

## 5 DAY SEMINAR

### Internal Affairs Certification Program

Date: January 29 – February 1, 2019 (9:00 am – 3:00 pm daily)

Location: Grafton Police Department  
28 Providence Rd, Grafton, MA 01519

Participants: Lieutenants, Captains, Deputy Chiefs & Chiefs

Cost: \$650.00 per person

Seminar Topics: Internal Affairs Investigations, Civil Service Procedures, Progressive Discipline, Dealing with Union Officials, Rules and Regulations, Compelling Employees to Produce, Reports Bank Records, Telephone Records, Text Messages, Email, Report Writing, Standards of Evidence Recording Interviews, Off Duty Conduct, Probationary Periods, Settlement Agreements, Internal Affairs Policy and Procedures, Internal Investigations (Administrative vs. Criminal), Questioning Public Employees, Union Rights, Employer Rights, Tape Recording Interviews, Mandating Employee Answers, Ordering Cooperation, Interviewing Techniques, Dealing with Union Officials, Dealing with Union Attorneys, Requiring the Truth, Polygraphs, How to Withstand Arbitration and Civil Service Review.

Registration: You may register by providing the information below and remitting this form via fax (978-851-2379) or email ([apdmanagement@gmail.com](mailto:apdmanagement@gmail.com)). Please mail your check payable to "APD Management" to the address below. Call 978-836-9220 or visit [apdmanagement.com](http://apdmanagement.com) with questions.

APD Management  
1215 Main Street, Suite 103, Tewksbury, MA 01876

Name:	Title:
Agency:	Phone:
Address:	Fax:
	Email: