

POLICE technical

Technical Training for Public Safety

2008 Course Catalog

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PowerPoint® for Public Safety™

Instructor: Thomas M. Manson
2 Day Course

95% of personnel using PowerPoint® are “self-taught”

Most have never had a “mission specific” structured course in computer applications.

PowerPoint® for Public Safety™* is the only course of its kind.

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Day One

1. Goals of the Course
2. More Important than PowerPoint® - Presentation Skills, Practice and Preparation
3. Building PowerPoint® Presentations - Standard methods, *Fast Development*
4. Saving Presentations
5. Package for CD – Creating Presentations that Everybody Can Access
6. Best Practices for Printing Presentations

Day Two

1. Hyper Linking – Splash Screens
2. Custom Animation
3. Capturing Images – Scanners, Digital Camera
4. Capturing Audio and Video
5. Goals of the Course

Who should attend?

This course is appropriate for all personnel regardless of assignment. Specific applications are presented for Patrol, Tactical, Firearms, Narcotics, Administration, Corrections, Detention, Investigations and many more.

Training Process

This course is taught in a “hand’s off” environment, computers are not necessary. All attendees receive a detailed training manual with hundreds of step by step screen captures for the lessons covered in class. All attendees receive a certificate of attendance and access to the PowerPoint® download section of www.policetechnical.com.

* Police Technical LLC is recognized by the US Government and US Department of Justice as a Sole Source Provider for the course PowerPoint® for Public Safety™.

PowerPoint® for Public Safety™ – Hands On

Instructor: Thomas M. Manson
2 Day Course

95% of personnel using PowerPoint® are “self-taught”

Most have never had a “mission specific” structured course in computer applications.

PowerPoint® for Public Safety™ * is the only course of its kind.

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

Day One provides a foundation for development, Day Two provides students an opportunity to build and present their own presentations. Personnel are encouraged to bring their own laptops to work on during Day Two.

The PowerPoint® for Public Safety™ – Advanced manual contains more than 125+ pages, and includes hundreds of screen captures containing class procedures, all of which guarantee students will be able to duplicate what they see presented in class.

Attendance in the companion course “PowerPoint® for Public Safety™ – Basic” is not required to attend this course. All personnel are welcome regardless of previous courses taken.

Day One

Morning Session

Goals of the Course

Presentation Skills, Practice and Preparation

Fast Development, Package for CD, What's New?

Afternoon Session

Custom Animation

Audio and Video

Day Two

Morning Session – Hands On

Students will work individually on their presentations with assistance from the instructor.

Afternoon Session – Hands On

Attendees present their created presentations to the class

Other attendees evaluate the presentations and provide suggestions for delivery and improvements

Goals of the Course

Who should attend?

This course is for All Personnel: Instructors, Investigators, Administrators, Tactical, PIOs, Prosecutors, and Administrative Staff.

* Police Technical LLC is recognized by the US Government and US Department of Justice as a Sole Source Provider for the course PowerPoint® for Public Safety™.

PowerPoint for Public Safety – Prosecutors

Instructor: Thomas M. Manson
1 Day Course

95% of personnel using PowerPoint® are “self-taught”

Most have never had a “mission specific” structured course in computer applications.

PowerPoint® for Public Safety™* is the only course of its kind.

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

Taking PowerPoint to a whole new level in the courtroom. Courtrooms and administrative sessions provide unique challenges to PowerPoint developers and users alike. How the material is transferred into the computer? How is the material preserved? Is the prosecution required to give the defense access to their presentations? What guidelines should be used in developing presentations for juries?

Day One

Morning Session

Goals of the Course

Where to use PowerPoint®:

Voir Dire, Opening Statement, Expert Witnesses, Final Arguments, Judges Instructions

Fast Development, Package for CD, What's New?

Case organization

Digital Images and their presentation

Animation for court: What to put in and what to leave out

Audio and Video

Afternoon Session

Case Studies for Prosecution: Lessons learned

Jury reaction to high technology

Who should attend?

This course is designed for legal professionals at various stages of computer experience to increase their knowledge of PowerPoint presentation software for use in hearings and in the courtroom.

* Police Technical LLC is recognized by the US Government and US Department of Justice as a Sole Source Provider for the course PowerPoint® for Public Safety™.

Public Speaking for Public Safety™

Instructor: Thomas M. Manson
3 Day Course

Public Speaking is the foundation for all Instruction

Academies who fail to devote time to developing these skills in their instructors in favor of performance objectives and lessons plans are failing their students.

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

Public safety personnel are required to speak to the public more now than ever before. Using practical public safety speaking scenarios this course assists attendees gain confidence in their own speaking abilities and provides them with practical techniques to present themselves and their agency in a positive light.

This course is taught in a positive environment. We do not teach to fail or to embarrass. Take this course to develop your professional skills and you will not be disappointed.

Who should attend?

This course is designed for law enforcement and fire service personnel at all levels. Speaking situations will include: Training Scenarios, Governmental groups (City Councils, State Committees), Community and civic organizations, Television and media, and large audiences.

Instructor Development

Instructor: Thomas M. Manson
5 Day Course

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

This course is designed to develop students into competent, capable and compassionate public safety instructors. Effective communication skills, proven teaching methods and leadership fundamentals are emphasized throughout the course with added emphasis on successfully using PowerPoint® software in the public safety classroom.

1. Development of the Instructor Skills - Students have numerous opportunities to hone their instructor skills in front of the class in various challenging assignments. Students will apply their existing knowledge in practical exercises at the beginning and end of each day.
2. Development of Technical Skills - After a review of PowerPoint® basics students are presented with methods to quickly develop their own material into presentations. Other topics include: Adding Pictures, Audio, and Video; Custom Animation and Backgrounds. Students are shown numerous examples of nationally presented training materials.
3. Development of Leadership Skills – Students in class are treated as leaders, who, through their programs will determine the success of their respective agencies. Emphasized are: Program Development, Test Development, Motivation and Persuasion, Instructor/Course Critiques and Evaluations.
4. Other Topics Include: (1) Instructor Responsibility; (2) Dealing with Disruptive Students; (3) Creating Lessons Plans and Documentation that serve the students and the agency for years to come; (4) Training Liability – What is it? Simple steps to reduce it; (5) and much more.

Police Technical takes special measures to ensure state compliance for Instructor Certifications courses while providing additional materials and exercises to enhance the students' learning opportunities.

Who should attend?

This course is designed for public safety personnel who are seeking Basic Instructor Certification.

Instructor Development – Advanced

Instructor: Thomas M. Manson

4 Day Course

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

A wise man once said, “Advanced tactics are the Basics Mastered.” In this 4 day course students have the opportunity to master the basics of adult instruction in a public safety training environment.

In this highly participatory course students are encouraged to stretch themselves to become better instructors. Students are provided daily opportunities to speak and present training material to their peers. Thomas M. Manson has designed each activity is designed to develop students into competent, capable and compassionate instructors.

Day One

1. Morning Session
Goals of the Course
Public Speaking Revisited
2. Afternoon Session
Classroom Interaction
Instructional Design

Day Two

1. Morning Session
Instructional Design
2. Afternoon Session
eLearning and Blended Training

Day Three

1. Student Presentations

Day Four

1. Morning Session
Student Assessments
2. Afternoon Session
Professional Growth as an Instructor
Directions for the Future
Goals of the Course

Who should attend?

This course is designed for public safety personnel who are seeking advanced instructional skills.

Attendees should have a working knowledge of developing lessons plans and presenting PowerPoint presentations to a public safety audience. Attendance in a previous Instructor Development or Methods of Instruction course is recommended.

All attendees will receive a Advanced Instructor manual, a certificate of attendance from Police Technical LLC, and access to the PowerPoint® download section on www.policetechnical.com

Master Instructor

Instructor: Thomas M. Manson
5 Day Course

Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

This course provides experienced instructors (of all public safety courses) with the challenge to improve their skills. Instructors/students will hone their current instructional abilities by studying, practicing, and presenting material to their peers.

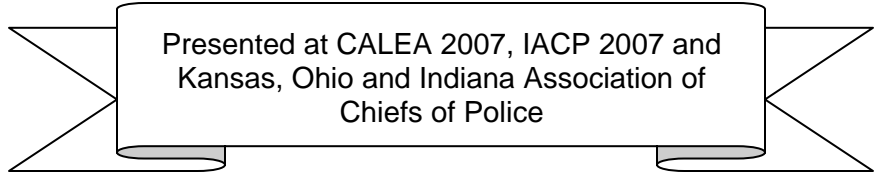
Who should attend?

This course is designed for experienced public safety instructors. Students will pursue advanced techniques in program development and instruction. Graduates from this course acquire the confidence and abilities to successfully develop, present and critique all levels of public safety training. This class is highly participatory, and will require additional work at during the evening.

