

KANSAS  
FINAL REPORT COMMITMENT  
GRANT NO. 405 (S-134)

NC5001230

Final Report

In-Service Training Program  
for Correctional and Parole Personnel

Kansas--Grant No. 405 (s-134)  
in association with  
Office of Law Enforcement Assistance  
United States Department of Justice

Grantee Agencies

Governmental Research Center  
The University of Kansas

State Division of Penal Institutions

State Board of Probation and Parole

Prepared by

James A. Davis  
Project Director  
Governmental Research Center

September 1970

## Table of Contents

	Page
Introduction . . . . .	1
Current Law Enforcement Training Programs . . . . .	2
Recruit Training . . . . .	2
Supervision and Management School . . . . .	3
Organization and Management Seminar . . . . .	3
Probation and Parole Seminar . . . . .	4
Probation and Parole Workshop . . . . .	5
Identification of Training Needs . . . . .	5
Specific Training Needs . . . . .	6
Materials Reproduced . . . . .	7
Difficulties Encountered . . . . .	7
Conclusion . . . . .	8
Probation and Parole Workshop . . . . .	10
Evaluation Questionnaire (Probation and Parole Seminar) . . . . .	16
Evaluation Questionnaire . . . . .	19
Questionnaire Responses to Supervision and Management School . . . . .	21
Questionnaire Responses to Probation and Parole Workshop . . . . .	24
Questionnaire Responses to Basic Training School Seventh Session . . . . .	24
Questionnaire Responses to Basic Training School Eighth Session . . . . .	28
Questionnaire Responses to Basic Training School Ninth Session . . . . .	31
Questionnaire Responses to Fourth Annual Probation and Parole Seminar . . . . .	34
Questionnaire Responses to Basic Training School Tenth Session . . . . .	37
Questionnaire Responses to Organization and Management School . . . . .	40

APPENDICES

	Page
A--Case Studies . . . . .	43
B--Training Schedules and Brochures. . . . .	57
C--Article 56 (K.S.A. 1969 Supp. 65-128) . . . . .	119

## SUMMARY

This is a summary of 1969 activities report for Grant Number 405 (s-134) from the Office of Law Enforcement Assistance, U. S. Department of Justice, to the Governmental Research Center, The University of Kansas. The title of the grant is "In-Service Training Program for Correctional and Parole Personnel."

The purpose of this grant was to develop and implement a statewide system of instruction and training to help meet the needs of the Correctional and Probation and Parole Personnel at all levels, and to expand those training programs already in existence. Training programs conducted with the assistance of this grant included four separate 120-hour law enforcement basic training courses, a supervisory-management training program, a probation and parole seminar, and additional specialized training in specific aspects of correctional work.

It had been established that there was a great need for training programs at all levels in the correction system in the State of Kansas. There were very few departments that provided an adequate training program for either new officers or for advanced in-service training requirements. Therefore, the scope of the objectives desired under this grant were four-fold: (1) To determine, through research, professional inquiry, and personal contact, what type and scope of correctional training was required to provide the people of Kansas with the desired level of correctional supervision; (2) To formulate and promulgate a series of training curricula that would realize the desired training objectives, and to obtain a professional staff to administer the training program; (3) To actually provide the program of training to the maximum feasible number of correctional personnel, at an adequate professional training site; and (4) To evaluate the results of the training program in terms of achieved goals, needed improvement, and practical applicability.

During 1969-70 the Center staff conducted four Law Enforcement Basic Training Schools of 120 hours each. Courses taught at the basic level involved general subjects which were needed to function efficiently as a correctional officer. Skills and procedures were taught by instructors

with long experience and dedication in their respective fields. Subjects dealing with legal issues were taught by members of the Federal Bureau of Investigation with law degrees. Representatives of the various agencies at all levels taught the scope of their respective jurisdictions and stressed the need for voluntary cooperation among all law enforcement agencies. Professional psychologists were solicited to teach pertinent courses in behavioral studies and problems faced by correctional officers dealing with people. Training in first aid was presented by certified Red Cross instructors, and marksmanship training was presented by National Rifle Association Certified Police Instructors.

A subject which received special emphasis in the Basic Police Training Schools was the Law Enforcement Code of Ethics Program. This phase of training was presented by the Director of the Kansas Bureau of Investigation. Following the period of instruction each trainee was asked to sign two copies of the Law Enforcement Code of Ethics. One copy of the signed Code was retained by each individual, and the second copy was forwarded to the appropriate supervisory official at each trainee's department for enclosure in his official records jacket.

Daytime instruction was supplemented by night classes. Not more than one subject was taught in the evening classes, and frequent use was made of training films, practice sessions, and small group discussions. It was found that limiting the subject matter in the evening sessions made absorption easier, and concentration on one specific area of concern brought about a very desirable extra effort on the part of the trainees.

The great interest and support given the Basic Police Training Schools by the citizens and officials of Kansas have been particularly noticed by students and instructors alike. Many administration officials have attended various sessions, and it has been particularly encouraging to report that the Governor and Attorney General of the State of Kansas have attended training sessions and given brief extemporaneous talks to the trainees. Public support was widespread and much favorable publicity was afforded the training schools by news media throughout the State.

The total enrollment for the four Basic Police Training Schools was 245 participants, of which 22 were correctional officers. Since the establishment of the Kansas Law Enforce-

ment Training Center, the enrollment has been increased to 60 participants. It was prior to this limited to 40 enrollees. Due to the large amount of new officers that need to be trained, classes are much larger than desired.

The Law Enforcement Training Center presented the "Police Supervision and Management School," September 9 through 12, 1969, at the Hilton Inn, Hutchinson, Kansas. The preponderance of instruction for this school was provided by the Federal Bureau of Investigation. The FBI instructors were agents who had been educated and trained in the field of supervision and management. A total of 30 officers registered for the five-day seminar.

The Fourth Annual Probation and Parole Seminar was conducted March 26 and 27, 1970, at the Student Union Building, University of Kansas, Lawrence, Kansas. The emphasis in this seminar was placed on the Role of Probation and Parole Officers in Decision Making. There was also in-depth instruction in Client Community Relationship in Probation and Parole, and the Availability of Supportive Services. An important aspect of this seminar was the information received about the Self Evaluation Project being conducted by the American Correctional Association, Washington, D. C. The seminar was well attended with the registration of 108 participants.

The Probation and Parole Workshop was held at the Larned State Hospital, September 19, 1969. This meeting provided the opportunity for direct communication between the center and the parole officer as they discussed their mutual needs and services together under the guidance of members of the Larned State Hospital's professional staff. In attendance at the meeting was at least one representative from each of the Mental Health and Guidance Centers, and Probation and Parole Officers from every district in western Kansas. The meeting was well attended with 24 participants registered.

The Organization and Management Seminar was conducted June 8-12, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas. The majority of the course was taught by the Supervisors from the Training Division of the Federal Bureau of Investigation, Washington, D. C. The curricula presented was geared to command or supervisory rank and contained administrative subjects such as Planning, Organizational Principles, Personnel Problems, Recruitment, Executive Development, Human Relations. There were 21 participants in attendance at the seminar.

It was recognized that the training programs presented needed to be fully evaluated to determine their effectiveness, and that a further identification of unfulfilled training requirements was needed to establish an effective training program. Several methods were used to approach this problem, with the most effective ones being the use of an evaluation questionnaire for each training school, the use of a program planning committee for each school, and an intensive field interview schedule.

A questionnaire was distributed to each participant in the training schools, designed to evaluate their reaction to the specific programs they attended. The comments of the responding officers were highly instructive and specific recommendations have been incorporated into future program planning. The purpose of the student evaluations was three-fold: (1) To determine the degree of efficiency and performance of the instructors; (2) To determine the effectiveness of the training as measured by the trainee; (3) To determine ways in which to improve the overall training program.

Respondees indicated that the training program had increased their confidence, given them a greater knowledge of their responsibilities and provided them with the understanding and ability to do a better job. Particularly commended were the small group discussions and the increased use of case study work-shop programs. There was an agreement that the training programs were of great value, since many of the participants had received little or no prior training. Response to the administrative and in-service training schools was particularly favorable.

Questionnaire responses were followed up by field visits to many agencies across the state. Of particular interest to the Center staff were interviews with the immediate supervisors of graduates of the various schools. These on-site interviews with administrators and command staff officers were an effective tool in determining the end results of the training program. It is too early to determine with exactitude the results of the training in terms of individual efficiency and performance; however, preliminary interviewing has revealed that, in the eyes of the supervisors and administrators, the training has been extremely effective. Many suggestions of value to future planning were received during these field visits, particularly in determining additional needs in training to conduct the most progressive and effective program possible.

Of extreme value in drawing up the curricula for the many schools conducted by the staff of the Kansas Law Enforcement Training Center were the services of professional program planning committees. A planning committee was formed for each school conducted, composed of authorities in various phases of law enforcement from local, state, and national law enforcement agencies. The bulk of the curricula planning was done by these volunteer committees. It was apparent that the use of such planning committees has been invaluable to the Center staff, for these persons can bring together the professional needs in training that are required to most effectively serve their law enforcement agencies and the citizens of the State of Kansas.

The use of guest speakers from other professions has also proved to be extremely beneficial. Authorities in such fields as the legal profession, sociology, psychology, and anthropology have provided the students with a clear insight into these cooperating fields of endeavor and the relationship between them and law enforcement activities. Future plans call for the use of such specialists in all appropriate subjects.

In summary, the training programs conducted during 1969 and 1970 have been very successful in terms of knowledge imparted to the students and in feedback received by the Center staff for future programs. The final procurement of a completely adequate training facility and the recently enacted law enforcement mandatory training law will even further enhance the law enforcement training program in Kansas. Reaction from law enforcement officers and State officials at all levels has been most favorable, and all indications are that a continuous professional training program has markedly increased the effectiveness and knowledge of law enforcement officers in the State of Kansas. It should be emphasized that the support received through the office of Law Enforcement Assistance in Grant Number 405 (s-134) in conjunction with the State appropriation, was the crucial factor which motivated Kansas Peace Officers to seek the mandatory training program and the certification of academies.

## INTRODUCTION

Within the past seven years, the law enforcement training program has been expanded considerable. in 1963, a full-time Coordinator for Police Training was employed and a program of regional and special schools was provided to supplement a basic annual Peace Officers Training School conducted on the University campus. The Twenty-Third Annual Peace Officers School was held on the campus from July 22-26, 1968, through funds provided by an Office of Law Enforcement Assistance Grant #259, three additional instructors of police were employed to develop and conduct three separate 120 hour basic training courses, a supervisory training program, a course for county sheriffs, and additional training programs to help meet the needs of Kansas law enforcement personnel at all levels. On September 1, 1969, through funds provided by the Law Enforcement Grant #405-s134, one Coordinator of Correction and Probation and Parole was employed to develop and implement the specific training needs in the area of correction, probation, and parole.

The Law Enforcement Training Center was moved to its new facilities, the former Naval Air Base, Route 2, Hutchinson, Kansas. With the two permanent structures, one being used for the dormitory, kitchen, officers lounge, and a study hall; and the other being utilized for two classrooms, gymnasium, library, and offices. Adjacent to these facilities is the firing range, used to develop the officers skill in the use of firearms.

At present, the Law Enforcement Training Center conducts five 120 hour basic training courses, (the basic training courses now are extended to 160 hours), Police Supervision and Management School, Probation and Parole Seminar, Police Organization and Management School, Criminal Investigation School, Traffic Accident Investigation School, Juvenile Delinquency Seminar, and six regional schools.

1. Current Law Enforcement Training Program:

A. Recruit Training: The Center has conducted four Law Enforcement Basic Training Schools (120 classroom hours each). On July 1, 1969, the basic school became mandatory for all law enforcement officers in the State of Kansas, with the exception of elected officials. These schools were conducted November 3-21, 1969, January 12-30, March 2-20, May 4-22, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas.

1. The general law enforcement subjects covered were Police Skills and Procedure, Law, Police Organization and Related Agencies, Behavioral Studies and Related Subjects, Traffic, Investigative Procedures, Records and Reporting, and other subjects which are relevant to students from a number of different agencies.
2. The total enrollment at the basic schools was 243 participants.
3. The overall evaluation of the basic schools tabulated from questionnaires distributed to the stu-

dents disclosed the following answers: Excellent--  
122 Good--71 Fair--4 Poor--0.

- B. Police Supervision and Management School: The Police Supervision and Management School was conducted September 9-12, 1969, at the Hilton Inn, Hutchinson, Kansas. The preponderance of instruction for this school was provided by Special Agents of the Federal Bureau of Investigation who had been trained in the instructional field of supervision and management.
1. The curricula included the typical subjects on supervision (i.e. Introduction to Organization and Management, Communications, Human Relations, Inspections, Decision Making, etc.).
  2. A total of 30 law enforcement officers registered for the five day supervision and management course.
  3. Of the total 25 respondents to the Evaluation Questionnaire the overall value of the school was rated as follows: Excellent--11 Good--13 Fair--2 Poor--0.
- C. Police Organization and Management Seminar: The Organization and Management Seminar was conducted June 8-12, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas. The majority of the course was taught by the Supervisors from the Training Division of the Federal Bureau of Investigation, Washington, D. C.
1. The curricula presented was geared to command or

supervisory rank and contained administrative subjects such as Planning, Organizational Principles, Personnel Problems, Recruitment, Executive Development, Human Relations, etc.

2. There were 21 participants in attendance at the seminar.
3. The response to the query on the Evaluation Questionnaire as to the overall appraisal of the Police Organization and Management Seminar was:  
Excellent--19    Good--2    Fair--0    Poor--0.

D. Probation and Parole Seminar: The Fourth Annual Probation and Parole Seminar was conducted March 26 and 27, 1970, at the Student Union Building, University of Kansas, Lawrence, Kansas. Classes were scheduled for 0900 hours to 1700 hours daily, Thursday and Friday, for the two day period. A prepared questionnaire was given to the registrants to evaluate the different material presented and also the instructors. This evaluation was taken all through the seminar.

1. The emphasis in this seminar was placed on the Role of Probation and Parole Officers in Decision Making. There was also in-depth instruction in Client Community Relationship in Probation and Parole, and the Availability of Supportive Services. An important aspect of this seminar was the information received about the Self Evaluation Project being conducted by the American Correctional Association, Washington, D. C.

2. The seminar was well attended with the registration of 108 participants.
3. From the 61 evaluations received, the most popular session held was "The Role of Probation and Parole Officer in Decision Making." The most popular speaker was C. Winston Tanksley with 44 votes; everyone but 7 said there was proper balance between lectures, panels, and small group sessions. All but 2 said the increased number of small group sessions were valuable.

E. Probation and Parole Workshop: This conference was held at the Larned State Hospital, September 19, 1969. In attendance at the meeting was at least one representative from each of the Mental Health and Guidance Centers, and Probation and Parole Officers from every district in western Kansas.

1. This meeting provided the opportunity for direct communication between the center and the parole officer as they discussed their mutual needs and services together under the guidance of members of the Larned State Hospital's professional staff.
2. The meeting was well attended with 24 people in attendance.
3. In conclusion a plenary session of consultation planning was held for the next workshop to be conducted.

## II. Identification of Needs:

In order to identify the training needs several methods

and approaches were utilized including questionnaires, planning committees, interviews, and discussions sessions at training programs. Specifically, the following devices were used for identification of training requirements:

- A. A prepared questionnaire was distributed to each student in all the grant sponsored schools. These questionnaires were designed to evaluate the officers' attitude to the specific program they attended and solicit their comments regarding general and specific training needs.
- B. During several of our in-service training programs, time was devoted for critique and discussion of training needs with the personnel participating in the course.
- C. Interviews also were utilized to gain a firsthand impression of the training program and training needs. These interviews were made with the Directors, Supervisors, and Training Officers in Probation and Parole and Corrections.

### III. Specific Training Needs Identified:

Because of the Kansas Mandatory Training Law (K.S.A. 74-5602), it is conceivable that much of the training program designed for law enforcement officers will have to be changed to meet the needs of the correctional officer; with probation and parole their training program was certified to meet with the State requirements.

- A. Provide in all basic training schools a curriculum for correctional officers in addition to the curriculum for law enforcement officers.

- B. Provide periodic workshops on a regional basis for the experienced Probation and Parole Officer.
- C. Conduct seminar for the administrator dealing with the basics of management and current administrative problems.
- D. Conduct seminar for the experienced Probation and Parole Officer with an in-depth study into "Decision Making Client Community Relationship," etc.

IV. Materials Reproduced:

Materials reproduced during the second year of the Grant included open-end outlines and completed outlines for pass-out to trainees, special case studies, special reports of certain schools, evaluation questionnaires, and brochures announcing schools and seminars.

