ARPTP</b> Archeological Resources Protection Training Program	ETD
<b>ATITP</b> Arrest Techniques Instructor Training Program	PTD
<b>BCBPI</b> Bureau of Customs and Border Protection Integrated Training Program	TMC
<b>BCOTP</b> Basic Corrections Officer Training Program	IPA
<b>BICEDI</b> Bureau of Immigration and Customs Enforcement Detention Integrated Training Program	TMC
<b>BJCOTP</b> Basic Juvenile Corrections Officer Training Program	IPA
<b>BLESTP</b> Basic Law Enforcement Supervisors Training Program	FMI
<b>BOP-B</b> Bureau of Prisons Basic Training Program	TMC
<b>BPOTP</b> Basic Police Officer Training Program I	PA
<b>BTOTP</b> Basic Telecommunications Officer Training Program	IPA
<b>CIAETP</b> Criminal Investigations in an Automated Environment Training Program	FFI
<b>CIPTP</b> Critical Infrastructure Protection Training Program	SSD
<b>CIRTP</b> Critical Incident Response Training Program	SSD
<b>CITP</b> Criminal Investigator Training Program	TMC
<b>CLETP</b> Continuing Legal Education Training Program	LGD
<b>CMTP</b> Crisis Management Training Program	SSD
<b>CNITP</b> Computer Network Investigations Training Program	FFI
<b>COPTP</b> Case Organization Training Program	FFI
<b>DITP</b> Driver Instructor Training Program	DMD
<b>DLITP</b> Distance Learning Instructor Training Program	BSD
<b>DTITP</b> Defensive Tactics Instructor Training Program	PTD
<b>FFITP</b> Fraud and Financial Investigations Training Program	FFI
<b>FFTTP</b> Financial Forensics Techniques Training Program	FFI
<b>FIMWTP</b> Firearms Instructor Multiple Weapons Firearms Training Program	FAD
<b>FIRTP</b> Firearms Instructor Refresher Training Program	FAD
<b>FITP</b> Firearms Instructor Training Program	FAD
<b>HCFITP</b> Health Care Fraud Investigations Training Program	FFI
<b>IATP</b> Intelligence Analyst Training Program	FFI
<b>IBMLTP</b> International Banking and Money Laundering Training Program	FFI
<b>IBMLTP-I</b> International Banking and Money Laundering Training Program Int'l	FFI

<b>ICITP</b>	Introduction to Criminal Investigations Training Program	EOD
<b>IFTP</b>	Internet Forensics Training Program	FFI
<b>IITP</b>	Internet Investigations Training Program	FFI
<b>ITNTA</b>	Instructor Techniques for Non-Lethal Training Ammunition	FAD
<b>IWITP</b>	Intermediate Weapons Instructor Training Program	PTD
<b>LEAITP</b>	Law Enforcement Adjunct Instructor Training Program	TMC
<b>LEAINTP</b>	Law Enforcement Advanced Interviewing Training Program	BSD
<b>LECTITP</b>	Law Enforcement Control Tactics Instructor Training Program	PTD
<b>LEIISTP</b>	Law Enforcement In-Service Training Program	TMC
<b>LEITP</b>	Law Enforcement Instructor Training Program	TMC
<b>LEMTP</b>	Law Enforcement Manager Training Program	FMI
<b>LEM RTP</b>	Law Enforcement Media Relations Training Program	SSD
<b>LERTP</b>	Law Enforcement Rifle Training Program	FAD
<b>LEVTP</b>	Law Enforcement Video Training Program	ETD
<b>LTATP</b>	Land Transportation Antiterrorism Training Program	SSD
<b>LTUHBTP</b>	Leadership Through Understanding Human Behavior Training Program	FMI
<b>MBPTP</b>	Mixed Basic Police Training Program	TMC
<b>MLAFTP</b>	Money Laundering and Asset Forfeiture Training Program	FFI
<b>MLETP</b>	Marine Law Enforcement Training Program	DMD
<b>NPRI</b>	National Park Ranger Integrated Training Program	TMC
<b>NRPT</b>	National Resources Police Training Program	TMC
<b>NWITP</b>	National Wildfire Investigation Training Program	ETD
<b>OSSTP</b>	Officer Safety and Survival Training Program	OAO
<b>PBTP</b>	Police Bicycle Training Program	DMD
<b>PEETP</b>	Practical Exercise Evaluators Training Program	TMC
<b>PFCTP</b>	Physical Fitness Coordinator Training Program	PTD
<b>PROP</b>	Precision Rifle Observer Program	FAD
<b>PSTP</b>	Physical Security Training Program	SSD
<b>RSITP</b>	Reactive Shooting Instructor Training Program	FAD
<b>SCERS</b>	Seized Computer and Evidence Recovery Specialist	FFI
<b>SCETP</b>	Small Craft Enforcement Training Program	DMD
<b>SLII</b>	Situational Leadership II	FMI
<b>SSATP</b>	Seaport Security/Antiterrorism Training Program	SSD
<b>SSTP</b>	Survival Shooting Training Program	FAD
<b>TIETP</b>	Technical Investigative Equipment Training Program	ETD
<b>TSA-BTP</b>	Transportation Security Administration Basic Training Program	TMC
<b>TSHOHEP</b>	The Seven Habits of Highly Effective People	FMI
<b>USBPI</b>	United States Border Patrol Integrated	TMC
<b>USMSI</b>	United States Marshals Service Integrated	TMC
<b>USPPI</b>	United States Park Police Integrated	TMC
<b>VACTP</b>	Vehicle Ambush Countermeasures Training Program	DMD
<b>VAITP</b>	Vehicle Accident Investigation Training Program	DMD
<b>WCCTP</b>	White Collar Crime Training Program	FFI
<b>WMDTP</b>	Weapons of Mass Destruction Training Program	SSD

## **GENERAL OVERVIEW**

In 2003, the Federal Law Enforcement Training Center (FLETC) celebrated 33 years of progressive, cutting edge training. Our commitment to Excellence in Training also fulfills our Congressional mandate to provide a consolidated training facility for the benefit of all Federal law enforcement agencies. The FLETC employs a cadre of professional staff and instructors who conduct quality and cost efficient training in modern physical facilities with state-of-the-art techniques and equipment.

### **Mission**

The FLETC, a bureau of the Department of Homeland Security, is the nation's lead organization for interagency training of Federal law enforcement personnel. Basic and advanced training is provided at the FLETC for personnel from over 70 Partner Organizations. Over 40,000 students train at the various FLETC sites annually from all 50 states and from the U.S. Territories.

A component of the FLETC, the National Center for the State and Local Law Enforcement Training, (OSL) also offers advanced and specialized programs in selected subject areas for employees of State and local law enforcement agencies. These programs are designed to develop specialized law enforcement knowledge and skills and encourage networking among Federal, State and local agencies. Participants benefit from the Federal expertise and training resources of the FLETC, and from guest instructors from Federal, State, local and private organizations. The OSL also conducts or coordinates training and provides technical assistance for international law enforcement personnel in areas such as antiterrorism, money laundering, and financial crime investigation.

### **Location**

The FLETC's primary campus is located on the southeastern coast of Georgia near Brunswick at Glynco. Equidistant between Savannah, Georgia, and Jacksonville, Florida, it occupies 1500 acres of land and over 100 buildings devoted to training. The FLETC operates a campus at Artesia, New Mexico near Roswell where basic, advanced and specialized programs are conducted. The Bureau of Indian Affairs Indian Police Academy is located at the Artesia campus. A third FLETC training facility is located at Cheltenham, Maryland, serving as the home of the U.S. Capital Police Academy and providing refresher and advanced training for the Washington, D.C. area Federal law enforcement community. The FLETC also provides training and support to the U.S. Border Patrol Academy in Charleston, South Carolina.

Glynco, Artesia and Charleston are residential training centers, providing meals, housing, and recreational activities on a seven-day-a-week basis. The Cheltenham facility primarily serves residents of the greater Washington, D.C. area. The FLETC maintains a liaison office in Washington, D.C. Below are addresses and telephone numbers for the Glynco, Artesia, Cheltenham and Washington, D.C. locations.

Deputy Assistant Director  
Office of Training Management  
Federal Law Enforcement Training Center  
Townhouse 381B  
Glynco, GA 31524  
Switchboard: 912-267-2100

Deputy Assistant Director  
Office of Artesia Operations  
1300 West Richey Street  
Artesia, NM 88210  
Telephone: 505-748-8000

Site Director  
Office of Cheltenham Operations  
9000 Commo Road  
Cheltenham, MD 20623  
Telephone: 301-868-5830

Senior Associate Director  
FLETC  
555 11<sup>th</sup> Street N.W.  
Suite 400  
Washington, D.C. 20004  
Telephone: 202-927-8940

### **Partner Organizations**

As stated previously, the Center serves over 70 Federal Partner Organizations. This designation means the head of the agency has signed a Memorandum of Understanding setting forth an agreement between the FLETC and the agency. Partner Organization status, granted by the FLETC's Board of Directors, offers several benefits, including top priority in training and a lower cost for the training than for non-Partner Organizations trained on a space-available basis.

Many Partner Organizations maintain training offices at the FLETC. Following the General Overview section of this catalog are lists of the FLETC Partner Organizations and those Partner Organizations with offices at FLETC.

### **Application Procedures and Program Schedules**

All students are sent to the FLETC by their employing agencies. Individuals who are interested in attending one of the programs described in this catalog should talk to their agency training officers or the contact person noted in the program description.

Actual enrollment is accomplished by the agency training officer who will contact the FLETC at the following address and telephone number:

FLETC Admissions Coordinator  
Training Management and Coordination Division  
Townhouse 385  
Glynco, GA 31524  
Telephone: 912-267-2421 or 2269

### **Program Costs**

The fee for a student attending a program is paid by that employee's agency. Because costs vary yearly, the fees are not published in this catalog. However, the latest information is available in the Schedule of Training and on the website at [www.fletc.gov](http://www.fletc.gov).

## PARTNER ORGANIZATIONS

### Agriculture

- Animal Plant Health Inspection Service
- Office of Inspector General
- U. S. Forest Service

### Amtrak

- Northeast Corridor Police

### Central Intelligence Agency

- Office of Inspector General
- Office of Security

### Commerce

- National Institute of Standards and Technology
- National Marine Fisheries Services
- Bureau of Industry and Security
- Office of Inspector General
- Office of Security

### Defense

- Defense Criminal Investigative Service
- National Security Agency
- Naval Criminal Investigative Service
- Office of Inspector General
- Pentagon Force Protection Agency
- U.S. Air Force Office of Special Investigations

### Education

- Office of Inspector General

### Energy

- Office of Inspector General

### Environmental Protection Agency

- Office of Criminal Investigations
- Office of Inspector General

### Federal Deposit Insurance Corporation

- Office of Inspector General

### General Services Administration

- Office of Inspector General

### Health and Human Services

- Food and Drug Administration
- National Institutes of Health
- Office of Inspector General

Homeland Security

- Border and Transportation Security Directorate
  - Bureau of Customs and Border Protection
    - U. S. Border Patrol
  - Bureau of Immigration and Customs Enforcement
    - Federal Protective Service
  - Office of Domestic Preparedness
    - Federal Emergency Management Agency
  - Transportation Security Administration
- Office of Inspector General
- U. S. Coast Guard
- U. S. Secret Service

Housing and Urban Development

- Office of Inspector General

Interior

- Bureau of Indian Affairs
- Bureau of Land Management
- Bureau of Reclamation
- National Park Service
- Office of Inspector General
- Office of Surface Mining, Reclamation and Enforcement
- U. S. Fish and Wildlife Service
- U. S. Park Police

Justice

- Bureau of Alcohol, Tobacco, Firearms and Explosives
- Bureau of Prisons
- Drug Enforcement Administration
- Office of Inspector General
- U.S. Marshals Service

Labor

- Office of Inspector General

National Aeronautics and Space Administration

- Office of Inspector General

Nuclear Regulatory Commission

- Office of Inspector General

Office of Personnel Management

- Office of Inspector General

Railroad Retirement Board

- Office of Inspector General

Small Business Administration  
Office of Inspector General

Smithsonian  
National Zoological Park  
Office of Protection Services

Social Security Administration  
Office of Inspector General

State  
Agency for International Development – Office of Inspector General  
Bureau of Diplomatic Security  
Office of Inspector General

Supreme Court  
Supreme Court Police

Tennessee Valley Authority  
TVA Police  
Office of Inspector General

Transportation  
Office of Inspector General

Treasury  
Bureau of Engraving and Printing  
Financial Crimes Enforcement Network  
Internal Revenue Service  
Office of Inspector General  
Treasury Inspector General for Tax Administration  
U. S. Mint

U. S. Congress  
Government Printing Office  
Office of Inspector General  
Office of Security  
Library of Congress Police  
U. S. Capitol Police

U. S. Postal Service  
Office of Inspector General  
Postal Inspection Service – Postal Police

Veterans Affairs  
Office of Inspector General

## FEDERAL ORGANIZATIONS WITH OFFICES AT FLETC

<b>FLETC, Glynco</b>	<b>Phone</b>
Address mail to: title, agency, and building number.	
FLETC	
Glynco, GA 31524	
Telephone: 912-267- plus 4-digit number listed below (unless otherwise listed)	
<b>DEPARTMENT OF AGRICULTURE</b>	
Animal Plant Health Inspection Service (APHIS), Representative, Building 70 .....	554-4905
U. S. Forest Service, Assistant Director, TH. 378A .....	2471
<b>DEPARTMENT OF COMMERCE</b>	
National Marine Fisheries Service, Representative, 300 Kiefer Circle .....	280-5416
<b>DEPARTMENT OF DEFENSE</b>	
Defense Criminal Investigative Service/DoD Inspector General	
Director for Training, Bldg. 69 .....	2273
Naval Criminal Investigative Service, Deputy Assistant Director, TH 377D .....	2975
U. S. Air Force Office of Special Investigations Academy, Commander, TH 395 .....	280-5300
<b>DEPARTMENT OF HOMELAND SECURITY</b>	
Border Patrol Academy, Chief, Patrol Agent, Bldg. 64 .....	2980
Bureau of Customs and Border Protection Academy, Director, TH 386F .....	554-4902
Bureau of Immigration and Customs Enforcement Academy, Director, Bldg 70 .....	554-4915
Federal Protective Service, Agency Representative, TH 377 .....	2143
Transportation Security Administration, Director, Bldg. 680 .....	4724
U.S. Secret Service, Assistant Special Agent in Charge, TH 386B .....	2127
<b>DEPARTMENT OF THE INTERIOR</b>	
Fish and Wildlife Service, Special Agent in Charge, Bldg. 63 .....	2370
National Park Service, Agency Representative, Bldg. 64 .....	2246
U.S. Park Police, Commander/Agency Representative, 314 Command Circle .....	2489
<b>DEPARTMENT OF JUSTICE</b>	
Alcohol, Tobacco, Firearms and Explosives Academy, Chief, Trlr. 761 .....	2828
Associate Assistant Attorney General, Bldg. 70 .....	2917
Bureau of Prisons, Director of Staff Training, Bldg. 21 .....	2743
U.S. Marshals Service, Director, Bldg. 20 .....	2731
<b>DEPARTMENT OF STATE</b>	
Agency Representative, Bldg. 69 .....	2864
<b>DEPARTMENT OF THE TREASURY</b>	
Internal Revenue Service, National Criminal Investigation Training Academy, Director, Bldg. 69 .....	2123
U. S. Mint Police, Agency Representative, Bldg. 69 .....	554-4836

**FLETC, Glynco**

**Phone**

ENVIRONMENTAL PROTECTION AGENCY  
Special Agent in Charge, 318 Command Circle .....2726

INSPECTOR GENERAL ACADEMY  
Director, TH 384 .....3759

TENNESSEE VALLEY AUTHORITY  
Captain Doug Norman - 865-632-3444, TH 378A .....2471

U.S. CAPITOL POLICE  
Agency Representative, Bldg. 64 .....2464

**FLETC, Artesia**

Address mail to title and agency:

FLETC Artesia Center  
1300 West Richey Street  
Artesia, NM 88210  
Telephone: 505-748- plus the 4-digit number below

DEPARTMENT OF HOMELAND SECURITY  
Border Patrol Academy, Chief Deputy .....8032

DEPARTMENT OF THE INTERIOR  
Bureau Of Indian Affairs, Director, Indian Police Academy .....8151  
U. S. Park Police, Representative .....8060

DEPARTMENT OF JUSTICE  
Bureau of Prisons, Coordinator .....8014

**TRAINING PROGRAM DESCRIPTIONS  
(BASIC AND ADVANCED BY TRAINING DIVISION)**

The following sections are devoted to descriptions of the various programs offered by the FLETC divisions. Available upon request are syllabi containing detailed information, including descriptions of the individual courses in a program, a sample schedule of the typical program, and additional pertinent information. Training officers may request a syllabus by calling or writing the appropriate contact person listed at the beginning of each section.

PLEASE NOTE: ALL PROGRAMS MARKED WITH AN ASTERISK (\*) CAN BE TAUGHT BY FLETC STAFF AT OTHER LOCATIONS.

PROGRAMS MARKED WITH TWO ASTERISKS (\*\*) ARE UNDER DEVELOPMENT.

IF YOU HAVE QUESTIONS ABOUT ANY OF THE PROGRAMS LISTED IN THIS CATALOG, PLEASE CALL OR WRITE THE APPROPRIATE PROGRAM MANAGER.



Keith Allan, III  
Investigator  
Department of Labor

## **BEHAVIORAL SCIENCE DIVISION**

The Behavioral Science Division (BSD) is committed to the development of successful communication skills. Both an understanding of human behaviors and the ability to communicate successfully are vital to law enforcement officers; whether eliciting information from witnesses, obtaining confessions from suspects, assisting victims, or crisis management.

A major focus of the training provided by the BSD is interviewing skills and techniques. Classroom lecture and exercises are augmented with realistic interviewing scenarios employing professional role players. The scenarios are designed to provide an assessment of students' knowledge and skills. These scenarios are videotaped, allowing students to review their performance.

