



NEW INSTRUCTOR 2018

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.

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Letter to Prospective Instructors

My name is Thomas M. Manson, CEO of POLICE TECHNICAL. Training law enforcement personnel on the national level is the most rewarding experience I have ever achieved. Seeing your training efforts move the Field forward is a career capstone for many of our instructors. I welcome you to start a 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 13 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 (login information was sent to your registration email address). Once we 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 professionalize the training process created by founder Thomas M. Manson.

In 2007, Federal Law Enforcement agencies recognized POLICE TECHNICAL as a Sole Source Provider.

In 2009, POLICE TECHNICAL incorporated to provide a suitable structure to expand business operations.

In 2010, POLICE TECHNICAL was scheduled 50 courses annually (primarily PowerPoint® for Public Safety™) across North America.

In 2012, 5 new courses and instructors were added to the course catalog.

In 2015, 150 classes were scheduled, comprising 20 courses taught by 18 instructors.

In 2016, POLICE TECHNICAL was awarded a GSA Federal Contract, #GS-07F-146DA.

In 2017, POLICE TECHNICAL moved into corporate offices at 647 Ohio Street, Terre Haute, IN.

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, In-Services.**

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.

Scheduling

Prospective instructors MUST BE ABLE to commit to teaching AT LEAST 10 classes (1-3 day classes) each year.

POLICE TECHNICAL scheduling starts 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 6-16 months they can work, and from this list of training dates we start a structured scheduling process with host agencies throughout the United States.

Regardless of which training frequency level an instructor desires, they provide POLICE TECHNICAL with a series of 2-day "windows" when they are 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, with more space between training dates to allow for course revisions and reflection.

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 major metro areas and international airports, but we occasionally fly across the country all day and then drive 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 can access detailed course information from their POLICE TECHNICAL login at any time.

Travel

Instructors will typically fly via commercial air to the training location. Within 6 hours (drive time) from their home, instructors will drive a rental car or their personally owned vehicle. If flying, they receive a rental car in the host city. Instructor's travel and lodging arrangements are made by the POLICE TECHNICAL office; instructors with several years teaching and traveling experience are allowed to make their own travel arrangements. Personnel teaching a 2-day class will typically leave in the morning the day before the start of 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 morning, teach for 2 days, and return home Wednesday night.

Classes start at 8:00 a.m. and end at 4:00 p.m.; instructors are expected to check the training site the night before class, and arrive **an hour** early the first day of training. The instructor determines when lunch and breaks take place; hourly breaks and a 1.25 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, a personal email address, a tablet or financial compensation for its purchase will be provided to all instructors. 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 provided. 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.

Teaching Materials

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 guidance 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, the host agency and any registered students will be notified of the change at least two weeks prior to the original start of the 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. POLICE TECHNICAL’s commitment to our students is higher than any other training company or institution. We feel so strongly about the quality of our process, instructors and training that we publicly post every training evaluation received from our courses. They are posted to the [Evaluations Section](#) on policetechnical.com.

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, POLICE TECHNICAL works 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 and process are what separate our classes from other training companies. From the beginning of class to the end, a student's experiences with our company are planned and purposive. Our simple classroom activities actually provide our instructors with better classroom control, increased audience participation, longer information retention, and a superior climate for adult learning.

Why Police Technical?

We have worked for more than a decade refining the entire process of training law enforcement personnel in technical areas. We have a detailed process for acquiring instructors, host locations, and importantly, students. We have a process for printing, shipping and providing electronic materials for classes. We have a world-class website, student registration system and financial backend. We have a fully engaged marketing process to support our collective efforts. We have the support of dedicated accounting and legal firms, and a lengthy corporate banking history.

We have worked hard to develop a successful process. We are unlike any other company in the Field. And, respectfully, we are the best. And we'd like you to join us.

