

New Instructor Documentation 2012

Prospective Instructor-

My name is Thomas M. Manson, founder of Police Technical. I have found teaching on the national level to be one of the most professionally rewarding experiences an instructor can achieve. On the following pages, I share some of our history and process to give you a better understanding of my company and my expectations. If you are still interested in working together, please submit the materials requested in the **Needed from the Instructor** section in this document to me at tmanson@policetechnical.com. Thank you. Thomas M. Manson

History

In 2004 Police Technical LLC was established to further professionalize the law enforcement training process created by Thomas M. Manson. By 2007 Police Technical was recognized as a Sole Source Provider by federal law enforcement agencies, offering a level of training unavailable from any other source. In 2009 Police Technical incorporated to provide a suitable structure to expand business operations. By 2010, Police Technical was scheduling over 50 courses a year (primarily PowerPoint® for Public Safety™) across North America. In mid-2011, national announcements were made to develop additional Police Technical instructors to meet the deficiency of technical training among law enforcement. By early 2012, 5 new classes were developed and being taught by 5 additional instructors. In mid-2012, a second round of hiring was initiated with national announcements.

General Training Process

Once an instructor, class curriculum, teaching materials and process have been approved, Police Technical approaches prospective host agencies for scheduling dates and contracts. Potential training dates are coordinated with instructor availability; Letters of Agreement finalize the process.

Police Technical primarily schedules 2 types of training sessions: **Open Registration** and **In-Services**. Open registration classes involve scheduling a class with a host agency. The host agrees to support the course and provide a training location. Police Technical then markets the course widely to multiple law enforcement agencies. The Police Technical office handles all printing and shipping of student materials, student registrations and payments, and schedules instructors. In-service classes, purchased by a single agency exclusively for their personnel, are handled similarly with less emphasis on marketing.

Typical Course Process

Police Technical classes are scheduled 4-6 months in advance, rarely in less than 30 days. Standard courses are 2 days in length. Instructors will receive detailed course information via email two weeks prior the start of class.

Instructors will usually drive within ~6 hours of their home or fly to the training location. If flying, they will receive a rental car, stay in a hotel near the training location, teach the class, and fly back the same night of the last day. If a class were scheduled for Tuesday and Wednesday, the instructor would fly on Monday, teach for two days, and hopefully return home Wednesday night. Classes typically start at 8:00 and end at 4:00; instructors are expected to arrive **an hour** early the first day of training (or **at least half an hour** early if the training site was checked the night before). Lunch and breaks are determined by the instructor; hourly breaks and a one hour lunch are standard.

Most documentation between the office and instructor is managed online; minimal paperwork is required by the instructor.

Instructors are required to have: cell phone, printer, scanner and email address.

Remuneration

During a scheduled course, Police Technical pays for instructor air fare (or .50 per mile for personal vehicles), rental car (if needed), lodging, \$500 a day while teaching, \$100 for (1) travel day, and \$50 a day stipend while teaching. A typical 2 day class should net the instructor \$1200.00.

Instructors are Independent Contractors, receiving a 1099 form from Police Technical Inc. Instructors are required to pay their own taxes. Health and medical benefits **are not** currently available. Selected instructors will be offered a Letter of Agreement for contract services, renewable annually. After a period of successful instruction, instructors will be paid on an increasing scale based on class attendance and experience with Police Technical.

Instructors will author their own printed and electronic training materials and retain their exclusive ownership rights. Police Technical will handle all logistics for printing and shipping class materials to the class site.

In the event class is canceled or rescheduled, the instructor will be notified at least two weeks prior to the original start of the course. Instructors will receive **no payment** in the event of class being canceled or rescheduled.

Teaching for Police Technical

At the end of our classes, students will frequently write, "This was one of the best classes I have ever attended...." This is our goal. Some trainers like to receive 90% positive reviews; Police Technical's goal is simply to meet the needs of every student, every time we teach.

There are many sources for technical training: vendors, academies, colleges and universities, and business orientated training companies. Police Technical's focus is clearly on providing technical skills to law enforcement personnel. Our students expect to receive superior training; to say the least, it is "not what they got at the academy".

It is not enough to merely teach a subject which fits our business model or Course Catalog. Our instructors must have a unique understanding of the needs of their students, an expert level of knowledge in their subject, and bring exceptional teaching skills to the classroom; and they must care about each of their students.

After the first 2 hours of the first day of class, our instructors typically know each of their students by name, where they work, their assignment, and something about their actual life journey. This knowledge has nothing to do with the subject or the teaching of class, but it has everything to do with achieving a higher standard than most law enforcement personnel have come to expect. If

you have the dedication to try and meet this standard, even if you currently lack the ability, you are encouraged to continue this process.