All attendees will receive a Master Instructor manual, a certificate of attendance from Police Technical LLC, and access to the PowerPoint® download section on www.policetechnical.com

Technology Symposium

Instructor: Thomas M. Manson
1 Day Course



Instructor

Thomas M. Manson began his career with the US Border Patrol and is currently a national law enforcement instructor. He has taught PowerPoint® for Public Safety™ for nearly 10 years. He is a frequent speaker at national law enforcement conferences, and regularly writes for law enforcement magazines on technical subjects.

Course

This course examines various current technologies as applied to the law enforcement professional. The technologies discussed in class have direct application to the successful completion of the public safety mission.

Day One

1. Goals of the Course
2. History of Technology
3. Basic Hardware and Software
 - a. Microsoft Windows® and Office®
 - b. Computers and Servers
 - c. Hard Drives and Memory
 - d. Monitors and Projectors
 - e. Peripherals
4. Civilian Devices
 - f. iPods
 - g. PDA
5. Advanced Hardware and Software
 - a. Scanners
 - b. Still and Video Camera
 - c. Storage / USB Drives
6. Law Enforcement Technology
 - d. Automatic License Plate Readers
 - e. GIS / GPS
 - f. DHS technology
7. Preventing Digital Suicide
8. Best Practices for Technology Purchases

Applications for Law Enforcement

- Everyday public safety agencies across the country spend thousands of dollars trying to “figure out” something technical.
- Everyday agencies lose hours to lost productivity due to problems with computer hardware and software.
- Everyday personnel wrestle with “technology acquisition decisions” they know will impact their department for years.
- Everyday evidence is missed because somebody simply didn’t know “what it was” or what to do with it.

This course takes the mysticism out of technology and replaces it with an understanding that will pay dividends for your agency.

Over two days students gain an understanding of the technologies they regularly use and technologies they may encounter.

From a better understanding of technology they will be better prepared to assist their departments both in day to day operations and in making critical (and often expensive) technology purchase decisions.

Who should attend?

This course is designed for all law enforcement personnel. Any officer interested in how technology will impact their lives and careers should attend this course. Attendance in this course is strictly limited to active law enforcement.

All attendees will receive a Technology Symposium manual, a Certificate of Completion, and access to the download section on www.policetechnical.com

Thomas Manson Biography



Thomas M. Manson is the owner of Police Technical LLC. He began his law enforcement career with the United States Border Patrol in South Texas.

Prior to working with the USBP, Mr. Manson taught as an adjunct faculty member for Wichita State University (Master of Arts, 1996) and Indiana State University (Bachelor of Science, 1993).

Mr. Manson speaks frequently on training and technology topics at national and international public safety conferences including: TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education), IALEFI (International Association of Law Enforcement Firearms Instructors), and ILEETA (International Law Enforcement Educators and Trainers Association). He has spoken to thousands of law enforcement personnel across the country.

Mr. Manson is the Technology Editor for LAW and ORDER magazine, and writes extensively in the areas of technology and its application to public safety.

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

Please contact him by phone at: (812) 232-4200 or by email at: tmanson@policetechnical.com

In-Service Training

An In-Service is the fastest, most cost effective way to provide technical training to your personnel.

For \$5000.00*, we'll provide 2 days of training for 25 people at your facility.

PROCESS OUTLINE

1. Contact **Police Technical** to discuss which courses you want
2. Arrange a training date and location
3. A Letter of Agreement will be sent to your agency; sign the letter and return it to **Police Technical**.
4. A month before the scheduled training date, **Police Technical** will:
 - a. Call to confirm training dates and locations
5. The day before training, **Police Technical** personnel will:
 - a. Make contact with agency training representatives upon arrival
 - b. Visit the training site
 - c. Check training manuals and audiovisual equipment
 - d. Prepare site as necessary
6. The first day of training, **Police Technical** will:
 - a. Prepare a sign-in roster for attendance and provide each attendee with training materials
 - b. Begin training promptly at 8:00 or at the previously specified time
 - c. Conclude training each day at 4:00 or at the previously specified time
7. The last day of training, **Police Technical** will:
 - a. Close the training environment by providing each student a Course Evaluation
 - b. Present each student with a Certificate of Completion
8. Post-training, **Police Technical** will:
 - a. Provide the host agency with a class rosters, evaluations and Certificates of Completion
9. Payment of \$5000.00* made to **Police Technical** is expected upon the conclusion of training

*Fee includes all expenses: Instructor fees, meals, travel, lodging, and training materials.
Actual fee may be higher based on training location and numbers of students.

Police Technical is proud of our developed process of providing successful training to public safety personnel. We will happily work within State or Federally mandated guidelines if your agency or department has additional training requirements (i.e. training hour requirements, hourly breakdown of acquired knowledge and skills, outlines or forms).

Sample Agreement – In-Service

Date

Agency Contact
Agency Address

Re: PowerPoint® for Public Safety™

Agency Contact -

This Letter of Agreement is to confirm the terms and nature of services to be performed by Police Technical LLC for <<Agency Name>> were it to engage Police Technical LLC to perform training.

Roles and Responsibilities

Police Technical LLC will provide:

1. Thomas M. Manson, Instructor, at the <<Agency Name>> on <<Dates>>.
2. The subject of the training course will be: **PowerPoint® for Public Safety™**
3. Training materials and certificates of completion.

<<Agency Name>> will provide:

1. Information to Police Technical LLC needed to complete the above mentioned responsibilities.
2. A training facility suitable for up to 25 students classroom style training including: LCD projector, 6' screen (minimum), desks, chairs, light controls for the previously stated dates for approximately 8 hours each day.

Responsibility of Costs

Police Technical LLC will cover all expenses for travel, housing, instructor fees for all its personnel.

<<Agency Name>> will provide payment for training services \$5000.00; payment must be received prior to or on date of training class. **This Letter of Agreement serves as your invoice.**

Checks are to be made payable to Police Technical LLC, Federal ID # 20-2741771.

I trust the terms of this agreement meet with your approval. To proceed with the project, please sign below and return this form to our office. Thank you for the opportunity to provide your technical services.

Respectfully submitted,



Thomas M. Manson
Owner, Police Technical LLC

Accepted by _____

Open Registration

Train a limited number of your personnel at no-cost with an Open Registration.

By hosting an open registration course at your facility and notifying surrounding agencies about the course itself your agency will receive free registrations to the class.

The host agency will receive 2 free registrations after Police Technical receives 15 paid registrations. Hosts will receive 2 more free registrations, for a total of 4, if Police Technical receives 20 paid registrations.

Open Registration Training Timeline and Responsibilities					
	Initial Contact	>3 Month Prior	<3 Months Prior	Training	Post Training
Police Technical	Contacts agencies in desired locations	Training dates are scheduled	Internet and print marketing in support of training. Handles registration and payment	Provides training materials and personnel to registered personnel	Provides Certificate of Completion and class roster to all attendees
Host Agency	Contacts Police Technical to host training at their facility	Hotel, Meeting and Airport information provided to Police Technical	Informs regional agencies in support of training	Provides training location and local support.	<none>

1. Contact **Police Technical** to discuss which courses you want brought to your agency or department.
2. Arrange a training date and location. The earliest training dates are usually 3 months in the future.
3. A letter of agreement will be sent to your agency; sign the letter and return it to **Police Technical**.
4. A month before the scheduled training date, **Police Technical** will:
 - a. Call to confirm training dates and locations
5. The day before training, **Police Technical** personnel will:
 - b. Make contact with agency training representatives upon arrival
 - c. Visit the training site
 - d. Check training manuals and audiovisual equipment
 - e. Prepare site as necessary
6. The first day of training, **Police Technical** will:
 - f. Prepare a sign-in roster for attendance and provide each attendee with training materials
 - g. Begin training promptly at 8:00 or at the previously specified time
 - h. Conclude training each day at 4:00 or at the previously specified time
7. The last day of training, **Police Technical** will:
 - i. Close the training environment by providing each student a Course Evaluation
 - j. Present each student with a Certificate of Completion
8. Post-training, **Police Technical** will:
 - k. Provide the host agency with copies of Class rosters, Evaluations and Certificates of Completion

Hosting Agencies

Police Technical chooses hosting partners carefully. While we want to provide the best technical training to the most people we must also remain profitable to remain in business. As a private company we receive no government funding.

We regret that we cannot provide hosting opportunities to every requesting agency. We schedule our Open Registrations locations based on demographic data and from our own internal research. In an attempt to serve fairly the law enforcement community we offer discounted In-Service rates to agencies we cannot utilize as an Open Registration host.