V. Difficulties Encountered in the Continuance of the Law Enforcement Training Project:

- A. The most obvious difficulty involved in the project, as it was in the previous year, was lack of ideal training facilities. Until the opening of the Kansas Law Enforcement Training Center, September 1, 1969, most of the projects were carried out at the Highway Patrol Training Center, Salina, Kansas, or on the campus at the University of Kansas; however, when these facilities were not available, it was again necessary to improvise classroom facilities which were adequate but not ideal for certain types of training.
- B. At one basic training session a program was developed for the correctional officer in evaluating the subjects

offered. The program was very well received. The difficulty in the programs continuance was the support of the Correctional Agency; there were not enough officers sent to the future schools and the program was dropped. It is assumed with the lack of interest displayed by the Correctional Department in training, it will be very difficult to continue any type of correctional program.

C. Another difficulty which has been encountered are instances where officers are enrolled in schools which are not relevant to their interests. This results in some "Fair" ratings on Evaluation Questionnaires.

#### VI. Conclusion:

In summary, it would appear that in the expansion stages, the Law Enforcement Training Project for Probation and Parole and Correction has met with some degree of success. For law enforcement in general, the program has been very successful. It has assisted the State of Kansas in implementing a mandatory training law and establishing a Law Enforcement Training Center. This law has also been met with a certain amount of resistance on the part of the administrators, either in part of lack of funds to hire additional personnel to relieve officers while in training, or just in opposition to the mandatory portion of the law. Regardless of the attitude the program, as a whole, has made the administration aware of the importance of training, minimum standards of employment, and, in general, the

existing conditions that are now present. An important portion of the Law Enforcement Training Act is the Certification Program which authorizes the Law Enforcement Training Center to certify other training programs. During this grant period the Probation and Parole made application for certification of their training program and was certified. Corrections has made application for certification, and are in the process of working out the detail of what looks like a good program.

Training in the area of Probation and Parole and Corrections has taken, through the aid of Federal Grants, a great step forward in the State of Kansas.

P R O B A T I O N   A N D   P A R O L E

WORKSHOP

LARNED STATE HOSPITAL

September 19, 1969

- 0900            Informal Exchange
- 0915            Overview of Consultation
- 0945            Presentation of 1st Case to Consultant
- 1045            Break
- 1100            Presentation of 2nd Case to Consultant
- 1200            Plenary Session-General Discussion of Consultation  
                 Planning for October 17th Workshop
- 1230            Lunch
- 1330            Visitation of the Larned State Hospital

TYPES OF CONSULTATION

1. Client-centered case consultation
  - Case is focus
  - Treatment of clients is 1 goal
  - Consultee learning 2 goal
2. Program-centered administrative consultation
  - Dealing with current problems of program  
dealing with preventive treatment or rehabilitation
  - 1 goal to assess problem and decide on a plan of action
  - 2 goal consultee knowledge
3. Consultee-centered case consultation
  - Consultee in difficulty over case, 1 goal is helping consultee with difficulty
4. Consultee-centered administrative consultation
  - Develop an improved capacity to master problems in planning and maintenance of programs and inter-personal aspects of their operation.

CONSULTATION QUARTETS

SUGGESTION TO THE CONSULTANT

1. Your task is to help the Presenter define, or perhaps redefine, his problem and his relationship to it in sufficiently specific terms that he may be able to take some steps toward solving it.
2. Ideas:
  - a. How does the Presenter see himself in the situation? With sole personal responsibility? Enforcing authority? Developing motivation? Building group standards? Other role characteristics?
  - b. What seems to be fundamental difficulties? Who does what? What seems to happen? Why do they happen?
  - c. What solutions have been tried? With what results? What other solutions seem possible?
  - d. Are there indications that others are concerned? Who? For what reasons? Who else might be concerned and for what reasons?
  - e. Are there any indications from the Presenter's behavior, as you know him, that he may not see some aspects of his own involvement in the problems? If so, can he do something about his part in the situation?
3. Cautions:
  - a. Don't take over the problem. Resist the temptation to say such things as, "The real problem seems to be..." or, "You should do..."; instead try, through the questions you ask, to help the Presenter see things you may see.
  - b. Don't disparage the problem. Resist the temptation to say such things as, "We had the same problem and solved it this way. It's no difficult." The problem is very real to the Presenter.
4. Guidelines:
  - a. Focus particularly on questions such as: Why? How do you know? What does this mean?
  - b. Try to help the Presenter focus on what he can do - not on what others ought to do.

MENTAL HEALTH COUNSELORS - " A host of persons trained or partially trained in mental health principles and practices - clergymen, family physicians, teachers, probation officers, public health nurses, sheriffs, judges, public welfare workers, scoutmasters, county farm agents and others - are already trying to help and to treat the mentally ill in the absence of professional resources. With a moderate amount of training through short courses and consultation on the job, such persons can be fully equipped with an additional skill as mental health counselors."

MENTAL HEALTH CONSULTANTS - Persons fully trained in a mental health profession - psychologists, social workers, nurses, family physicians, pediatricians, or psychiatrists with particular interest in community services - should be available for systematic consultation with mental health counselors. The basic functions of these consultants would be to provide on-the-job training, general professional supervision of subprofessional activities, and the moral support and reassurance found to be essential for most persons working with the emotionally disturbed or mentally ill."

CONSULTATION - "...May be defined as an interaction process taking place between two professional workers, in which the consultant attempts to help the consultee solve a mental health problem of his client or clients within the framework of his usual professional functioning. The process is designed so that while help is being given to the consultee

in dealing with the presenting problem, he is also being educated in order that he will be able in the future to handle similar problems of the same or other clients in a more effective manner than in the past."

(May be one-one, one-group or group-group)

"MAKING PROBATION AND PAROLE DECISIONS"

(All sessions in the Kansas Union unless otherwise stated.)

THURSDAY, MARCH 26

8:00-9:00

Registration. 2nd Floor Lobby

9:00-9:30

Introduction to the Seminar.

Professor Herman Lujan, Chairman,  
Dept. of Political Science, The  
University of Kansas.

9:30-10:45

The Role of Probation and Parole  
Officers in Decision-Making.

Workshops.

11:00-12:00

The Attitudes of Clients Toward the  
Community. Panel: Hon. Sam Sturm,  
District Court Judge, Newton; Parole  
Officers Otis Burdette, Kansas City;  
Carl Heacock, Kingman; Robert Seeley,  
Olathe.

12:00-1:30

LUNCH. Kansas Room.

Mr. R. E. Giannetta, Superintendent,  
Parole Supervision Section, Adult  
Parole Authority, State of Ohio.

1:30-3:45

Client-Community Relationships in  
Probation and Parole. Panel and

Workshops. William Preston, Dir-  
ector of Court Services, Topeka  
Juvenile Court; Probation and Parole  
Officers Otis Burdette, Kansas City;  
John Duma, Kansas City; Dale Imhoff,  
Topeka; Victor Obley, Topeka.

4:00-5:00

The District Judge and His Relation  
to Probation and Parole. Panel:

Hon. William Carpenter, District  
Court Judge, Topeka; Hon. James  
Riddel, Jr., District Court Judge,  
Wichita; Hon. Maurice Wildgen,  
District Court Judge, Larned.

6:30

DINNER. Ramada Inn.

Mr. C. Winston Tanksley, Dir-  
ector. Self-Evaluation Project,  
American Correctional Associa-  
tion, Washington, D.C.

FRIDAY, MARCH 27

9:00-9:30

Availability of Supportive  
Services. Dr. Robert Harder,  
Director, Kansas Department  
of Social Welfare, Topeka.

9:30-10:30

Operational Uses of Suppor-  
tive Services. Panel: Dr.  
Robert Harder, Director,  
Kansas Department of Social  
Welfare; Mr. C. Winston  
Tanksley, American Correctional  
Association; Mr. John Adams,  
Chief Social Worker, Larned  
State Hospital.

10:45-12:00

Evaluating Decision-Making in  
Probation and Parole. Workshops

12:00-1:00

LUNCH. Kansas Union Cafeteria  
or where desired.

1:00-2:00

Evaluating Decision-Making in  
Probation and Parole. Workshops

2:00-3:00

Workshop Reports & Summary.  
Group Leaders.

3:00

Presentation of Certificates.

Fourth Annual  
PROBATION AND PAROLE SEMINAR  
EVALUATION QUESTIONNAIRE

The Program Planning Committee for each School, as well as the Institute of Public Affairs and University Extension, rely to a great extent on the comments and suggestions of those attending the School in planning for next year's event. Your likes and dislikes, opinions on speakers and topics, and suggestions for improvement play a major role in the content of next year's School. We therefore strongly urge you to complete this questionnaire as fully as possible and return it to us. Your help is very much appreciated.

SECTION I. Please rate each of the sessions listed below by placing a check in the appropriate place. Use the following as a guide:

- (1) Highly useful to me and my situation.
- (2) Interesting and of some value.
- (3) An average presentation but it was of some value.
- (4) Boring and not helpful.
- (5) Poorly presented, topic not of use to the group or to me.

		(1)	(2)	(3)	(4)	(5)
Thursday,	9:00-9:30	Introduction to the Seminar	___	___	___	___
	9:30-10:45	The Role of Probation & Parole Officers in Decision-Making	___	___	___	___
	11:00-12:00	The Attitudes of Clients Toward the Community	___	___	___	___
	1:30-3:45	Client Community Relationships in Probation & Parole	___	___	___	___
	4:00-5:00	The District Judge & his Relation to Probation & Parole	___	___	___	___
Friday,	9:00-9:30	Availability of Supportive Services	___	___	___	___
	9:30-10:30	Operational Uses of Supportive Services	___	___	___	___
	10:45-12:00	Evaluating Decision-Making in Probation & Parole	___	___	___	___
	1:00-2:00	Evaluating Decision-Making in Probation & Parole	___	___	___	___
	2:00-3:00	Workshop Reports & Summary	___	___	___	___

SECTION II. What speaker(s) did you find the most interesting?

Herman Lujan _____	C. Winston Tanksley _____
R. E. Giannetta _____	Kelsey Brown _____
Robert Harder _____	_____

SECTION III. Circle the correct answer.

1. There was a proper balance between lectures, panels, and small groups.
2. The increased number of small group sessions was valuable.      Yes    No
3. This emphasis should be maintained in future schools.      Yes    No
4. The small groups should be organized on the basis of the participant's employment;      Yes    No      participant's job location;      Yes    No  
as they were this year.      Yes    No
5. I was placed in an appropriate group.      Yes    No
6. The time allotted for the School was satisfactory.      Yes    No
7. The time spent each day was about right.      Yes    No
8. A large number of Parole Officers were used as group leaders, speakers, and panelists. Should we continue this practice?      Yes    No
9. The School as a whole this year was: interesting and informative  
Yes    No ; valuable professionally for me      Yes    No ; valuable for  
my situation.      Yes    No

SECTION IV.

1. In the spaces provided please nominate any person(s) you think could make a valuable contribution to next year's School.

\_\_\_\_\_

\_\_\_\_\_

2. In the space provided please suggest any topics you would like to see in next year's program.

\_\_\_\_\_

\_\_\_\_\_

3. Please name the one thing you disliked the most about this year's School.

\_\_\_\_\_

SECTION V. Circle the correct answer.

1. Registration fees were reasonable. Yes No
2. I would support increased fees to hire nationally known speakers.  
Yes No
3. The physical surroundings (chairs, tables, rooms) were comfortable.  
Yes No
4. This was my first School. Yes No
5. I received publicity concerning the School early enough. Yes No
6. I am willing to be a member of next year's Program Planning Committee.  
Yes No

Name \_\_\_\_\_

7. Use the following space and the back of this sheet to make any comments you wish concerning this year's School.

KANSAS  
LAW ENFORCEMENT TRAINING CENTER  
THE UNIVERSITY OF KANSAS

Evaluation Questionnaire

Title of School \_\_\_\_\_ Date \_\_\_\_\_

PART I. School and Program

To assist in the evaluation of this school and to provide new ideas of value in planning future schools, we ask your assistance in completing the following questionnaire. As a participant in this school, we will appreciate your comments regarding the individual subjects, the group discussion sessions, and all aspects of the School, as well as your suggestions for making the program a more effective training experience.

Your reply will be considered confidential and we will attempt to summarize all replies for the Planning Committee for the above School, and Advisory Committee.

An evaluation of each school is required by the rules and regulations governing LEAA Grant-sponsored training programs, and therefore the cooperation of each participant in the training programs is solicited.

\* \* \* \* \*

1. What one suggestion or statement would you like to pass on to the members of the Planning Committee when they meet to develop the program of future schools?
  
2. Generally, what is your overall evaluation of this School?  
(Excellent, Good, Fair, Poor)
  
3. Do you feel that too much time was devoted to any particular subject or subjects in the program of this School? If so, please identify.

4. What additional subjects or themes would you like to have considered in the future schools?
5. What subject or subjects included in the program of this School are deemed by you to be of the least value?
6. What subject or subjects included in the program of this School are deemed by you to be of the most value?
7. What other suggestions for improvement of a similar school in the future can you make?
8. How much training in law enforcement duties did you have before starting this School?
9. List name, type and date of any previous law enforcement training schools and conferences that you had previously attended.
10. What is your chief interest in the law enforcement field, i.e., patrol, detective, juvenile, parole and probation, scientific, administrative, identification and records, etc.?
11. After completing this School, in what way do you feel you can better perform your assigned duties?

Questionnaire Responses to the Police Supervision and Management  
School - September 8-12, 1969

The Police Supervision and Management School was conducted in classroom facilities of the Hilton Inn Hotel, Hutchinson, Kansas, from September 8-12, 1969.

The course was designed to cover those problems of basic police supervision and management which are most prevalent in the police service. Instructors for the course were provided by the Federal Bureau of Investigation, Kansas City, Missouri, and the Law Enforcement Training Center, The University of Kansas. It was recommended that officers of supervisory or command level attend so that the best possible use of the information be of a greater benefit to the entire organization.

A total of 30 officers registered for the course representing municipal police agencies, county sheriff's department, Kansas Highway Patrol, Wichita State University, and Kansas Alcoholic Beverage Control.

As is the policy, after each school conducted by the Law Enforcement Training Center, to distribute a prepared questionnaire to each of the participants to be completed on a voluntary basis and returned. Of the 30 questionnaires distributed, a total of 26 respondents returned their questionnaire. Such factors as age, length of service, differential in standards and aptitudes of the various agencies involved must be considered in assessing the responses.

The average age of the group was 38.2 years of age with law enforcement experience averaging 8.7 years of service.

The inquiry soliciting their suggestions and ideas to be passed on to the Planning Committee when they meet to develop future schools of this type, included are some of the following comments: "a longer school;" "this school was well planned;" "more film to go along with topics under discussion;" "a school for department inspectors;" and "have evening organizational discussion groups."

The rating given the overall school by the respondents were tabulated with 11 of the group rating the school as "Excellent;" 14 as "Good;" and 1 rated it "Fair;" with none of the group rating the school "Poor."

Another question made inquiry "if too much time was allocated to any one subject or subjects, if so, please identify." Eighteen of the group of respondents stated "no;" 6 gave no opinion; 1 stated the school was "short of time on all subjects;" and another stated "too much time to crime classification."

Additional subjects suggested to be considered included: "Principles of supervision in relation to subordinates, on and off duty;" "a class dealing with the formulation of policy within the department;" "more time on what we had in this school;" "actual day to day problems;" and "we had very good coverage on what we had;" with the greater majority of the group having no suggestion for additional subjects to pass on to the Planning Committee.

Of the subjects deemed to be of the most value, equal members of the group and a substantial majority selected "Decision Making;" "In a Basket Training" and "Human Relations" as the most value

with the next larger group stating "All" were deemed of the greatest value. Others included "The Supervisor and Morale" and "Communications in Police Supervision."

Other suggestions made by the participants for the improvement of a similar school in the future were for a longer school and more time on the individual subjects in this course. Some indicated they would like to see more time devoted to case problems and informal group discussions.

Formal training in special schools were limited to only a few respondents of the group. One had completed the Kansas University one-week course, and one had attended the Basic Training Course of 120 hours at the Training Center. One had military police training with others having long years of service stating they had attended numerous seminars and short courses.

The query regarding "How better they could perform their assigned duties?" received many individual responses with all of them expressing the benefit they intend to extend to department functions. Some of these comments include: "I have received numerous ideas that will benefit myself and the department;" "I have a much improved outlook on supervision;" "I can be of more assistance to my Chief in the proper way of supervision of our men;" "I will be able to deal with my subordinates more objectively and look at all factors in the field of discipline;" and "By applying what was taught and referring to manuals and papers issued in this school."

In conclusion, this group of law enforcement officers were select representatives of the various departments and gave

freely their knowledge and experiences and assisted greatly in providing a meaningful dialogue between all participants. Such atmosphere within a classroom and during group discussions are conducive to effective communications between officers from different departments. This school provided an excellent basis for many more officers to project their training into actual experiences in the field of supervision and management of their own individual departments.

