

Training / Seminar Approval Form

Department Name: Sheriff's Office

Seminar Name: Internal Affairs One, The Investigative Process

Purpose: job training, improve work performance

Place: Plano, TX

Date: April 17-18, 2023

Who Will Be Attending:

Jay Kniffen

Brad Bollin

COMMISSIONERS COURT

This Training/ Seminar is necessary for the following reasons:

- | | |
|--|--|
| <input type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification |

FEB 27 2023

Approved

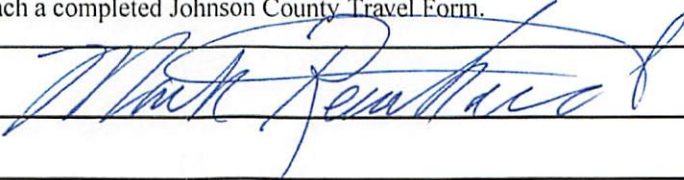
Attach Registration Form and Complete the following information:

Amount of registration \$ 500.00 each Date registration is due March 15, 2023

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE _____ DATE: _____

APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____

Johnson County Sheriff's Office
Training Request

Name: Jay Kniffen
Rank: Sgt. Detective Date: 1/30/2023
Course Name: Internal Affairs One, The Investigative Process
Course Date: April 17th & 18th ~~2023~~ 2023
Course Tuition: \$500
Is Course TCOLE Accredited? Y N
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:

Required continuing education Job training
 Improve work performance Required certification

Host Agency: ILEA
Host Address: 5201 Democracy Dr.
Host City: Plano
Host State: Texas
Host Zip Code: 75024
Host Phone: 972-244-3404

Have You Registered? Y N

Hotel: Hyatt Place Dallas Plano
Hotel Address: 3100 North Dallas Pky
Hotel City: Plano
Hotel State: Texas
Hotel Zip Code: 75093
Hotel Phone: 972-378-3997

Hotel Check In Date: 4/16/2023

Hotel Check Out Date: 4/18/2023

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: Y N
CC Agenda Submitted: Y N N/A

Sergeant: Jay Kniffen #1410 YES Approved _____ Disapproved Initials J.K. Date 1/30/2023

Justification (Required): Since both myself and Cpl Bollin are supervisors, this course is directly related to conducting IA investigations and is required to work them.

Lieutenant: N/A _____ Approved _____ Disapproved Initials _____ Date _____

Comments: _____

Captain: [Signature] _____ Approved _____ Disapproved Initials [Signature] Date 2-15-23

Chief: [Signature] _____ Approved _____ Disapproved Initials [Signature] Date 2-16-23

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Brad Bollin
Rank: Cpl Date: 01/30/2023
Course Name: Internal Affairs One, The Investigative Process
Course Date: April 17,18 2023

Course Tuition: 500 Hotel Cost: _____
Per Diem: _____ Total Cost: _____

Is Course TCOLE Accredited? N
Will training be reported by Host? N

This Training / Seminar is necessary for the following reasons:
 Required continuing education Job training
 Improve work performance Required certification

Host Agency: ILEA
Host Address: 5201 Democracy Drive
Host City: Plano
Host State: Texas
Host Zip Code: 75024
Host Phone: 972-244-3404

Hotel: Hyatt Place Dallas Plano
Hotel Address: 3100 North Dallas Pky
Hotel City: Plano
Hotel State: Texas
Hotel Zip Code: 75093
Hotel Phone: 972-378-3997

Hotel Check In Date: 04/16/23
Hotel Check Out Date: 04/18/23

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available: N
CC Agenda Submitted: Y N N/A

Sergeant: [Signature] Approved
 Disapproved Initials [Signature] Date 1/30/23

Justification (Required): Required training in order to conduct IA investigations.

Lieutenant: _____ Approved
 Disapproved Initials _____ Date _____

Comments: _____

Captain: [Signature] Approved
 Disapproved Initials [Signature] Date 2-15-23

Comments: _____

Chief: [Signature] Approved
 Disapproved Initials [Signature] Date 2-16-23

Comments: _____



THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW



FIND YOUR INSTITUTE



Internal Affairs One: The Investigative Process

April 17, 2023 - April 18, 2023

PLANO, TEXAS, USA

Registration Open

14 Hours TCOLE Credit

ILEA Headquarters

at The Center for American and International Law

5201 Democracy Drive

Plano, Texas 75024

[View Map \(https://goo.gl/maps/QAwK42X7qxD2\)](https://goo.gl/maps/QAwK42X7qxD2)

Registrar: +1.972.244.3404

ILEA: +1.972.244.3430

Fax: +1.972.244.3431

E-Mail: ilea@cailaw.org (mailto:ilea@cailaw.org)

[REGISTER ONLINE\(/EVENTREGISTRATION.HTML?E=3013\)](#)

DOWNLOAD

THE (**[HTTP://WWW.CAILAW.ORG/MEDIA/FILES/ILEA/REGISTRATION FORMS/2023/INTERNAL](http://www.cailaw.org/media/files/ilea/registration_forms/2023/internal-affairs-apr.pdf)**
REGISTRATION **AFFAIRS-APR.PDF)**
FORM

[SPONSOR AN
EVENT](#)

[\(/INSTITUTE-FOR-LAW-ENFORCEMENT-
ADMINISTRATION/SPONSORSHIPS-HOSTING.HTML\)](#)

[SHARE THIS EVENT](#)

Event Details



Overview

This two day, nationally-prominent program will provide participants with the knowledge and insights required to conduct and administer timely, objective, and thorough internal affairs investigations. This comprehensive introduction includes an overview of the importance of competent administrative investigations, preventing employee misconduct, section functions and responsibilities, a thorough discussion of employee rights, complaint investigation procedures, officer-involved shooting, and in-custody death investigations, using video evidence in use of force investigations, and workplace searches, and special testing.

