

FEDERAL LAW ENFORCEMENT TRAINING CENTER

DEPARTMENT OF HOMELAND SECURITY

**TRAINING MANAGEMENT DIVISION
TRAINING METHODOLOGIES BRANCH**

OFFICE OF TRAINING MANAGEMENT



LEAITP

**LAW ENFORCEMENT ADJUNCT
INSTRUCTOR TRAINING PROGRAM**

**PROCESS FOR HOSTING THE
TRAINING PROGRAM**

March, 2005

Law Enforcement Adjunct Instructor Training Program

History and Purpose

The Law Enforcement Adjunct Instructor Training Program (LEAITP) is designed to enhance the teaching effectiveness of law enforcement personnel who teach on an occasional basis or for an instructional detail of short duration. The program is managed by Training Management Division (TMD).

A variety of instructional and learning methodologies are incorporated into the program. For example, the program includes lecture, demonstration, discussion, small group activities, problem solving, and role-play.

Qualifications for Attendance

For acceptance into this program the participant should be a full-time law enforcement officer/agent, and/or a part-time trainer within the agency.

Length of the Program

The LEAITP is four days in length – 32 hours.

Standard Daily Schedule

Session	Start	Finish
Morning	7:30	11:30
Lunch	11:30	12:30
Afternoon	12:30	4:30

Method of Evaluation

The participants will demonstrate their competencies during a thirty-minute instructional session they will prepare and present on day four of the program.

LEAITP Coordination

The following documents will provide an understanding of the support necessary for the successful delivery of the program.

1. Statement of Requirements
2. Letter of Intent
3. Synopsis of the training program
4. Syllabus of the training program

If there are any questions, please contact the LEAITP Coordinators at 912-261-4587 or 912-267-2523. You may fax us at 912-267-2691.

Law Enforcement Adjunct Instructor Training Program

Statement of Requirements

Support

The FLETC will provide:

- Instructors
- Training manuals/handouts, supplies, and other training aids
- An on-site FLETC class coordinator/Instructor
- Graduation certificates upon successful completion of the program

Participant Selection Criteria

Participants should be members of a Federal, state or local law enforcement agency, a law enforcement training agency, or a related profession.

Prior training experience is helpful, but not required.

Host Agency Requirements

The sponsor or Host agency must provide program planning and on-site support for the program, and fulfill the critical tasks listed below. An on-site support person should be available for the five-day period (including the day before class starts).

1. **Date(s) requested for the four-day training program:**

2. **Location:** _____

3. **Advertising:** The Host agency is responsible for the recruitment and enrollment of a maximum of sixteen (16) participants. The program will not run with less than 12 participants.

4. **Refreshments:** The FLETC is prohibited from using government funds for refreshments for the participants. The Host agency is encouraged to provide coffee and refreshments if possible.

5. **Training Schedule:** The participants will be in class from 7:30 a.m. to 4:30 p.m. Appropriate class and lunch breaks will be observed.

6. Training Facilities (host responsible for arrangements and costs):

- **Classroom(s)**

- A main classroom is needed for all four training days. Additionally, it should be available by no later than noon on the day before training begins for setup.
- One additional classroom is needed for the participants' presentations on the morning of training day three and all of day four of the program.
- The classrooms must be large enough to accommodate the number of participants (normally 16). Typically 1,000 to 1,200 square feet will suffice.
- The classroom must be set up in three pods for teams of from 5 to 6 participants each.
- Straight-line arrangement of chairs or the old-fashioned "one-armed" student desks are not acceptable.
- Three flipchart easels with pads or marker boards near the pods are essential for team problem solving exercises and presentations. An additional flip chart easel and pad is needed for the instructors.
- Additional tables and chairs available for instructors. Minimum of three tables and three chairs.
- A podium is needed for all four training days. A second podium is needed on day four for the second classroom.
- A projector and screen in the main classroom for all four training days and in the second classroom for training day four. Instructors will provide laptops. Laptops will be used in conjunction with Microsoft *PowerPoint* presentations. Projector should connect to the laptop for projection of PowerPoint presentations. The projector and screen for the main classroom should be in place by noon Monday (the day before training starts).
- For day four of training, two "video recorder and TV" setups are needed (one for each classroom). They must support VHS tapes. Instructors will provide the video tapes (one for each participant). Participants' presentations will be video taped on day four.

- **Support Services**

- Secure storage of classroom materials. They will be shipped to the training site in advance.
- Telephone access all five days
- Fax machine access all five days
- Copy machine available during the program, including the day before.
- Large screen in front of the classroom for video projection.
- Access to a computer and printer

- **Timelines**

- A Registration Forms Packet will be sent to the Host agency well in advance of the start of the program.
- As the forms are submitted to the Host agency, fax them back to the FLETC coordinators.
- The program is subject to cancellation if the minimum number of twelve (12) confirmed participants is not reached by twenty-four (24) days prior to the start of the program.

Contacts Available for Consultation: LEAITP Coordinators

Federal Law Enforcement Training Center
Training Management Division
Bldg. 216, Room 119
XP_LEAITP
1131 Chapel Crossing Road
Glynco, GA 31524

Tel: 912-261-4587 or 912-267-2523
Fax: 912-267-2691

Law Enforcement Adjunct Instructor Training Program

Additional Information Provided by Host Agency

Please provide the following to the FLETC:

- A Letter of Intent
- The location where the program is to be held
- A brief description of the training facility
- Meal and Lodging accommodations
- The point of contact within your agency
- The location of the nearest large airport
- A listing of hotels near the training site (if possible)

Law Enforcement Adjunct Instructor Training Program

Letter of Intent

Host Agency Name: _____

**To: XP_LEAITP Coordinators
Federal Law Enforcement Training Center
Training Management Division
Building 216, Room 119
1131 Chapel Crossing Road
Glynco, GA 31524**

LEAITP Coordinators:

We would like to host the Law Enforcement Adjunct Instructor Training Program (LEAITP) at the following location:

We request delivery of the program during the following time period:

Our designated Point of Contact for planning the program is:

Name: _____ Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email: _____

Training Location: _____

Lodging and Meals for Participants will be as follows: _____

Other Important Information: _____

Yours Truly,

Signature: _____

(Printed Name): _____

Title: _____

Date: _____

Send via email to ed.king@dhs.gov or Fax this
completed form to:

**XP_LEAITP Coordinators
Federal Law Enforcement Training Center
Training Management Division
Bldg. 216, Room 119
1131 Chapel Crossing Road
Glynco, GA 31524**

Fax: 912-267-2691