#### Probation and Parole Workshop

The 1969 Regional Conference theme was Utilizing the Full Resources of Your Mental Health Center. This conference was held at the Larned State Hospital September 19, 1969. In attendance at the meeting were at least one representative from each of the Mental Health and Guidance Centers and Probation and Parole Officers from every district in Western Kansas. This meeting provided the opportunity for direct communication between the center and the parole officer as they discussed their mutual needs and services together under the guidance of members of the Larned State Hospital's professional staff.

In conclusion a plenary session-general discussion of consultation planning was held for the next workshop to be held. October 17 was the date selected and it will be held at the Larned State Hospital. The meeting was adjourned for lunch and a visitation of the facilities of the hospital.

#### Questionnaire Responses to the Law Enforcement Basic Training

School - 7th Session, November 5-21, 1969

The 7th Session of the Basic Law Enforcement Training School

convened for the first week in the Hilton Inn Hotel, Hutchinson, Kansas, with special arrangements made by the Director of Police Training pending the availability of facilities at the future permanent location of the Training Center 12 miles south of the City of Hutchinson. The second and third weeks of the basic school were conducted in facilities at the Academy. This arrangement enabled the training schedule for the year 1969 to be completed without disruption because of inadequate room to conduct training classes. A total of 68 law enforcement officers registered for the 120-hour course and filed a written certification from each one's commanding officer as the trainee having complied with the Kansas Peace Officer's Standard as set forth by state statute, and became effective July 1, 1969.

The group represented 28 municipal police agencies, 7 county sheriff's departments, 1 University campus security agency, with 5 members from the Correctional Staff of the nearby Kansas State Industrial Reformatory. The average age of the group was 27 years of age with the average length of service of the group being 11 months. Their experience in law enforcement ranged from those without law enforcement experience to those with as much as 12 years of service.

It has been the policy of the Training Center to utilize a prepared questionnaire form for the trainees' evaluation of the school. A questionnaire was distributed to each member of the class for completion. Its purpose being to obtain an evaluation of the school, its subjects, and other factors deemed of importance.

The inquiry soliciting their suggestions and ideas as an aid to the Program Planning Committee in formulating future development and improvement of future schools in law enforcement, received varied comments: "Practical training would strengthen the end results in training, for example: stopping cars, approaching, where to stand, etc." "lengthen the school;" "instruct deeper into most subjects and include more actual use of riot control devices and weapons;" "limit the size of the class to a smaller group in order that members may participate more freely;" "physical training, from the first day on, or some type of physical exercise;" "allocate more time for the firearms training on the firing range;" and, "allow the school more funds to purchase needed equipment."

It was suggested that each respondent select a rating of "excellent," "good," "fair," or "poor" for the overall evaluation of the school. "Excellent" was rated by 22 of the respondents with 26 rating the school as "good," and 3 rating it as "fair," and none of the class rated it as "poor."

In response to the question "if too much time had been allocated to any one particular subject or subjects," 18 stated "no;" 10 gave no opinion; 4 indicated too much time had been allocated to "Human Relations," with "Traffic Accident Investigation receiving comments from two that less time be devoted to the classroom and expanded to include more practical work.

Additional subjects or themes suggested for consideration in future schools included: "Rehabilitation of Juveniles;" "Shotgun Range;" "Pursuit Driving;" "more time on laws and their

purpose;" and, "more on Police-Community Relations."

Of the subjects deemed to be of the least value, 13 gave no opinion, 10 indicated that "all are necessary" with individual comments that "Defensive Tactics" and "Function of State Agencies" were subjects of the least value.

Subjects deemed to be of the most value indicated "Laws of Arrest, Search and Seizure" and "Firearms Training" to be the most popular. Others included "Drug Abuse;" "Crowd and Riot Control;" "All;" "Patrol Procedures;" "Traffic Accident Investigation;" and "Juvenile Laws and Delinquency."

With the exception of a few having attended special training in law enforcement the responses from the greater majority of the group indicated few had received formal training prior to attending this school. Others indicated they had attended numerous Regional Schools with one having attended a Police Supervision School.

The greatest number of the respondents indicated their chief interest in law enforcement was "Patrol," the second largest group "Detective," followed by "Juvenile."

The query regarding "how better could they perform their assigned duties" received many varied responses: "better qualified to perform my duties correctly;" "more knowledge in the fundamentals of law enforcement;" "I can approach my duties with more confidence;" "knowing and understanding the chain from arrest to correction better;" "Make my patrol more effective;" "Being more aware of small details we normally tend to overlook."

Another stated " I have more knowledge of safety precautions and how to act properly.

In conclusion, the group exercised diligence in review, study, and discussion sessions; and maintained positive attitudes throughout the school, and a sincere dedication to the overall objectives--good law enforcement.

Questionnaire Responses to the Law Enforcement Basic Training

School 8th Session, January 12-30, 1970

The 8th session of the Basic Law Enforcement Training School convened January 12, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas. A total of 62 applications were accepted for the course, with 16 applicants being referred to the forthcoming 9th Basic Training Session to be conducted in March. A total of 62 law enforcement officers registered for the 120-hour course and filed a written certification from each one's commanding officer as the trainee having complied with the Kansas Peace Officer's Standard as set forth by state statute, and became effective July 1, 1969.

The group represented 46 municipal police agencies, 9 from the Kansas Park Authority, 2 from the Kansas State University Campus Police, and 5 from the Kansas State Industrial Reformatory. The average age of the group was 27 years of age with the average length of service of the group being 20 months. Their experience in law enforcement ranged from those without law enforcement experience to those with as much as 14 years of service.

A prepared questionnaire was utilized for the purpose of obtaining an evaluation of the overall school as well as specific

subjects presented. Because of the short training session for this course (120) hours, the training staff is in the process of constant reappraisal of the program so that every subject taught is vital to an effective line operation.

The most unique part of the 8th Law Enforcement Basic Training session was the substitution of 10 hours of traffic for the correctional personnel. The material presented to the correctional personnel in this 10 hours was presented by the clinical staff members, and dealing with correctional related subjects only.

It has been the policy of the Training Center to utilize the prepared questionnaire form for the trainees' evaluation of the school. A questionnaire was distributed to each member of the class for completion. Its purpose being to obtain an evaluation of the school, its subjects, and other factors deemed of importance.

The inquiry soliciting their suggestions and ideas as an aid to the program planning committee in formulating future development and improvement of future schools in law enforcement received varied comments: "I think that the main thing is lack of time;" "Have more training films that show practical examples;" "More time on several subjects--First Aid, Arrest, Search & Seizure, Traffic Code, Riot Control, and Patrol procedures;" "And they need more tables in the rooms."

It was suggested that each respondent select a rating of "Excellent," "Good," "Fair," or "Poor" for the overall evaluation

of the school. "Excellent" was rated by 23 of the respondents with 26 rating the school as "Good," and 1 rated it as "Fair" and none rated the school as "Poor."

In response to the question, "If too much time had been allocated to any one particular subject or subjects," 36 stated "No," 8 gave "No Opinion," and 2 indicated that "More time be allowed on Laws of Arrest, Search and Seizure."

Additional subjects or themes suggested for consideration in future schools included: "More on Drug Abuse;" "More time on handling of prisoners, arrest procedures and self defense;" and "More training in firearms other than just the sidearm."

Of the subjects deemed to be of the least value 10 gave "No Opinion," 13 said "None," and there were individual comments that "Human Relations" and "Probation and Parole" were subjects of the least value.

The greater number of the respondents indicated their chief interest in law enforcement was "Patrol," the second larger group "Detective," followed by "Administrative."

The query regarding "How better could they perform their assigned duties" received many varied responses: "It has helped me in many ways - I am new in the field;" "More confident that I can enforce the law without infringing on others rights;" "Has developed self confidence in myself;" "More confidence in my actions, knowing that what I do is justified general working background." Another stated "I have more knowledge of safety precautions and how to act properly."

In conclusion, the group exercised diligence in review,

study, and discussion sessions, and maintained positive attitudes throughout the school, and a dedication to the overall objectives - better law enforcement.

Questionnaire Responses to the Law Enforcement Basic Training  
School 9th Session, March 2-20, 1970.

The 9th session of the Basic Law Enforcement Training School convened March 2, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas. A total of 58 applications were accepted for the course, with a number of applicants being referred to the forthcoming 10th Basic Training Session to be conducted in May.

The group represented 41 officers from municipal police departments, 6 from the Kansas State Industrial Reformatory, 6 from the Kansas Park Authority, 2 from the Kansas Forestry Fish and Game Commission, and 2 from the County Sheriff's Departments. The average age of the group was 30 years of age with the average length of service of the group being 22 months. Their experience in law enforcement ranged from those without law enforcement experience to those with as much as 14 years of service.

It is the policy of the Law Enforcement Training Center to distribute to each individual member of the class a prepared questionnaire to be completed and returned, this questionnaire does not require a signature in hopes the students will be more freely with answers that will assist the training center in improvement of future schools in law enforcement. Its purpose

being to obtain an evaluation of the school, its subjects, and other factors deemed of importance.

The inquiry soliciting their suggestions and ideas as an aid to the program planning committee in formulating future development and improvement of future schools in law enforcement received varied comments: "Need more film;" "More time on Firearms Training;" "More time on probable cause and Laws of Arrest, Search and Seizure;" and "More detailed information on small departments."

It was suggested that each respondent select a rating of "Excellent," "Good," "Fair," or "Poor" for the overall evaluation of the school. "Excellent" was rated by 44 of the respondents with 3 rating the school as "Good," and none rating it as "Fair" or "Poor."

In response to the question, "If too much time had been allocated to any one particular subject or subjects," 28 stated "No," 1 gave "No Opinion," and 11 indicated that "Too much time had been allocated to Accident Investigation - it is fine for the patrolman - but not for the other officer who will not have any contact with this type of investigation."

Additional subjects of themes suggested for consideration in future schools included: "More Firearms Training;" "More time to State and Federal Laws;" "More on Drivers Education;" and "more time on Kansas Traffic Code."

Of the subjects deemed to be of the least value 13 gave

"No Opinion", 15 indicated "None," and individual comments responded that "Human Relations" and "Function of State Agencies" were subjects of the least value.

Subjects deemed to be of the "most value" indicated "Laws of Arrest, Search, and Seizure" and "Patrol Procedures" to be the most popular. Others included "First Aid;" "Mechanics of Arrest;" "Firearms Training;" "Rules of Evidence;" and "Crime Scene Investigation."

With the exception of a few having attended special training in law enforcement the greater majority of the group indicated they had received no formal training prior to attending this school. Others indicated they had attended numerous seminars but for the most part the men had received on the job training in their own departments.

The greater number of respondents indicated their chief interest in law enforcement was "Detective," the second larger group indicated "Patrol," followed by "Administrative."

The query regarding "How much better could they perform their assigned duties" received many varied responses: "Much more informed in my duties, my limitations and even more on rules and regulations pertaining to the Constitution and search and seizure." "Having a better outlook on what and how to perform my duties," and one man stated that he can do a more thorough and professional job.

In conclusion, the group worked very hard on their study and discussion groups, and they maintained a good attitude

throughout the school plus an overall objective toward good law enforcement.

Questionnaire Response to the Fourth Annual Probation and Parole Seminar March 26, 27, 1970.

The 4th session of the Probation and Parole Seminar convened March 26 and 27, 1970, at the Student Union Building, University of Kansas, Lawrence, Kansas. A total of 108 registrations were received for the seminar. A total of 20 registrations being from the State Probation and Parole, 24 were Probation Officers, 11 from the State Probation and Parole Office, 12 were Institutional representatives, 12 Judges, 7 Social Workers, 4 Police and Sheriffs, 4 University Members, 4 State Officials, 10 were from other agencies.

Classes were scheduled from 0900 hours to 1700 hours daily, Thursday and Friday, for the two day period. A prepared questionnaire was given to the registrants to evaluate the different material presented and also the instructors; this evaluation was taken all through the seminar.

From the 61 evaluations received to date, the most popular of the sessions held during the 1970 Probation and Parole Seminar was "The Role of Probation and Parole Officers in Decision-Making". The next most popular two were "Client Community Relationships in Probation and Parole" and "Availability of Supportive Services". The rest decrease slowly in popularity votes to the "Workshop Reports and Summary" which received the least amount of votes.

By far the most popular speaker was C. Winston Tanksley

with a total of 44 votes. The other speakers in decreasing order of votes were: Harder (21), Jones (12), Giannetta (12), and Lujan (9).

Everyone but 7 said there was a proper balance between lectures, panels, and small group sessions. All but 2 said the increased number of small group sessions were valuable. All but 2 said the emphasis should be maintained.

As for how the groups should be organized: (22-yes to 17-no) on the basis of participant's employment; (16-yes to 21-no) on the basis of the participant's job location; (40-yes to 11-no) on the same basis as this year.

Fifty people to 5 were placed in the proper group, 53 to 4 people felt the time allotted for the school was about right, 49 people to 3 felt the time spent each day was right, and 49 people to 3 agreed that their associates should be group leaders, speakers, and panelists.

Almost everyone felt the seminar was great.

Speakers to try and get next year in order of number of votes received include: Dr. Jones, Tanksley, Harder, Harman, Dale Jirib, Russ Settle, Judge Birney, Al Schnurr, Gale Hughes, W. C. Henry, William Glasser, Carl Menninger, and Judges Vickers, Carpenter, Riddel, Wildgen, Burdett, Seeley, and Dr. Lujan.

Topics for next years program in order of popularity are: a session dealing with the relationship of parole and institutions, invite representatives from other state systems, discuss

counseling techniques, more case studies, have more panel discussions, discuss family involvement in probation, problems with terminal cases, discuss the therapeutic use of authority, legislative concerns, there should be more group discussions, and there should be more structured activities.

As concerns things wrong with the School: 9 said they didn't like the small groups; 8 said they didn't like the introduction; 2 said it was held too near Easter; and 1 said he didn't like the luncheon and that there was too much talk about juveniles and social work.

All but 2 said the registration fees were proper; 17 agreed to support increased fees to get nationally known speakers - 30 did not; only 5 did not like the physical surroundings; 25 indicated it was their first school; and only 5 said they hadn't received publicity soon enough. Sixteen want to serve on next years planning committee and they are: James D. Bottom, Richard M. Shea, Clayton L. Brice, Garry D. Privat, V. C. Palmer, Gary L. McGinness, Lloyd W. Look, Richard Vliet, Lewis Herne, B. L. Mahar, Jerome Harmon, Floyd W. Coffman, Sheldon Edelman, C. Batchelor, and Judges John Keeley and Herb Rohleder.

Comments concerning the School in order of number of votes received are: mix the groups, try to get the Kansas Parole Board in for a question and answer period, serve water, tea, and soft drinks as well as coffee, have a Sheriff, Police Chief, and County Attorney on a panel, and there should be more structured groups.

Questionnaire Responses to the Law Enforcement Basic Training  
School 10th Session, May 4-22, 1970.

The 10th session of the Basic Law Enforcement Training School convened May 4, 1970, at the Kansas Law Enforcement Training Center, Hutchinson, Kansas. A total of 56 applications were accepted for the course.

The group represented 46 officers from municipal police departments, 2 from the County Sheriffs Departments, 1 from Kansas State University Campus Security Patrol, 3 from Kansas State Industrial Reformatory, 2 from Capitol Area Security Patrol, and 1 from Kansas Forestry, Fish, and Game Commission. The average age of the group was 29 years of age with the average length of service of the group being one year. Their experience in law enforcement ranged from those without law enforcement experience to those with as much as 16 years of service.

It is the policy of the Law Enforcement Training Center to distribute to each individual member of the class a prepared questionnaire to be completed and returned, this questionnaire does not require a signature in hopes the students will be more freely with answers that will assist the training center in improvement of future schools in law enforcement. Its purpose being to obtain an evaluation of the school, its subjects, and other factors deemed of importance.

The inquiry soliciting their suggestions and ideas as an aid to the program planning committee in formulating future development and improvement of future schools in law enforcement

received varied comments: "Less pass-out material;" "More work on defense tactics;" "Lengthen the school;" and "More disciplinary measures."

It was suggested that each respondent select a rating of "Excellent," "Good," "Fair," or "Poor" for the overall evaluation of the school. Of the 56 respondents, 38 turned in the evaluation questionnaire. "Excellent" was rated by 18 of the respondents with 18 rating the school as "Good," and 2 rating it "Fair." There were no "Poor" ratings.

In response to the question, "If too much time had been allocated to any one particular subject or subjects," 28 stated "No;" 7 gave "No Opinion;" and one each stated "too much time spent on Accident Investigation, Legal Studies, and Civil Rights."

Additional subjects of themes suggested for consideration in future schools included: "Weapon training, pursuit driving, night firearms training, handling explosive material, teletype training, crime scene photography, care of equipment, communications gap, opportunities in law enforcement, and more classes on narcotics and drugs."

Of the subjects deemed to be of the least value 4 indicated "Human Relations & Communications;" 3 indicated "Fingerprinting;" one each indicated "Detective & Issuing Traffic Summons;" and 2 indicated "Parole and Probation;" 22 indicated "None;" while 5 gave "No Opinion."

