

POLICE TECHNICAL

LAW ENFORCEMENT'S BEST SOURCE FOR TECHNICAL TRAINING



NEW INSTRUCTOR 2014

POLICE TECHNICAL provides superior quality training to law enforcement personnel in 5 certification tracks: Analytics and Intelligence (AAI), Applications for Public Safety (APS), Cell Phone Investigations (CPI), Leadership and Technology (LAT), Online and Open Source Investigations (ONI). Each course is facilitated by an expert instructor using proprietary, validated methods of instruction. POLICE TECHNICAL is Law Enforcement's Best Source for Technical Training

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Letter to Prospective Instructors

My name is Thomas M. Manson, founder of POLICE TECHNICAL. I have found teaching law enforcement personnel on the national level to be one of the most professionally rewarding experiences an instructor can achieve. I'd like to welcome you to start a process which will ultimately allow you to join our company, a process which I, along with our fellow instructors, have found to be rewarding personally, professionally and financially.

On the following pages, I share some of our history and process to give you a better understanding of our company and my expectations. For nearly 10 years POLICE TECHNICAL has refined a process for successfully providing technical law enforcement instruction to a national audience. We have developed instructional methodologies to ensure the highest quality training and the infrastructure needed to support multiple instructors teaching in various technical disciplines. And we are growing.

In addition to seeking new instructors to develop new courses, we are also looking for secondary instructors to teach existing courses. Our standard for secondary instructors is the same as for our primary instructors; only their need to develop original materials is reduced.

If you have attended a POLICE TECHNICAL class, then you've experienced a better training class. And if you have attended two or more of our classes, then you've experienced the high level of consistency POLICE TECHNICAL brings to all of our classes. If, after reading this document, you are interested in working with us, then I'd be interested in working with you.

The Next Step

The next step is to submit the materials requested in the ***Needed from the Instructor*** (page 6) section to me at tmanson@policetechnical.com. An outline of our ***Hiring Process*** (from our Call for Instructors to teaching your 1st class) is found on page 7. Once I receive your completed package, I'll be in touch with you with details on the next steps.

Thank you for your interest in POLICE TECHNICAL. I look forward to hearing from you and receiving your submission.

Respectfully,

Thomas M. Manson

Our 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. In 2010, POLICE TECHNICAL was scheduling over 50 courses a year (primarily PowerPoint® for Public Safety™) across North America. In 2011, national announcements were made to develop additional POLICE TECHNICAL instructors to meet the deficiency of technical training among law enforcement. By 2012, 5 new classes were developed and being taught by 5 additional instructors. In 2013, 100 courses were scheduled for 12 instructors throughout the US.

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.

Scheduling

Prior to 2014 POLICE TECHNICAL only sought part time instructors who could teach approximately 10 classes (or about 20 days) a year. Starting in 2014 POLICE TECHNICAL began heavy scheduling which could support an instructor teaching 2-3 a month (or about 48-72 days) a year. *Prospective instructors should be able to commit to teaching at least 10 classes a year.*

POLICE TECHNICAL starts scheduling with the instructor's availability; *we don't dictate when an instructor must teach.* We start by asking the instructor which dates in the next 12-16 month's they can work, and from this list of training dates we begin to schedule classes.

Regardless of which frequency level an instructor desires, they provide POLICE TECHNICAL with a series of 2-day "windows" in which they would be available to travel and train. From this list POLICE TECHNICAL matches up training dates with prospective training locations. Typically fewer classes are scheduled during an instructor's first year.

The training development process is lengthy; launching new national classes isn't easy. Training a secondary instructor in the techniques and process of an existing POLICE TECHNICAL course is equally challenging for different reasons. Academy instructors

who are used to teaching a new class by “getting the PowerPoints and lesson plans” will be disappointed and frustrated by our process. It simply doesn't work that way.

By the time a 1st run class or a 1st run secondary instructor comes to market, both the course and the instructor will have gone through a process which ensures success. Success takes time. Starting with the instructor's initial contact with POLICE TECHNICAL, through the hiring process, background investigations, and course development and scheduling it is not unusual for the process of launching a new course to take **6 months to a year**.

POLICE TECHNICAL never trains on holidays or weekends. There are fewer classes in the summer; and we make every effort to put classes in locations which will be conducive for personnel to attend (both the POLICE TECHNICAL instructor and local law enforcement personnel). We try to stay out of Minnesota in January and Phoenix in July (but they can both happen). We like to work near easy access major metro areas, but we have flown across the country all day and then driven several more hours to provide training to a dozen officers in a small town.