Other courses taught by BSD in the Center Basic training programs include: Cross Cultural Communication and Diversity, Conflict Management, Critical Incident Stress, Ethics and Conduct, Authority, Sexual Harassment, Managing Abnormal Behaviors, Stress Management, and Victim Witness Awareness.

BSD advanced training programs include the Distance Learning Instructor Training Program and comprehensive Advanced Interviewing programs.

For further information, please contact:

Division Chief  
Behavioral Science Division  
Building 66, 2nd Floor  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-2605  
FAX: 912-267-2701

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: DISTANCE LEARNING INSTRUCTOR TRAINING PROGRAM (DLITP)**

Program Description: The DLITP is designed to prepare the experienced classroom instructor for transition to the distance learning environment. The program addresses various types of methodologies that can be used to enhance instructional presentation skills that are suitable for distance learning presentations. The program includes instruction on scripting, graphics, TV presentation skills, and familiarize the participant with the equipment available at the FLETC Distance Learning Studio.

Courses include:

- Copyright/Legal Concerns
- Fifteen Minute Presentations
- Five Minute Presentations
- Graphics for Television
- Lesson Plans for Distance Learning
- Platform Skills
- Scripting for Distance Learning
- Three Minute Presentations

Length of Training: 4 class days

Prerequisites for Attendance: Enrollment is limited to experienced law enforcement personnel who either provide training or anticipate providing training via the distance learning environment.

**Program Title: LAW ENFORCEMENT ADVANCED INTERVIEWING TRAINING PROGRAM (LEAINTP)**

Program Description: In the LEAINTP, interviewers will learn to use their own knowledge and experience to obtain additional and more accurate information from people. Although experienced personnel already have personal techniques or methods for interviewing people, these can be enhanced by learning why certain techniques are effective, while others are ineffective. Instructors will teach participants how to obtain information effectively through a multi-discipline approach that combines linguistics, psychology, criminology, and sociology with the principles of influence, negotiation, and bargaining.

Throughout the LEAINTP, participants take part in lecture, laboratory, and practical exercise sessions. In a series of participatory exercises, the participants also evaluate their own potential strengths and weaknesses. Using the Behavioral Science Laboratory facility, participants interview role players acting as victims, witnesses, and suspects. These interviews are videotaped to provide the participants an opportunity to critique their own performances and to observe other experienced interviewers.

Courses include:

- Encountering Resistance
- Legal Parameters of the Interview
- Multiple Suspect Elimination Technique
- Neurolinguistic Programming (NLP)
- Nonverbal Communication
- Question Formulation and Response Analysis

- The Cognitive Interview
- The Kinesic Interview Technique
- The Use of Persuasion and Influence

Length of Training: 5 class days

Prerequisites for Attendance: Because of the advanced nature of this program, participant selection will be based upon the experience level of the applicant. To be selected, applicants must be full-time law enforcement personnel and have a minimum of three years experience in criminal investigations or law enforcement-related fields.



## **DRIVER AND MARINE DIVISION**

The Driver and Marine Division (DMD) has a staff of approximately 85 instructors, mechanics, and training technicians. It consists of four branches including:

- Technical Skills and Concepts Branch
- Tactical Training Branch
- Marine Training Branch
- Driver and Marine Support Branch

The Technical Skills and Concepts Branch (TSC) and the Tactical Training Branch (TTB) support Center Basic training programs that require training in driving skills. In addition, they also support Agency Advanced, Agency In-Service, Agency Follow-On, and International training programs. These two branches also manage Center Advanced training programs including:

- Advanced Driver Instructor Training Program (ADITP)
- Driver Instructor Training Program (DITP)
- Police Bicycle Training Program (PBTP)
- Vehicle Accident Investigation Training Program (VAITP)
- Vehicle Ambush Countermeasures Training Program (VACTP)

The Marine Training Branch (MTB) primarily conducts Center Advanced training. The programs managed by the MTB include:

- Advanced Marine Law Enforcement Training Program (AMLETP)
- Marine Law Enforcement Training Program (MLETP)
- Small Craft Enforcement Training Program (SCETP)

In addition, the MTB also supports agency-advanced training like the Corps of Engineers Motorboat Operator License Examiner Training Program (COE-MOLETP). The MTB provides training support to basic programs like the National Park Ranger Integrated and Natural Resource Police Training programs.

The Driver and Marine Support Branch (DSB) provides support services to the three training branches within the division. The DSB employs 10 full-time automobile mechanics and technicians who maintain and repair nearly 300 training vehicles. They also create and fabricate modifications to training vehicles to enhance the learning experience and meet the training objectives of the various training programs. In addition, the DSB provides curriculum development and educational technology support to the division.

The DMD is in Building 210 and the driver training range complex is adjacent to that building. The range complex consists of three emergency response ranges, three non-emergency vehicle operation ranges and three skid pans.

For enrollment information, contact your agency training officer or your agency on-site representative at FLETC through the appropriate chain of command. Applicants from entities other than Federal agencies may contact the FLETC through:

Chief  
Office of State and Local Law Enforcement Training  
Federal Law Enforcement Training Center  
Building 67  
Glynco, GA 31524  
Telephone Number: (912) 267-3145  
Toll Free Number: (800) 74-FLETC or (800) 743-5382  
FAX Number: (912) 267-2894

**Program Title: ADVANCED DRIVER INSTRUCTOR TRAINING PROGRAM (ADITP)**

Program Description: This program provides advanced training to instructors involved in driver training for law enforcement professionals. It enhances instructor skills and knowledge in the areas of technology, range design, tactical driving, and special purpose vehicles. In addition, it will help the instructor to design, develop, and validate training curriculum and evaluation standards.

The program includes:

- Advanced Electronic Media Presentations
- Developing Position Papers
- Emergency Response Refresher
- Identifying and Resolving Training Problems
- Protective Driving Techniques
- Pursuit Ideologies
- Pursuit Termination Techniques
- Range Design and Validation
- Skid Control Refresher
- Special Purpose Vehicles
- Training Technology

Length of Training: 9.5 class days

Prerequisites for Attending: Applicants must have completed or graduated from a recognized, law enforcement driver instructor training program.

**Program Title: ADVANCED MARINE LAW ENFORCEMENT TRAINING PROGRAM (AMLETP)**

Program Description: This program trains marine enforcement officers to operate safely and effectively fast, interceptor boats, and large, coastal patrol boats. The program includes advanced instruction in using electronic navigation equipment (e.g. radar, global positioning system, and chart plotters). Through classroom instruction and “hands-on” training, the students learn operational planning and tactics for marine narcotic interdiction and antiterrorism operations.

The program includes:

- Advanced Boarding Techniques
- Advanced Engineering Systems
- Electronic Navigation
- Hidden Compartments
- Large Boat Handling
- Long Range Communications
- MEDEVAC
- Piloting
- Pursuit Boat Handling
- Radar Navigation
- Rules of the Road

- Water Survival

Length of Training: 12.5 class days

Prerequisites for Attending: Applicants must have completed or graduated from FLETC's Marine Law Enforcement Training Program or some equivalent training.

**Program Title: DRIVER INSTRUCTOR TRAINING PROGRAM (DITP)**

Program Description: The DITP train instructors how to train law enforcement drivers. It equips these instructors with the skills, techniques, principles, legal considerations, and instructional methodologies to teach a comprehensive driver-training program. The courses provide fundamental and advanced skills to enhance the instructor's teaching proficiency.

The program includes:

- Instructional Aids
- Instructional Methods
- On-Range Instruction
- Presentation Procedures
- Range Facilities and Technology
- Systems Approach to Training
- Teaching Emergency Response Driving
- Teaching Evasive Driving and Accident Avoidance
- Teaching Night Pursuit Driving
- Teaching Non-Emergency Vehicle Operation (NEVO)
- Teaching Pursuit Driving
- Teaching Skid Control
- Vehicle Dynamics

Length of Training: 9 class days

Prerequisites for Attending: Applicants must have completed or graduated from a recognized, law enforcement instructor training program.

**Program Title: MARINE LAW ENFORCEMENT TRAINING PROGRAM (MLETP)**

Program Description: This program provides training in the highly technical and specialized areas of marine law enforcement and seaport security/antiterrorism. The major emphasis of this comprehensive training program is on safe operation of a marine patrol vessel, navigating using waterway charts and electronic charting systems, and tactical boardings of suspect vessels.

The program includes:

- Aids to Navigation
- Air and Sea Operations
- Arrest and Seizure

- Boarding Procedures
- Boat Handling
- Chart Interpretation
- Environmental Stress
- Global Positioning System
- Heavy Weather Operations
- Man Overboard
- Marine Communications
- Marlinespike Seamanship
- Nautical Terminology
- Officer Survival in the Marine Environment
- Orientation to the Coast Guard
- Piloting and Dead Reckoning
- Preventive Maintenance
- Pursuit, Stop, and Approach
- Radar
- Rules of the Road
- Safety and Emergency Procedures
- Survival Swimming
- Trailering
- Vessel Documentation/Vessel Theft

Length of Training: 20 class days

Prerequisites for Attending: None.

**Program Title: POLICE BICYCLE TRAINING PROGRAM (PBTP)**

Program Description: The PBTP trains police bicycle officers in the principles and techniques of conducting law enforcement patrols on bicycles. It equips police cyclists with the skills, techniques, operational principles, and legal considerations to ensure safety while patrolling on a police bicycle. Students learn cycling skills, defensive tactics, physical conditioning, and officer safety and survival tactics.

The program includes:

- Bicycle Injury Management
- Bicycle Maintenance
- Bicycle Nomenclature and Pre-ride Preparation
- Bicycle Patrol Procedures
- Bicycle Techniques and Tactics
- Bicycling Skills
- Handgun Stress Course for the Police Cyclist
- Hazard Recognition and Negotiation
- History and Uses of Police Bicycles
- Night Riding
- Physical Conditioning
- Rules of the Road

- Situation Response for the Police Cyclist
- Survival Shooting Tactics
- Use of Cover Drills for the Police Cyclist
- Vehicle Encounters

Length of Training: 8 class days

Prerequisites for Attending: None.

**Program Title: SMALL CRAFT ENFORCEMENT TRAINING PROGRAM (SCETP)**

Program Description: This program trains officers assigned to inland, marine enforcement units. It includes training on how to operate and navigate specialized enforcement boats, as well as marine enforcement tactics.

The program includes:

- Enforcement Vessel Operations
- Inland Rules of the Road
- Marine Electronics
- Marine Patrol Methods
- Marine Survival Techniques
- Marlinespike Seamanship
- Nautical Terminology
- Piloting and Aids to Navigation
- Preventative Maintenance
- Safety and Emergency Equipment
- Trailering
- Vessel and Equipment Theft
- Vessel Enforcement Stops
- Vessel Handling
- Waterborne Arrests

Length of Training: 10 class days

Prerequisites for Attending: None.

**Program Title: VEHICLE ACCIDENT INVESTIGATION TRAINING PROGRAM (VAITP)**

Program Description: This program teaches students the investigative techniques for conducting vehicle accident investigations. Students learn how to make and record accurate measurements. They learn how to use the traffic templates to make accurate scale diagrams of the accident scene.

This program includes:

- Accident Investigation Photography
- Accident Scene Procedures
- Determination of Speed from Skid Marks

- Determining Accident Cause
- Getting to the Scene Safely and Quickly
- Highway Terminology
- Hit and Run Investigation Procedures
- Tools of an Accident Investigator
- Traffic Accident Diagramming
- Traffic Template

Length of Training: 3.5 class days

Prerequisites for Attending: None.

**Program Title: VEHICLE AMBUSH COUNTERMEASURES TRAINING PROGRAM (VACTP)**

Program Description: This program trains experienced drivers the tactics and skills needed in protecting dignitaries during vehicle ambushes and assassination attempts. The students learn the appropriate countermeasures to use during vehicle ambushes including bootleg turns, J-turns, and ramming. In addition, students receive information about trends and techniques from contemporary assassinations through case studies.

This program includes:

- Emergency Response Driving
- Evasive Driving
- Limousine Familiarization
- Motorcade Tactics
- Night Driving and Night Vehicle Ambush
- Offensive Driving
- Operating High Center of Gravity Vehicles
- Protective Driving Techniques
- Skid Control
- Vehicle Ambush Assassination Studies
- Vehicle and Foot Formations

Length of Training: 5 class days

Prerequisites for Attending: None.



## **ENFORCEMENT OPERATIONS DIVISION**

### **COURSE DESCRIPTION AND OBJECTIVES**

The mission of the Enforcement Operations Division is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, operational aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement operations. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork. The Division staff provides classroom presentations and practical exercises in such vital areas as conducting surveillance, executing search warrants, using technical investigative equipment and conducting undercover operations. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal law enforcement are taught to every basic law enforcement student, whether in a police or criminal investigator training program. The Enforcement Operations Division is constantly alert to changing procedures, techniques, and operational concepts and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis. Courses taught by the Division in the Criminal Investigator Training Program include: Continuous Case Investigation, Criminal Investigations/Case Management, Execution of a Search Warrant, Informants, TSA Regulations, Surveillance, Operational Planning, Questioned Documents, Report Writing, Undercover Operations, Use of Force Policy, Unified Training Principles, and Undercover Operations Technical Investigative Equipment.

Additional courses taught by this Division in other Center programs include: Introduction to Criminal Investigations, Radio Communications, Vehicle Search, VIP Protection, Operational Skills and Patrol, Orientation to Federal Law Enforcement Agencies, Rural Surveillance, and Investigative Techniques.

For further information, please contact:

Division Chief  
Enforcement Operations Division  
Federal Law Enforcement Training Center  
Townhouse 399  
Glynco, GA 31524  
Telephone: (912) 267-2599  
Fax: (912) 267-3517

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: INTRODUCTION TO CRIMINAL INVESTIGATION TRAINING PROGRAM (ICITP)**

Program Description: The ICITP is designed to acquaint the non-criminal investigator student with the procedures, techniques, legal concerns, and general problems associated with a criminal investigation. The program focuses on the role of the criminal investigator and emphasizes interviewing skills and legal requirements. Combining classroom lectures and practical exercises in the program allows students to better comprehend the various investigative procedures.

Courses include:

- Administrative Law
- Courtroom Evidence
- Court Testimony
- Description & Identification
- Federal Court Procedures
- Federal Criminal Law
- Fourth Amendment
- Government Employee Rights
- Informants
- Interviewing
- Interviewing Laboratory
- Introduction to Criminal Investigations
- Investigative Report Writing
- Investigative Techniques
- Major Case Management
- Methods & Techniques of Money Laundering
- Officer Liability
- Privacy Act/FOIA
- Questioned Documents
- Victim Witness Awareness

Length of Training: 9 class days

Prerequisites for Attendance: Although the ICITP provides an overview of the criminal investigative process and focuses on the role of the criminal investigator, it is designed for noncriminal investigator personnel. Specifically in mind are regulatory and compliance inspectors, paralegals, auditors, technical personnel, and others who might assist in a criminal investigation, be required to testify in a criminal matter, or refer a matter to court for criminal investigators.



# ENFORCEMENT TECHNIQUES DIVISION

## COURSE DESCRIPTION AND OBJECTIVES

The mission of the Enforcement Techniques Division (ETD) is to provide training to the agents and officers of tomorrow in the day-to-day, hands-on, technical aspects of law enforcement and provide them with the necessary contemporary scientific and technological skills to perform those law enforcement functions. The complex criminal activities of today require law enforcement officers to work with each other in planning and executing a variety of law enforcement activities. The emphasis is on teamwork.

The Division staff provides classroom presentations and practical exercises in such vital areas as documenting a crime scene, obtaining classifiable suspect fingerprints, recognizing illegal narcotics, using investigative photography and investigating archeological resource crimes. Realism, the keynote of all practical exercises, is attained through the employment of professional role players, appropriate settings, carefully designed scenarios, transportation, firearms, communications and other modern implements of the law enforcement profession.

Certain fundamentals of Federal law enforcement are taught to every basic law enforcement student, whether in a police, land management, inspector or criminal investigator training program. The Enforcement Techniques Division is constantly alert to changing procedures, techniques, and operational concepts, and ensures that course material reflective of such change is incorporated into appropriate courses on a timely basis.

Courses taught by the Division in the Criminal Investigator Training Program include: Aerosol Irritants, Crime Scene Investigation, Physical Evidence, Drugs of Abuse, Fingerprinting including the Automated Fingerprint Identification System, Law Enforcement Video and Photography. Additional courses taught by this Division in other Center programs include: Arson Investigation, Technical Investigative Equipment, Contraband Detection, Crowd Control, Sex Crimes Investigation, Death Investigation, Operational Skills Laboratory, Final Practical Exercises and Latent Prints.

For further information, please contact:

Division Chief  
Enforcement Techniques Division  
Federal Law Enforcement Training Center  
309 Kiefer Circle  
Glynco, GA 31524  
Telephone: (912) 267-2815  
Fax: (912) 267-3464

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: ADVANCED LAW ENFORCEMENT PHOTOGRAPHY TRAINING PROGRAM (ALEPTP)**

Program Description: The ALEPTP is designed for experienced law enforcement officers and investigators who possess a basic knowledge of photography; a compact study in advanced investigative photography techniques and equipment is provided. Students will be required to demonstrate the specific knowledge and skills necessary for successful performance in the field. They also will be assisted in achieving a level of proficiency to successfully complete most investigative, identification, surveillance, or crime scene photographic assignments. This proficiency will come as a result of classroom instruction and practice on field problems involving the use of 35mm single lens reflex film and digital cameras, various lenses, light meters, films, flash units, night vision equipment, and digital cameras.

The major course areas of digital photography, day and night surveillance, color and black and white photography, and crime scene photography are presented by classroom lecture and practical exercises.

Courses include:

- Cameras and Meters
- Camera Systems
- Crime Scene and Arson Photography
- Digital Imaging
- Digital Photography
- Digitizing Film Negatives and Transparencies
- Flash Photography
- Night Vision Photography Equipment
- Photographic Surveillance Equipment and Techniques
- Special Films

Length of Training: 9 class days and nights

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer or a full-time permanent employee whose primary duty is investigative photography for a Federal, State, County or Municipal Law Enforcement Agency. The applicant also must possess knowledge of basic photography. Partner organization personnel have first priority for selection.