Subject deemed to be of the "most value" indicated "Laws of Arrest, Search, and Seizure" to be the most popular. Others included "Patrol Procedures," "Riot Control & Defense Tactics," "Laws of Evidence," "First Aid," and "Firearms Training."

With the exception of a few having attended special training in law enforcement the greater majority of the group indicated they had received no formal training prior to attending this school. Others indicated they had attended numerous seminars but for the most part the men had received on-the-job training in their own departments.

The greater number of respondents indicated their chief interest in law enforcement was "Detective," the second larger group indicated "Patrol," and the third largest group indicated "Juvenile."

The query regarding "How much better could they perform their assigned duties" received many varied responses: "More confidence in myself and understanding my job," "Understand laws and can handle violations," "Overall increase in knowledge of law enforcement," "I can now carry out my duties to the best of my abilities," and "Improved public relations for me."

In conclusion, it is apparent that subjects taught will need 160 hours to give sufficient time to cover these subjects in greater depth. The enrollment was a much younger average age group than previous schools conducted which would indicate that we are now training mostly new recruit officers going to work on various departments.

Questionnaire Responses to the Police Organization and Management  
School - June 8-12, 1970

The Police Organization and Management School was conducted at the Kansas Law Enforcement Training Center, Hutchinson, Kansas.

This program was a one week educational program and dealt with the prime responsibilities of police management, the working relationships that should exist in the field of law enforcement, and the importance of the administrator's function in getting the job done. The course was designed to cover those problems in police management which are the most prevalent in the police service. The majority of the course was taught by two supervisors from the Training Division, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. It was recommended that officers of command rank and/or their administrative assistants attend the course for the best possible use of the information within the department.

A total of 21 officers registered for the course representing municipal police agencies, county sheriff's department, and State probation and parole agencies.

As is the policy, after each school conducted by the Law Enforcement Training Center, a prepared questionnaire was distributed to each of the participants to be completed on a voluntary basis and returned. Each participant completed and returned his questionnaire.

The rating given the overall school by the respondents were tabulated with 19 of the group rating the school as "Excellent;" 2 as "Good;" and none rating the school as "Fair" or "Poor"

The inquiry soliciting their suggestions and ideas to be passed on to the Planning Committee when they meet to develop future schools of this type included such comments: "Have more daily tests to get people to think;" "Need more of this type of schools;" "Doing fine job;" "Don't make courses too long;" "More time;" "Keep up the good work;" "Have more schools of this nature - in human relations, tact, communication of all law officers;" "More frequent sessions;" and, "Advertise these schools a little more."

In response to the question, "were the facilities and food service adequate," 12 stated "Yes, very good;" 6 replied that the food and facilities were excellent, and 3 remarked that the food was very well prepared and served hot.

The query regarding "How much better could they perform their assigned duties" received such varying responses as "I have a better understanding of my duties;" "To understand my faults and enable me to be a better supervisor;" "Better qualified now;" "Will give more thought to subordinates;" "By motivating;" "Developed a better understanding of supervisor-subordinate relationship;" "Will listen and learn of the other party's thoughts and problems in order to render a proper decision;" "Better understanding of my men;" "Have a different outlook on the ways of dealing with both inmates and officers;" "Better understanding of what my job is all about;" "This school has improved my performance as a police supervisor;" "Have better understanding of Human Relations;" and, "New ideas that I will put into action."

Other comments were "There is a great need all over the State of Kansas to have a school on police records, statistics, filing systems, etc.;" "The FBI instructors were experts in their field and knew what they were talking about well enough to be able to make it interesting where it could have been dry if handled differently;" "Hope to attend classes in the future;" "Let's be the professionals we think we are. Communicate and moderate throughout our rank;" and, "A very good course for upper level and Administrative personnel in any sheriff and police department."

Some suggestions for the future were: "All officers and people in management within the state should be compelled to attend;" "Let each enrollee have a list of applicants thus enabling using one car instead of two or three;" and, "Have some training schools particularly targeted for small law enforcement agencies."

APPENDIX A  
Case Studies

URBANTOWN POLICE DEPARTMENT  
IN-BASKET PROGRAM  
INSTRUCTIONS FOR PARTICIPANTS

BACKGROUND DATA:

For the purpose of this exercise you are a veteran officer on the Urbantown Police Department. For several years you have worked as a plain-clothes Sergeant on the Vice Squad. Your immediate supervisor has been Lieutenant Milton S. Pitts who has been transferred to the Administrative Office working directly under the Chief of Police.

You have always thought very highly of Lieutenant Pitts and he is regarded by the Chief and city officials as the likely successor to the current Chief of Police. It was because of the strong recommendation of Lieutenant Pitts that you were promoted three months ago to the rank of Lieutenant and placed in charge of the Vice Squad.

Lieutenant Pitts was in an automobile accident this morning on the way to work and is in serious condition in the hospital. The Chief has instructed you to handle the work of Lieutenant Pitts as well as your own.

INTER-OFFICE MEMO

TO: John T. Greenfield                      DATE: August 29, 1968  
FROM: City Manager Joseph J. Jenkins  
SUBJECT: MOONLIGHTING AND CITY  
          COUNCIL CONFERENCE  
          9/6/68

In my discussion with various business, civic and labor leaders in the city, I have received criticism of the fact that we allow city employees to hold second jobs.

I try to operate on the basis that the head of each agency will run his own department, subject, of course, to my approval. I have indicated that I would consider the practice of moonlighting by all city employees, and since you head one of the largest agencies, I would like for you to prepare a suggested policy statement concerning moonlighting.

My personal views are simple. Moonlighting is a necessary evil and we must tolerate the practice until we are able to raise the city pay scale.

Please prepare this suggested policy statement and in a separate memo give me any personal "off the cuff" views you may have concerning this subject. I will need this information by Friday, 9/6/68. I will be appearing before the city council on Monday, 9/9/68, and I would like to have you accompany me as the city council may desire to discuss this and some other matters on their agenda directly with you. In addition to moonlighting, the agenda of this meeting includes discussion of complaints from a "reform group" concerning an "undesirable element" which has recently migrated to this city as a result of our current industrial expansion. This group has complained that due to this migration, vice is now running rampant in our city. They claim that prostitution, gambling, sale of narcotics and liquor violations are being committed in the open on our city streets in some areas of town. The city council does not agree with this and they feel our police department has crime pretty well under control in Urbantown. You are aware of the fact that our city council is made up largely of businessmen from our community. The recent industrial expansion and the accompanying migration of new citizens has, of course, been a boon to business.

ITEM #4

Memo City Manager Joseph J. Jenkins to John T. Greenfield  
Re: Moonlighting and City Council Conference, 9/6/68

The annual Community Fund Drive will be getting underway soon. I have been contacted by Mr. George Snow (the same Snow who is President of the Police and Fire Commission) who asked me to contact all City departments and arrange for their participation in the Fund Drive. I suggested that he write to each agency directly.

I recommend that you give this matter some attention. Mr. Snow noted in his comments to me that last year the Fire Department showed 100% while the Police Department was only 65%.

About the only thing I ask that you do not do is to agree to some form of payroll deductions. Deductions cause a lot of work on another department and the men are already complaining about their take-home pay.

In addition to the above there are several items we should discuss right away. One such item is the appointment, by you, of a new Lieutenant in the Administrative Division. As you recall the Lieutenant vacancy occurred when Lieutenant Pitts died suddenly as results of injuries received in an automobile accident last July. City Civil Service regulations require that you make your selection from the Sergeants who received the three highest scores on the recent examination.

I am leaving town for the weekend and will be back late Monday night.

I think we should have at least a preliminary meeting in my office around 9 A.M. Tuesday.

ITEM #4

"URBANTOWN COMMUNITY FUND"  
ANNUAL CAMPAIGN

August 26, 1968

Chief of Police  
Urbantown Police Department  
Urbantown, U. S. A.

Dear Chief:

I am again serving as Chairman of the Community Fund Drive. Last year the Police Department was about 65% effective in getting its personnel to contribute to the Drive. Those contributions were appreciated but I felt a little embarrassed in the Police Department being only 65% effective while the Fire Department participated 100%.

With a little effort I feel that more participation could be obtained. I will furnish literature and film to be used in soliciting your employees. I suggest the following approach in improving your department's showing:

1. Prepare and distribute a letter to all employees outlining the importance of the Community Fund Drive.
2. Make the supervisors responsible for soliciting the employees under their supervision.
3. Hold a training program for the assistance of the supervisors. I can furnish information for this.
4. Utilize a 20-minute film which we have purchased. Since your men work different shifts, I suggest that you show the film before or after the regular tour of duty. We find that donations increase as much as 10% to 15% after viewing the film.
5. Consider recommending a particular amount (contribution) for each pay grade, i.e., Patrolmen \$20.00, Sergeants \$25.00, Lieutenants \$35.00, Captains \$50.00.

ITEM #2

Chief of Police  
August 26, 1968  
Page 2

6. Make the payroll deduction system available. This usually yields a much larger contribution.

7. Be sure that each employee is contacted and that a list of those contributing is posted.

I know that you will want to give this your personal attention and that you will use good judgment in soliciting your employees.

Yours very truly,

George A. Snow

ITEM #2

DALBEY AND MINTZ  
ATTORNEYS AT LAW  
ROOM 914  
CRESCENT BUILDING  
URBANTOWN, USA

August 21, 1968

Chief of Police  
City Police Department  
Urbantown, USA

Dear Sir:

Reference is made to the incident which occurred at the Pink Lady Lounge, March 23, 1968.

This firm is representing Mr. Joseph Toper in the court proceedings which are being contemplated in the immediate future. We anticipate proceedings against the owners of the Pink Lady Lounge, Police Officer Timothy P. Jones and the Urbantown Police Department.

As you are aware, our client was forcibly ejected from the Pink Lady by Officer Jones, who was employed by this establishment as a bouncer and who prior to ejecting our client, identified himself as a city police officer. As a direct result of this action, our client suffered a back injury which is the basis for our law suit.

It is requested that you make Officer Jones available for interview by representatives of this firm and that you make copies of any investigative reports concerning this matter available.

Very truly yours,

John A. Dalbey

ITEM #7

UNITED STATES SECRET SERVICE  
U. S. TREASURY DEPARTMENT  
EMPIRE CITY, USA

August 23, 1968

Chief of Police  
City Police Department  
Urbantown, USA

Dear Chief:

As you know, the Vice President of the United States will be spending Labor Day week touring this State. His plans are tentative at this point, but it appears that his motorcade will pass through your city sometime during this period.

The motorcade will enter your city via Highway 6 from the North and exit from the city on the same Highway to the South. Upon receipt of more definite information a representative of this agency will be in contact with you personally.

It would be appreciated, if in the meantime, you could formulate tentative plans to facilitate passage of this motorcade through Urbantown. Also, if you could advise of any individuals or groups who may cause an incident which might be a source of embarrassment to the Vice President. For your information, we are coordinating the tour of this State through the Office of Major Peter Smith of the State Police.

Your cooperation in this matter is greatly appreciated. It is always a pleasure to cooperate on matters of mutual interest.

Very truly yours,

Michael J. Roch  
Special Agent in Charge  
U. S. Secret Service

ITEM #5

August 30, 1968

My dearest Milt:

Just a note to let you know I followed your advice and the deed is done. The bank thinks I am on two week' vacation and my husband left town this morning on a week's lecture tour. Why haven't I heard from you?

I will arrive September 2 on the 10:00 a.m. train. I will proceed to the airport to pick up the 11:30 a.m. flight to Acapulco.

I can hardly wait to see you there but knowing we can be together forever makes the waiting worthwhile. The bank auditors are due early next week so I am not getting out too soon. They will die when they find out how much is missing.

Be ready to make up for lost time.

I love you, Honey,

"Poopsey"

ITEM #13

ANYWHERE  
USA

Lieutenant Milton S. Pitts  
Administrative Office  
Urbantown Police Department  
Urbantown, U. S. A.

PERSONAL

ITEM #13

PROBLEM

A young single officer on a smaller police department is accused of being responsible for the pregnancy of a local juvenile. The girl's father demands that the chief discharge the officer. The father is socially prominent and very well known in the community.

The officer states that he believed the girl to be of legal age and has offered to marry her. The father will not permit such a marriage and plans to send the girl to live with an aunt for one year.

An investigation by the chief reveals that the girl looks far older than her actual age and has been permitted by her parents to date twenty and twenty-two year old men. The investigation also reveals that the girl frequented bowling alleys, drive-in restaurants, and other questionable locations.

The officer involved is one of the best men on the department and is a potential sergeant. The chief has several alternatives: (1) discharge the officer, (2) suspend the officer, (3) prefer charges against the officer, or (4) do nothing but issue the officer an oral reprimand.

PROBLEM

Lieutenant: Chief Brown, we're having a little difficulty with the recruitment program.

Chief: That's nothing new. We were having the same trouble twenty years ago.

Lieutenant: That's interesting. What did you do about it?

Chief: As I recall, Old Ironface--That's what we called our chief--Well, he put on a recruitment campaign that set this town on its ear.

Lieutenant: More applications than he could handle?

Chief: Hundreds of them. That's when I went on the force, you know.

Lieutenant: No, I didn't. Do you suppose we could put on a campaign that would turn up a few able-bodied men?

Chief: I don't see why not. If Ironface can do it, I can do it!

Lieutenant: Chief Brown, we're having a little difficulty with the recruitment program. Don't seem to be getting enough applicants.

Chief: That's nothing new. We were having the same trouble twenty years ago.

Lieutenant: That's interesting. What did you do about it?

Chief: As I recall, Old Ironface--that's what we called our chief--put on a recruitment campaign and he did get enough men to fill out the department. Mind you, I'm not saying he set the town on its ear, but he did get a few reliable men.

Lieutenant: More applications than he needed?

Chief: No, but enough to tide things over until he could retire and dump the problem on the next chief.

Lieutenant:

Do you suppose we could put on a campaign that would help?

Chief:

I don't see why not. I would have to be different though. Those were depression years, and Old Ironface stressed the regularity of a policeman's paycheck. We'd have to use an entirely different approach. We'd best do some research on the matter before we do anything else.

APPENDIX B  
Training Schedules and Brochures

POLICE SUPERVISION AND MANAGEMENT SCHOOL

Hilton Inn - Hutchinson, Kansas  
September 8 to 12, 1969

\*\*\*\*\*

Memo to the Administrator

This course in "Police Supervision and Management" is designed to cover those problems of basic police supervision and management which are most prevalent in the police service. Instructors for the course will be provided by the Federal Bureau of Investigation and The University of Kansas.

This program is a one week educational agenda and deals with the prime responsibility of law enforcement supervision of personnel and organizational management.

WHO SHOULD ATTEND

It is suggested that officers of supervisory or command level attend. This will make the best possible use of the information and benefit the entire organization.

WHEN AND WHERE

The class will meet on the first day at 8:00 a.m. to 4:00 p.m., with the remainder of the week being from 9:00 a.m. to 4:00 p.m. (plus evening case studies), and ending Friday, September 12, 1969. All classes will be conducted at the Hilton Inn, Hutchinson, Kansas.

DINING AND HOUSING FACILITIES

Officers attending school will provide their own meals and lodging. Arrangements have been made for officers to stay at the Hilton Inn at \$5.00 per night, if reservations are made in advance to the hotel.

EQUIPMENT

Although not required it would be advisable for the officers to bring a large 3-ring notebook.

REGISTRATION

To register for the course on "Police Supervision and Management" complete the official registration form and return by September 1, 1969. This course is sponsored by the Governmental Research Center, The University of Kansas through the support of Grant Number 259, Law Enforcement

Assistance Act, U. S. Department of Justice, Washington, D.C., and with the cooperation of the Federal Bureau of Investigation. There will not be a registration fee. Registration will be limited to 40 persons.

ADDITIONAL INFORMATION

Call or write Maynard L. Brazeal, Director of Police Training, Governmental Research Center, The University of Kansas, Lawrence, Kansas 66044, Area Code 913-UN4-3293.