Tuition

Tuition includes all instruction and handouts. **Lodging and meals are excluded.**

- \$450 ILEA Member
- \$500 Non-member

Topics

- Beginning the Investigation
- The Investigation Process
- Interviewing the Accused
- Due Process Rights
- Concepts of Police Discipline
- Compelled Statements and Exculpatory Evidence
- Liability in Law Enforcement Operations
- Truthfulness and Other Issues

- Use of Force and Preliminary Force Investigations
- First Amendment Issues
- Initiating the Complaint Process

Who Should Attend

- Internal affairs investigators
- Police department legal staff
- Human resources personnel
- Law enforcement supervisors and executives

Schedule and Faculty

8:30am – 4:30pm Daily

Kevin M. Diehl is a Sergeant with the Southlake, TX Police Department. In 2014, Sgt. Diehl was transferred to the Professional Standards Division and took over the Internal Affairs unit. He has conducted several investigations within his department and successfully guided the agency through a national re-accreditation process (CALEA) assisting to earn the agency a gold standard CALEA accreditation with excellence. In his role in Professional Standards, Sgt. Diehl is responsible for conducting Internal Affairs investigations for both the police and the fire department, supervising background investigations, Photo-Enforcement Program, Community Initiatives, Records Division, and Accreditation. Sgt. Diehl is a Police Professionalism, Background Investigations, Internal Affairs, and Police Ethics Instructor.

Sgt. Diehl holds a Bachelor of Science in Criminal Justice Administration with a certificate in Criminal Justice Management (BSCJA/CJM) from the University of Phoenix and a Master of Public Administration (MPA) also with the University of Phoenix. Sgt. Diehl is an Adjunct Faculty Member at the Institute for Police Technology and Management (IPTM), the Tarrant County College Basic Police Academy, and the North Central Texas Council of Governments (NCTCOG) Basic Police Academy where he instructs new and existing officers in Internal Affairs, Police Professionalism and Ethics, SFST / DWI enforcement, and Taser. He also conducts in-service training at both locations for currently serving officers on Background Investigations, Internal Affairs, Taser, and SFST/DWI Enforcement. Sgt. Diehl is a Master Peace Officer with the Texas Commission on Law Enforcement (TCOLE) and Georgia Peace Officer Standards and Training Council (GAPOST).

TCOLE Credit

Law enforcement personnel attending this course are eligible for fourteen (14) hours of Texas Commission on Law Enforcement (TCOLE) credit.

Overnight Accommodations

Hyatt Place Dallas Plano

3100 North Dallas Pkwy, Plano TX 75093

972.378.3997

Corporate Discount Code: 757

BOOK YOUR HOTEL HERE ([HTTPS://WWW.HYATT.COM/EN-US/HOTEL/TEXAS/HYATT-PLACE-DALLAS-PLANO/DFWZP?&CORP_ID=757](https://www.hyatt.com/en-us/hotel/texas/hyatt-place-dallas-plano/dfwzp?&corp_id=757))

Other Information

Photo/Audio/Video Release

Registration for or attendance at this event acknowledges consent to be recorded or photographed. We reserve the right to use any photograph/video taken at our events, without the expressed written permission of those included within the photograph/video. We may use the photograph/video in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, annual reports, newsletters, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

Nondiscriminatory Policy

The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status in educational activities, scholarship programs or admissions.

Course Cancellation Policy

Occasionally, the Institute for Law Enforcement Administration (ILEA) may be forced to cancel a scheduled program. Whenever possible, the decision to cancel is made at least fourteen days prior to the start of the program, and registered participants are notified once that decision has been made. If the distance to the training site requires that you make airline and/or hotel reservations, please contact ILEA (+1.972.244.3430) to inquire about the status of any program before making travel arrangements. While paid registrations in cancelled courses will be refunded in full, ILEA will not be responsible for monetary loss due to cancellations or changes in airline or hotel reservations.

Eligibility Policy

The Institute for Law Enforcement Administration provides professional education and technical support to the law enforcement community.

A registrant in an ILEA program must be a sworn officer; a civilian employee of a law enforcement department; or an employee of a municipal, county or state agency.

Anyone interested in attending an ILEA program who does not meet the above standard requirements will need to request advance approval. Such requests will be considered on a case-by-case basis.

Privacy Policy

We do not sell or rent information to any outside parties. By providing your information, you will receive postal and electronic communications from the Institute for Law Enforcement Administration (ILEA) of The Center for American and International Law (CAIL) in accordance with **CAIL's Privacy Policy (<http://www.cailaw.org/About-the-Center/privacy-policy.html>)**. If we co-sponsor a program with another organization, information may be shared between the parties. All such co-sponsors will be identified on the event details and registration page. At any point, you can opt-out or unsubscribe by selecting either link at the bottom of each email or call us at 972.244.3400.

SPONSOR AN EVENT (/INSTITUTE-FOR-LAW-ENFORCEMENT-ADMINISTRATION/SPONSORSHIPS-HOSTING.HTML)

TRAVEL PROCEDURES
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.

DATE: 2-16-23 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Jay Kniffen
2. Brad Bollin
3. _____
4. _____

How many rooms: 1 (Please add any special requirements)

Hotel Name: Hyatt Place Dallas Plano

Hotel Address: 3100 North Dallas Pkwy City: Plano State: TX Zip: 75093

Hotel Telephone #: 972-378-3997

Function Attending: Internal Affairs One, The Investigative Process

Date of Check in: 4-16-23

Date of Check out: 4-18-23