**Program Title: ARCHEOLOGICAL RESOURCES PROTECTION TRAINING PROGRAM (ARPTP)**

Program Description: The ARPTP was developed by the FLETC together with the U.S. Forest Service, Bureau of Land Management, and the National Park Service. The course developers from these Federal agencies were experienced in the disciplines of both criminal investigation and archeology.

During the program, students participate in integrated lectures and discussions. Advanced and specialized training is offered to both the law enforcement officers and the archeologists in the same classroom setting. At other times, the participants are separated in order to provide law enforcement

training to the archeologists and archeological training to the law enforcement officers. This program identifies the need for the team concept for archeological resource crime scene investigation.

Topics include:

- Archeological Crime Scene Investigation
- Case Studies
- Collecting and Trafficking Network
- Field Practical Exercise
- Prevention
- Relevant Laws
- Site Analysis

Topics presented to the archeologists include:

- Introduction to Federal Criminal Justice System
- Site Damage Assessment Report
- Testifying in Court

Topics presented to law enforcement officers include:

- Introduction to Archeology
- Surveillance Techniques
- Undercover Operations

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time, sworn law enforcement officers and archeologists employed by Federal, State or local governments.

**Program Title: LAW ENFORCEMENT VIDEO TRAINING PROGRAM (LEVTP)**

Program Description: The LEVTP is designed for experienced law enforcement officers and investigators who possess a basic knowledge of photography. The course is designed to instruct officers and investigators in the use of the camcorder for law enforcement operations and in the application of Federal legal procedures concerning the use of video in surveillance activities. Participants are instructed in the proper techniques for the use of a video camcorder in recording a crime scene, interviewing and surveillance activities. There will be instruction in night vision equipment used on the camcorder.

Subjects include:

- Basic Video Considerations
- Crime Scene/Search Warrant Videography
- Emerging Technologies
- Laboratory and Practical Exercises
- Legal Aspects
- Proper use of Lighting and Lighting Equipment

- Operational Lighting
- Proper use of Audio and Audio Equipment
- Special Features of the Camcorder
- Video Editing Lecture
- Video Surveillance

Length of Training: 5 class days and some nights

Prerequisites for Attendance: Applicants must be a full time law enforcement officer or a full time permanent employee whose primary duty is investigative video for a Federal, State, or local law enforcement agency.

**Program Title: NATIONAL WILDFIRE INVESTIGATION TRAINING PROGRAM (NWITP)**

Program Description: Wild land fires result in tremendous devastation of public resources and private property. The increasing incidence of wildland fires, especially those of an incendiary nature (arson), illustrates the need for a greater number of competently trained wildfire investigators. In recognition of this need, the FLETC, together with the U.S. Forest Service, the Bureau of Land Management, and the National Park Service, developed the NWITP. This program is in accordance with the new National Wildfire Coordinating Group (NWCG) FI-210, Wildland Fire Origin & Cause Determination.

Students will receive instruction and participate in discussions in several wild land fire investigation topic areas.

Courses include:

- Arson
- Collection, Preservation & Documentation of Physical Evidence
- Documenting the Fire Investigation
- Fire Behavior
- Fire Causes
- Origin Areas & Burn Indicators
- Statutes & Recovery of Suppression Costs & Damages
- Systematic Fire Investigation

Length of Training: 5 class days

Prerequisites for Attendance: Enrollment is limited to full-time Federal law enforcement officers or other personnel employed by partner organizations who have significant responsibilities for investigation of wild land fires. Non-Partner Organization, State, and local personnel are admitted on a space-available basis.

**Program Title: TECHNICAL INVESTIGATIVE EQUIPMENT TRAINING PROGRAM (TIETP)**

Program Description: The TIETP is designed to train the experienced law enforcement investigator in

the proper use of technical investigative equipment in compliance with all applicable Federal legal procedures that govern audio -video surveillance activities. Participants learn the proper techniques for the operation, installation, and field maintenance of equipment and devices such as audio body recording microphones and connectors, RF agent safety transmitters and receivers, video cameras (including board cameras), and audio-video recording systems. This program concentrates exclusively on consensual monitoring situations and surveillance operations. *Non-consensual monitoring and associated applications will not be addressed by the TIE training program.*

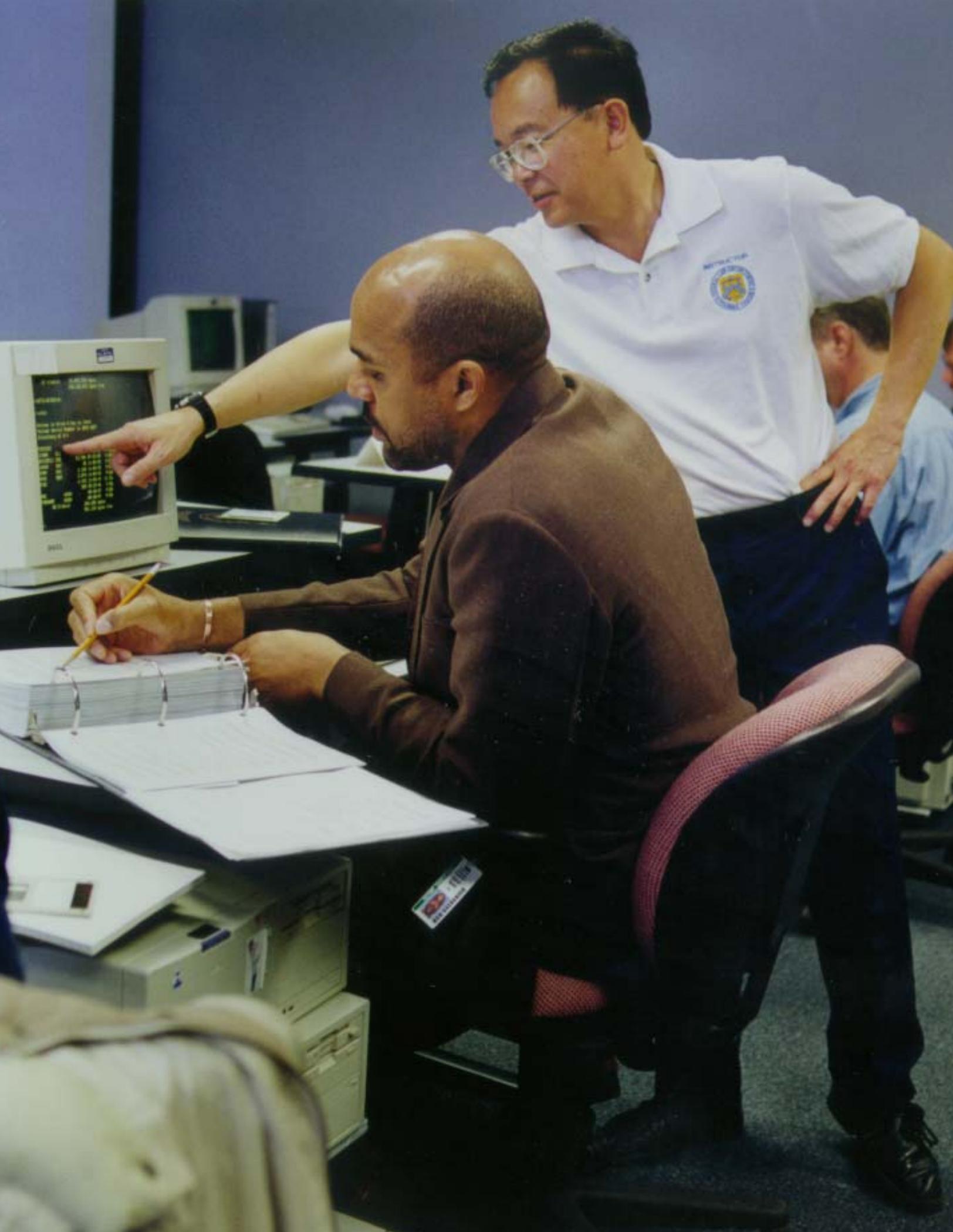
Regulations concerning the use of technical investigative equipment vary considerably from state to state; therefore, this program concentrates only on applicable Federal requirements. All program participants are expected to be knowledgeable of the legal procedures of their respective states.

Topics include:

- Acoustics and Microphones
- Audio Body Wire Installation and Operation
- Audio Recorders
- Audio Work Copy Generation
- Basic Electronics
- Batteries and Power Packs
- Body Worn Video
- Cables and Connectors
- CCTV Applications and Night Vision
- Concealment Techniques
- Covert Video Installations
- Electrical Safety
- Equipment Maintenance and Inventory
- Federal Laws for Audio-Video Surveillance
- Radio Frequency and Antennas
- Receivers/Transmitters
- Site Survey
- Soldering/Field Repairs and troubleshooting
- The Threat of Countermeasures

Length of Training: 10 class days

Prerequisites for Attendance: Applicants must be full-time sworn law enforcement officers.



## FINANCIAL FRAUD INSTITUTE

The staff of the FLETC Financial Fraud Institute (FFI) has the responsibility for designing, developing, coordinating, and administering training programs devoted to the prevention, detection, investigation, and prosecution of complex financial and computer-related frauds. These programs are for personnel of the various organizational components within the Federal, State, Local and International law enforcement communities.

The objective of the FFI training initiative is to arm the student with specialty skills and techniques necessary to develop solid prosecutable cases in a range of crimes. Included are crimes involving government contracts, procurement fraud, illegal tax shelters, complex financial transactions supporting terrorism and criminal conspiracies, asset removal/seizures, money laundering activities involving drug smuggling organizations and other illegal enterprises, insurance frauds, electronic funds transfer fraud, and employee embezzlement. Also addressed in several training programs are investigative techniques necessary to investigate and prosecute technical crimes involving computers and computer networks, telecommunications systems, and the emerging world of the Internet.

Although criminal investigators are the primary benefactors of these advanced training programs, others who will benefit from FFI training include those assigned to major case investigations units such as: analysts, inspectors, auditors, and technical specialists assigned to support law enforcement functions in the financial and computer fraud areas.

For further information, please contact:

Division Chief  
Financial Fraud Institute  
Federal Law Enforcement Training Center  
Building 210, Room A-17  
Glynco, GA 31524  
Telephone: 912-267-2314  
FAX: 912-267-2500

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command. Applicants from non-Federal agencies may contact the FLETC through:

Assistant Director  
National Center for State and Local Training  
Building 67  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-3145

**Program Title: CASE ORGANIZATION AND PRESENTATION TRAINING PROGRAM (COPTP)**

Program Description: This program initially was designed by a Curriculum Development Conference consisting of major case investigators from several Federal law enforcement and prosecutive agencies. The objective of the program is to provide to the journey-level student a variety of tools for effectively managing the staggering amount of evidence and documentation accumulated during the investigation of a major or financial crime. This program also presents strategies for the presentation of complex cases.

The FLETC's FFI staff manages this training program with instructional support provided by investigators and prosecutors from any of several agencies. Additionally, software and hardware manufacturers are invited to present recent developments in imaging, archival, and document indexing. Participants are taught organization, retrieval analysis, and presentation skills beneficial to the management of a complex investigation from its inception through trial.

Courses include:

- Document Management: High Tech Solution
- Document Management: Low Tech Solution
- Methods of Presenting Investigative Findings
- The Computer Integrated Courtroom

Length of Training: 5 class days

Prerequisites for Attendance: The program is designed for criminal investigators, prosecutors, and law enforcement support personnel involved in major case investigations.

**Program Title: COMPUTER NETWORK INVESTIGATIONS TRAINING PROGRAM (CNITP)**

Program Description: Businesses and individuals are relying increasingly on computers to perform everyday tasks. But because of cost and convenience, many businesses and individuals are turning to Local Area Networks to organize their computing environment. Of course, this means that it is becoming increasingly important for law enforcement officers to become more familiar with the most popular operating systems and hardware configurations used in computer networks.

The CNITP is intended for those individuals familiar through training or experience with the procedures involved in seizing a stand alone computer system. The two week CNITP introduces the participant to computer network search/seizure/analysis using the three most common network operating systems: Windows 2000, Novell and Unix. Knowledgeable guest instructors are used to ensure the most up-to-date information is being presented to the Partner Organizations.

The CNITP is the next logical step for graduates of the Seized Computer Evidence Recovery Specialist Training Program (SCERS). In the SCERS program, participants were taught how to image and analyze desktop computers. In the CNITP, participants are taught additional methods to obtain evidence from servers that do not necessitate taking the server off-line. This is important in fraud

investigations involving large companies where “bringing down” the system may not be desirable or even allowed by a Federal magistrate. Tools and methods for overcoming password protection and for viewing non-DOS file systems are demonstrated during the course. Practical exercises and laboratory training give students time to develop confidence in the methods taught during this program.

Length of Training: 9 class days

Prerequisites for Attendance: Applicants should be law enforcement investigators with practical experience in criminal law, court procedures, applying rules of evidence, and other related investigative areas, or should work as part of the investigative team. Applicants should also be employed in a position within their agency having potential computer search, seizure and/or analysis duties. The Seized Computer and Evidence Recovery Specialist or equivalent training must be completed before attempting to enroll in this training program. All applicants must have an Internet e-mail address, and must obtain and successfully complete a pre-test before enrolling in the training program.

**Program Title: CRIMINAL INVESTIGATIONS IN AN AUTOMATED ENVIRONMENT TRAINING PROGRAM (CIAETP)**

Program Description: The CIAETP is an intensive training program that introduces participants to the principles and techniques governing the acquisition of computer data files during the course of an investigation, and the subsequent search and seizure of computer related equipment/media, and its analysis for investigative leads. The training program begins with the presentation of one week of intensive disk analysis techniques used on IBM compatible computer systems.

Participants use state of the art IBM-compatible computer systems running the Windows XP Operating System (Disk Operating System), and application programs like the QuickView File Viewer, Norton utilities, and various other utilities to locate data relevant to an investigative scenario. Students learn techniques to recover erased data which has not been overwritten, partially overwritten and fragmented using various utility programs. Participants are presented with two software programs used during the first week of this training program: QuickView Plus and Norton Utilities version 8, as well as with an External Drive, currently a ZipPlus drive, and an imaging program for hard disks.

During the second week of the training program, students are exposed to legal issues, proper investigative techniques in seizing computer systems and data, and guidelines for the composition of an affidavit for a search warrant directed toward computer equipment. They are also presented with diskettes outlining a series of procedures to safely, and without modification, image data from a computer system hard disk in a controlled environment. These procedures were developed and refined by instructors participating in the training program from various participating agencies.

During a series of final practical exercises, students execute a search warrant in an automated environment, and use defined procedures to image data from the suspect hard disk, while preserving the information on the suspect computer. Participants then appropriately restore the imaged data to another hard disk, perform an analysis of the computer media, and prepare for direct/cross examination in court regarding the techniques used during the search/seizure and analysis and the actual information found that contributed to the arrest of the defendant.

Courses include:

- Backing up and Preserving Data from Computer Systems at the Search Site
- Computer Evidence
- Computer Related Statutes
- Computer Search and Seizure
- Disk Analysis: Boot Process and Configuring a Boot Disk for use at the Search Site
- Disk Analysis: DOS/Batch Files
- Disk Analysis: DOS/Batch Files, File Viewers Practical Exercise
- Disk Analysis: File Viewers
- Disk Analysis: Final Practical Exercise
- Disk Analysis: Miscellaneous Investigative Utilities
- Disk Analysis: Recovering Erased Data from Disks
- Disk Analysis: Windows XP
- Electronic Communications Privacy Act/Personal Privacy Act
- Execution of a Search Warrant Practical Exercise
- Investigative and Evidence Preservation Techniques involved in the Seizure of Computer systems
- Investigative Techniques at the Automated Search Site
- Prosecution Considerations/Expert Witness Testimony

Length of Training: 10 class days

Prerequisites for Attendance: Applicants should be law enforcement investigators with practical experience in criminal law, court procedures, applying rules of evidence, and other related investigative areas, or should work as part of the investigative team. The program is geared primarily to investigators who understand the fundamentals of IBM compatible computer systems including, but not limited to basic DOS commands such as FORMAT, DISKCOPY, DIR, COPY, ERASE, DEL, TYPE, MD, CD, RD, etc., fundamentals of Microsoft Windows XP, and the operations and terminology of typically used computer programs such as word processing, spreadsheet, presentation and database Windows applications, as well as familiarity of the application and function of the Internet in computer related investigations.

**Program Title: FINANCIAL FORENSICS TECHNIQUES TRAINING PROGRAM (FFFTP)**

Program Description: One of the most difficult problems an investigator faces in prosecuting sophisticated financial crimes is explaining to the Assistant U.S. Attorney (AUSA) the significance of various accounting documents. If the AUSA is to convince the jury that the defendant is guilty of a specified crime, he or she must understand and appreciate not only the significance of the accounting documents, but how they are related and how they substantiate the elements of the crime.

In a complex case, especially one involving fraud and money laundering, this problem can be compounded by the need to present hundreds of exhibits to prove individual financial transactions. Due to many requests for a program that explains the relationship among, and purpose of, many accounting documents, the FFI staff developed the FFFTP. Geared for the journey-level financial investigator in Federal law enforcement, the program offers investigative tips and techniques that can be applied to the most sophisticated financial crimes.

Topics include:

- Accounting System Documents
- Business Corruption
- Exposing Concealed Income
- Fraud and Money Laundering Statutes
- Net Worth Analysis and Financial Calculations
- Printing Relevant Reports
- Types of Financial Frauds and Schemes

Length of Training: 8 class days

Prerequisites for Attendance: None

**Program Title: FRAUD AND FINANCIAL INVESTIGATIONS TRAINING PROGRAM  
(FFITP)**

Program Description: The FFITP was designed and developed by experienced financial crimes investigators from several state and local organizations specifically to address the training needs of non-Federal law enforcement officers. Instruction for the program is provided by the Financial Fraud Institute, other FLETC training divisions, and guest instructors from a number of several State and local agencies. The program provides instruction in order to develop skills required to analyze and document financial transactions, and to evidence or link financial relationships. The program applies several training methodologies including the completion of a very complex and comprehensive practical exercise.