Instructor and Course Development

Once an instructor and course have been selected, Thomas Manson will work with the instructor to bring the course materials and instructional methodology in line with Police Technical goals and standards. Police Technical will, within the boundaries of practicality, assist instructors in developing their materials and presentations so as to have the greatest educational impact on their students.

Police Technical's developed methods of instruction are what separate our training from everyone else. From the very first moments, a student's experiences with our training courses are planned and purposive. What appear on the surface as simple classroom activities, actually provide our instructors with better classroom control, increased audience participation, longer information retention, and a superior climate for adult learning.

Needed from the Instructor

To continue the process with Police Technical, instructors will need to submit the following materials:

1. A current resume or curriculum vitae
2. A one page outline for any proposed course offering (a sample is included on the last page). Please include:
 - a. Course title
 - b. Brief descriptive paragraph
 - c. Outline of objectives
 - d. Short bio (photo is *not required*)
 - e. Additional information if needed
3. Sample of previous teaching evaluations
4. List of previous training locations
5. List of training references (i.e. past students or supervisors)
6. Statement of your instructional philosophy

Please submit materials to Thomas M. Manson at tmanson@policetechnical.com.

Our Hiring Process

Police Technical is looking for courses which meet the technical needs of law enforcement personnel. Our original course, PowerPoint® for Public Safety™, was universally questioned when it was first released. “Why would we need this course? PowerPoint® is easy to use...everybody knows how to use PowerPoint® ...It’s just slides.” As it seems, there was wide demand for a properly targeted and taught course in this subject.

Your course proposals may fall into an obvious need category (Cell Phone Investigations, WORD®, and EXCEL®) or into something less apparent (e.g. PowerPoint® for Public Safety™). If you feel your material is on “the edge”, shamelessly proffer it anyway with a short explanation for its applicability to the law enforcement field.

Successful courses will be taught by the right person, with the right mentality, ability and credentials. They will also need to be marketable to a national law enforcement audience. Example: “The Realization of Fusion for Law Enforcement”, will only be successful if the officers walk away with their own, power generating, cold reaction chambers at the conclusion of class.

Course offerings which too closely follow State or Federal academy outlines will be rejected. Private national training, through Police Technical, offers instructors the opportunity to develop their own material, and present it in a fashion which may not be successful or accepted in a standard academy. The most successful Instructors will break-away from “what has, or is being taught” and strive to find the most important things to teach in the best fashion.

Instructors and course offerings will be reviewed by Thomas M. Manson. Potential instructors will be notified with further inquiries. This process will be ongoing and has no end date. We will expand our course offerings continually and will begin scheduling courses as soon as we have personnel and materials to do so.

Emerging Technology for Law Enforcement

Technology changes fast, learn about the latest technologies impacting law enforcement

Course

Emerging Technology for Law Enforcement™ is designed to help public safety personnel prepare for the inevitable technological changes impacting their workplace. Upon a historical foundation current technologies are examined before near future technologies are presented. Constantly changing, this dynamic course has been presented at national executive and administration conferences for more than 10 years.

Topics include:

1. **History of Technology** – From 35,000 BC to the present
2. **The Driver of Technology** – How war guides technological development
3. **Technology Trends for Law Enforcement** – What is happening today?
4. **Computers: Looking Better** – Recognition systems, people, places, and things
5. **Web 2.0+** – Will Facebook be around in 5 years?
6. **Software as Service** – No more need to download software...it's online
7. **Cloud Computing** – The death of the thumb drive
8. **Computer Form Factors** – Tablets, handhelds, and Nano computers
9. **4G Networks** – Fast enough to change everything
10. **Google** – Not just a search engine – a company wanting it all
11. **Privately held Public Data** – Who owns your data, where is it, and is it secure?
12. **Body Worn Cameras** – Today and tomorrow
13. **Military Surplus** – What can law enforcement departments expect in the short term?
14. **Digital Career Suicide** – How to end your career in 30 seconds
15. **Best Practices for Managing Technology** – Managing what you don't understand

Thomas M. Manson



Thomas Manson speaks 50 weeks a year at national and international law enforcement conferences. For 13 years he has worked as a consultant on cases in Homicide, Narcotics, Crimes against Persons, Crimes against Property, Vehicular, and OIS/Administrative Discipline. He is experienced with training and case preparation at Federal, State, County and Municipal levels. His course, *PowerPoint® for Public Safety™*, has been presented to thousands of law enforcement personnel nationally.

Mr. Manson taught at, and received degrees from: Wichita State University (Master of Arts, 1996) and Indiana State University (Bachelor of Science, 1993). He began his law enforcement career with the United States Border Patrol in South Texas.

Mr. Manson lives in Indiana with his wife and daughter.