We take great effort to ensure our ability to meet our obligations to the officers and personnel we serve. We ask for this same level of support from our host agencies. It is simply not enough that an agency provide us a room for training. We take our training seriously and have dedicated our company to this end. A host agency's ability (and desire) to inform regional agencies about our courses will ensure continuous success.

Class Minimums and Cancellations

If a class does not have at least 10 paid registrations 2 weeks prior to the start date Police Technical will notify the host agency and the registered students that a cancellation or reschedule may be required. All registrations fees collected by Police Technical will be returned to their agencies. An optional credit for a future classes will also offered to departments wishing to maintain their budgets.

Agencies who cancel paid registrations may be subject to processing fees.

POST Certification

Police Technical is proud of our developed process of providing successful training to public safety personnel. We will happily work within State or Federally mandated guidelines if your agency or department has additional training requirements (i.e. training hour requirements, hourly breakdown of acquired knowledge and skills, outlines or forms).

Training Site License

A Training Site License (TSL) is the most cost effective way to provide Police Technical quality training to your personnel.

Your training personnel teach using Police Technical licensed materials. Starting at \$3000.00*

PROCESS OUTLINE

1. Contact **Police Technical** to discuss which courses you would like to teach at your agency.
2. A Letter of Agreement will be sent to your agency
 - l. Sign the letter and return agreement to Police Technical
 - m. Include payment for the Site license
 - n. Include qualification documentation for the Instructor of Record.
3. Your agency will be sent
 - o. 25 student manuals, 1 Instructor manual
 - p. PowerPoint® presentations examples
 - q. All access to Police Technical PowerPoint® download website
4. One Instructor of Record will be selected to teach under the Site License
5. Instructor of Record must meet the following qualifications
 - r. Law Enforcement Officer certification or equivalent experience
 - s. Law Enforcement Instructor certification or equivalent experience
 - t. Successfully completion of any PowerPoint® for Public Safety™ with Thomas M. Manson course.
6. After training, the Instructor of Record will submit all student's:
 - u. Contact information including:
 - i. Name, agency, and email address, training dates.
 - v. Course evaluations.
7. Payment of \$3000.00* made to **Police Technical** is expected upon approval of the Site License.
8. ***Costs**
 - w. Site Licenses are \$500.00, are valid for 365 days from issuance and are renewable at a discount.
 - x. A Standard License is for 25 students; seats are \$100.00 per student and include training materials and access to the Police Technical LLC presentation download website.
 - y. Additional seats are available for purchase at \$75.00.
9. Licenses for additional Courses, Locations and Instructors may be purchased at a discount.

Police Technical is proud of our developed process of providing successful training to public safety personnel. We will happily work within State or Federally mandated guidelines if your agency or department has additional training requirements (i.e. training hour requirements, hourly breakdown of acquired knowledge and skills, outlines or forms).

For more information about Police Technical training courses, please contact Thomas M. Manson at 812-232-4200 or tmanson@policetechnical.com