Upon completion of the program the student will be able to: identify patterns of organized criminal activity; recognize the principles of evidentiary law essential to successful financial investigations; analyze financial records for discrepancies and leads evidencing criminal activity; recognize activities which constitute mail fraud, contract fraud, and computer fraud; and document the flow of funds through a variety of financial transactions; utilize an electronic spreadsheet to analyze a variety of financial information.

Topics include:

- Applying Financial and Banking Records to Criminal Investigations
- Bribery Investigations
- Computer Related Investigations
- Computers as Investigative Tools
- Fundamentals of Investigative Accounting
- Interviewing
- Money Laundering and Asset Forfeiture
- Securities Fraud Investigations
- Tracing Funds through Financial Institutions

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into the program the individual must be a law enforcement officer of a state, county, or municipality, or a local government agency with responsibilities to investigate financial crimes.

**Program Title: HEALTH CARE FRAUD INVESTIGATIONS TRAINING PROGRAM (HCFITP)**

Program Description: Due to the increase in health care fraud, and the fact that traditional criminal organizations are now profiting from this under enforced area, the Financial Fraud Institute at the Federal Law Enforcement Training Center has implemented a training program which will teach law enforcement investigators and private health insurance investigators how to combat this emerging criminal enterprise. The program will draw from the strengths and knowledge of the Federal, State, local and private investigations community and will introduce the latest techniques for investigating health care fraud. The goal of this program is to bring together traditional law enforcement with their private industry counterparts to form an investigative partnership against the emergence of fraud in the health care system.

Participants are taught to investigate health care fraud through a combination of practical exercises and lectures.

Courses include:

- Computer Investigative Tools
- Cost Reports
- Emerging Trends
- Financial Investigative Techniques
- Health Care Fraud Statutes
- Organized Crime Scams
- Overview of Health Care Insurance
- Parallel Procedures
- Provider Fraud Profiles and Trends
- Psychiatric Fraud
- Sources of Information
- Staged Accident Schemes

Length of Training: 7½ class days

Prerequisites for Attendance: The program is designed for Federal, State and local criminal investigators, auditors and analysts involved in health care fraud investigations. Private sector health insurance investigators, auditors and analysts are also welcome to attend.

**Program Title: INTELLIGENCE ANALYST TRAINING PROGRAM (IATP)**

Program Description: This program was formerly known as the Criminal Intelligence Analyst Training Program which was maintained in the Security Specialties Division. The program has been redesigned and renamed to best fit the participating organizations requirements. The purpose of this program is to provide entry level intelligence skills including analytic software skills, on-line research skills, major

case management, familiarity with the intelligence cycle, core competencies, data retrieval using NCIC, CBRS, EPIC and similar databases. Furthermore, this program offers analysis of data, charting and relational graphics, report writing and oral briefing skills, as well as link analysis.

Length of Training: 4 weeks

Prerequisites for Attendance: Students are expected to be in grades GS-5 to GS-9 or their equivalents, college graduates with a BS/BA degree, or equivalent experience and a relatively new hire. It is not expected that experienced investigators will comprise a significant portion of the attendees.

**Program Title: INTERNATIONAL BANKING AND MONEY LAUNDERING TRAINING PROGRAM (IBMLTP)**

Program Description: The National Drug Policy Board's Financial Enforcement Committee recommended establishing this training program to address trends and current developments concerning international banking and money laundering. The program curriculum was developed by a task force consisting of representatives from Federal law enforcement, intelligence, banking, and the Police Executive Research Forum (PERF).

A working example of interagency cooperation, this training program is managed by the FLETC's FFI staff. Instructional support is provided by staff members from the Federal Reserve Bank Board, Financial Crimes Enforcement Network, Office of Financial Enforcement, Drug Enforcement Administration, Internal Revenue Service, Office of the Comptroller of the Currency, Organized Crime Drug Enforcement Task Force, Bureau of Engraving and Printing, Office of International Affairs (DOJ), Federal Bureau of Investigation, and U.S. Customs Service.

Participants are taught to recognize money laundering and cash flow indicators in foreign banking.

Courses include:

- Bank Secrecy Act
- Case Study
- FINCEN
- International Banking Framework
- INTERPOL
- Mechanics of International Money Movement
- Money Laundering Statutes
- RFPA
- Tax Havens
- Tracing Money Through Financial Networks

Length of Training: 5 class days

Prerequisites for Attendance: The program is designed for Federal criminal investigators and law enforcement intelligence analysts involved in financial investigations.

**Program Title: INTERNATIONAL BANKING AND MONEY LAUNDERING TRAINING PROGRAM - INTERNATIONAL (IBMLTP-I)**

Program Description: This is the international version of IBMLTP and is presented at locations outside the United States to foreign law enforcement officers. The program was developed in response to a request by the United States Department of State, Bureau for International Narcotic and Law Enforcement Affairs, to address the evolution of transnational and organized crime, particularly in Russia and Eastern Europe. It has been presented two dozen times in the past three years at sites throughout Russia and Eastern Europe. IBMLTP-I focuses on the application of an arcane financial investigative technique to prove a variety of criminal activities including: extortion, political corruption, bribery, trafficking in drugs and arms, and violent crimes. International cooperation and the enactment of money laundering laws is strongly encouraged. Investigative techniques unique to western countries are a significant part of the program and supplemental instructional support is solicited from the host nation.

The program is managed by FLETC staff with instructional support from financial investigative experts from the United States Treasury (including IRS) and Justice Departments and the Federal Reserve Bank Board.

Courses include:

- Bank Secrecy Act
- Concealed Income Analysis
- Cyberbanking and Cybercrime
- Flows of Money through Financial and Nonfinancial Institutions (Domestic and International)
- International Criminal Organizations
- Investigative Techniques (Sources)
- Money Laundering (Methods and Approaches)
- Prosecutors View
- Tax Havens

Length of Training: 5 class days

Prerequisite for Attendance: Determined by host country; must be citizen of host country.

**Program Title: INTERNET FORENSICS TRAINING PROGRAM (IFTP)**

Program Description: Hacking threats by terrorist organizations, state-sponsored government espionage agents, industrial spies, common crooks and trans-national criminal organizations against our nations cyber-infrastructure represent a clear and very present threat to our homeland security.

Investigating attacks against our nation's critical infrastructure includes the protection of millions of interconnected computers and other high technology communications and control devices upon which our nation depends for the delivery of critical services. The safe functioning of massive power grid control systems, banking and finance systems, transportation services, police, fire and emergency medical services, air traffic control, and oil and gas distribution systems are all highly dependent on the

reliability and integrity of inter-networked computer systems.

The Internet literally pervades the very foundations of industry, government, academia, and the family, both across our nation and around the globe. Intrusions into or hacking of these systems can literally be launched from anywhere on the face of the earth via satellite or wireless Internet connections. Investigations of hacking or intrusion cases require highly specialized skills, tools and methodologies.

The Internet Forensics Training Program provides students with a unique “hands-online” training experience utilizing the innovative “Cybercop Enterprise Network Trainer”, a heterogeneous network of over a half dozen servers running a variety of operating systems connected to a high speed T-1 line dedicated to the IFTP and other Internet related training programs. During the IFTP program the Cybercop Enterprise Network Trainer servers are subjected to a variety of hacking attacks under the guidance of world-class experienced instructors.

The hacked servers then become the investigative environment where agents learn the tradecraft of identifying, collecting, preserving and analyzing evidence in what amounts to a cyber-autopsy of the systems attacked by their classmates. Analysis of logs from other projects such as the Honeynet Alliance will also be utilized during the training.

Students will be taught the fundamentals of incident response to a hacker attack related to Internet architecture, communications protocols, services, log files and other elements involved in a successful conduct of an intrusion investigation. The instruction will also include legal considerations in the conduct of Internet wiretaps and the collection of evidence from ISP’s and other entities. The program will also focus on the concept of “Digital Officer Safety” to ensure that investigators do not become “victims” of the very elements they are sworn to protect and defend against.

Distance learning resources, accessible over an encrypted Internet connection, are being developed as a supplement to the training provided by the IFTP. These resources are intended to help keep the investigator current in an extremely dynamic investigative field that literally changes on a daily basis.

The system, accessible via an encrypted Internet connection, was modeled after the Cybercop Sandbox which was deployed in the late 1990s at Sandia National Labs.

Length of Training: 8 days

Prerequisites for Attendance: Students must have a working .gov Internet email address and have completed the Internet Investigations Training program or the Computer Network Investigations Training Program successfully.

**Program Title: INTERNET INVESTIGATIONS TRAINING PROGRAM (IITP)**

Program Description: Due to the rapid evolution of the Internet as a major influence in our information age society, and its lure to the criminal element, the Financial Fraud Institute (FFI) has developed a program to assist the investigator in the conduct of online investigations. The virtual world of the Internet, consisting of millions of interconnected computers pervades the very foundations of industry, government, academia and the family, both across our nation and around the globe.

This program provides an investigator with an understanding of the hardware and software architecture which makes up the Internet, legal considerations for searching for and seizing evidence on the Internet, tracking and tracing Internet communications, de-mystifying e-mail headers and how to “talk the talk” of the virtual street in chat rooms, messaging services and peer-to-peer communications systems.

To solidify the understanding of critical Internet investigative skills, students will participate in “hands-online” labs or exercises over a high speed T-1 Internet line which is dedicated to the program. Hardware and software tools will be provided to students for their use during the program as well as during their investigations following the training.

Distance learning resources, accessible over an encrypted Internet connection, are being developed which will supplement the training provided by the IITP Program. These resources are available to participating students at their duty stations following the program. Students will also be given a segment of training introducing them to the investigation of hacking (intrusion) cases as well as case studies of successful Internet investigations as a segue to the Internet Forensics Training Program which focuses on hacking and cyber-infrastructure intrusions.

Length of Training: 8 days

Prerequisites for Attendance: Preferably those investigators who are (or expect to be) involved in investigations where evidence of Internet activities will assist their investigative duties. A working .gov Internet email address is also required of all students.

**Program Title: MONEY LAUNDERING AND ASSET FORFEITURE TRAINING PROGRAM (MLAFTP)**

Program Description: The MLAFTP is designed for investigators and prosecutors who are knowledgeable of the basic methods of investigating and prosecuting white collar crime cases, although experience in conducting money laundering investigations is not a prerequisite for attendance. The focus of this program is on defining money laundering by statute, identifying indicators of money laundering, collecting evidence, analyzing financial records, prosecuting these violations, and pursuing forfeiture action. Instruction is provided by both FLETC and guest instructors. A comprehensive practical exercise is included near the end of the program. MLAFTP is exported regionally throughout the United States in coordination with district offices of United States Attorneys and the Law Enforcement Coordination Committee (LECC).

Courses include:

- Applicable State Statutes
- Asset Forfeiture Statutes and Procedures
- Bank Secrecy Act
- Concealed Income Analysis Asset Forfeiture
- Domestic and International Fund Transfers
- Domestic Banking
- Financial Accounting
- Financial Crimes Enforcement Network (FinCEN)

- Investigating Money Laundering/Practical Exercise (8 hours)
- Methods, Techniques & Trends of Money Laundering
- Money Laundering Statutes
- Sources of Information (EPIC, TECS, Detroit Computing Center)

Length of Training: 4 class days (Monday thru Thursday)

Prerequisites for Attendance: This training is available to all Federal, State and local investigators and prosecutors. Analysts and Examiners may attend on a space available basis.

**Program Title: SEIZED COMPUTER EVIDENCE RECOVERY SPECIALIST (SCERS)**

Program Description: Law enforcement officers encounter data stored on a computer system during practically every investigation conducted. Computers are used in virtually every type of criminal activity, including narcotics trafficking, money laundering and all types of fraud. There is a critical need for law enforcement officers to be able to successfully seize, process, and recover computer evidence without compromising the integrity of the computerized evidence.

The SCERS training program teaches techniques for the seizure, acquisition and analysis of electronic data from desktop computer systems. Guest instructors who are experienced and knowledgeable computer investigators are provided from several Federal, state and local law enforcement agencies.

The SCERS training program tuition includes distribution of state-of-the-art hardware and software, which will be used during class. The philosophy of the course is to provide the hardware and software necessary to enable the graduate to seize and examine computers upon return to his/her office.

Hands-on training is provided on all hardware and software issued during the course. Topics addressed in SCERS include: examinations of seized computer evidence from commonly used operating systems, including but not limited to Windows 9X, NT, 2000, and XP; hands-on use of specialized software to enhance the investigative analysis process; and legal issues relating to the seizure and introduction of computer evidence in court.

Attendees are also taught techniques for extracting data from notebook computers and are encouraged to bring a notebook computer to the course.

Length of Training: 10 class days, with graduation on the 2<sup>nd</sup> Friday at 11:00 a.m.

Prerequisites for Attendance: Applicants should be law enforcement investigators with practical experience in criminal law, court procedures, applying rules of evidence, and other related investigative areas, or should work as part of the investigative team. Applicants should also be employed in a position within their agency of potential computer search, seizure and/or analysis duties.

The SCERS training program requires computer knowledge equivalent to that presented in the Criminal Investigations in an Automated Environment Training Program (CIAETP). Successful completion of a graded practical exercise (70% average or above) is required for a training certificate. Classroom work is intensive with substantial after hour work required. All applicants must have an Internet e-mail address.

**Program Title: WHITE COLLAR CRIME TRAINING PROGRAM (WCCTP)**

Program Description: The WCCTP has been designed to provide the basic tools with which to identify sophisticated white collar schemes to members of Federal investigative teams. The curriculum has been developed around three major areas: financial investigative techniques, legal concerns, and case development. Through a training blend of theory and practical exercises, the student will develop a heightened awareness of the myriad of white collar crime schemes being worked by criminals. The students will also gain the technical skills useful in the successful investigation of these schemes.

Courses include:

- Administrative Law
- Bribery
- Civil Litigation
- Computer Fraud Analytical Investigative Techniques
- Computers as an Investigative Tool
- Conspiracy
- Constitutional Law
- Contract Fraud
- Courtroom Testimony
- Criminal Law
- Evidence
- Federal Court Procedures
- Indicators of Financial Fraud
- Interviewing
- Money Laundering
- Orientation to Financial Investigations
- Parallel Proceedings
- Privacy Act/FOIA
- Privileges
- Sources of Information
- Tracing Funds through Financial Institutions

Length of Training: 8 class days

Prerequisites for Attendance: The training is designed for general investigators (1810s), auditors, inspectors, analysts, investigative assistants, or other personnel who assist in the investigation of white collar crimes. Criminal Investigators (GS-1811s) will ***NOT*** benefit from this program because the majority of the legal courses duplicate those contained in the Criminal Investigators Training Program (CITP).



## **FIREARMS DIVISION**

The mission of the Firearms Division (FAD) is to provide quality training in the safe handling, proficient application, and justifiable use of firearms. The firearms training programs are administered to all basic and advanced law enforcement officers. In addition, FAD has developed several advanced Instructor Training and proficiency programs including:

- Firearms Instructor Multiple Weapons Training Program (FIMWTP)
- Firearms Instructor Refresher Training Program (FIRTP)
- Firearms Instructor Training Program (FITP)
- Instructor Techniques for Non-Lethal Training Ammunition (ITNTA)
- Law Enforcement Rifle Training Program (LERTP)
- Precision Rifle Observer Program (PROP)
- Reactive Shooting Instructor Training Program (RSITP)
- Survival Shooting Training Program (SSTP)

These specialized programs are designed to enhance the teaching skills of field firearms instructors who are responsible for designing, developing and coordinating agency firearms requalification exercises.

### **BASIC PROGRAMS**

The basic firearms training programs offered by FAD range from 30 to 64 hours. The courses that comprise the basic curriculum are conducted in four phases:

Phase I – Theories and Techniques of Survival Shooting (TTSS)

Phase II – Survival Shooting Application (SSA)

Phase III – SSA Qualification & Semiautomatic Pistol Performance Practical Exercise

Phase IV – Specialty Courses (JPS-Situational Response)

The Firearms Division staff is committed to providing safe, realistic training that is responsive to the needs of all law enforcement personnel.

For further information, please contact:

Division Chief  
Firearms Division  
Office of Training Operations  
Federal Law Enforcement Training Center  
Building 221  
Glynco, Georgia 31524  
Telephone: 912-267-2278  
FAX: 912-267-3506

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: FIREARMS INSTRUCTOR MULTIPLE WEAPONS TRAINING PROGRAM (FIMWTP)\***

Program Description: The FIMWTP is designed to train the experienced Firearms Instructors in several advanced firearms-related subjects. The program content emphasizes the principles, techniques, and tactics employed when using a shoulder weapon (long arm) as a primary weapon and a side arm as a secondary weapon. Also addressed in the training are shoulder weapon retention and take-away techniques.

Courses include:

- Advanced Handgun/Shotgun Stress
- Advanced Shotgun
- Ammunition Deflection and Penetration
- Basic Shotgun Review
- Firearms Safety Briefing
- M-16 Rifle
- Running Man Move and Shoot
- Shotgun Reduced Light/Night Fire
- Submachine Gun
- Weapons Maintenance

Length of Training: 4.5 class days

Prerequisites for Attendance: For acceptance into the program, the instructor must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening; have completed the FLETC FITP, NRA, USSS, FBI or other recognized firearms instructor training school; have been a firearms instructor for a minimum of one year; and currently be a firearms instructor.

**Program Title: FIREARMS INSTRUCTOR REFRESHER TRAINING PROGRAM (FIRTP)\***

Program Description: The purpose of the FIRTP is to update active firearms instructors with current firearms methodologies, policies and procedures. The program is also designed to introduce and discuss contemporary firearms trends and techniques. The students are required to develop a dynamic course of fire, demonstrate instructor skills and successfully complete all course objectives through hands-on participation.