\* \* \* \*

P R O G R A M

Monday, September 8

0800	Registration	
0830	Opening Remarks	Karl W. Dissly, Special Agent in Charge, FBI, Kansas City, Missouri
0900	Introduction to Management	Special Agent A. Harold Landreth, FBI
1200	Lunch	
1300	Organizational Principles As Applied to Police Management	Special Agents Elmer R. Fletcher and James R. Graham, Jr., FBI
1600	Adjourn	

Tuesday, September 9

0900	Crimes Classified Under Uniform Crime Reports and Problems	Special Agent Graham, FBI Sgt. Joe Smith, Kansas City Missouri Police Department
1200	Lunch	
1300	Communications in Police Supervision	Special Agent Robert V. Harmon, Jr., FBI
1600	Adjourn	
1900 to 2000	Case Study	Vivian Thomas, Instructor of Police, The University of Kansas

Wednesday, September 10

0900	Human Relations	Special Agent Harmon, FBI
1200	Lunch	
1300	The Supervisor and Morale	Special Agent Landreth, FBI
1600	Adjourn	

Thursday, September 11

0900	Evaluation of Personnel Rating System	Special Agent Fletcher, FBI
1000	In-Basket Training	Special Agent Landreth, FBI
1200	Lunch	
1300	In-Basket Training	Special Agent Landreth, FBI
1400	Supervision in Technological Advancements	Special Agent George Lueckenhoff, FBI
1600	Adjourn	
1900 to 2000	Case Study	Glenn Booth, Instructor of Police, The University of Kansas

Friday, September 12

0900	Inspections	Special Agent Fletcher, FBI
1000	Decision Making	Special Agents Fletcher and Lueckenhoff, FBI
1200	Lunch	
1300	Issuing Orders to Personnel	Maynard Brazeal, Director of Police Training, The University of Kansas
1500	Awarding of Certificates and Adjournment	

\* \* \* \*

Advisory Commission

GUS WOODS, Chairman, Chief of Police, Atchison, Kansas  
WILLIAM W. STRUKEL, Vice Chairman, Chief Enforcement Officer,  
Alcoholic Beverage Control, Topeka, Kansas

WILLIAM L. ALBOTT, Superintendent of Kansas Highway Patrol,  
 Topeka, Kansas  
 KARL W. DISSLY, Special Agent in Charge, FBI, Kansas City,  
 Missouri  
 LOGAN H. SANFORD, Director, KBI, Topeka, Kansas  
 JACK MOLDEN, Chief of Police, Emporia, Kansas  
 MARION WEESE, Sheriff, Barton County, Great Bend, Kansas  
 DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas  
 CARL RAMSEY, Saline County Commissioner, Salina, Kansas  
 FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF  
 Governmental Research Center  
 The University of Kansas

ROBERT T. AANGEENBRUG, Director  
 MAYNARD L. BRAZEAL, Director of Police Training  
 GLENN R. BOOTH, Instructor of Police  
 VIVIAN M. THOMAS, Instructor of Police

\* \* \* \*

MAIL TO:

ENROLLMENT

MR. KARL KAPPELMAN  
 Representative  
 University Extension  
 The University of Kansas  
 Lawrence, Kansas 66044

Please enroll the officers  
 listed below in the "Police  
 Supervision and Management"  
 Course, September 8 through  
 September 12, 1969.

Name-----Rank-----

Name-----Rank-----

Signed-----Title-----Dept.-----

City-----County-----State-----

Telephone Number-----Zip Code-----

(Include Area Code)

SEVENTH BASIC POLICE TRAINING SCHOOL

November 3 to November 21, 1969

Conducted at Kansas Law Enforcement Training Center  
Hutchinson, Kansas

\* \* \* \* \*

Program

POLICE ORGANIZATION AND RELATED AGENCIES

Introduction to Law Enforcement, Corrections, Probation and Parole, Functions of Federal, State, City Law Enforcement Agencies; Role of the Prosecutor and the Courts

RECORDS AND REPORTING

Police Records, Principles of Report Writing

LAW

The Constitution and Bill of Rights, Criminal Law, Juvenile Laws and Delinquency, Laws of Arrest, Search and Seizure, Rules of Evidence

GENERAL POLICE SKILLS AND PROCEDURES

Crowd and Riot Control, Fingerprinting, Firearms, Handling Disturbance Calls, Physical Training and Defensive Tactics, Police Patrol Methods, Operation of Police Radio, Mechanics of Arrest, Routine and Pursuit Vehicle Stops, Testifying in Court

BEHAVIORAL STUDIES AND RELATED SUBJECTS

Law Enforcement Ethics, Human Relations and Communications, Recognizing and Handling Abnormal Persons, Deviant Behavior

TRAFFIC LAWS AND PROCEDURE

Traffic Laws, Accident Investigation, Issuing Traffic Summons

INVESTIGATIVE PROCEDURES

Police Responsibilities at the Crime Scene, Collection and Preservation of Physical Evidence, Interviews, Admissions, and Statements, Drug Abuse

MISCELLANEOUS

Orientation and Classroom Notetaking, Examinations

\* \* \* \* \*

### General Information

The Seventh Basic Police School is the first three-week school of 120 hours to be held at the Law Enforcement Training Center, Hutchinson, Kansas. This school is financed in part in accordance with the provisions of Grant #259, approved by The Office of Law Enforcement Assistance Act, in favor of The University of Kansas.

#### Meals and Lodging:

Officers attending the school will be furnished lodging in the dormitory facilities at the Law Enforcement Training Center, which is located at the old Naval Air Station, Southeast of Hutchinson. Officers may check in on Sunday between 5:00 p.m. and 7:00 p.m. No meals will be served on Friday evenings nor on the week-ends. There will be a charge of \$7.50 per man per day. Meals will be catered due to a lack of kitchen facilities.

#### Equipment and Supplies:

Each officer should bring a 3" three-ring looseleaf binder, with paper. If registrant wishes to type notes, he should bring a typewriter. The wearing of uniforms or business suits is not required while attending class and conservative casual clothing will be acceptable. There are visitors and dignitaries at the center from time to time. Each officer should bring clothing for outdoor classes. Each officer should bring his 38 Special service revolver; ammo will be furnished by the training center.

### ADVISORY COMMISSION

GUS WOODS, Chairman, Chief of Police, Atchison, Kansas  
WILLIAM W. STRUKEL, Vice Chairman, Chief Enforcement Officer  
Alcoholic Beverage Control, Topeka, Kansas  
WILLIAM L. ALBOTT, Superintendent of Kansas Highway Patrol,  
Topeka, Kansas  
KARL W. DISSLY, Special Agent in Charge, FBI, Kansas City, Missouri  
HAROLD R. NYE, Director, KBI, Topeka, Kansas  
JACK MOLDEN, Chief of Police, Emporia, Kansas  
MARION WEESE, Sheriff, Barton County, Great Bend, Kansas  
DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas  
CARL RAMSEY, Saline County Commissioner, Salina, Kansas  
FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF GOVERNMENTAL RESEARCH CENTER  
The University of Kansas

ROBERT T. AANGEENBRUG, Director  
MAYNARD L. BRAZEAL, Director of Police Training  
GLENN R. BOOTH, Instructor of Police  
VIVIAN M. THOMAS, Instructor of Police  
JAMES A. DAVIS, Coordinator of Correctional Training

MAIL TO:

ENROLLMENT

Mr. Maynard L. Brazeal  
Director, Police Training  
Kansas Law Enforcement  
Training Center  
P. O. Box 647  
Hutchinson, Kansas 67501

Please enroll the officers listed  
below in the "Basic Police Training  
School" at Hutchinson, November 3-  
November 21, 1969

Name.....Rank.....  
Name.....Rank.....  
Signed.....Title.....Dept.....  
City.....County.....State.....  
Telephone Area Code.....Zip Code.....

\* \* \* \*

SUPPORTED BY

1965 LAW ENFORCEMENT  
ASSISTANCE ACT  
U.S. Department of Justice  
Washington, D.C.

LEAA GRANT #259  
Kansas Law Enforcement Training Center  
The University of Kansas

BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas

November 3 through November 21, 1969

Monday, Nov. 3

0800	Registration - Orientation	Maynard L. Brazeal Director of Police Training
0900	Notebooks & Notetaking	Glenn R. Booth Instructor of Police
1000	"	"
1100	Introduction to Crowd & Riot Control	Maynard L. Brazeal Director of Police Training
1200	Lunch	
1300 to 1700	Crowd & Riot Control (cont'd.) Adjourn	"

Tuesday, Nov. 4

0800	Roll Call	
0805	Constitution & Bill of Rights	Vivian M. Thomas Instructor of Police
0900	"	"
1000	Corrections	James A. Davis Correction & Probation Coordinator, KLETC
1100	Functions & Juris- diction of Federal Agencies	Otto T. Handwerk Special Agent, FBI
1200	Lunch	
1300	Federal Agencies (cont'd.)	"

1400	Functions of State Law Enforcement Agencies	Glenn R. Booth Instructor of Police
1500	Roles of the Prosecutor & the Courts	Raymond Berkley Reno County Attorney
1600	Phy. Training & Def. Tactics	Maynard L. Brazeal Director of Police Training

1700 Adjourn

Wednesday, Nov. 5

0800	Roll Call	
0805	Kansas Criminal Statutes	Jack Williams Special Agent, KBI
0900	"	"
1000	"	"
1100	Crowd & Riot Control	Maynard L. Brazeal
1200	Lunch	
1300	Crowd & Riot Control (cont'd.)	Glenn R. Booth
1400	"	"
1500	Use of Police Radio	Vivian M. Thomas
1600	"	"
1700	Adjourn	

Thursday, Nov. 6

0800	Roll Call	
0805	Juvenile Law & Delinquency	Robert Johnson Juvenile Officer Hutchinson, P.D.
0900	"	"
1000	"	"
1100	Interviews, Admissions, & Statements	George F. Lueckenhoff Special Agent, FBI & Thomas E. Kelly Special Agent, FBI
1200	Lunch	

1300	Interviews, Admissions & Statements (cont'd.)	George F. Lueckenhoff Special Agent, FBI & Thomas E. Kelly Special Agent, FBI
1400	"	"
1500	"	"
1600	Phy. Training & Def. Tactics	Kenneth Wicks Sheriff, Garden City
1700	Adjourn	

Friday, Nov. 7

0800	Roll Call	
0805	Introduction to Police Patrol Procedures	James A. Davis
0900	"	"
1000	Handling Disturbance Calls	Glenn R. Booth
1100	"	"
1200	Lunch	
1300	Police Patrol Procedures (cont'd.)	Vivian M. Thomas
1400	"	"
1500	"	"
1600	Examinations	
1700	Adjourn	

Monday, Nov. 10

0800	Roll Call	
0805	Laws of Arrest, Search & Seizure	George F. Lueckenhoff Special Agent, FBI & Thomas E. Kelly Special Agent, FBI
0900	"	"
1000	"	"

1100	Laws of Arrest, Search & Seizure (cont'd.)	George F. Lueckenhoff & Thomas E. Kelly
1200	Lunch	
1300	Laws of Arrest, Search & Seizure (cont'd.)	"
1400	Rules of Evidence	"
1500	"	"
1600	Police Patrol Proce- dures	James A. Davis
1700	Adjourn	

Tuesday, Nov. 11

0800	Roll Call	
0805	Uniform Patrol Responsi- bilities at the Crime Scene	Vivian M. Thomas
0900	"	"
1000	Collection & Preser- vation of Evidence	Glenn R. Booth
1100	"	"
1200	Lunch	
1300	Collection & Preser- vation of Evidence	"
1400	"	"
1500	"	"
1600	Phy. Training & Def. Tactics	Maynard L. Brazeal
1700	Adjourn	

Wednesday, Nov. 12

0800	Roll Call	
0805	Mechanics of Arrest	Maynard L. Brazeal
0900	"	"
1000	Fingerprinting	Glenn R. Booth &
1100	"	Kenneth Wicks

1200	Lunch	
1300	Fingerprinting (cont'd.)	Glenn R. Booth & Kenneth Wicks
1400	First Aid	Maynard L. Brazeal
1500	"	"
1600	"	"
1700	Adjourn	

Thursday, Nov. 13

0800	Roll Call	
0805	First Aid (cont'd.)	Maynard L. Brazeal
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	First Aid (cont'd.)	"
1400	"	"
1500	"	"
1600	Phy. Training & Def. Tactics	Kenneth Wicks
1700	Adjourn	

Friday, Nov. 14

0800	Roll Call	
0805	Principles of Report Writing	Glenn R. Booth
0900	"	"
1000	"	"
1100	Police Records	James A. Davis
1200	Lunch	
1300	Police Records (cont'd.)	"

1400	Uniform Crime Reporting	Vivian M. Thomas
1500	"	"
1600	Examinations	
1700	Adjourn	

Monday, Nov. 17

0800	Roll Call	
0805	Kansas Traffic Code	Fred Howard Sergeant KHP
0900	"	"
1000	"	"
1100	Issuing Traffic Summons	Glenn R. Booth
1200	Lunch	
1300	Routine & Pursuit Stops	Vivian M. Thomas
1400	"	"
1500	Recognizing & Handling Abnormal Persons	Cliff Lobel Department of Social Welfare, Topeka, Ks.
1600	"	"
1700	Adjourn	

Tuesday, Nov. 18

0800	Roll Call	
0805	Traffic Accident Investigation	O. W. Thomasson Sergeant, KHP
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	Probation & Parole	William E. Bain, Asst. Director & Larry L. Peters Parole Officer, State Office

1400	Traffic Accident Investigation	O. W. Thomasson
1500	"	"
1600	Phy. Training & Def. Tactics	Kenneth Wicks
1700	Adjourn	
<u>Wednesday, Nov. 19</u>		
0800	Roll Call	
0805	Testifying in Court	Elmer R. Fletcher Special Agent, FBI
0900	"	"
1000	Drug Abuse	Thomas H. Johnson Staff Assistant for Training & Education, Bureau of Narcotics & Dangerous Drugs
1100	"	"
1200	Lunch	
1300	Human Relations & Communications	Homer Floyd, Exec. Dir., Commission on Civil Rights, Topeka, Ks.
1400	"	"
1500	Introduction to Firearms	Lt. Dan Combs Oklahoma Highway Patrol & Maynard L. Brazeal
1600	"	"
1700	Adjourn	
<u>Thursday, Nov. 20</u>		
0800	Roll Call	
0805	Firearms Training	Ralph P. Huston & William C. Piper Special Agents, FBI
to		Lt. Darrell Gregory, KHP
1700	Adjourn	

Friday, Nov. 21

0800	Roll Call	
0805	Sex Crimes	John Woody, Chief of Police, Salina PD
0900	"	"
1000	Examinations	
1100	Police Community Relations	Vivian M. Thomas
1200	Lunch	
1300	Police Community Relations (cont'd.)	"
1400	Code of Ethics	Harold R. Nye Director, KBI
1500	Commencement Exercises	Guest Speaker

EIGHTH BASIC POLICE TRAINING SCHOOL

January 12 to January 30, 1970

Conducted at Kansas Law Enforcement Training Center  
Hutchinson, Kansas

\* \* \* \* \*

Program

POLICE ORGANIZATION AND RELATED AGENCIES

Introduction to Law Enforcement, Corrections, Probation and Parole, Functions of Federal, State, City Law Enforcement Agencies, Role of the Prosecutor and the Courts

RECORDS AND REPORTING

Police Records, Principles of Report Writing

LAW

The Constitution and Bill of Rights, Criminal Law, Juvenile Laws and Delinquency, Laws of Arrest, Search and Seizure, Rules of Evidence

GENERAL POLICE SKILLS AND PROCEDURES

Crowd and Riot Control, Fingerprinting, Firearms, First Aid, Handling Disturbance Calls, Physical Training and Defensive Tactics, Police Patrol Methods, Operation of Police Radio, Mechanics of Arrest, Routine and Pursuit Vehicle Stops, Testifying in Court

BEHAVIORAL STUDIES AND RELATED SUBJECTS

Law Enforcement Ethics, Human Relations and Communications, Recognizing and Handling Abnormal Persons, Deviant Behavior

TRAFFIC LAWS AND PROCEDURE

Traffic Laws, Accident Investigation, Issuing Traffic Summons

INVESTIGATIVE PROCEDURES

Police Responsibilities at the Crime Scene, Collection and Preservation of Physical Evidence, Interviews, Admissions, Statements, Drug Abuse

MISCELLANEOUS

Orientation and Classroom Notetaking, Examinations

\* \* \* \* \*

### General Information

The Eighth Basic Police School is the second three week school of 120 hours to be held at the Law Enforcement Training Center, Hutchinson, Kansas. This school is financed in part in accordance with the provisions of Grant #259, approved by the Office of Law Enforcement Assistance Act, in favor of the University of Kansas.

#### Meals and Lodging:

Officers attending the school will be furnished lodging in the dormitory facilities at the Law Enforcement Training Center, which is located at the old Naval Air Station, Southeast of Hutchinson. Officers may check in on Sunday between 5:00 p.m. and 7:00 p.m. No meals will be served on Friday evenings nor on the week-ends. There will be a charge of \$7.50 per man per day, plus a \$1.00 cash deposit on dormitory room key which will be refunded the final day of school.

#### Equipment and Supplies:

Each officer should bring a 3" three-ring looseleaf binder, with paper. If registrant wishes to type notes, he should bring a typewriter. The wearing of uniforms or business suits is not required while attending class and conservative casual clothing will be acceptable. Each officer should bring clothing for outdoor classes. Each officer should bring his 38 Special service revolver; ammo will be furnished by the training center.

