



NEW INSTRUCTOR 2016

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.

Table of Contents

Letter to Prospective Instructors	2
Our History	3
General Training Process	3
Typical Course Process	5
Remuneration	5
Teaching for POLICE TECHNICAL	6
Instructor and Course Development	6
Hiring and Development Process	7
Needed from the Instructor	8
Courses	9
Sample Submissions Page	10

Letter to Prospective Instructors

My name is Thomas M. Manson, CEO 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'm welcoming you to the process that will 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 have shared 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 methods 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 seeking **secondary instructors** to teach **existing courses**. Our standard for secondary instructors is the same for our primary instructors.

If you have attended a POLICE TECHNICAL class, then you've experienced a great 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. The results we provide are not by accident, and are not created from the instructor alone, they are the effects of our process. If, after reading this document, you are interested in working with us, learning our process, and providing the best training to law enforcement personnel throughout the United States, then I am interested in working with you.

The Next Step

The next step is to complete the application process you have already started by, submitting all of the requested materials. 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, Founder and CEO
POLICE TECHNICAL

Our History

In 2004, POLICE TECHNICAL LLC was established to further professionalize the law enforcement training process Thomas M. Manson created. By 2007, federal law enforcement agencies recognized POLICE TECHNICAL as a Sole Source Provider, offering a level of training unavailable from any other source. POLICE TECHNICAL incorporated to provide a suitable structure to expand business operations in 2009. The following year, POLICE TECHNICAL was scheduling over 50 courses annually (primarily PowerPoint® for Public Safety™) across North America. By 2012, 5 new classes were developed and being taught by 5 additional instructors. Today, more than 100 courses are scheduled for 18 instructors throughout the United States.

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 4 types of training sessions: **Open Registration, In-Services, Conferences, and Online.**

Open Registration involves 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 its personnel, are handled similarly with less emphasis on marketing. At Conferences we channel all of best materials into 2-8 hour blocks of training for larger conference based audiences. These are typically state association conferences, but could also be national and international meetings for law enforcement.

Online training sessions can vary by instructor and class, but will involve the recording of the main sections of an instructor's presentations (along with supporting materials and interviews) for digital distribution via POLICE TECHNICAL's secure online presence, COMMUNITY.

Scheduling

Prior to 2014, POLICE TECHNICAL only sought part-time instructors who could teach approximately 10 classes (or about 20 days) a year. However, POLICE TECHNICAL will begin heavy scheduling that could support an instructor teaching 2-3 classes 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 schedule classes.

Regardless of which frequency level an instructor desires, they provide POLICE TECHNICAL with a series of 2-day “windows” when they would be available to travel and train. From this list POLICE TECHNICAL matches up training dates with prospective training locations. 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 that ensures success. Success takes time. Starting with the instructor’s initial contact with POLICE TECHNICAL through the hiring process, background investigations, course development, and scheduling, launching a new course could take **6 months to a year.**

POLICE TECHNICAL rarely trains on holidays or weekends. There are fewer classes in the summer and we make every effort to put classes in locations that will be conducive for personnel to attend. 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 to the start of class.

Instructors usually drive within 6 hours of their home (a rental car can be arranged). For classes that are further away, instructors will fly via commercial air to the training location. If flying, they receive a rental car in the host city. Instructor's travel and lodging is made by the office; experienced instructors are allowed to make their own travel arrangements. Personnel teach the 2-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 2 days, and return home Wednesday night.

Classes typically start at 8:00 a.m. and end at 4:00 p.m.; 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). The instructor determines when lunch and breaks take place; hourly breaks and a 1-hour lunch are standard.

Most documentation between the office and instructor is managed online; minimal paperwork is required by the instructor. Instructors must have a cell phone, printer, scanner and a personal email address. Minimal communication will be conducted through an instructor's department or agency.

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 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, they 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 instructors will teach while utilizing existing materials under the supervision of POLICE TECHNICAL and 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 (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 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 that 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.

Within 2 hours of the first day of class, our instructors should 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 – **THIS DOCUMENT**
 - 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
 - b. All submitting personnel will be notified of status
6. Interview
 - a. Highly rated Prospective Instructors are contacted for further communication
 - b. Success at this level will advance candidate to the next level
7. Background Investigation
 - a. A 2 second tier generated background investigation will be conducted on every candidate
 - b. Interviewees are asked to respond to 3 questions:
 - i. What is your relationship to the candidate?
 - ii. What are your thoughts about candidate's potential for excellence in this endeavor?
 - iii. Do you have any further information which would be important to this investigation?
 - c. Success at this level will advance candidate to the next level
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 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 (including name, address, contact information, pertinent experience and history)
2. Sample of previous teaching evaluations (if applicable)
3. List of previous training locations (if applicable)
4. List of training references (i.e. past students or supervisors)
5. Statement of your Instructional Philosophy (why you want to train LE personnel)
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, until hired*)
- 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, until hired*)
- v. Additional information if needed

Please submit materials online at <https://www.policetechnical.com/careers/>

Courses

Primary Courses

POLICE TECHNICAL is looking for courses that 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. However they will work with the primary instructor and teach utilizing the exiting manual and presentations. Some modification and flexibility are 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 that 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 that 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 way.

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 the 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.