Courses include:

- Advanced Shotgun Applications
- Dynamic Cover Drills
- Instructor Liability
- Interactive Cover Drills
- Interactive Judgment Drills
- Introduction to Dynamic and Interactive Course Development
- JPS Applications
- Range/Off-Range Safety

- Situation Response
- Static Course Development
- Subdued Light Techniques

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; have graduated from a Firearms Instructor School presented by such organizations as the FLETC, NRA, FBI/DEA, USSS or equivalent; be in good physical condition; actively engage in firearms training; be agency-designated as a firearm's instructor; and currently serving as a full-time law enforcement officer. The Program Manager also recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year since graduation from a firearms instructor school.

**Program Title: FIREARMS INSTRUCTOR TRAINING PROGRAM (FITP)\***

Program Description: The FITP provides a specific curriculum of training addressing the needs and requirements of a firearms instructor. These instructors serve as their agency point of authority in the safe conduct of agency firearms qualification programs. Various instructional methodologies including conferences, lectures, role playing, demonstrations, discussions, and practical exercises are used during the FITP.

Topics include:

- Advanced Handgun/Shotgun Stress
- Advanced Shotgun Techniques
- Basic Marksmanship Instruction
- Downed/Disabled Officer Course
- Dual Assailant
- Firearms Safety Rules and Regulations
- Handgun/Shotgun Stress
- Indoor Reduced Light
- Instinctive Reaction
- Instructional Techniques
- Instructor Liabilities
- Judgment Pistol Shooting
- Officer Survival
- Off-Range Safety
- On-line Instruction
- On-line Instruction with Basic Students
- Preventing Injury and Illness on Ranges
- Range Organization and Administration
- Rifle Lecture/Laboratory
- Semiautomatic Lecture/Laboratory
- Situation Response Exercises
- Submachine Gun Familiarization

- Survival Shooting Techniques
- Target Analysis
- Trauma Management
- Use of Cover Drills

Length of Training: 10 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; experience in, or possess the potential for, presenting instructional material to law enforcement personnel; qualified in parent agency course of fire; actively engaged in, or expected to be detailed as, a firearms instructor for parent organization; be in good physical condition; and currently serve as a full-time law enforcement officer.

**Program Title: INSTRUCTOR TECHNIQUES FOR NON-LETHAL TRAINING  
AMMUNITION (ITNTA)\***

Program Description: The ITNTA is designed to assist the law enforcement trainer (LET), either firearms or use of force instructors, with the design and implementation of firearms-related, scenario-based training using non-lethal training ammunition (NLTA). The LET student will be assigned to a multi-person team tasked with the development and implementation of a variety of training exercises using *SIMUMITION FX* marking cartridges or similar NLTA. The program also requires the successful completion of a written, multiple-choice examination.

Courses include:

- Guidelines for Role Players
- Interactive Training
- NLTA Supplement to Training
- Personnel for Conducting Interactive Training with NLTA
- Phases of Training
- Scenario Development and Other NLTA Applications
- Survival Stress, Mental Preparation and Crisis Rehearsals
- Training Weapons, Ammunition, Protective Equipment, Facilities and

Length of Training: 3.5 class days

Prerequisites for Attendance: For acceptance into this program, the applicant must meet the following criteria: pass a FLETC health screening; is an agency designated firearms or use of force instructor who has graduated from an instructor training program as an instructor; and currently serving as a full-time law enforcement officer. The Program Manager recommends that the applicant be a graduate of an instructor development course offered by recognized training academies. The applicant should be highly motivated to attend and have a minimum of one year experience as either a firearms or use of force instructor, with sufficient knowledge of agency and job requirements to effectively formulate and evaluate training program objectives.

**Program Title: LAW ENFORCEMENT RIFLE TRAINING PROGRAM (LERTP)\***

Program Description: The LERTP is a training program for the law enforcement officer (LEO) who has responsibility for carrying a semiautomatic rifle for duty related incidents. The program is designed to further enhance rifle skills and proficiency in field application. This is a basic long arm course that targets the person who has limited rifle skills. Portions of the LERTP will be conducted at the Department of the Army, Ft. Stewart Long Range Facility. Classes are limited to 12 students.

Courses include:

- Assembly/Disassembly
- Cold Bore Shots
- Cycle of Operation
- Data Book/Records Keeping
- Effects of Weather/Wind
- Elevated Shooting
- Firearms Safety Briefing
- Long Range Shooting
- Moving Target Shooting
- Position Shooting
- Reduced Light Shooting
- Rifle Ballistics
- Rifle Nomenclature
- Weapon Maintenance
- Shooting Fundamentals
- Shot Placement on Humans
- Sight-In Techniques
- Tactical/Decision Courses of Fire

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; be in good physical condition; have completed a basic law enforcement academy; and be presently employed by a law enforcement agency as a sworn LEO, or as an agency instructor.

**Program Title: PRECISION RIFLE OBSERVER PROGRAM (PROP)\***

Program Description: The PROP is an advanced scope rifle training program. The program targets individual law enforcement officers (LEO) who have responsibilities in the possible deployment and usage of a scope rifle weapon system. The program has several mission statements which follow scenarios from the call out to a possible shot being fired. Students have the option to choose the training situations from a list of critical incident situations. Portions of this program include the use of the Department of the Army, Ft. Stewart Sniper Training Facilities. Classes are limited to 12 students and will revolve around a two-person rifle/observer team.

Courses include:

- Advanced Rifle Ballistics
- Counter Sniper Tactics
- Crisis Site Scenarios (Beginning to End .... Some Live Fire)
- Data Book/Cold Bore Shot
- Elevation Shooting/Varying Distances
- Equipment Overview
- Glass Deflection Demo/Drill
- Moving Target Drills
- Observation Techniques/Tactical Approach
- Observer Semiautomatic Rifle Familiarization
- Quick Reaction Drills
- Reduced Light Shooting
- Safety Rules/Regulations
- Selection and Occupation of Positions
- Unknown Distance Course Out to 600 Yards

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the student must meet the following criteria: the applicant must pass a FLETC health screening; must be in good physical condition; have completed a basic law enforcement academy; have completed a basic sniper or rifle training program; and be presently employed by a law enforcement agency as a sworn law enforcement officer, or as an agency instructor.

**Program Title: REACTIVE SHOOTING INSTRUCTOR TRAINING PROGRAM (RSITP)\***

Program Description: The RSITP enables new firearms instructors and field instructors to learn to teach Reactive Shooting. Reactive Shooting has been adopted by a number of federal agencies. It is expected the technique will continue to grow and will be adopted by other agencies. Intensive in nature, the training uses lecture, demonstration, laboratory exercises and student demonstrated proficiency by completing a qualification course of fire to the RSITP standard.

Topics include:

- Firearms Safety Rules Regulations
- Offering Safety
- Pistol Descriptions
- Reactive Shooting for Instructors
- Reactive Shooting Graded PE
- Reactive Shooting Scenarios with NLTA

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be a full-time law enforcement officer who meets the following criteria: the applicant must pass a FLETC health screening;

have completed a recognized firearms instructor training program; must be an active firearms instructor. Students are encouraged to bring their agency issued carry weapon, holster, and other equipment.

**Program Title: SURVIVAL SHOOTING TRAINING PROGRAM (SSTP)\***

Program Description: The SSTP is a dynamic training program designed to train LEOs concepts in survival/reaction shooting skills. Once the officers develop these skills, they will learn to apply them in a variety of stressful, practical situations. Within the eight (8) day training program, the officer will employ several different types of weapons including pistols, shotguns and submachine guns. The student will learn how to apply reaction shooting concepts to virtually any handgun or shoulder weapon. The student will learn to apply marksmanship principles in a much faster time frame without sacrificing accuracy. Ultimately, the SSTP is designed to prepare LEOs to survive an armed confrontation in a street situation.

Topics include:

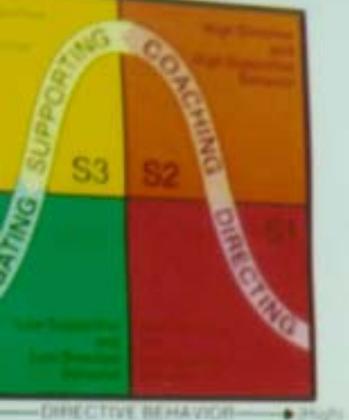
- Emergency Distance Shooting
- Live-Fire Shoot House Drills
- Physical Effects of Stress
- Pivot Drills
- Reduced Light with Flashlight
- Running Man Drills
- Safe Weapons Handling
- Submachine Gun Drills
- Tactical Shotgun Drills
- Tactical Speed Shooting Drills
- Use of Cover Drills

Length of Training: 8 class days

Prerequisites for Attendance: The training is open to any full-time law enforcement officer who has completed at least a basic firearms' training program. The applicant must also be able to pass a FLETC health screening.

# Leadership II Model

THE FOUR LEADERSHIP STYLES



MODERATE LOW  
D3 D2 D1  
DEVELOPMENT



## FLETC MANAGEMENT INSTITUTE

The Federal Law Enforcement Training Center Management Institute (FMI) is a Training Division in the FLETC Training Directorate with offices located in Townhouse 387A & B, Glynco, GA. FMI classes are conducted in a state-of-the-art conference facility that includes two classrooms, six breakout rooms and a student lounge area. The FMI staff designs, develops, coordinates and administers training programs for Federal law enforcement supervisors, managers and executives. Our goal is to provide our customers with training and development opportunities that address the leadership competencies needed to supervise and manage effectively in Federal law enforcement organizations. The learning methodologies used include lectures, small group discussions, case studies, problem-solving exercises, simulations, role-plays, and individual and group presentations. Many of our programs incorporate state-of-the-industry computer-generated management style inventories that provide participants with comprehensive feedback tailored to their individual needs.

The FMI training programs are unique in that they expressly confront the challenge of managing in the context of Federal law enforcement. Moreover, they bridge the gap between the widely available generic courses and the technical skills courses typically offered in-house by government organizations. The interagency training environment exposes participants to a variety of law enforcement organizations – promoting growth through shared leadership experiences while building effective interagency relationships so vital to the success of law enforcement organizations in today's world.

All of the training provided by FMI focuses heavily on the human capital development disciplines and the law enforcement mission and culture. FMI has partnered with nationally and internationally renowned experts on leadership, enabling FMI to deliver to its customers some of the best leadership training found anywhere. Further enhancing the effectiveness of its programs, FMI's courses have been customized to address the concerns and needs of the law enforcement community. This partnership has proven to be an investment that will continue to develop and prepare the next generation of law enforcement leadership for this nation.

To ensure that the specific needs and concerns of law enforcement supervisors and managers are addressed, FMI's management and instructional staff are themselves law enforcement managers. Many of the courses and programs that are taught require staff members to complete training and licensing requirements. Additionally, all of FMI's adjunct faculty and contractual instructors have either extensive law enforcement management experience or are recognized as subject matter experts in issues related to law enforcement leadership. The FMI staff is ready to assist law enforcement managers and supervisors in solving training problems.

For further information, please contact:

FLETC Management Institute  
Townhouse 387 A&B  
FLETC  
Glynco, GA 31524  
Telephone: (912) 267-2988  
Facsimile: (912) 267-2745

**Program Title: BASIC LAW ENFORCEMENT SUPERVISOR TRAINING PROGRAM  
(BLESTP)**

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a supervisory training program designed for law enforcement. The instructors in this program are all current or former supervisory law enforcement professionals. These professionals bring the unique understanding of the law enforcement culture and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

Participants in this program will gain an understanding of how to apply basic leadership knowledge, skills, and abilities (KSAs) in order to attain the highest level of performance and accountability. This program develops the new law enforcement leader's skill base in three key enablers of human capital leadership: people, processes, and technology. The program focuses heavily on the most important enabler of human capital leadership, people.

The leadership development journey begins with self assessment, and coming to the understanding that people are assets whose value can be enhanced through investment and understanding. The law enforcement leadership journey continues by helping the new leader to understand, and then align with the employing agency's vision, mission, future goals, core values, objectives. Through this process, participants learn to lead by example.

This program provides the students with the competencies needed to be effective as a leader in the law enforcement community. The KSA topical areas include leadership skills, communication skills, team building, conflict management, human capital resource management, legal responsibilities, stress management, workplace diversity, performance skills, briefing skills, and decision-making skills. Using their own life and work experiences, participants will explore these topics and develop skills through use of an adult learning model that employs lecture, laboratory and practical exercises, case studies, and self-directed learning.

Topical Competencies:

- Attitudes, Values and Ethics
- Communication Skills
- Computer Skills Workshop
- Conflict Management
- Leadership and the One Minute Manager (Situational Leadership® II)
- Law Enforcement Briefing Skills
- Law Enforcement Leadership Skills for the Future
- Law Enforcement Networking
- Legal Understanding and Responsibilities for Leadership
- Paradigms and Technical Change
- Performance Management
- Problem Solving
- Understanding Behavioral Diversity (DISC)
- Workplace Stress Issues

**NOTE: To complete this program successfully, participants will need to complete approximately 16 hours of self-directed study after hours.**

Length of Training: 8 class days, 80 training hours

Prerequisites for Attendance: This program is designed as a career development tool; attendance is determined by Partner Organization needs.

**Program Title: LAW ENFORCEMENT MANAGER TRAINING PROGRAM (LEMTP)**

Program Description: The Law Enforcement Manager Training Program is a comprehensive middle management training program designed to provide continued support for the law enforcement manager's career development. It is also designed to provide information to the manager so s/he may create greater organizational efficiency and effectiveness back on the job.

The competencies that mid-level managers must comprehend are explored fully so that these managers will be provided the tools to meet the complex problems of their work environment. Not only are the competencies addressed, but we also provide law enforcement second-line supervisors and managers with information to develop their cognitive abilities and skills needed to carryout human capital leadership principles in their organizations. The LEMTP also provides law enforcement professionals the opportunity to learn and network with peers who share similar experiences, problems, challenges and other concerns that law enforcement is facing today and will face in the future.

This Program is sequenced in a way that a common thread continues from our Basic Law Enforcement Supervisor Training Program into the LEMTP. This Program responds to future challenges by exploring managerial complexities. It is more important than ever that every manager know the "ins" and "outs" of an organization's operations and how to maximize the resources available to his/her employing organization in order to meet its mission objectives.

Program Modules:

- Budget
- Creating a High Performance Climate
- Effective Writing for Mid-level Managers
- Legal Issues for Law Enforcement Managers
- Management Theory
- Media Relations
- Role of the Mid-level Manager
- Strategic Planning and Strategic Management
- Stress/Conflict Management
- Team Building

Length of Training: 8 class days

Prerequisites for Attendance: This program is not intended for entry-level supervisors. It is designed for Federal law enforcement managers who have completed a first-line supervisory training program such as the Basic Law Enforcement Supervisor Training Program (BLESTP) or one who has served in an operational supervisory role.

**Program Title: LEADERSHIP THROUGH UNDERSTANDING HUMAN BEHAVIOR TRAINING PROGRAM (LTUHBTP)**

Program Description: This program is a career development tool that provides a unique opportunity for law enforcement professionals to develop and refine their supervisory skills in a training program specifically designed for law enforcement. The instructors in this program are all current or former law enforcement leadership professionals. These professionals bring a unique understanding of the law enforcement culture, and the practical knowledge of how to meet the challenges that a law enforcement supervisor will face in operational law enforcement settings.

This program is designed to provide law enforcement supervisors and managers who have not taken the Basic Law Enforcement Supervisor Training Program (BLESTP) and are not scheduled to attend BLESTP, with the key leadership competencies that they will need to become more effective leaders. Over the last few years, FMI has had numerous requests from managers attending the Law Enforcement Managers Training Program (LEMTP) for a program that covers the competencies in DISC, Values, and Leadership and the One Minute Manager (Situational Leadership® II) – all covered in BLESTP. These courses focused heavily on the human capital leadership “enablers”, dealing specifically with the most important enabler, “people”. Participants learn how human capital leadership competencies and practices can improve their organizations’ economy, efficiency, and effectiveness; thus developing their people and providing a better service to our Nation. This program is designed to meet that need, but it is not intended to replace the Basic Law Enforcement Supervisor Training Program. Additionally supervisors and managers who have already completed courses in the above competencies may also wish to consider taking this program in order to enhance their skills (“sharpen the saw”) in these competencies.

Topical Competencies:

- Attitudes, Values and Ethics
- Communication Skills
- Leadership and the One Minute Manager (Situational Leadership® II)
- Paradigms Diversity and Organizational Change
- Understanding Behavioral Diversity (DISC)

**Note: To complete this program successfully, participants will need to complete 4 hours of self-directed learning after-hours.**

Length of Training: 3 class days, 24 training hours

Target Audience: Middle Management

Prerequisites for Attendance: This program is designed as a career development tool; attendance is determined by Partner Organization needs.

**Program Title: SITUATIONAL LEADERSHIP® II (LAW ENFORCEMENT VERSION) (SLII)**

Program Description: This program teaches the leadership model developed by Dr. Ken Blanchard and his colleagues at The Ken Blanchard Companies. The FLETC Management Institute (FMI) and

The Ken Blanchard Companies have collaborated to customize the program for law enforcement leaders and managers. It provides a unique opportunity for law enforcement professionals, not only to refine their supervisory and leadership skills and share their real-world experiences, but more importantly, to use Situational Leadership® II (SLII) to develop their people.

The most valuable resource any agency has is its people. Effective leaders are those individuals who understand this fact, and have the leadership competencies to invest in the development of the human capital. SLII (Law Enforcement Version) provides the participant with the competencies needed to lead their people based on each individual's or team's skill and attitude level for a specific task or mission. By using this model, the law enforcement leader can develop their people and organizations into highly effective individuals, teams and agencies that recognize the intrinsic value of each employee. Through this process, human capital organizations are created, resulting in agencies that focus on valuing employees and aligning their people policies to support organizational performance goals.

The instructors are current or former law enforcement professionals and have been qualified by The Ken Blanchard Companies to present the program. These professionals bring a unique understanding of the law enforcement culture, and practical knowledge of how to meet the challenges that face a law enforcement supervisor in operational settings.