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. In the Fall of each calendar year, based on a national needs assessment
2. Prospective Instructor Inquiry
 - a. Inquiries are taken online, via POLICE TECHNICAL's dedicated form
 - b. All applicants are provided with a login to upload required materials and track their progress
3. New Instructor Documentation – **THIS DOCUMENT**
 - a. All applicants are provided a copy of the most recent New Instructor Documentation
4. Submission of Instructor Materials
 - a. Prospective Instructors submit required materials via their POLICE TECHNICAL login
 - b. Packages must be complete to be considered for employment**
5. Evaluation Process
 - a. All Prospective Instructors with completed submissions will be evaluated
 - b. Prospective Instructors can track their progress via their POLICE TECHNICAL login
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 lead generated background investigation will be conducted on every Candidate Instructor
 - 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. Candidate Instructor chosen for employment will receive a single page Letter of Agreement
 - b. This document outlines the roles for POLICE TECHNICAL and the Instructor
 - c. Once signed and returned to POLICE TECHNICAL, the Candidate Instructor has been hired
 - d. Newly hired Instructors will receive additional training materials, and greater access to POLICE TECHNICAL
9. Attending a POLICE TECHNICAL class
 - a. Newly hired Instructors will, as soon as practical, 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 further developed
11. 1st Class - with POLICE TECHNICAL Instructor
 - a. New Instructor's teach their 1st class with support of current POLICE TECHNICAL instructor
12. 1st Class - Independent (2nd actual class)
 - a. New Instructor's second class is taught independently

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 need in the Field for a properly targeted and taught course in this subject.

New course proposals generally fall into one of three categories:

- 1.) **Technical** (Cell Phone Investigations, Microsoft Excel®)
- 2.) **Traditional** (Homicide Investigations, course in this space need to have a **significant technical component**, such as utilizing social media to facilitate an area “canvass”)
- 3.) **Emerging** (Dark Web, Crypto-Currency) 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

POLICE TECHNICAL is always looking for secondary instructors to teach from our existing course catalog. The standards and expectations for the instructor and course remain the same, with the exception that the secondary instructor ***will not*** have to develop their own materials. Instead they work with the primary instructor and teach utilizing existing teaching materials. Some modification and flexibility are expected, but adherence to the core class and to POLICE TECHNICAL processes is a requirement. Consistency across courses being taught by different instructors is a primary goal.

Course Selection

Successful POLICE TECHNICAL courses are taught by the right person, with the right mentality, ability, and credentials. In selecting a “new course”, we select the right person first, and then determine what course best suits them; in the process answering the questions: *Are they teaching the course they should be teaching?*

Courses 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.

Sample Submissions Page

Craigslist Investigations

Investigating criminal behavior on the Internet's largest market place

Course Overview

This course provides law enforcement personnel with the foundation and expertise to investigate any crime occurring on Craigslist. The course provides the students with an in-depth understanding of how to navigate Craigslist and identify indicators and red flags indicative of criminal activity. Students learn how to use innovative and cutting edge methods in obtaining evidence, locating and identifying suspects and conducting online undercover operations involving prostitution, drugs, enticement of juveniles and property related crimes. Case examples as well as hands-on activities are utilized throughout the course.

This course is intended primarily for law enforcement investigations personnel; associated department personnel may attend: sworn officers, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers. No technical or analytical background is required. Students are required to bring their own laptops or tablets.

Day One

1. Understanding how Craigslist works
 - a. CL Basics: History, who, what and why?
2. Navigating Craigslist
 - a. From beginner to advanced
3. How to speak Craigslist
 - a. Become fluent in Craigslist speak
4. Understanding Craigslist postings
 - a. Learn how criminals post and how to find them
5. Obtaining information from Craigslist
 - a. Administrative subpoena or search warrant

Day Two

1. Craigslist toolkit
 - a. Resources available to you at no cost
2. Criminal indicators and red flags
 - a. Proactively target criminals through subtle postings
3. Building blocks of an undercover operation
 - a. Roles, responsibilities and building your online profile
4. Undercover operations
 - a. Go undercover from a patrol car or your desk, no long hair or beard needed
5. Identifying the next Craigslist and what to do with it

Day Three (Optional)

1. Additional Hands-On Activities. Attendees develop their own materials in a structured hands-on environment.
2. Custom Development. Attendees work with instructor on existing case materials in need of support.