Cost Comparisons

Open Registration

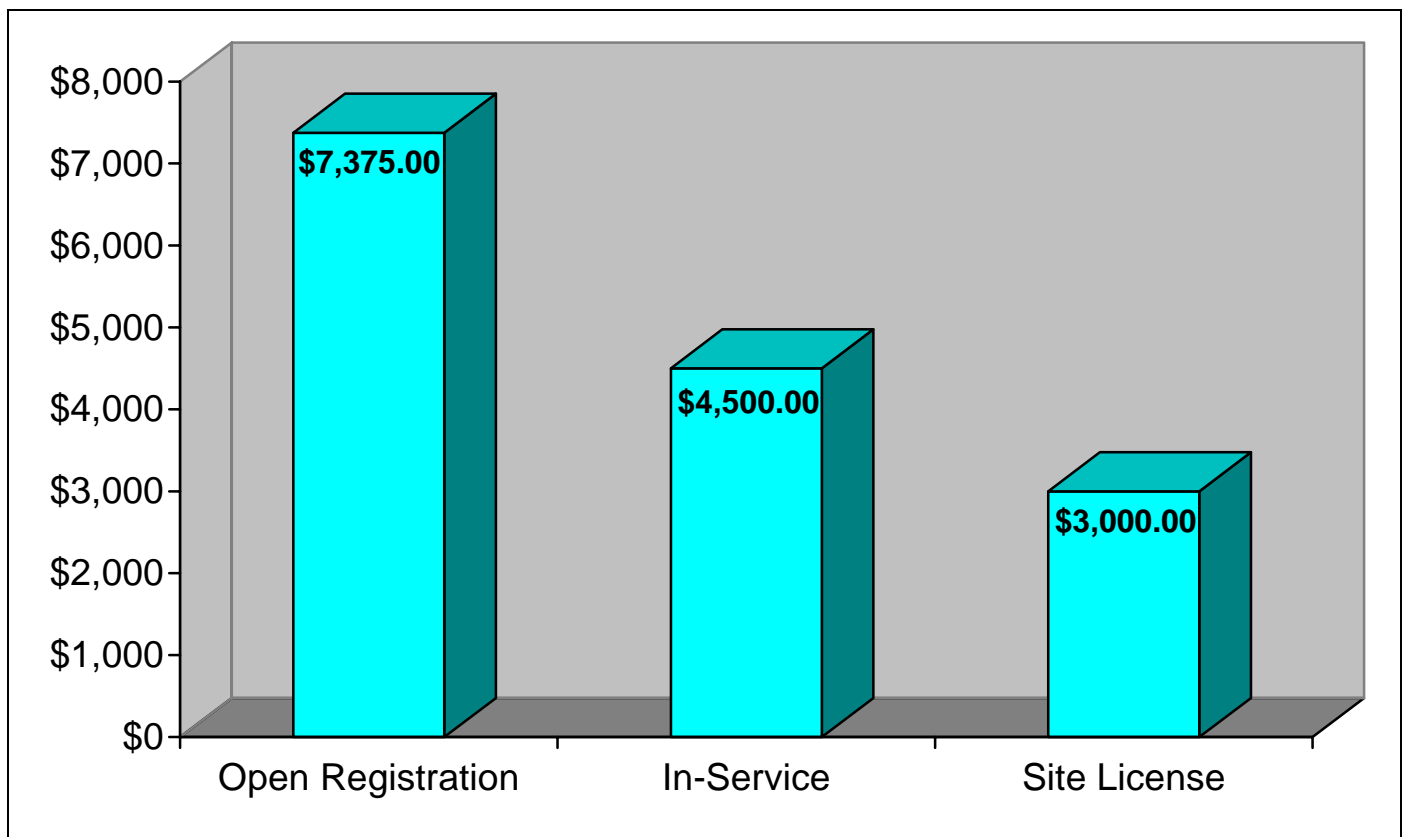
Sending 25 people to attend an open registration course at an average of \$295.00 per attendee = **\$7375.00**

In-Service

Scheduling Police Technical LLC to provide training to 25 people at your location = **\$4500.00**

Training Site License

Acquiring a site license to train 25 people using your training staff and our licensed materials = **\$3000.00**



The above chart is based on a 2-day PowerPoint® for Public Safety™ course training 25 students.

Sample Agreement – Training Site License

Dates

Agency or Department

Attention:

Address

Dear Sir -

This Letter of Agreement is to confirm the terms and nature of services to be performed by the Host Agency to become a training site for Police Technical LLC (POTECH) courses.

Roles and Responsibilities

POTECH will provide:

1. An annual Site License to provide PowerPoint® for Public Safety™.
 - a. PowerPoint® for Public Safety™ -Basic
 - b. Two day, 16 hours
 - c. TCLEOSE course # 38705

Note: This course is recognized to provide credit towards the Advanced Instructor credential in Texas.

2. Training materials including:

- d. 25 branded Student manuals, 1 Instructors manual
- e. PowerPoint® presentations examples from class
- f. All access to Police Technical PowerPoint® download website

AGENCY will provide:

3. An instructor with the following qualifications:
 - a. Law Enforcement Officer certification or equivalent experience
 - b. Law Enforcement Instructor certification or equivalent experience
 - c. Successfully completion of any PowerPoint® for Public Safety™ with Thomas M. Manson course.
4. All student contact information including: Name, agency, and email address, training dates.
5. All student course evaluations.

Responsibility of Costs

Site license is annually renewable, and available for additional courses.

POTECH will cover all expenses for initial training materials listed above.

AGENCY will provide payment for training site license of \$500.00, and \$100 per student; totaling \$3000.00.

Additional seats may be purchased for \$75.00.

I trust that the terms of this agreement meet with your approval. To proceed, please sign below and return this form to with payment to our office. Checks are to be made payable to Police Technical LLC, Federal ID # 20-2741771.

Respectfully submitted,



Thomas M. Manson
Owner, Police Technical LLC

Accepted by _____

Name

Date