Participants in this program will gain an understanding of how to apply Situational Leadership® II in both their personal lives and their law enforcement careers. Participants will explore topics to develop skills using an adult learning model that employs lecture, case studies, practical exercises, and self-directed learning. This program is highly participatory and hands on.

#### Program Competencies:

- Beliefs and Building Blocks
- Diagnosis
- Flexibility
- Implementing and Applying Situational Leadership® II
- Initiating and Implementing Organizational Change
- Leadership for the Future
- Matching Leadership Style to Development Level

Length of Training: 2 ½ class days, 20 training hours

Target Audience: Anyone who has a law enforcement leadership role.

Prerequisites for Attendance: This program is designed as a career development tool; attendance is determined by Partner Organization needs.

#### **Program Title: THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE® (TSHOHEP)**

Program Description: The FLETC Management Institute in partnership with the FranklinCovey Company is proud to offer the program “The Seven Habits of Highly Effective People®.” This timely program contains all the information and materials found in the public or corporate offerings but has been tailored to meet the unique needs of the law enforcement professional. Each facilitator is a

current or former law enforcement professional certified by the FranklinCovey Company to present this challenging program.

The extraordinary events of September 11, 2001 and the continuing “War Against Terrorism” are calling law enforcement professionals to undertake additional duties including heightened vigilance, mission redefinition or expansion and, for some, agency reassignment or reorganization. The strategic management of human capital is critical to success in meeting these challenges. The Administration and the Congress both recognize the importance of human capital and encourage further investment in these valuable assets. The key to increased security and successful law enforcement operations are the people who do the tasks. They must be responsible, accountable, able to develop and use their many talents, and must be recognized for their unique contributions.

The Seven Habits program begins and enhances the developmental process for the law enforcement professional by encouraging and facilitating the recognition of **Being Proactive** in choosing one’s attitude, by creating opportunities for success by being “response-able.”

To **Begin With the End in Mind**, the habit of personal leadership by realizing possibilities rather than obstacles in one’s professional and personal life. To work on those plans by focusing on what is important rather than what appears urgent by **Putting First Things First**.

To be successful, law enforcement professionals must recognize the importance of effective communication through the habit of **Think Win-Win**, the habit of interpersonal leadership. Effective communication requires that one be able to listen empathetically before speaking and through the habit of **Seek First to Understand, Then be Understood** the law enforcement professional will strengthen the habit of communication.

An emerging strength for the law enforcement community is the recognition of diversity whether defined by demographics, values, behaviors or experiences. The habit of **Synergy** is the habit of creative cooperation to maximize learning different points of view and seeking to find a better solution to a problem.

Finally, the law enforcement professional must recognize that only through continual improvement or **Sharpening the Saw** can one keep current on the latest law enforcement techniques and maintain physical and emotional health.

Our employees are the most effective enablers for organizational effectiveness. This program provides tools to enhance their individual performance and to become persons of positive influence in the organization.

Please note that 4-6 weeks prior to the start of the program, participants must complete a 360-degree 7-Habits® Profile to obtain valuable feedback needed during the conduct of the training. This program may be available for export to your location for the price of the training materials and the travel and per diem expenses of the facilitators.

Length of Training: 3 ½ class days, 28 training hours

## **INTERNATIONAL PROGRAMS DIVISION**

In 1991, with the emergence of the twelve independent states from the former Soviet Union, the United States began supporting these countries in their democratic and open market transitions. To support the ‘rule of law,’ the United States provided assistance toward promoting, legal reform, strengthening the judiciary, modernizing legal education and improving law enforcement practices. This assistance largely was implemented by the US Agency for International Development, Department of State, Justice Department and the Department of Treasury. In 1994, FLETC created the International Programs Division to handle the growing international involvement in Federal criminal investigations. Over the years the increased demand for international training has resulted in a diversified mix of functions for which IPD is responsible.

**The IPD MISSION:** To provide quality, cost-effective training, that is designed to support and promote the ideas of law and democracy to international criminal justice professionals worldwide.

### **IPD OPERATIONS: Two Parts of the Whole**

The IPD is at the forefront in the development of training programs and curriculum for international criminal justice professionals through research, assessments, curriculum review, and evaluations; and the IPD coordinates, manages, and delivers criminal justice training programs for international participation, at the FLETC as well as overseas.



## LEGAL DIVISION

The staff of the FLETC Legal Division (LGD) consists of attorneys who have a variety of law enforcement, prosecutive, and Federal trial experience. They are responsible for the development and presentation of all of the legal courses taught in the Center's basic training programs. In addition to providing basic training, the Legal Division staff has developed a highly regarded weeklong Continuing Legal Education Training Program. They have designed this program to update experienced agents and law enforcement officers in current legal issues.

An additional resource for Federal, State and local law enforcement officers and agents is the *Quarterly Review*. Published four times a year, the *Quarterly Review* features articles on recent developments in Federal case law that impact the Constitutional requirements placed on law enforcement actions. The *Quarterly Review* is available at [http://www.fletc.gov/legal/legal\\_home/htm](http://www.fletc.gov/legal/legal_home/htm). Prior issues of the *Quarterly Review* are archived and available on the web site.

For further information, please contact:

Division Chief  
Legal Division  
Federal Law Enforcement Training Center  
Building 69, 2<sup>nd</sup> Floor  
Glynco, GA 31524  
Telephone: 912-267-2689  
FAX: 912-261-3635

For enrollment information, contact your agency training officer, your on-site representative at the Center, or the IG Academy.

**Program Title: CONTINUING LEGAL EDUCATION TRAINING PROGRAM (CLETP)\***

Program Description: Federal law enforcement officers and agents attending the CLETP receive a refresher in the legal subject matter presented in their basic training. This course can help increase investigative skills in gathering evidence and help avoid liability through increased knowledge of the law. In this legal review, recent court decisions, new laws, and changes to laws are discussed, bringing the student up-to-date with current law. The CLETP is offered at the Center in Glynco and on an export basis.

Topics include:

- Courtroom Evidence
- Electronic Law and Evidence
- Fifth Amendment Self-Incrimination
- Fourth Amendment Search and Seizure
- Government Workplace Searches
- McDade Amendment/Union Representation at Interviews
- Officer Liability
- U.S. Patriots Act

Length of Training: 4.5 class days

Prerequisites for Attendance: There are no prerequisites for attendance, but the program is designed for officers and agents who have attended a basic training program and have had no formal update training within the past few years.



## **OFFICE OF ARTESIA OPERATIONS**

The FLETC operates a campus at Artesia, New Mexico, near Roswell. This site supports certain Center Basic, Center Integrated Basic, Agency Specific Basic, Center Advanced and Agency Advanced training programs for approximately 70 Federal agencies.

### **ARTESIA TRAINING DIVISION**

The staff of the Artesia Training Division (ATR) is responsible for designing, developing, coordinating, and administering advanced and specialized training programs for the United States Border Patrol, Bureau of Prisons, Transportation Security Administration and other Partner Organizations. Basic and Advanced training programs are conducted for the Department of Interior's Bureau of Indian Affairs under the auspices of the Indian Police Academy.

Specialized instructor programs such as the Driver Instructor Training Program (DITP), Firearms Instructor Training Program (FITP), Defensive Tactics Instructor Training Program (DTITP), and Officer Safety and Survival Training Program (OSSTP) are also conducted at the Artesia facility. These instructor programs are open to Federal as well as State and local students. State and local selections and admissions are coordinated through the National Center for State and Local Law Enforcement Training, located at the Federal Law Enforcement Training Center, Glynco, Georgia.

For further information, please contact:

Chief, Artesia Training Division  
Federal Law Enforcement Training Center  
1300 West Richey Avenue  
Artesia, NM 88210  
Telephone: 505-748-8015  
FAX: 505-748-8171

**Program Title: BASIC CORRECTIONS OFFICER TRAINING PROGRAM (BCOTP) – INDIAN POLICE ACADEMY**

Program Description: This 5-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs and tribal corrections officers, provides instruction on Rights of Inmates, Jail Operations, Fire Safety in Jails, Alcohol & Substance Abuse in Jails, Contraband Control and Cell Search, Inmate Health Screening, Disturbance Control, Bookings and Admissions, Jail Security, Environmental Health Inspections, Record Keeping, Suicide Prevention, Inmate Management, Community Policing, and Special Inmate Problems.

Length of Training: 29 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal corrections officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

**Program Title: BASIC JUVENILE CORRECTIONS OFFICER TRAINING PROGRAM (BJCOTP) - INDIAN POLICE ACADEMY**

Program Description: This 5-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs and tribal juvenile corrections officers, provides instruction on Rights of Juveniles, Jail Operations, Fire Safety in Jails, Alcohol & Substance Abuse in Jails, Contraband Control and Cell Search, Inmate Health Screening, Disturbance Control, Bookings and Admissions, Jail Security, Environmental Health Inspections, Record Keeping, Suicide Prevention, Inmate Management, Community Policing, and Special Juvenile Problems.

Length of Training: 29 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal juvenile corrections officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

**Program Title: BASIC POLICE OFFICER TRAINING PROGRAM (BPOTP) - INDIAN POLICE ACADEMY**

Program Description: This 16-week Integrated Basic Police Training Program, designed for U.S. Bureau of Indian Affairs (BIA) and tribal law enforcement officers, provides instruction on Ethics and Conduct, Stress, Conflict Management, Narcotics, Collection and Preservation of Evidence, Officer Safety and Survival, Criminalistics, Civil Rights, Search and Seizure, Detention and Arrest, Indian County Law, and BIA specialized training. Other basic law enforcement subjects include Driver, Firearms and Physical Training Programs.

Length of Training: 79 class days

Prerequisites for Attendance: The BIA sets its standards for recruiting new BIA and tribal law enforcement officers. After the individuals have been selected, they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, New Mexico.

**Program Title: BASIC TELECOMMUNICATIONS OFFICER TRAINING PROGRAM (BTOTP) - INDIAN POLICE ACADEMY**

Program Description: This 2-week Integrated Basic Police Training Program is designed to train new U.S. Bureau of Indian Affairs and tribal telecommunication officers (dispatchers). Courses familiarize the students with the terminology, technology and resource materials that they will use on the job. Students are given training in handling emergency situations and the stress of dealing with various types of emergency situations.

Length of Training: 10 class days

Prerequisites for Attendance: The BIA sets standards for recruiting new BIA and tribal telecommunications officers. After the individuals have been selected they are sent by the BIA to the Indian Police Academy, FLETC, Artesia, NM.

**Program Title: OFFICER SAFETY AND SURVIVAL TRAINING PROGRAM (OSSTP)**

Program Description: The program is an intensive hands-on skills training in officer safety and survival. The purpose of the training is to provide law enforcement personnel with the tools necessary to stay alive in the field/street. Attendees should bring all personal duty gear. Vests are recommended for wearing on the firing range during tactical instruction and laboratory exercises. Participants will use non-lethal weapons and ammunition in some exercises.

Courses include:

- Arrest Techniques
- Body Bunker Usage
- High Risk Warrant Service
- Non-Lethal Training Weapons and Ammo in Some Exercises
- Rapid Raid
- Ruse Felony Vehicle Stops
- Survival Shooting
- Tactical Planning
- Tactical Speed Shooting
- Tactics and Techniques of Slow and Deliberate Search
- Team Tactics Concept
- Use of Impact Weapons
- Weapons Retention

Length of Training: 8 class days

Prerequisites for Attendance: Attendees must be full-time, experienced law enforcement officers or agents who have passed their agency's standards within the past 6 months. Attendees must certify that they can meet the Practical Exercise Performance Requirements of this program.



## PHYSICAL TECHNIQUES DIVISION

The staff of the Physical Techniques Division (PTD) has instructional and course development responsibilities for six major subject matter areas: Arrest Techniques, Defensive Tactics, Intermediate Weapons, Cardiopulmonary Resuscitation (CPR), Physical Conditioning, and Survival Swimming. In basic programs, instruction is provided in Arrest Techniques, which involves handcuffing and searching procedures, Defensive Tactics, which includes ground and close quarter fighting techniques, and Baton Techniques. The American Red Cross CPR Certification is required in many programs. Students must complete successfully a practical exercise and/or written examination in each of these subjects.

Most programs require participation in physical conditioning. Additionally, students participate in the Physical Efficiency Battery (PEB). This involves assessments in cardiovascular endurance, dynamic upper body strength, body fat composition, agility, and flexibility of the lower back area. The five advanced programs described on the following pages were designed to train the trainer.

For further information, please contact:

Division Chief  
Physical Techniques Division  
Building 252  
Federal Law Enforcement Training Center  
Glynco, GA 31524  
Telephone: 912-267-2405  
FAX: 912-262-3708

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: ARREST TECHNIQUES INSTRUCTOR TRAINING PROGRAM (ATITP)**

Program Description: The ATITP is a 40-hour course that provides training in the methodology of arrest techniques at the instructor level.

Instruction includes:

- Arrest Techniques
- Close Quarter Arrests
- Injury Management Principles
- Instructional Methodologies
- Instructor Liability
- Multiple Officer/Agent Arrests
- Psychomotor Skill Development
- Systematic Searching Techniques
- Tactical Handcuffing
- Tactical Removal of Visible Weapons
- Transporting Prisoners
- Use of Force
- Use of Various Restraining Devices

Length of Training: 5 class days

Prerequisites for Attendance: The individual must be a full time law enforcement officer recommended by the employing agency to attend the program. The person must be medically cleared and physically capable of completing all aspects of this physically demanding course. The individual must possess a current valid CPR certification and present proof of certification on arrival to the program. The individual must attend all class sessions. Early departures, late arrivals or absence from classroom sessions or practical exercises are not permitted. Individuals who do so **Will Not Graduate**.

**Program Title: DEFENSIVE TACTICS INSTRUCTOR TRAINING PROGRAM (DTITP)**

Program Description: This course will provide the students with the knowledge and skills to teach Defensive Tactics to their Agency.

Instruction includes:

- Clearing Hands Principles
- Edged Weapons Defense
- Ground Defense
- Handcuffing Review
- Injury Management
- Instructor Methodology
- Pressure Points
- Removal of Visible Weapons Principles
- Search and Frisk Principles
- Spontaneous Attack Defense
- Stance and Body Movement

- Stress Inoculation Drills
- Strikes and Blocks
- Tactical Simulation Training
- Takedowns
- Use of Force

Length of Training: 10 class days

Prerequisites for Attendance: The individual must be a full time law enforcement officer recommended by the employing agency to attend the program. The person must be medically cleared and physically capable of completing all aspects of this physically demanding course. The individual must possess a current valid CPR certification and present proof of certification on arrival to the program. The individual must attend all class sessions. Early departures, late arrivals or absence from classroom sessions or practical exercises are not permitted. Individuals who do so **Will Not Graduate**.

**Program Title: INTERMEDIATE WEAPONS INSTRUCTOR TRAINING PROGRAM (IWITP)**

Program/Course Description: This course will provide the students with the knowledge and skills to teach Impact Weapons and Oleoresin Capsicum (OC) spray to their Agency.

Instruction includes:

- Baton Techniques
- Instructor Methodologies
- Interactive Training Scenarios
- OC Spray and Tactics (*includes an active OC exposure*)
- Overview of Electrical Devices
- Spontaneous Attack Defense
- Stance and Body Movement
- Student Teaching
- Threat Assessment
- Use of Force

Length of Training: 5 class days

Prerequisites for Attendance: The individual must be a full time law enforcement officer recommended by their agency to attend the program. The person must be medically cleared and physically capable of completing all aspects of this physically demanding course. The individual must possess a current valid CPR certification and present their card on arrival to the program. The individual must attend all class sessions. Early departures, late arrivals or absence from classroom sessions or practical exercises are not permitted. Individuals who do so **Will Not Graduate**.

**Program Title: LAW ENFORCEMENT CONTROL TACTICS INSTRUCTOR TRAINING PROGRAM (LECTITP)**

Program Description: The LECTITP is an intensive 104-hour program combining the arrest techniques, defensive tactics, and intermediate weapons instructor training programs into one complete course.

The course will provide the student with knowledge and skills to teach their respective agency in the listed categories.

Instruction includes:

- Arresting Multiple Offenders
- Edged Weapon Defense
- Frisk and Searching Principles and Procedures
- Ground Defense
- Handcuffing Concepts and Positions
- Impact Weapons and Baton Techniques
- Injury Management
- Instructor Liability
- Instructor Methodology
- Interactive Training Scenarios
- Methods of Clearing Hands
- OC Spray and Tactics (includes an active OC exposure)
- Pressure Points
- Removal of Visible Weapons Principles
- Spontaneous Attack Defense
- Stance and Body Movement
- Stress Inoculation Drills
- Strikes and Blocks
- Student Teaching
- Tactical Simulation Training
- Takedowns
- Threat Assessment
- Use of Force
- Use of Multiple Officers/Agents During Arrests
- Use of Various Restraining Devices

Length of Training: 13 class days

Prerequisites for Attendance: The individual must be a full time law enforcement officer recommended by their agency to attend the program. The person must be medically cleared and physically capable of completing all aspects of this physically demanding course. The individual must possess a current valid CPR certification and present their card on arrival to the program. The individual must attend all class sessions. Early departures, late arrivals or absence from classroom sessions or practical exercises are not permitted. Individuals who do so **Will Not Graduate**.

**Program Title: PHYSICAL FITNESS COORDINATOR TRAINING PROGRAM (PFCTP)**

Program Description: The PFCTP is designed to present the participant with information concerning health, physical fitness assessment and conditioning, program management, basic anatomy and physiology, exercise leadership, and injury prevention. Individuals completing this program will receive instruction and practical training to instruct, demonstrate, evaluate, and direct programs in the related areas of physical fitness.

Due to the broad scope of this program, the participant will need to complete successfully all of the following requirements during the PFCTP to receive certification:

Pass the Physical Efficiency Battery (PEB). The fitness PEB consists of five physical fitness items performed during a single physical fitness evaluation session. The student must obtain a score of 40% in all five PEB events. The PEB measures flexibility (sit and reach test), body fat (skinfolds technique), speed and agility (Illinois agility test), aerobic capacity (1.5 mile run), and upper body strength (bench press). Scores for specific tests are available upon request.

Possess a valid CPR certification. Participants must bring their current CPR cards (American Heart Association or American Red Cross).

Attend all class sessions. Students who arrive late or leave early and are absent from either instructional or practical sessions will not graduate from the program.

Successfully pass (minimum score of 70%) the written examinations. A comprehensive, multiple choice examination and a case study examination is given at the end of the program.

Successfully pass the practical examination. This evaluation will be conducted to assess the individual's skill in conducting all phases of the PEB. A minimum score of 70% is required.

Each student ***MUST PASS EACH EVALUATED AREA.***

Physical training clothing will be provided; however, all participants are required to bring personal running and court (tennis) shoes, and calculators (used in determining PEB scores and fitness calculations).

Length of Training: 10 class days

Prerequisites for Attendance: Applicants must meet the criteria listed above.



## SECURITY SPECIALTIES DIVISION

The primary mission of the Security Specialties Division is designing, developing and conducting quality training courses in the areas of antiterrorism, bombs and explosives, counterterrorism, crisis management, patrol procedures, physical security, tactical applications, and transportations security. Classroom lecture, reinforced through various training aids, laboratories exercises, and practical exercise applications ensure the meaningful learning experiences of the students.

Courses taught by the SSD staff in the Center Basic training programs include: Bombs and Explosives, Bomb Threat Management, Weapons of Mass Destruction, Weapons and Explosives Detection, Hazardous Materials Awareness and Operations, Physical Security, First Response, Introduction to Officer Safety and Survival, Introduction to Tactics, Building and Room Searches, Building Entry and Warrant Service, Officer Safety and Survival Assessment Laboratories, Patrol Procedures, Criminal Information/Intelligence, OPSEC (Operations Security), Personal Protection and Terrorism related courses.

The division conducts approximately one hundred and eighty five courses distributed throughout the Center Basic, Center Integrated Basic, Agency Specific Basic, Center Advanced and Agency Advanced training programs. The SSD Advanced training programs are offered on a regular basis dependent on annual student projections and availability of training facilities. SSD offers eight Center Advanced training programs in the topical areas of Physical Security, Land Transportation and Seaport Security Antiterrorism, Weapons of Mass Destruction, Critical Infrastructure Protection, and Crisis Management.

For further information, please contact:

Program Manager  
Security Specialties Division  
Federal Law Enforcement Training Center  
Building 67  
Glynco, GA 31524  
Telephone 912-267-3186  
FAX 912-267-3144

For enrollment information, contact your agency training officer or the FLETC representative through the appropriate chain of command.

**Program Title: CRISIS MANAGEMENT TRAINING PROGRAM (CMTP)\***

Program Description: The major thrust of the CMTP is to teach the participants how to develop contingency plans for emergency or crisis situations utilizing the incident command system (ICS) model. During the program, the students will participate in numerous contingency planning exercises including a comprehensive practical exercise designed to prepare for a crisis.

Courses include:

- Animal Environmental Rights Extremists
- Bomb Threat Planning and Response
- Contemporary Issues
- Contingency Planning and Development (Introduction to ICS)
- Criminal Information and Intelligence
- Crisis Management
- Crisis Site Negotiations Overview
- Demonstrations and Protests
- First Response Media Considerations
- Operations Security
- Terrorism Overview

Length of Training: 5 class days

Prerequisites for Attendance: Applicants must be senior law enforcement officers, investigators, or supervisors with contingency planning responsibilities.

**Program Title: CRITICAL INCIDENT RESPONSE TRAINING PROGRAM (CIRTP)\***

Program Description: This train-the-trainer program is designed to deal with the full range of options available to a law enforcement agency when responding to a hostage-barricade critical incident. Experience has proven that the first 30 minutes of a hostage-barricade incident are normally the most difficult and dangerous. Actions taken in the early stages may actually limit and have an overwhelming influence on the resolution options.

Students are provided with a complete training package that offers a full menu of options to allow them to tailor their training to meet their agency's needs. The training methodology ranges from multiple 15-minute roll-call training segments for patrol officers to a 40-hour program for managers/decision-makers with direct responsibility for managing their agencies' responses to critical incidents. The training options between these two extremes are virtually unlimited.

Courses include:

- Command Post Organization and Operation
- Containment/Assault Demonstration
- Contemporary Issues
- Essential Elements of Information - Debriefing Checklist
- First Line Supervisor

- First Responder Negotiations
- Introduction to Critical Incident Response
- Pre-Confrontation/Contingency Planning
- Site Survey
- Small Group Rehearsal and Presentation
- Tactical Perimeters

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, applicants must be full-time law enforcement officers or investigators presently assigned to duties that include the training subject matter. Individuals also must be certified trainers by their agencies' standards.

**Program Title: CRITICAL INFRASTRUCTURE PROTECTION TRAINING PROGRAM (CIPTP)**

Program Description: This program is designed for the Security Manager or Senior Security Specialist. The program addresses protection of those physical and cyber-based systems essential to the operation of the economy and government including, telecommunications, energy, banking and finance, transportation, water systems and emergency services, both governmental and private.

Courses include:

- Case Studies
- CIP Policy
- CIP Model
- Emergency Programs
- Information Security
- Matrix/Vulnerability Assessment
- OPSEC
- Personnel Security
- Physical Security
- Security and Contingency Planning P.E.
- Threat Assessment Process
- Threat Briefing

Length of Training: 4 ½ class days

Prerequisites for Attendance: Generally, applicants should be mid-level managers; however, others assigned to duties directly related to the protection of physical and cyber-based systems against terrorist attacks can attend.

**Program Title: LAND TRANSPORTATION ANTITERRORISM TRAINING PROGRAM (LTATP)\***

Program Description: The LTATP program is designed to protect the land transportation infrastructure to include rail, mass transit, and bus operations. The program was developed through a cooperative

effort between the FLETC and the U.S. Department of Transportation. Major emphasis is placed upon antiterrorism planning and prevention for land transportation systems. It addresses the needs of all personnel charged with security responsibilities. Guest instructors with specialized expertise compliment the FLETC training staff. The LTATP is usually conducted at an agency-specific training site.

Courses include:

- Bomb Threat Planning, Recognition, and Response
- Current Threat Overview
- Cyber Threat
- Pre-Incident Indicators Awareness
- Special Events Security Planning
- System Security Planning
- Transportation System Vulnerabilities
- Weapons and Tactics
- Weapons of Mass Destruction

Length of Training: 5 class days

Prerequisites for Attendance: Applicants must be assigned to duties directly related to security and contingency planning of a land transportation system. The program is available to full-time law enforcement officers, security personnel (public and private sector under special circumstances), and military personnel.

**Program Title: LAW ENFORCEMENT MEDIA RELATIONS TRAINING PROGRAM  
(LEM RTP)**

Program Description: The LEM RTP is a media-relations training program designed to provide the basic tools for dealing with print, radio, and television media in a professional manner for Federal, state and local law enforcement officials who come into contact with the media. This includes the First Line Supervisor at a critical incident scene, Shift Commanders, Supervisory Special Agents, Public Affairs Officers, Public Information Officers, etc. Guest instructors with specialized expertise compliment the FLETC training staff in the presentation of this program.

Courses include:

- Crisis Management and the Media
- Critical Incident News Conference Lab
- Critical Incidents and Media Management
- Interviews with the Media
- Legal Issues
- Managing the Media
- News Conferences
- News Releases
- Opening Interview Lab
- PIO Responsibilities
- Understanding the Media

Length of Training: 4½ class days. Official travel days are Sunday and Friday.

Prerequisites for Attendance: Applicants should have an interest in improving their skills in dealing with the media.

**Program Title: PHYSICAL SECURITY TRAINING PROGRAM (PSTP)**

Program Description: The PSTP is designed to provide an in-depth knowledge of physical security systems and procedures. The survey process is the common thread used in teaching this program. The PSTP includes conceptual security considerations, vulnerability assessments, and familiarization with hardware and procedures. A comprehensive practical exercise is followed by a formal presentation of the survey results by each of the survey groups. The antiterrorism/physical security training facility is used both as classroom and working laboratory, providing a “hands-on” training environment.

Subjects include:

- Access Control
- Bombs and Explosives
- Closed Circuit Television Systems
- Computer Security
- Contingency Planning
- Domestic Terrorism
- Fire Safety
- Guard Force
- Intrusion Detection Systems
- Locks and Locking Devices
- Operations Security (OPSEC)
- Perimeter Security
- Protective Lighting
- Risk Assessment
- Security Design
- Security Information Resources
- Security Legal Considerations
- Security Survey Process
- Special Events Security Equipment
- Special Events Security Planning
- Survey - Practical Exercise
- Theory of Physical Security and Crime Prevention
- Workplace Violence
- Weapons/Explosives Detection

Length of Training: 10 class days

Prerequisites for Attendance: Attendance is open to Federal, State and local law enforcement officers, investigators, and physical security specialists as well as the military and other U.S. Government agencies having physical security planning responsibility.

**Program Title: SEAPORT SECURITY ANTITERRORISM TRAINING PROGRAM  
(SSATP)\***

Program Description: This security and antiterrorism-oriented program is designed for the individual, normally a mid-level manager or first-line supervisor, with security and contingency planning duties and responsibilities associated with a seaport. A simulated crisis management and staff exercise provides an opportunity to deal with realistic problem-solving issues. Guest speakers with specialized expertise are used throughout the program.

Subjects include:

- Bombs and Explosive Devices
- Contemporary Terrorism
- Criminal Information/Intelligence
- Crisis Management
- Crisis Management Practical Exercise
- Environmental Extremists
- Hazardous Materials Security
- Hostage Situations
- Introduction to Seaport Security
- Introduction to Terrorism
- Media Considerations
- Physical Security Equipment
- Port Survey and Inspections
- Security and Contingency Planning
- Smuggling Interdiction
- Tactical Considerations
- Threat and Risk Analysis
- Weapons of Mass Destruction

Length of Training: 5 class days

Prerequisites for Attendance: For acceptance into the program, the applicant must be assigned to duties directly related to security and contingency planning of a seaport. The program is available to law enforcement officers, security personnel (public and private sector under special circumstances), and military personnel.

**Program Title: WEAPONS OF MASS DESTRUCTION TRAINING PROGRAM (WMDTP)**

Program Description: The WMDTP program is a train-the-trainer program that is designed to offer awareness training for the first responding officers to a nuclear/radiological, biological, or chemical incident. A simulated exercise will provide students with an opportunity to deal with realistic problem-solving issues. Guest speakers with specialized expertise are also used throughout the program.

Courses include:

- Biological Agents and Physiological Effects

- Bomb and WMD Threat Management
- Chemical Agents and Physiological Effects
- Conventional Explosives as WMD
- Delivery and Dissemination Devices (w/Presentations)
- Detection and Identification of CBR Agents
- Downwind Hazard Analysis
- Evidence Collection and Crime Scene Preservation
- Explosive and Dissemination Demonstration
- Introduction to Weapons of Mass Destruction
- Managing a WMD Attack: Role of First Responders
- Medical Management of WMD Incidents
- Nuclear Devices and Radiological Weapons
- Overview of Terrorism
- Personal Protection Equipment and OSHA Planning for WMD Incidents
- Practical Exercise/Debriefing
- Principles of Decontamination

Length of Training: 4 ½ class days

Prerequisites for Attendance: Applicants must be assigned to duties directly related to the duties directly related to the training subject matter; individuals should be certified trainers by their agencies' standards.



## TRAINING MANAGEMENT AND COORDINATION DIVISION

The staff of the Training Management and Coordination Division (TMC) is responsible for providing logistical and administrative assistance to the Deputy Assistant Director, Office of Training Management. The TMC also serves as the program manager, facilitating the design, revision and implementation of training programs, as well as maintaining control over the FLETC lesson plans, syllabi, class reports, and assigned training programs.

The Chief of TMC serves as the FLETC Program Manager for the eleven basic training programs shown on the following pages. The TMC staff is responsible for coordinating the design, development, administration, and management of these training programs. These programs are designed to provide the new law enforcement officer or agent with the basic skills needed to properly perform their duties. The lengths of the basic programs range from 3 to 18 weeks, depending upon the needs of the agencies.

Specific responsibilities include, but are not limited to:

- Implementing the results of program conferences, training surveys, and policy decisions that relate to the revision of curricula, programs, subjects, or courses;
- Assisting in the formulation of new procedures and policies to improve efficiency of operations;
- Managing assigned training program responsibilities, including negotiations with agencies on program content and objectives, supervision of students, and other related administrative activities;
- Facilitating the reviewing and processing of general correspondence, reports, lesson plans, syllabi, and class reports;
- Preparing budget estimates and providing assistance in the administration of available funds to include internal allocation and the review/approval of purchase requisitions;
- Analyzing operational problems and developing timely and economical solutions;
- Serving as project coordinator for special assignments;
- Analyzing the availability of training assets and resources;
- Allocating training assets and resources to meet the needs of the various training programs;
- Identifying potential shortfalls of training assets and resources;
- Developing short-, mid- and long-term solutions to training asset and resources issues; and
- Ensuring that all training is conducted at the highest quality levels while maintaining cost-effectiveness.

The Agency Advanced training programs are managed by TMC staff, along with the solicitation, gathering and analysis of the Annual Agency Training Projections; allocation of training slots; assignment of student housing; room and resource assignments; and the complete scheduling of all training programs conducted at the FLETC.

For further information, please contact:

Division Chief  
Training Management and Coordination Division  
Federal Law Enforcement Training Center  
Townhouse 382  
Glynco, GA 31524  
Telephone: 912-267-2588  
FAX: 912-267-2805

For enrollment information, contact your agency training officer or the FLETC on-site representative through the appropriate chain of command.

**Program Title: BUREAU OF CUSTOMS AND BORDER PROTECTION INTEGRATED TRAINING PROGRAM (BCBPI) \*\***

Program Description: This training program replaces the Immigration and Naturalization Service Integrated Training Program (INSI) and the United States Customs Service Integrated Training Program (USCSI). Through this program, new Bureau of Customs and Border Protection (BCBP) Inspectors are trained in basic law enforcement skills, including: Anti-Terrorism; Detection of Contraband; Interviewing; Cross-Cultural Communication; Firearms Handling and Qualification, Immigration and Naturalization laws; U. S. Customs Export and Import laws; Defensive Tactics; Arrest Techniques; Baton Techniques; Examination of Cargo, Bags and Merchandise; Border Search Exception; Entry and Control Procedures; Passenger Processing; and Officer Safety and Survival.

Length of Training: Under Development

Prerequisites for Attendance: Enrollment nominations for the BCBPI must be submitted in accordance with DHS/BTS/BCBP policies. The DHS establishes its own employment standards for the Inspectors, and all attendees must meet the DHS recruitment standards and the FLETC's Practical Exercise Performance Requirements for the BCBPI **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

**Program Title: BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETENTION INTEGRATED (BICEDI) \*\***

Program Description: This training program replaces the Immigration and Naturalization Service Detention Integrated Training Program (INSDI). Through this program, new Bureau of Immigration and Customs Enforcement (BICE) Detention Officers receive training in basic law enforcement subjects, including: Immigration and Naturalization laws; Detention Procedures; Fingerprinting; Detection and Discovery of Contraband; Interviewing; Cross-Cultural Communications; Defensive Tactics; Arrest Techniques; Baton Techniques; Officer Liability; Firearms Handling and Qualification; and Driver Techniques.

Length of Training: 39 class days

Prerequisites for Attendance: Enrollment nominations for the BICEDI must be submitted in accordance with DHS/BTS/BICE policies. The DHS establishes its own employment standards for the Detention Officers, and all attendees must meet the DHS recruitment standards and the FLETC's Practical Exercise Performance Requirements for the BICEDI **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

**Program Title: BUREAU OF PRISONS BASIC TRAINING PROGRAM (BOP-B)**

Program Description: This training is mandatory for all new, institution-based Bureau of Prisons (BOP) employees and is taught by both the FLETC and BOP staffs. The curriculum has been revised to provide a common foundation of agency-specific training to BOP employees. A variety of methods are employed in the delivery of instruction, including group discussions, videotape case studies, self studies, and practical exercises. In addition, students must actively participate and perform to standard levels in 20 hours of firearms training and 16 hours of self-defense techniques.

Topics include:

- Correctional Supervision
- Ethics
- Fundamentals of Correctional Law
- Hostage Survival Skills
- Inmate Behavior and Diversity
- Inmate Discipline and Management
- Inmates' Constitutional Rights
- Interpersonal Communication
- Sexuality in Prisons
- Skills in Situation Assessment
- Stress Management
- Suicide Prevention

Length of Training: 13 class days

Prerequisites for Attendance: Standards for employment are set by the BOP. Following employment, students are sent to FLETC by the Agency. State and local corrections employees are admitted by the BOP on a space-available basis.

**Program Title: CRIMINAL INVESTIGATOR TRAINING PROGRAM (CITP)**

Program Description: The CITP provides basic and fundamental training in the techniques, concepts, and methodologies of conducting criminal investigations. The CITP underwent a full Curriculum Review Conference in January 2003. As a result of the CRC, the CITP has been revised. The new program is being piloted in July 2003, will be validated and then implemented for all classes starting in January 2004. The continuous CRC process ensures that trainees have the best and most current training consistent with developing the knowledge, skills and abilities necessary to perform as a Criminal Investigator/Special Agent.

Lecture, laboratories, practical exercises, and tests are used to ensure that each trainee acquires all of the critical knowledge, skills and abilities required of new criminal investigators. Throughout the program, each trainee must participate as a member of a small task force team in a continuing case investigation. The investigation is sequentially structured, allowing each student to utilize new skills immediately. Interviewing of witnesses, surveillance and undercover operations enable the students to develop a case, write and execute search warrants, write a criminal complaint, obtain an indictment, arrest a defendant, and testify in a suppression hearing.

Throughout the program, the trainees are mentored by Continuing Case Investigation Coordinators. Subjects in the training include: interviewing, surveillance, computer-based case management, legal training, physical techniques and conditioning, tactical training, firearms precision shooting, emergency response driving, and other courses that provide the essential knowledge, skills and abilities needed by the new Federal criminal investigator.