### ADVISORY COMMISSION

WILLIAM W. STRUKEL, Chairman, Chief Enforcement Officer,  
Alcoholic Beverage Control, Topeka, Kansas

MARION WEESE, Vice-Chairman, Sheriff, Barton County,  
Great Bend, Kansas

JACK MOLDEN, Secretary, Chief of Police, Emporia, Kansas

WILLIAM L. ALBOTT, Superintendent, Kansas Highway Patrol,  
Topeka, Kansas

KARL W. DISSLY, Special Agent in Charge, Federal Bureau of  
Investigation, Kansas City, Missouri

HAROLD R. NYE, Director, Kansas Bureau of Investigation,  
Topeka, Kansas

GUS WOODS, Chief of Police, Atchison, Kansas

DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas

CARL RAMSEY, Saline County Commissioner, Salina, Kansas

FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF GOVERNMENTAL RESEARCH CENTER  
The University of Kansas

ROBERT T. AANCEENBRUG, Director  
MAYNARD L. BRAZEAL, Director of Police Training  
GLENN R. BOOTH, Instructor of Police  
VIVIAN M. THOMAS, Instructor of Police  
JAMES A. DAVIS, Coordinator of Correctional Training

MAIL TO:

ENROLLMENT

Mr. Karl Kappleman  
Representative  
University Extension  
The University of Kansas  
Lawrence, Kansas 66044

I hereby certify that the following  
law enforcement officer(s) is qualified  
to meet the minimum standards for  
employment as set forth under Section  
74-5605 of the K.S.A. 1968 Supple-  
ment.

-----  
(Signature of Department Head)

Name-----Rank-----

Name-----Rank-----

Signed-----Title-----Dept.-----

City-----County-----State-----

Telephone Area Code-----Zip Code-----

\* \* \* \* \*

SUPPORTED BY

1965 LAW ENFORCEMENT  
ASSISTANCE ACT  
U.S. Department of Justice  
Washington, D.C.

Kansas Law Enforcement Training Center  
The University of Kansas  
P. O. Box 647  
Hutchinson, Kansas

EIGHTH  
BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas

January 12 through January 30, 1970

Monday, Jan. 12

0800	Registration - Orientation	Maynard L. Brazeal Director of Police Training
0900	Notebooks and note taking	Glenn R. Booth Instructor of Police
1000	"	"
1100	Introduction to Crowd and Riot Control	Maynard L. Brazeal and Capt. Dorsey S. Fleming Police Department Kansas City, Mo.
1200	Lunch	
1300 to 1700	Crowd and Riot Control (cont'd.) Adjourn	"

Tuesday, Jan. 13

0800	Roll Call	
0805	Constitution and Bill of Rights	Vivian M. Thomas Instructor of Police
0900	"	"
1000	Corrections	James A. Davis Correction and Probation Coordinator, KLETC
1100	Functions and Jurisdiction of Federal Agencies	Otto Handwerk Special Agent, FBI

1200	Lunch	
1300	Federal Agencies(cont'd.)	"
1400	Functions of State Law Enforcement Agencies	Glenn R. Booth Instructor of Police
1500	Roles of the Prosecutor and the Courts	Judge Camilla Haviland Ford County Dodge City, Ks.
1600	Phy. Training and Def. Tactics	Maynard L. Brazeal Director of Police Training

1700

Adjourn

Wednesday, Jan. 14

0800

Roll Call

0805

Kansas Criminal Statutes

Jack Williams  
Special Agent, KBI

0900

"

"

1000

"

"

1100

Crowd and Riot Control

Maynard L. Brazeal

1200

Lunch

1300

Crowd and Riot Control  
(cont'd.)

Maynard L. Brazeal

1400

"

"

1500

Use of the KLETS & NCIC

Renee Suitt  
Supervisor of KLETS  
Topeka, KBI

1600

Use of Police Radio

Vivian M. Thomas

1700

Adjourn

Thursday, Jan. 15

0800

Roll Call

0805

Juvenile Law & Delinquency

Robert Johnson  
Juvenile Officer  
Police Dept.  
Hutchinson

0900	"	"
1000	"	"
1100	Interviews, Admissions, & Statements	George F. Lueckenhoff Special Agent, FBI
1200	Lunch	
1300	Interviews, Admissions & Statements (cont'd.)	"
1400	"	"
1500	"	"
1600	Phy. Training and Def. Tactics	Glenn R. Booth
1700	Adjourn	

Friday, Jan. 16

0800	Roll Call	
0805	Introduction to Police Patrol Procedures	James A. Davis
0900	"	"
1000	Handling Disturbance Calls	Glenn R. Booth
1100	"	"
1200	Lunch	
1300	Police Patrol Procedures (cont'd.)	Vivian M. Thomas
1400	"	"
1500	"	"
1600	"	James A. Davis
1700	Adjourn	

Monday, Jan. 19

0800	Roll Call	
0805	Examinations	
0900	Laws of Arrest, Search & Seizure	George F. Lueckenhoff

1000	"	"
1100	"	"
1200	Lunch	
1300	Laws of Arrest, Search & Seizure	George F. Lueckenhoff
1400	"	"
1500	Rules of Evidence	"
1600	"	"
1700	Adjourn	

Tuesday, Jan. 20

0800	Roll Call	
0805	Uniform Patrol Responsibilities at the Crime Scene	Vivian M. Thomas
0900	"	"
1000	Collection & Preservation of Evidence	Glenn R. Booth
1100	"	"
1200	Lunch	
1300	Collection & Preservation of Evidence (cont'd.)	Glenn R. Booth
1400	"	"
1500	"	"
1600	Phy. Training & Def. Tactics	Maynard L. Brazeal
1700	Adjourn	

Wednesday, Jan. 21

0800	Roll Call	
0805	Mechanics of Arrest	Maynard L. Brazeal
0900	"	"
1000	Fingerprinting	Glenn R. Booth
1100	"	"

1200	Lunch	
1300	Fingerprinting(cont'd.)	Glenn R. Booth
1400	First Aid	Maynard L. Brazeal
1500	"	"
1600	"	"
1700	Adjourn	

Thursday, Jan. 22

0800	Roll Call	
0805	First Aid (cont'd.)	Maynard L. Brazeal
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	First Aid (cont'd.)	Maynard L. Brazeal
1400	"	"
1500	"	"
1600	Phy. Training & Def. Tactics	Kenneth Wicks Sheriff, Finney Co. Garden City
1700	Adjourn	
1900	Routine Traffic Stop (Practical Problem)	Staff, KLETC

Friday, Jan. 23

0800	Roll Call	
0805	Principles of Report Writing	Glenn R. Booth
0900	"	"
1000	"	"
1100	Police Records	James A. Davis
1200	Lunch	

1300	Police Records(cont'd.)	James A. Davis
1400	Uniform Crime Reporting	Vivian M. Thomas
1500	"	"
1600	Issue Traffic Summons	Glenn R. Booth
1700	Adjourn	

Monday, Jan. 26

0800	Roll Call	
0805	Examination	
0900	Kansas Traffic Code	Fred Howard Sergeant, KHP
1000	"	"
1100	"	"
1200	Lunch	
1300	Introduction to Firearms	Lt. Dan Combs Oklahoma Highway Patrol
1400	"	"
1500	Sex Crimes	John Woody Chief, Police Dept. Salina, Ks.
1600	"	"
1700	Adjourn	

Tuesday, Jan. 27

0800	Roll Call	
0805	Firearms Training	Elmer R. Fletcher Special Agent, FBI William C. Piper Special Agent, FBI Lt. Darrell Gregory Ks. Highway Patrol & Vivian M. Thomas
to		
1700	Adjourn	

Wednesday, Jan. 28

0800	Roll Call	
0805	Testifying in Court	Otto T. Handwerk Special Agent, FBI
0900	"	"
1000	Drug Abuse	Thomas H. Johnson Bureau of Narcotics & Dangerous Drugs
1100	"	"
1200	Lunch	
1300	Police Public Relation	Vivian M. Thomas
1400	"	"
1500	Human Relations & Communications	Homer Floyd Executive Dir. Com. on Civil Rights
1600	"	"
1700	Adjourn	

Thursday, Jan. 29

0800	Roll Call	
0805	Traffic Accident Investi- gation	O. W. Thomasson Sergeant, KHP
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	Probation and Parole	William E. Bain Asst. Dir. Larry L. Peters Parole Officer Kansas Probation & Parole

1400	Traffic Accident Investi- gation	O. W. Thomasson
1500	"	"
1600	Phy. Training & Def. Tactics	Kenneth Wicks
1700	Adjourn	
<u>Friday, Jan. 30</u>		
0800	Roll Call	
0805	Recognizing & Handling Abnormal Persons	Cliff Lobel Dept. of Social Welfare, Topeka, Kansas
0900	"	"
1000	Examinations	
1100	Code of Ethics	Harold R. Nye Director, KBI
1200	Lunch	
1330	Commencement Exercise	Clarence M. Kelley Chief of Police Police Department Kansas City, Mo.

EIGHTH  
BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas  
January 26 and January 29 - 9 hours

AGENDA

TIME: Monday, January 26, 1970  
9:00 a.m. - 12:00 Noon

SUBJECT: "INMATE CONFRONTATION"

CLINICAL STAFF MEMBERS: Paul H. Rouse, M.D., and Walter Cary, Social Worker

The Clinical Services Staff will participate in the Law Enforcement Training School at the Air Base on Monday morning, January 26. Staff members conducting this training program will be Dr. Rouse and Mr. Cary. Subject of the program will be "Inmate Confrontation." Inmates will present, from their viewpoint, the problems of the institution. These problems will concern everyday inter-action between inmates and members of the Correctional Staff. Specifically, problems will be related to the Trainees (new correctional officers and other interested persons), such problems as: Mealtime, Outside Visits, and Racial Tensions. Inmates participating in this program (by permission) are:

KEELEY, Larry	KSIR #22275
COLE, Russell	KSIR # 0735
SANDERS, Huey	KSIR #19140
GRAHAM, Curtis	KSIR #22672
SMITH, Hollis	KSIR #22625
COLLINS, Fred	KSIR #22534

TIME: Thursday, January 29, 1970  
10:00 a.m. - 12:00 Noon

SUBJECT: "REHABILITATION AND ACTIVITIES" - presented by  
KSIR inmates

CLINICAL STAFF MEMBERS: Jerry D. Doke, Staff Psychologist

On January 29, from 8:00 a. m. to 10:00 a. m.

Mr. Doke will present four or five KSIR inmate representatives who will talk on the advantages of some of the rehabilitation programs and activities in which they are engaged. Programs represented will be: MDTA, Jaycees, Gym and Athletics, School, and - (last but not least) the Average Inmate. The following inmates (by permission) will take part in this program:

BOURNE, Danny	KSIR #22475
COLE, Russell	KSIR #20735
REED, Cleveland	KSIR #22629
O'TOOLE, John	KSIR #22410
WELCH, Terry	KSIR #21572

TIME: Thursday, January 29, 1970  
8:00 a.m. - 10:00 a. m.

SUBJECT: "ROLE PLAYING"

CLINICAL STAFF  
MEMBERS:

Bob J. Williams, Chief Psychologist

Mr. Williams will present "Role Playing" as the theme of his lecture. There will be no inmate participants.

TIME: Thursday, January 29, 1970  
2:00 p.m. - 4:00 p.m.

SUBJECT: "PANEL DISCUSSION"

CLINICAL STAFF  
MEMBERS:

Dr. Paul Rouse, Dr. J. K. Attwood, Mr. Williams, Mrs. Dirks, Mr. Cary, Mr. Doke, Reverend Bayles and Father Smith

After lunch there will be a panel discussion from 2:00 p.m. to 4:00 p.m. by Clinical Staff members. This discussion will begin in a formal manner and end with a "free-wheeling" time for questions and answers.

EIGHTH  
BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas  
January 26 and January 29 - 9 hours

AGENDA

TIME: Monday, January 26, 1970, 9:00 A.M. to 12:00 Noon

SUBJECT: "INMATE CONFRONTATION"

CLINICAL STAFF MEMBERS: Paul H. Rouse, M.D. and Walter Cary,  
Social Worker

The Clinical Services Staff will participate in the Law Enforcement Training School at the Air Base on Monday morning, January 26. Staff members conducting this training program will be Dr. Rouse and Mr. Cary. Subject of the program will be "Inmate Confrontation." Inmates will present, from their viewpoint, the problems of the institution. These problems will concern everyday inter-action between inmates and members of the Correctional Staff. Specifically, problems will be related to the Trainees (new correctional officers and other interested persons), such problems as: Mealtime; Outside Visits; and Racial Tensions. Inmates participating in this program (by permission) are:

KEELEY, Larry	KSIR #22275
COLE, Russell	KSIR #0735
SANDERS, Huey	KSIR #19140
GRAHAM, Curtis	KSIR #22672
SMITH, Hollis	KSIR #22625
COLLINS, Frederick	KSIR #22534

TIME: Thursday, January 29, 1970, 10:00 A.M. to 12:00 Noon.

SUBJECT: REHAVILITATION AND ACTIVITIES - presented by KSIR inmates.

CLINICAL STAFF MEMBER: Jerry D. Doke, Staff Psychologist

On January 29, from 8:00 to 10:00 A.M., Mr. Doke will present four or five KSIR inmate representatives who will talk on the advantages of some of the rehabilitation programs and activities in which they are engaged. Programs represented will be: MDTA; Jaycees; Gym and Athletics; School; and - (last but not least) the Average Inmate.

The following inmates (by permission) will take part in this program:

BOURNE, Danny	KSIR #22475
COLE, Russell	KSIR #20735
O'TOOLE, John	KSIR #22410
WELCH, Terry	KSIR #21572
REED, Cleveland	KSIR #22629

TIME: Thursday, January 29, 1970, 8:00 A.M. to 10:00 A.M.

SUBJECT: "ROLE PLAYING"

CLINICAL STAFF MEMBER: Bob J. Williams, Chief Psychologist

Mr. Williams will present "Role Playing" as the theme of his lecture. There will be no inmate participants.

TIME: Thursday, January 29, 1970, 2:00 P.M. to 4:00 P.M.

SUBJECT: "PANEL DISCUSSION"

CLINICAL STAFF MEMBERS: Dr. Paul Rouse, Dr. J. K. Attwood,  
Mr. Williams, Mrs. Dirks, Mr. Cary, Mr. Doke, Reverend  
Bayles and Father Smith.

After lunch there will be a Panel discussion from 2:00  
P.M. to 4:00 P.M. by Clinical Staff members. This dis-  
cussion will begin in a formal manner and end with a  
"free-wheeling" time for questions and answers.

NINTH BASIC POLICE TRAINING SCHOOL

March 2 to March 20, 1970

Conducted at Kansas Law Enforcement Training Center  
Hutchinson, Kansas

\* \* \* \* \*

Program

POLICE ORGANIZATION AND RELATED AGENCIES

Introduction to Law Enforcement, Corrections, Probation and Parole, Functions of Federal, State, City Law Enforcement Agencies, Role of the Prosecutor and the Courts

RECORDS AND REPORTING

Police Records, Principles of Report Writing

LAW

The Constitution and Bill of Rights, Criminal Law, Juvenile Laws and Delinquency, Laws of Arrest, Search and Seizure, Rules of Evidence

GENERAL POLICE SKILLS AND PROCEDURES

Crowd and Riot Control, Fingerprinting, Firearms, First Aid, Handling Disturbance Calls, Physical Training and Defensive Tactics, Police Patrol Methods, Operation of Police Radio, Mechanics of Arrest, Routine and Pursuit Vehicle Stops, Testifying in Court

BEHAVIORAL STUDIES AND RELATED SUBJECTS

Law Enforcement Ethics, Human Relations and Communications, Recognizing and Handling Abnormal Persons, Deviant Behavior

TRAFFIC LAWS AND PROCEDURE

Traffic Laws, Accident Investigation, Issuing Traffic Summons

INVESTIGATIVE PROCEDURES

Police Responsibilities at the Crime Scene, Collection and Preservation of Physical Evidence, Interviews, Admissions, Statements, Drug Abuse

MISCELLANEOUS

Orientation and Classroom Notetaking, Examinations

\* \* \* \*

### General Information

The Ninth Basic Police School is the Third three week school of 120 hours to be held at the Law Enforcement Training Center, Hutchinson, Kansas. This school is financed in part in accordance with the provisions of Grants, approved by The Law Enforcement Assistance Administration, in favor of The University of Kansas.

#### Meals and Lodging:

Officers attending the school will be furnished lodging in the dormitory facilities at the Law Enforcement Training Center, which is located at the old Naval Air Station, Southeast of Hutchinson. Officers may check in on Sunday between 5:00 p.m. and 7:00 p. m. No meals will be served on Friday evenings nor on the weekends. There will be a charge of \$7.50 per man per day, plus a \$1.00 cash deposit on dormitory room key which will be refunded the final day of school.

#### Equipment and Supplies:

Each officer should bring a 3" three-ring looseleaf binder, with paper. If registrant wishes to type notes, he should bring a typewriter. The wearing of uniforms or business suits is not required while attending class and conservative casual clothing will be acceptable. Each officer should bring clothing for outdoor classes. Each officer should bring his 38 Special service revolver; ammo will be furnished by the training center.