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 periodically via email prior the start of class.

Instructors usually drive within ~6 hours of their home (a rental car can be arranged). If the classes are further away, instructors will usually fly via commercial air to the training location. If flying, they will receive a rental car in the host city. Instructor's travel and lodging will be made by the office; experienced instructors will be allowed to make their own travel arrangements. Personnel typically teach the two-day class, and return home the night of the last day of class.

For example: If a class was scheduled for Tuesday and Wednesday, the instructor would fly to the training site on Monday afternoon, teach for two days, and 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 a personal email address. Minimal communication will be conducted through an instructor's department or agency communication channels.

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 generate \$1200.00 in revenue for the instructor.

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. After a period of successful instruction, instructors will be paid on an increasing scale based on class attendance and experience with POLICE TECHNICAL.

Primary Instructors author their own printed and electronic training materials and retain their exclusive ownership rights. Secondary instructor will teach utilizing existing materials under the supervision of POLICE TECHNICAL with the support of the primary instructor. POLICE TECHNICAL handles all logistics for printing and shipping class materials.

In the event a class is canceled or rescheduled, the instructor will be notified of the change at least two weeks prior to the original start of the course (typically personnel are notified ~one month prior to the start of class). Instructors receive **no payment** in the event of a 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 delivering a higher standard than most law enforcement personnel have come to expect from training. 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 classes from other training companies. From the beginning of class to the end, a student's experiences with our training courses are planned and purposive. What appears 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.

Hiring and Development Process

The hiring process for POLICE TECHNICAL has been refined over several years. It has proven valid in selecting the best instructors.

1. Call for Instructors
 - a. At the end of each calendar year, based on needs assessment
2. Prospective Instructor Inquiry
 - a. Typically via email or social media, prompted from Call for Instructors
3. Receipt of New Instructor Documentation
 - a. POLICE TECHNICAL sends all inquiring personnel New Instructor Documentation
4. Submission of Instructor Materials
 - a. Prospective Instructors submit completed packages
 - b. Packages must be complete to be considered for employment**
5. Evaluation Process
 - a. Prospective Instructors and submitted materials are evaluated
6. Interview
 - a. Highly rated Prospective Instructors are contacted for further communication
7. Background Investigation
 - a. References are checked and additional resources examined
8. Letter of Agreement
 - a. A single page document outlining roles for POLICE TECHNICAL and the Instructor is sent
 - b. Once signed and returned to POLICE TECHNICAL, the Instructor has been hired
9. Attending a POLICE TECHNICAL class
 - a. Newly hired Instructors attend a POLICE TECHNICAL course and shadow the instructor
 - b. POLICE TECHNICAL covers all expenses travel, lodging, meals
10. Course and Instructor Development
 - a. Materials and personnel are developed for national market
11. 1st Class - with POLICE TECHNICAL Instructor
 - a. Newly hired instructor teaches 1st class with support of current POLICE TECHNICAL instructor
12. 1st Class - Independent (2nd actual class)
 - a. Newly hired instructor teaches 1st independent class

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. Sample of previous teaching evaluations
3. List of previous training locations
4. List of training references (i.e. past students or supervisors)
5. Statement of your instructional philosophy
6. **For Instructors proposing a NEW COURSE**
 - a. A one page outline for any proposed course offering (a sample is included on the last page). Please include:
 - i. Course title
 - ii. Brief descriptive paragraph
 - iii. Outline of objectives
 - iv. Short bio (photo is *not required*)
 - v. Additional information if needed
6. **For Instructors seeking to teach an EXISTING COURSE**
 - a. A one page outline for any proposed course offering. Please include:
 - i. Existing Course title
 - ii. Brief descriptive paragraph addressing your qualifications to teach this course
 - iii. Suggestions or revisions you would implement in the course
 - iv. Short bio (photo is *not required*)
 - v. Additional information if needed

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

Courses

Primary Courses

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.

Secondary Courses

After several years of developing original courses, POLICE TECHNICAL is now looking for secondary instructors to teach from our existing catalog. The standards for the course and instructor remain the same, with the exception that the secondary instructor will not have to develop their own materials, but rather work with the primary instructor and teach utilizing the exiting manual and presentations. Some modification and flexibility acceptable, but adherence to the core class and to POLICE TECHNICAL processes is a requirement. Consistency across courses being taught by different instructors must be maintained.

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.

Sample Submissions Page

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 children.