Length of Training: 55 days consisting of 452 training hours.

Prerequisites for Attendance: The training program is designed for full-time Criminal Investigators,

GS-1811 series, from the Partner Organizations. However, a Partner Organization may request that a non-1811 law enforcement employee be permitted to attend the program if the agency believes that investigative training is essential for the employee. The Program Manager will review the request and determine whether the prospective student will be allowed to attend the training. All attendees must meet the employing agencies' recruitment standards and the FLETC's Practical Exercise Performance Requirements for the CITP **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM**.

Non-Partner Federal agencies may send students on a space-available basis, and State and local law enforcement officers may attend if sponsored by a Federal Partner Organization. Applications for attendance to all basic training programs must be submitted through supervisory channels to each agency's FLETC liaison/training officer.

**Program Title: LAW ENFORCEMENT ADJUNCT INSTRUCTOR TRAINING PROGRAM (LEAITP)**

Program Description: This training is designed to enhance the teaching effectiveness of those who come to the FLETC on a less than one year detail and for those who teach only on an occasional basis. Included in the instruction is the presentation of techniques to enhance learning within an adult environment. Part-time instructors who seek organization and structure for their training sessions will benefit from this training program.

The participants will conduct a 30-minute instructional presentation using a lesson plan that they have developed, or revised, during the training program. Feedback will be given by the participants and an instructor on the effectiveness of the presentation, the inclusion of appropriate training principles and techniques.

Courses include:

- Classroom Equipment Operation
- Classroom Management Issues
- Introduction to Computer Graphics
- Learning Methodologies
- Lesson Plan Development
- Performance Objectives Development
- Presentation Skills Team Building
- Student Centered Learning
- Training Tools
- Understanding Today's Adult Learner

Length of Training: 4 class days

Prerequisites for Attendance: Members of Federal Partner Organizations. Non-Partner Federal, State and local law enforcement personnel are eligible for attendance on a space-available basis. Participants must be recommended by their supervisors, or other agency officials, and currently teaching on an occasional basis or newly assigned to be part-time instructors. A minimum of three years law enforcement experience is also required.

**Program Title: LAW ENFORCEMENT INSTRUCTOR IN-SERVICE TRAINING PROGRAM (LEIISTP)**

Program Description: The LEIISTP is designed to certify Senior Instructors and law enforcement Program Specialists, and to provide a means of recertifying both Lead and Senior Instructors at the Federal Law Enforcement Training Center. The program is offered approximately eight times a year to FLETC instructors and Partner Organization personnel assigned to instruct in FLETC Center Basic and Center Integrated Basic training programs. It is also open to Partner Organizations on a space-available basis.

The program incorporates a variety of electronic and traditional instructional methodologies, including computer-based training, demonstrations, discussions, group problem-solving activities, individual and team assignments, internet research, lectures, panels, and web-based training. The program provides the participants with numerous opportunities to enhance and improve their instructional skills in order to continue to conduct quality and up-to-date law enforcement training.

The LEIISTP is a five-day program (approximately forty course hours) which consists of three days of courses and one day of individual work on an independent study or collaborative team project. Day five of the program provides an opportunity for the individuals or teams to present progress reports on their independent projects.

Courses include:

- Classroom and Practical Exercise Area Equipment Operation
- Course/Program Development Process
- e-Learning
- Ethical Issues in Law Enforcement Training
- Formatting Lesson Plans
- Independent Study or Collaborative Team Project
- Instructional Systems Design CBT - Self Study
- Introduction to Accreditation
- Learning Environment Management
- Problem-Solving Models
- Student Assessment
- Student-Centered Learning

Length of Training: 5 class days

Prerequisites for Attendance: Participants must have successfully completed the Law Enforcement Instructor Training Program (LEITP). Others who desire to maintain their instructor certification, such as Program Specialists, may also attend this program. The participants will select an independent study or collaborative team project prior to attendance and must be recommended by their supervisors or other organization officials.

**Program Title: LAW ENFORCEMENT INSTRUCTOR TRAINING PROGRAM (LEITP)**

Program Description: The LEITP is designed to prepare the newly appointed FLETC instructors for

their role as full-time law enforcement trainers. The program is offered to members of all Federal Partner Organizations and, on a space-available basis, to Non-Partner Federal agencies, and State and local law enforcement organizations.

The program is intense, practical, and experiential in design, and presents a solid emphasis on effective student-centered learning and the role of the law enforcement instructor. Throughout the training, participants will design and instruct several sessions on subjects that are occupationally related to their assignments. Each presentation is videotaped to give the participants an opportunity to view and critique themselves. The participants also will receive constructive feedback from peers and staff members. A considerable portion of the program is devoted to the preparation and presentation of the participants' own instructional sessions.

Courses include:

- Classroom Equipment Operation
- Classroom Management Issues
- Ethical Issues in Law Enforcement Training
- Facilitation Fundamentals
- Instructional Systems Design for Law Enforcement
- Learning Methodologies
- Lesson Plan Development
- Media Overview
- Performance Objectives Development
- PowerPoint
- Presentation Skills
- Student Advisement and Guidance
- Student-Centered Learning
- Team Building
- Testing and Assessment
- Trainee Stress and Stress Management
- Training Management and Coordination Division Overview
- Training Tools
- Understanding Today's Learners

Length of Training: 10 class days

Prerequisites for Attendance: Participants must be law enforcement officers/investigators responsible for instruction as a collateral duty. A participant may also be someone associated with law enforcement who may be assigned as, or designated to become, an instructor responsible for instruction as a collateral duty. Participants must be recommended by their supervisors or other organization officials.

**Program Title: MIXED BASIC POLICE TRAINING PROGRAM (MBPTP)**

Program Description: This program provides training in the basic law enforcement knowledge, skills and abilities that a new Federal officer must understand and/or be able to perform in the first two years on the job. Officers receive instruction in a number of areas, including: Officer Safety and Survival, Communications and Interviewing, Criminal Law, Detention and Arrest, Narcotics, Dynamics of Terrorism, VIP Protection, Physical Security, Firearms, Physical Techniques, and Driver Training.

Length of Training: 50 class days

Prerequisites for Attendance: Each Partner Organization sets its standards in recruiting new employees. After the individuals have been selected, they are sent by that organization to the FLETC. Attendees must meet their Agency's recruitment standards and FLETC's Practical Exercise Performance Requirements for the MBPTP ***PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.***

**Program Title: NATIONAL PARK RANGER INTEGRATED TRAINING PROGRAM (NPRI)**

Program Description: This program provides training in the knowledge, skills and abilities required for National Park Service law enforcement rangers to efficiently and effectively fulfill their assignments and functions in national parks throughout the United States. Students receive training from the FLETC and the NPS staff. Courses include: Crowd Control, Patrol Procedures, Criminal Law, Report Writing, Hostage Situations, Communications, Stress, Narcotics, Officer Safety and Survival, Firearms, Driver, and Physical Training.

Length of Training: 85 class days

Prerequisites for Attendance: The NPS sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the NPS to FLETC for training. Attendees must meet the NPS recruitment standards and FLETC's Practical Exercise Performance Requirements for the NPRI ***PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.***

**Program Title: NATURAL RESOURCES POLICE TRAINING (NRTP)**

Program Description: This program provides entry-level training for Federal land management law enforcement rangers who are assigned to patrol duties in urban, rural or isolated areas. Agencies include the: U.S. Forest Service, U.S. Fish and Wildlife Service, Tennessee Valley Authority, National Marine Fisheries and Bureau of Land Management.

Lectures, laboratory experiences, and practical exercises are oriented toward law enforcement rangers who work in a land management environment. Subjects include: Interviewing and Communications, Officer Safety and Survival, Constitutional Law, Civil Rights, Firearms, Physical Techniques, Driving, Rural Surveillance, Drug Investigations, Natural Resource Violations, and other basic law enforcement subjects. Personnel attending this program are employed primarily as cultural and natural resource protectors with law enforcement responsibilities and authority. Training is provided by FLETC staff personnel and instructors detailed from various land management Partner Organizations.

Length of Training: 81 class days

Prerequisites for Attendance: Each Partner Organization sets its standards in recruiting employees. After the individuals have been selected, they are sent by that organization to the FLETC. Students must be certified in Cardiopulmonary Resuscitation (CPR) by either the American Heart Association or the American Red Cross PRIOR to being enrolled at FLETC. Attendees must meet their Agency's recruitment standards and FLETC's Practical Exercise Performance Requirements for the NRPT ***PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.***

**Program Title: PRACTICAL EXERCISE EVALUATORS TRAINING PROGRAM (PEETP)**

Program Description: The PEETP is designed to prepare the instructor with necessary information to be an effective and informed evaluator. The PEETP incorporates many of the instructional methodologies including discussions, demonstrations, lectures, role playing and practical exercises. All of the information necessary for an instructor to evaluate practical exercises will be presented in this course.

Courses include:

- Arrest/Handcuffing/Search
- Behavioral Science Overview
- Crime Scene Investigation
- Firearms Policy
- Legal Aspects
- Officer Safety and Survival
- Practical Exercises
- Radio/Report Writing/NCIC
- Role of the Evaluator
- Score Sheet Evaluations
- Unified Training Principles
- Vehicle Stops

Length of Training: 5 class days

Prerequisites for Attendance: The PEETP primarily is available to the Federal Law Enforcement Training Center instructional staff and Partner Organizations.

**Program Title: TRANSPORTATION SECURITY ADMINISTRATION BASIC TRAINING PROGRAM (TSA-BTP)**

Program Description: This program provides a study of the basic law enforcement knowledge, skills and abilities that a new officer/agent must understand and/or be able to perform upon employment in a Federal Law enforcement organization. Before receiving a certificate of graduation, entry-level TSA personnel will be required to attend two programs: the TSA-BTP and either the TSA Transportation Enforcement Officer Training Program (TSA-TEOTP) for uniformed officers, or the TSA Special Agent Training Program (TSA-SATP) for the Special Agents prior to receiving a certificate of graduation. Entry-level personnel will not attend the TSA Special Skills Training Program (TSA-SSTP). Officers/Agents receive instruction in a variety of basic law enforcement subjects and participate in laboratory and practical exercises. Training is provided by the FLETC staff personnel and instructors from the Partner Organization.

Length of Training: TSA-BTP – 23 Days  
TSA-TEOTP – 24 Days  
TSA-SATP – 28 Days

Prerequisites for Attendance: The Transportation Security Administration sets its standards in recruiting employees. After the individuals have been selected, they are sent by the TSA to FLETC for training. Attendees must meet the TSA recruitment standards and FLETC's Practical Exercise Performance Requirements for the TSA-BTP **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

**Program Title: UNITED STATES BORDER PATROL INTEGRATED TRAINING PROGRAM (USBPI)**

Program Description: This program is used exclusively to train new USBP Agents. Courses are taught jointly by FLETC and USBP staff instructors.

General topical areas include: Communications, Interviewing, Report Writing, Forensics, Constitutional Law, Criminal Law, Firearms, Physical Training, Driver Training, and other basic police subjects.

Specialized topical areas include Immigration Law, Department of Homeland Security procedures, and Spanish language training.

Length of Training: 91 class days

Prerequisites for Attendance: Attendees must meet the DHS recruitment standards and FLETC's Practical Exercise Performance Requirements for the USBPI **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

**Program Title: UNITED STATES MARSHALS SERVICE INTEGRATED TRAINING PROGRAM (USMSI)**

Program Description: This program is used exclusively to train new USMS Inspectors. Courses are taught jointly by FLETC and USMS staff instructors.

General topical areas include: Report Writing, Constitutional Law, Criminal Law, Firearms, Physical Training, Driver Training, Prisoner Transportation and Handling, Arrest Techniques, and other basic police subjects.

Length of Training: 36 class days

Prerequisites for Attendance: The USMS sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the USMS to FLETC for training. Attendees must meet the USMS recruitment standards and FLETC's Practical Exercise Performance Requirements for the USMSI **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

**Program Title: UNITED STATES PARK POLICE INTEGRATED TRAINING PROGRAM (USPPI)**

Program Description: This program provides training in the critical knowledge, skills and abilities needed by new USPP officers in order to efficiently and effectively fulfill their assignments and functions in law enforcement for the first two years on the job. Students receive approximately 75% of their training from the FLETC staff. Courses include: Crowd Control, Patrol Procedures, Criminal Law, Report Writing, Hostage Situations, Communications, Stress, Narcotics, Officer Safety and Survival, Firearms, Driver and Physical training. The U.S. Park Police (USPP) staff provides the remaining 25% of the training in this program.

Length of Training: 90 class days

Prerequisites for Attendance: The USPP sets its standards in recruiting new employees. After the individuals have been selected, they are sent by the USPP to FLETC for training. Attendees must meet the USPPI recruitment standards and FLETC's Practical Exercise Performance Requirements for the USPPI **PRIOR TO ARRIVING FOR THE TRAINING PROGRAM.**

## **AGENCY ADVANCED TRAINING PROGRAMS**

Many FLETC Partner Organizations have specialized training needs unique to their own agencies; as a result, they conduct advanced training programs at the FLETC, using their own instructional staff. For that purpose, more than 20 of the Partner Organizations have training offices and staff at the FLETC to conduct and support such training. FLETC provides logistical support and facilitates all agency-specific training.

The FLETC staff schedules the training facilities; feeds, houses, and transports the students; and provides instructional support on request.

For specific information about programs conducted at the FLETC by Federal organizations for their own personnel, refer to the listing beginning on page 9. If your agency is not listed, contact:

Division Chief  
Training Management and Coordination Division  
Federal Law Enforcement Training Center  
Townhouse 382  
Glynco, GA 31524  
Telephone: (912) 267-2588  
Facsimile: (912) 267-2805



## **NATIONAL CENTER FOR STATE AND LOCAL LAW ENFORCEMENT TRAINING**

The staff of the FLETC's National Center for State and Local Law Enforcement Training (OSL) coordinates and conducts specialized programs both at Glynco and Artesia, as well as various other sites around the country. The programs have been specifically designed for the specialized and advanced training of State and local participants. Several programs were initially developed for Federal agencies; however, because they address law enforcement issues also critical to State and local enforcement, a limited number of State and local applicants are accepted in these programs. The Catalog of Training is no longer being printed. However, the National Center website contains links to state and local training that is available from a variety of agencies. For specific information, visit the website at [www.fletc.gov/osl](http://www.fletc.gov/osl) or contact:

Director

National Center for State and Local Law Enforcement Training

Federal Law Enforcement Training Center

Glynco, GA 31524

912-267-2345, or

1-800-74-FLETC (1-800-743-5382)

FAX: 912-267-2894

# **National Center for State and Local Law Enforcement Training**

## **Fiscal Year 2003 Training Programs**

### **Advanced Airborne Counterdrug Operations Training Program**

The AACOTP was developed in response to a need for an advanced program to enhance the ability of the aviator and non-aviator to utilize fully the available resources, technology, and mission safety principles in airborne operations. There is instruction and practical exercises in night-time operations, extended safety briefings, and use of technical equipment utilized in night-time airborne operations.

### **Airborne Counterdrug Operations Training Program**

The National Center staff developed the ACOTP to enable law enforcement agencies to utilize more fully airborne counterdrug operations support available through various sources. The program was developed to train (1) ground-based law enforcement personnel to serve as liaison officers in planning for, coordinating, using, and managing airborne support; (2) law enforcement and military aircrews in basic police practices and concepts, use of airborne counterdrug resources, and the vocabulary of law enforcement, military, and aviation; and (3) law enforcement airborne observers in the practices and techniques of airborne counterdrug operations.

### **Community Policing Training Program**

The CPTP is designed as a train-the-trainer program to teach community policing applications for presentations to officers in rural jurisdictions. Trainers are provided detailed program guides, student handouts, instructional aids, and suggested practical exercises where applicable. The CPTP has been adapted to meet the unique law enforcement and cultural needs of Indian Country (ICCPTP).

### **Domestic Violence Training Program**

This train-the-trainer program is designed to increase the effectiveness of experienced law enforcement officers in reporting and investigating domestic violence crimes. The primary program focus is on officer/victim safety and offender accountability. Participants return to their respective jurisdictions with all the necessary training aids to set up in-service training of domestic violence crimes.

### **Drug Enforcement Training Program**

The DETP is designed as a train-the-trainer program to teach drug enforcement applications for presentations to officers in rural jurisdictions. Trainers are provided detailed program guide, student handouts, instructional aids, and suggested practical exercises where applicable.

### **Drug Law Enforcement School for Patrol Officers**

The DLESP is a 3-day program, which provides updated training to police officers and sheriff's deputies to help law enforcement officers detect drug-related crime and activity in their streets and communities. The DLESP trains officers in development of reasonable suspicion and probable cause, offers suggested measures on how to respond to their observations and to develop a drug case toward a successful resolution. This program is not intended to teach highway interdiction techniques but is intended to supplement other interdiction-related training programs.

### **Drug Task Force Supervisor School**

The DTFSS addresses the operation of multi-jurisdictional rural crime and drug enforcement task

forces. Courses include management and supervision of a task force, memoranda of understanding, asset forfeiture and sharing, task force funding and budgeting, standard operating procedures for task forces, liability and risk management, operational concerns, and use of deadly force. In particular, the DTFSS program will have a direct nexus to the federal funds expended for the more than 900 drug task forces paid for through the Byrne Memorial Fund, Bureau of Justice Assistance (BJA).

### **First Responder Training Program**

This program is a direct-delivery training program dealing with contemporary issues and current events affecting first responders to disasters and crimes. It includes past responses to major incidents, media relations, incident command, initial response protocols, active shooter responses, WMD, and medical emergencies for first responders.

Three day, direct training program

Natural disaster and criminal incidents

Fire/Rescue and Law Enforcement Partnerships

### **Hate and Bias Crimes Training Program**

The HBCTP is a train-the-trainer program. Experienced law enforcement trainers are instructed how to improve the effectiveness of their agencies in reporting, investigating, and prosecuting hate and bias crimes. Participants return to their respective jurisdictions with all the necessary training aids to set up in-service training on hate and bias crimes.

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