### ADVISORY COMMISSION

WILLIAM W. STRUKEL, Chairman, Chief Enforcement Officer, Alcoholic Beverage Control, Topeka, Kansas  
MARION WEESE, Vice-Chairman, Sheriff, Barton County, Great Bend, Kansas  
JACK MOLDEN, Secretary, Chief of Police, Emporia, Kansas  
WILLIAM L. ALBOTT, Superintendent, Kansas Highway Patrol, Topeka, Kansas  
KARL W. DISSLY, Special Agent in Charge, Federal Bureau of Investigation, Kansas City, Missouri  
HAROLD R. NYE, Director, Kansas Bureau of Investigation, Topeka, Kansas  
GUS WOODS, Chief of Police, Atchison, Kansas  
DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas  
CARL RAMSEY, Saline County Commissioner, Salina, Kansas  
FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF GOVERNMENTAL RESEARCH CENTER  
The University of Kansas

ROBERT T. AANGEENBRUG, Director  
MAYNARD L. BRAZEAL, Director of Police Training  
GLENN R. BOOTH, Instructor of Police  
VIVIAN M. THOMAS, Instructor of Police  
JAMES A. DAVIS, Coordinator of Correctional Training

MAIL TO:

ENROLLMENT

Mr. Karl Kappleman  
Representative  
University Extension  
The University of Kansas  
Lawrence, Kansas 66044

I hereby certify that the following  
law enforcement officer(s) is qualified  
to meet the minimum standards for  
employment as set forth under Section  
74-5605 of the K.S. A. 1968 Supplement.

-----  
(Signature of Department Head)

Name-----Rank-----

Name-----Rank-----

Signed-----Title-----Dept.-----

City-----County-----State-----

Telephone Area Code-----Zip Code-----

\* \* \* \*

SUPPORTED BY

1965 LAW ENFORCEMENT  
ASSISTANCE ACT  
U.S. Department of Justice  
Washington, D.C.

Kansas Law Enforcement Training Center  
The University of Kansas  
P. O. Box 647  
Hutchinson, Kansas

NINTH  
BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas

March 2 through March 20, 1970

Monday, March 2

0800	Registration - Orientation	Maynard L. Brazeal Director of Police Training
0900	Notebooks and Note taking	Glenn R. Booth Instructor of Police
1000	"	"
1100	Introduction to Crowd and Riot Control	Maynard L. Brazeal & Gary Rayl Training Officer KSIR
1200	Lunch	
1300	Crowd and Riot Control (cont'd.)	"
to 1700	Adjourn	

Tuesday, March 3

0800	Roll Call	
0805	Constitution & Bill of Rights	Vivian M. Thomas Instructor of Police
0900	"	"
1000	Corrections	James A. Davis Correction & Probation Coordi- nator, KLETC
1100	Functions & Jurisdiction of Federal Agencies	Otto T. Handwerk Special Agent, FBI

1200	Lunch	
1300	Federal Agencies (cont'd.)	Otto T. Handwerk
1400	Functions of State Law Enforcement Agencies	Glenn R. Booth Instructor of Police
1500	Roles of the Prosecutor & the Courts	Judge Dan Forker Police Judge Hutchinson, Ks.
1600	Def. Tactics	Maynard L. Brazeal Director of Police Training
1700	Adjourn	

Wednesday, March 4

0800	Roll Call	
0805	Kansas Criminal Statutes	Jack Williams Special Agent, FBI
0900	"	"
1000	"	"
1100	Use of KLETS & NCIC	Renee Suitt Supervisor of KLETS KBI, Topeka
1200	Lunch	
1300	Police Public Relations	Vivian Thomas
1400	"	"
1500	Introduction to Patrol Procedures	James A. Davis
1600	"	"
1700	Adjourn	

Thursday, March 5

0800	Roll Call	
0805	Fingerprinting	Glenn R. Booth James A. Davis
0900	"	"

1000	Fingerprinting	Glenn R. Booth James A. Davis
1100	Interviews, Admissions, & Statements	George F. Lueckenhoff Special Agent, FBI
1200	Lunch	
1300	Interviews, Admissions, & Statements(cont'd.)	"
1400	"	"
1500	"	"
1600	Def. Tactics	Glenn R. Booth
1700	Adjourn	

Friday, March 6

0800	Roll Call	
0805	Use of Police Radio	Vivian Thomas
0900	Handling Disturbance Calls	Glenn R. Booth
1000	"	"
1100	Routine Stops	Vivian Thomas
1200	Lunch	
1300	Police Patrol Procedures	Vivian Thomas
1400	"	"
1500	"	James A. Davis
1600	"	"
1700	Adjourn	

Monday, March 9

0800	Roll Call	
0805	Examinations	
0900	Uniform Patrol Responsi- bilities at the Crime Scene	Vivian Thomas
1000	"	"

1100	Collection & Preservation of Evidence	Glenn R. Booth
1200	Lunch	
1300	"	"
1400	"	"
1500	"	"
1600	"	"
1700	Adjourn	

Tuesday, March 10

0800	Roll Call	
0805	Laws of Arrest, Search & Seizure	George F. Lueckenhoff
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	"	"
1400	Rules of Evidence	George F. Lueckenhoff
1500	"	"
1600	Def. Tactics	Maynard L. Brazeal
1700	Adjourn	

Wednesday, March 11

0800	Roll Call	
0805	Mechanics of Arrest	Maynard L. Brazeal
0900	"	"
1000	Juvenile Law & Delinquency	Lt. Robert Johnson Juvenile Officer Hutchinson Police Dept.

1100	Juvenile Law & Delinquency	Lt. Robert Johnson
1200	Lunch	
1300	"	"
1400	First Aid	Maynard L. Brazeal
1500	"	James A. Davis
1600	"	"
1700	Adjourn	

Thursday, March 12

0800	Roll Call	
0805	First Aid(cont'd.)	Maynard L. Brazeal
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	"	"
1400	"	"
1500	"	"
1600	Def. Tactics	Kenneth Wicks Sheriff, Finney Co. Garden City
1700	Adjourn	

Friday, March 13

0800	Roll Call	
0805	Principles of Report Writing	Glenn R. Booth
0900	"	"
1000	"	"

1100	Police Records	James A. Davis
1200	Lunch	
1300	Police Records (cont'd.)	James A. Davis
1400	Uniform Crime Reporting	Vivian M. Thomas
1500	"	"
1600	Issue Traffic Summons	Glenn R. Booth
1700	Adjourn	

Monday, March 16

0800	Roll Call	
0805	Examination	
0900	Kansas Traffic Code	Fred Howard Sergeant, KHP
1000	"	"
1100	"	"
1200	Lunch	
1300	Introduction to Firearms	Lt. Dan Combs Oklahoma Highway Patrol
1400	"	"
1500	Recognizing & Handling Abnormal Persons	Cliff Lobel Dept. of Social Welfare
1600	"	"
1700	Adjourn	

Tuesday, March 17

0800	Roll Call	
0805	Firearms Training	Elmer R. Fletcher Special Agent, FBI Ralph Huston Special Agent, FBI Lt. Darrell Gregory Kansas Highway Patrol & Vivian M. Thomas
to		
1700	Adjourn	

Wednesday, March 18

0800	Roll Call	
0805	Testifying in Court	Otto T. Handwerk Special Agent, FBI
0900	"	"
1000	Drug Abuse	Thomas H. Johnson Bureau of Narcotics & Dangerous Drugs
1100	"	"
1200	Lunch	
1300	Drug Abuse (cont'd.)	"
1400	"	"
1500	Human Relations & Communications	Troy G. Scroggins Project Director Com. on Civil Rights
1600	"	"
1700	Adjourn	

Thursday, March 19

0800	Roll Call	
0805	Traffic Accident Investigation	O. W. Thomasson Sergeant, KHP
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	Probation and Parole	William E. Bain. Assist. Dir. Larry Peters, Parole Officer Kansas Probation & Parole
1400	Traffic Accident Investigation	O. W. Thomasson
1500	"	"

1600	Def. Tactics	Kenneth Wicks
1700	Adjourn	
<u>Friday, March 20</u>		
0800	Roll Call	
0805	Sex Crimes	John Woody Chief of Police Salina, Kansas
0900	"	"
1000	Examinations	
1100	Code of Ethics	Harold R. Nye Director, KBI
1200	Lunch	
1330	Commencement Exercise	Dana Hummer Chief of Police Police Dept. Topeka, Ks.

SCHOOL OF CRIMINAL INVESTIGATION

April 21 to 25, 1969

Conducted at the Kansas Union Building  
The University of Kansas  
Lawrence, Kansas

\* \* \* \* \*

General Information

Registration: The School of Criminal Investigation is a training course offered to law enforcement officers in Kansas by the Governmental Research Center of The University of Kansas, in accordance with the provisions of a Grant, Number 259, approved in favor of The University of Kansas by the Office of Law Enforcement Assistance, U. S. Department of Justice, Washington, D. C., for the year 1969. This training course is available to law enforcement officers without charge, in view of the LEAA grant money, which is matched by funds required for the subsistence of officers while attending the school.

Meals and Lodging: Officers attending the School will be responsible for furnishing their own meals and lodging. Facilities for meals on the campus are available at the Kansas Union Building through the Cafeteria; the Hawk's Nest (short orders); and the Prairie Room. The average cost of meals in the Cafeteria is: Breakfast, 75¢; Lunch, \$1.00-\$1.25; and Dinner, \$1.50-\$1.75. There are many fine restaurants located elsewhere in Lawrence. Adequate lodging is also available at the hotels and motels in Lawrence.

A banquet will be held in the Kansas Union Building on Thursday night, April 24, 1969, at 6:30 p.m., the charge of which, \$3.25, will be borne by the registrant.

Equipment and Supplies: Each registrant should bring notebook, preferably a 3-ring looseleaf binder, and notepaper.

Additional Information: Call or write Maynard L. Brazeal, Coordinator of Police Training, Governmental Research Center, The University of Kansas, Lawrence, Kansas, 66044, Area Code 913, UN 4-3523.

\* \* \*

Program

Kansas Union Building  
The University of Kansas

Monday, April 21, 1969

0800	Registration, Orientation	Maynard L. Brazeal, KU Director of Police Training
0900	Future of Law Enforcement	Chief Dana Hummer Topeka PD
1000	Changes in Criminal Code	Richard Seaton, Assist. Attorney Gen., Topeka
1200	Lunch	
1300	Anthropological Aids	Dr. William Bass, Anthropologist, KU
1400	Identification of Drugs	Thomas H. Johnson, Staff Director for Training & Education, Bureau of Narcotics
1700	Adjournment	

Tuesday, April 22, 1969

0900	Kansas Criminal Intelligence Unit	Jack Williams, Special Agent, KBI Merwyn Purdy, Special Agent, KBI
1000	Interviews, Note-taking, Report writing	Chris Sanders, Special Agent, FBI Otto Handwerk, Special Agent, FBI
1200	Lunch	
1300	Criminalistics Handwriting Polygraph Laboratory Aids	Harry Felker, Assist. Director, KBI Wendell Cowan, Special Agent, KBI Charles Buchanan, Special Agent, KBI



1300

Moot Court

Paul E. Wilson, Prof.  
of Law, KU  
Lee Hornbaker, Attorney,  
Junction City, Ks.  
Robert Duncan, Attorney,  
Atchison

1600

Commencement

1700

Adjournment

TENTH BASIC POLICE TRAINING SCHOOL

May 4 to May 22, 1970

Conducted at Kansas Law Enforcement Training Center  
Hutchinson, Kansas

\* \* \* \* \*

Program

POLICE ORGANIZATION AND RELATED AGENCIES

Introduction to Law Enforcement, Corrections, Probation and Parole, Functions of Federal, State, City Law Enforcement Agencies, Role of the Prosecutor and the Courts

RECORDS AND REPORTING

Police Records, Principles of Report Writing

LAW

The Constitution and Bill of Rights, Criminal Law, Juvenile Laws and Delinquency, Laws of Arrest, Search and Seizure, Rules of Evidence

GENERAL POLICE SKILLS AND PROCEDURES

Crowd and Riot Control, Fingerprinting, Firearms, Handling Disturbance Calls, Physical Training and Defensive Tactics, Police Patrol Methods, Operation of Police Radio, Mechanics of Arrest, Routine and Pursuit Vehicle Stops, Testifying in Court

BEHAVIORAL STUDIES AND RELATED SUBJECTS

Law Enforcement Ethics, Human Relations and Communications, Recognizing and Handling Abnormal Persons, Deviant Behavior

TRAFFIC LAWS AND PROCEDURE

Traffic Laws, Accident Investigation, Issuing Traffic Summons

INVESTIGATIVE PROCEDURES

Police Responsibilities at the Crime Scene, Collection and Preservation of Physical Evidence, Interviews, Admissions, and Statements, Drug Abuse

MISCELLANEOUS

Orientation and Classroom Notetaking, Examinations

### General Information

The Tenth Basic Police School is the Fourth three week school of 120 hours to be held at the Law Enforcement Training Center, Hutchinson, Kansas. This school is financed in part in accordance with the provisions of Grants, approved by The Law Enforcement Assistance Administration, in favor of The University of Kansas.

#### Meals and Lodging:

Officers attending the school will be furnished lodging in the dormitory facilities at the Law Enforcement Training Center, which is located at the old Naval Air Station, Southeast of Hutchinson. Officers may check in on Sunday between 5:00 p.m. and 7:00 p.m. No meals will be served on Friday evenings nor on the week-ends. There will be a charge of \$7.50 per man per day, plus a \$1.00 cash deposit on dormitory room key which will be refunded the final day of school.

#### Equipment and Supplies:

Each officer should bring a 3" three-ring looseleaf binder, with paper. If registrant wishes to type notes, he should bring a typewriter. The wearing of uniforms or business suits is not required while attending class and conservative casual clothing will be acceptable. There are visitors and dignitaries at the center from time to time. Each officer should bring clothing for outdoor classes. Each officer should bring his 38 Special service revolver; ammo will be furnished by the training center.

### ADVISORY COMMISSION

GUS WOODS, Chairman, Chief of Police, Atchison, Kansas  
WILLIAM W. STRUKEL, Chairman, Chief Enforcement Officer, Alcoholic Beverage Control, Topeka, Kansas  
MARION WEESE, Vice-Chairman, Sheriff, Barton County, Great Bend, Kansas  
JACK MOLDEN, Secretary, Chief of Police, Emporia, Kansas  
WILLIAM L. ALBOTT, Superintendent, Kansas Highway Patrol, Topeka, Kansas  
KARL W. DISSLY, Special Agent in Charge, Federal Bureau of Investigation, Kansas City, Missouri  
HAROLD R. NYE, Director, Kansas Bureau of Investigation, Topeka, Kansas  
DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas  
CARL RAMSEY, Saline County Commissioner, Salina, Kansas  
FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF  
GOVERNMENTAL RESEARCH CENTER  
The University of Kansas

ROBERT T. AANGEENBRUG, Director  
MAYNARD L. BRAZEAL, Director of Police Training  
GLENN R. BOOTH, Instructor of Police  
VIVIAN M. THOMAS, Instructor of Police  
JAMES A. DAVIS, Coordinator of Correctional Training

MAIL TO:

ENROLLMENT

Mr. Karl Kappelman  
Representative  
The University of Kansas  
Lawrence, Kansas 66044

I hereby certify that the following  
law enforcement officer (s) is quali-  
fied to meet the minimum standards for  
employment as set forth under  
Section 74-5605 of the K. S. A. 1968  
Supplement.

\_\_\_\_\_  
(Signature of Department Head)

Name-----Rank-----  
Name-----Rank-----  
Signed-----Title-----Dept.-----  
City-----County-----State-----  
Telephone Area Code-----Zip Code-----

\* \* \* \*

Supported by

THE LAW ENFORCEMENT  
ASSISTANCE ADMINISTRATION  
U.S. Department of Justice  
Washington, D.C.

The University of Kansas  
P. O. Box 647  
Hutchinson, Kansas

TENTH  
BASIC LAW ENFORCEMENT TRAINING SCHOOL  
Kansas Law Enforcement Training Center  
Hutchinson, Kansas

May 4 through May 22, 1970

Monday, May 4

0800	Registration - Orientation	Maynard L. Brazeal Director of Police Training
0900	Notebooks and Note taking	Glenn R. Booth Instructor of Police
1000	"	"
1100	Introduction to Crowd & Riot Control	Maynard L. Brazeal & Gary Rayl Training Officer, KSIR
1200	Lunch	
1300	Crowd & Riot Control (cont'd.)	"
to		
1700	Adjourn	

Tuesday, May 5

0800	Roll Call	
0805	Constitution & Bill of Rights	Vivian M. Thomas Instructor of Police
0900	"	"
1000	Corrections	James A. Davis Correction & Probation KLETC
1100	Functions & Jurisdiction of Federal Agencies	Otto T. Handwerk Special Agent, FBI
1200	Lunch	
1300	Federal Agencies (cont'd.)	"

1400	Functions of State Law Enforcement Agencies	Glenn R. Booth Instructor of Police
1500	Roles of the Prosecutor & the Courts	Judge Dan Forker Police Judge Hutchinson, Kansas
1600	Def. Tactics	Maynard L. Brazeal Director of Police Training

1700 Adjourn

Wednesday, May 6

0800	Roll Call	
0805	Kansas Criminal Statutes	Richard Seaton Asst. Attorney General
0900	"	"
1000	"	"
1100	Use of KLETS & NCIC	Renee Suitt Supervisor of KLETS KBI, Topeka
1200	Lunch	
1300	Police Public Relations	Vivian Thomas
1400	"	"
1500	Introduction to Patrol Procedures	James A. Davis
1600	"	"
1700	Adjourn	

Thursday, May 7

0800	Roll Call	
0805	Juvenile Law & Delinquency	Lt. Robert Johnson Hutchinson PD
0900	"	"
1000	"	"

1100	Interviews, Admissions, & Statements	George F. Lueckenhoff Special Agent, FBI
1200	Lunch	
1300	Interviews, Admissions, & Statements (cont'd.)	"
1400	"	"
1500	"	"
1600	Def. Tactics	Glenn R. Booth
1700	Adjourn	

Friday, May 8

0800	Roll Call	
0805	Use of Police Radio	Vivian Thomas
0900	Handling Disturbance Calls	Glenn R. Booth
1000	"	"
1100	Routine Stops	Vivian Thomas
1200	Lunch	
1300	Police Patrol Procedures	Vivian M. Thomas
1400	"	"
1500	Uniform Patrol Responsibilities at the Crime Scene	Vivian M. Thomas
1600	"	"
1700	Adjourn	

Monday, May 11

0800	Roll Call	
0805	Examinations	
0900	Police Patrol Procedures	James Davis
1000	"	"

1100	Collection & Preservation of Evidence	Glenn R. Booth
1200	Lunch	
1300	"	"
1400	"	"
1500	"	"
1600	"	"
1700	Adjourn	

Tuesday, May 12

0800	Roll Call	
0805	First Aid	Maynard L. Brazeal James Davis
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	"	"
1400	Rules of Evidence	Otto Handwerk
1500	"	"
1600	Def. Tactics	Maynard L. Brazeal
1700	Adjourn	

Wednesday, May 13

0800	Roll Call	
0805	Mechanics of Arrest	Maynard L. Brazeal
0900	"	"
1000	Fingerprinting	Glenn R. Booth James Davis
1100	"	"

1200	Lunch	
1300	Fingerprinting	Glenn R. Booth
1400	First Aid	Maynard L. Brazeal
1500	"	"
1600	"	"
1700	Adjourn	

Thursday, May 14

0800	Roll Call	
0805	First Aid (cont'd.)	Maynard L. Brazeal
0900	"	"
1000	Laws of Arrest Search & Seizure	George Lueckenhoff
1100	"	"
1200	Lunch	
1300	Laws of Arrest Search & Seizure (cont'd.)	"
1400	"	"
1500	"	"
1600	Def. Tactics	Kenneth Wicks Sheriff, Finney Co. Garden City
1700	Adjourn	

Friday, May 15

0800	Roll Call	
0805	Principles of Report Writing	Glenn R. Booth
0900	"	"
1000	"	"
1100	Police Records	James Davis

1200	Lunch	
1300	Police Records (cont'd.)	James Davis
1400	Uniform Crime Reporting	Vivian Thomas
1500	"	"
1600	Issue Traffic Summons	Glenn R. Booth
1700	Adjourn	

Monday, May 18

0800	Roll Call	
0805	Examination	
0900	Kansas Traffic Code	Fred Howard Sergeant, KHP
1000	"	"
1100	"	"
1200	Lunch	
1300	Introduction to Fire- arms	Lt. Dan Combs Oklahoma Highway Patrol
1400	"	"
1500	Recognizing & Handling Abnormal Persons	Cliff Lobel Dept. of Social Welfare
1600	"	"
1700	Dinner	
1900	Films - Visual Aids	
2100	Adjourn	

Tuesday, May 19

0800	Roll Call	
0805	Firearms Training	Elmer R. Fletcher Special Agent, FBI Ralph Huston Special Agent, FBI
to		Lt. Darrell Gregory Kansas Highway Patrol & Vivian M. Thomas
1700	Adjourn	

Wednesday, May 20

0800	Roll Call	
0805	Testifying in Court	Otto Handwerk Special Agent, FBI
0900	"	"
1000	Drug Abuse	Thomas H. Johnson Bureau of Narcotics & Dangerous Drugs
1100	"	"
1200	Lunch	
1300	Drug Abuse (cont'd.)	
1400	"	"
1500	Human Relations & Communications	Troy G. Scroggins Project Director Commission on Civil Rights
1600	"	"
1700	Adjourn	

Thursday, May 21

0800	Roll Call	
0805	Traffic Accident Investi- gation	O. W. Thomasson Sergeant, KHP
0900	"	"
1000	"	"
1100	"	"
1200	Lunch	
1300	Probation & Parole	Larry Peters, Parole Officer, Kansas Probation & Parole
1400	Traffic Accident Investi- gation (cont'd.)	O. W. Thomasson

1500	Traffic Accident Investi- gation (cont'd.)	O. W. Thomasson
1600	Def. Tactics	Kenneth Wicks
1700	Adjourn	
<u>Friday, May 22</u>		
0800	Roll Call	
0805	Examinations	
0900	Sex Crimes	John Woody Chief of Police Salina, Ks.
1000	"	
1100	Code of Ethics	Harold R. Nye Director, KBI
1200	Lunch	
1330	Commencement Exercise	Marion Weese Sheriff Great Bend, Ks.

A Course In  
POLICE ORGANIZATION AND MANAGEMENT

June 8-12, 1970

Kansas Law Enforcement Training Center  
Hutchinson, Kansas

\* \* \* \* \*

Memo to the Administrator

This program is a one week educational program and deals with the prime responsibilities of police management, the working relationships that should exist in the field of law enforcement, and the importance of the administrator's function in getting the job done.

This course is designed to cover those problems in police management which are the most prevalent in the police service. The majority of this course will be taught by two supervisors from the Training Division, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D.C.

WHO SHOULD ATTEND

It is suggested that officers of command rank and/or their administrative assistants should attend the course for the best possible use of the information within the department.

WHEN AND WHERE

Class will convene at 0815, Monday, June 8, 1970. The remainder of the week classes will convene at 0900.

DINING AND HOUSING FACILITIES

Meals and lodging will be provided at the Kansas Law Enforcement Training Center, Hutchinson, Kansas, at a rate of \$37.50 for the 5 day course.

REGISTRATION

To register for the Course "Police Organization and Management," complete the official form and mail to Director of Training, P. O. Box 647, Hutchinson, Kansas 67501. Additional Information may be obtained by calling Area Code 316-662-7602. Registration will be limited to 40 persons.

P R O G R A M

Monday, June 8

0815	Registration	
0830	Opening Remarks	Karl Dissly, Special Agent in Charge, FBI Kansas City, Mo. Maynard L. Brazeal Director of Police Training, KLETC
0900	Introduction to Management Principles	Paul J. Watson - G. E. McNeely, Supervisors, Training Division, FBI, Washington, D.C.
1200	Lunch	
1300	Police Planning and Decision Making	Paul J. Watson - G. E. McNeely
1600	Consulting & Funding Services Available Governor's Committee on Criminal Admin. Safe Street & Crime Act, 1968	Charles L. Prouse Law Enforcement Specialist
1700	Adjourn	

Tuesday, June 9

0900	Police Personnel Management & Personnel Problems	Paul J. Watson - G. E. McNeely
1200	Lunch	
1300	Communications	Paul J. Watson - G. E. McNeely

Wednesday, June 10

0900	Organization & Recruitment	Paul J. Watson - G. E. McNeely
1200	Lunch	
1300	Human Relations	Paul J. Watson - G. E. McNeely
1600	Case Problem	KLETC Staff
1700	Adjourn	

Thursday, June 11

0900	Evaluation of Personnel & Inspections	Paul J. Watson - G. E. McNeely
1200	Lunch	
1300	Supervisory & Executive Development	Paul J. Watson - G. E. McNeely

Friday, June 12

0900	In-Basket Decision Making Exercise	Paul J. Watson - G. E. McNeely
1200	Lunch	
1300	Commencement Exercises Award of Certificates	Guest Speaker

ADVISORY COMMISSION

WILLIAM W. STRUKEL, Chairman, Chief Enforcement Officer,  
Alcoholic Beverage Control, Topeka, Kansas  
MARION WEESE, Vice-Chairman, Sheriff, Barton County,  
Great Bend, Kansas  
JACK MOLDEN, Secretary, Chief of Police, Emporia, Kansas  
WILLIAM L. ALBOTT, Superintendent, Kansas Highway Patrol  
Topeka, Kansas  
KARL W. DISSLY, Special Agent in Charge, Federal Bureau of  
Investigation, Kansas City, Missouri  
HAROLD R. NYE, Director, KBI, Topeka, Kansas  
GUS WOODS, Chief of Police, Atchison, Kansas  
DANIEL YOUNG, Douglas County Attorney, Lawrence, Kansas  
CARL RAMSEY, Saline County Commissioner, Salina, Kansas  
FRANK P. MAPLE, Mayor, Dodge City, Kansas

STAFF GOVERNMENTAL RESEARCH CENTER  
The University of Kansas

ROBERT T. AANGEENBRUG, Director  
MAYNARD L. BRAZEAL, Director of Police Training  
GLENN R. BOOTH, Instructor of Police  
VIVIAN M. THOMAS, Instructor of Police  
JAMES A. DAVIS, Coordinator of Correctional Training

MAIL TO:

ENROLLMENT

Mr. Maynard L. Brazeal  
Director of Law Enforcement  
Training  
P. O. Box 647  
Hutchinson, Kansas 67501

Please enroll the officers listed  
below in the "Police Organization  
and Management" Course, June 8-12,  
1970.

Name.....Rank.....

Name.....Rank.....

Signed.....Title.....Dept.....

City.....County.....State.....

Telephone Area Code.....Zip Code.....

APPENDIX C

Article 56 (K.S.A. 1969 Supp. 65-128)

Article 56

LAW ENFORCEMENT TRAINING CENTER: ADVISORY COMMISSION

74-5601. Citation of act. This act shall be known and be cited as the Kansas law enforcement training center and advisory commission act. (L. 1968, ch. 81, -1; July 1.)

74-5602. Definitions. The following words and phrases when used in this act shall, unless the context otherwise requires, have the meaning respectively ascribed in the section:

(a) "Training center" means the law enforcement training within the governmental research center of the university of Kansas, created by section 3 (74-5603) of the act.

(b) "Commission" means the Kansas law enforcement advisory commission, created by section 6 (74-5606) of this act.

(c) "Director" means the director of the governmental research center of the university of Kansas.

(d) "Associate director" as such position is created in section 3 (74-5603) of this act, means the associate director of the governmental research center of the university of Kansas who shall serve as the director of police training at the law enforcement training center.

(e) "Police officer" or "law enforcement officer" means a full-time paid member of a police force or organization of the state, a county or a city, regularly employed as such, and who is responsible for the prevention or detection of crime and the enforcement of the criminal or traffic laws of this state.

Such term shall include, but not be limited to, game protectors in the employ of the forestry, fish and game commission; park rangers under the jurisdiction of the park and resources authority; security officers at all state penal institutions for adult offenders; campus policemen at all state colleges and universities; law enforcement agents of the alcoholic beverage control board of review; deputies and assistants of the state fire marshal having law enforcement authority; probation and parole officers under the jurisdiction of the state board of probation and parole; and capitol area security guards, existing under the authority of K.S.A. 1967 Supp. 75-2229. However, such term shall not include a sheriff or any other elected official serving in the capacity of law enforcement or police officer solely by virtue of his elected position; and such term shall not include any attorney-at-law having responsibility for law enforcement and discharging such responsibility solely in the capacity of an attorney. (L. 1968, ch. 81, -2; July 1.)

74-5603. Establishment; location; purpose and function; responsibility of director; rules and regulations; associate director additional personnel. (a) There is hereby created within the governmental research center of the university of Kansas a law enforcement training center, to be located at the former site of the U.S. naval air station in Reno county. The purpose and function of said training center shall be the promotion and development of improved law enforcement personnel and procedures throughout the state, and the training center shall offer to qualified applicants, as defined in section 5 (74-5605)

of this act, such programs and courses of instruction designed to fulfill this end.

(b) The director of the governmental research center shall be responsible for the administration of the training center and for the operation of the programs thereunder. In accordance therewith and upon consultation with the law enforcement advisory commission, he is authorized to adopt such rules and regulations as are necessary for the effective operation of law enforcement training program.

(c) The director, upon consultation with and the approval of the commission, shall appoint an associate director of the governmental research center who shall exclusively serve the training center in the capacity of director of police training. The director shall also appoint such additional personnel as is deemed necessary to carry out the law enforcement training programs of the training center, and said personnel, whether administrative, instructional, or research, shall be in the unclassified service under the Kansas civil service act. (L. 1968, ch. 81, -3; July 1.)

75-5604. Extension of program; certification of training schools of state and local law enforcement agencies. The director shall establish a program for periodically extending the law enforcement training and instruction of the training center throughout the state on a regional basis. He shall also certify annually the training schools of state and local law enforcement agencies providing a basic course of law enforcement training of not less than one hundred twenty (120) hours of instruction,

and whose training programs also satisfy the qualifications and standards promulgated by the director after consultation with the commission. (L. 1968, ch. 81, -4; July 1.)

74-5605. Qualifications of applicant; statement of certification requirements. Every applicant for admission to the basic class for law enforcement officers conducted by the training center must be a permanent or temporary member of a law enforcement agency as described in section 2 (e) (74-5602 (e) ) of this act. Prior to admission he must furnish to the associate director a statement of certification by his department head indicating the applicant's fulfillment of the following requirements:

- (a) United States citizenship.
- (b) Fingerprinting and search of local, state, and national fingerprint files to determine whether the applicant has criminal record.
- (c) Shall not have been convicted by any state or federal government of a crime punishable by imprisonment in a federal penitentiary or state prison.
- (d) Be the holder of a high school diploma or furnish evidence of successful completion of an examination indicating an equivalent achievement.
- (e) Good moral character.
- (f) Free of any condition which might adversely affect his performance or duty as a police or law enforcement officer. (L. 1968, ch. 81, -5; July 1.)

74-5606. Creation of advisory commission; members; chairman and vice-chairman; exemptions. (a) There is hereby created a law enforcement advisory commission on peace officer standards and training, herein-after referred to in this act as the "commission," to consist of ten (10) members which shall include: (1) The superintendent of the Kansas highway patrol, or his designee; (2) the director of the Kansas bureau of investigation, or his designee; (3) the special agent in charge of the Kansas district of the federal bureau of investigation, or his designee. The superintendent of the highway patrol, the director of the Kansas bureau of investigation, and the special agent in charge of the Kansas district of the federal bureau of investigation, acting as a body, shall select the additional seven (7) members of the commission as follows: One peace officer, one sheriff, two chiefs of police, one member of a city governing body, one member of a board of county commissioners, and one county attorney.

(b) The commission shall elect from among its members a chairman and a vice-chairman who shall serve for one-year terms and who may succeed themselves to office. Membership on the commission shall not constitute holding a public office, and members of the commission shall not be required to take and file oaths of office before serving on the commission, nor shall they be required to take and file oaths of office before serving on the commission, nor shall they be required to be bonded. No member of the commission shall be disqualified from holding any public office of employment by reason of his appointment or

membership on the commission, nor shall he forfeit any such office or employment, by reason of his appointment hereunder, notwithstanding the provision of any law or ordinance. (L. 1968, ch. 81, -6; July 1.)

74-5607. Powers and duties of commission; no compensation; expenses; meetings. (a) It shall be the duty of the commission to advise and counsel in the operation of the law enforcement training center, but it shall operate solely in an advisory capacity and shall not have the right to exercise and portion of the sovereign power of this state: Provided, however, the commission has the power to approve the appointment of the director of police training, as provided for in section 3 (74-5603 (c) ) of this act. The commission may also adopt such rules of procedure as are necessary for conducting the business of the commission.

(b) The members of the commission shall serve without compensation, but they may receive actual and necessary expenses incurred in carrying out their obligations under this act. The director of the governmental research center and the chairman of the commission shall be responsible for approving all expense vouchers of members.

(c) The commission shall meet at least once each year at the training center and may hold special meetings whenever such are called by the chairman. (L. 1968, ch. 81, -7; July 1.)

74-5608. Certificates for permanent appointment as officer; temporary employment; certification of certain other police officers. (a) On and after July 1, 1969, no person shall

enjoy the privilege of certification as afforded by this act.  
(L. 1968, ch. 81, -8; July 1.)

74-5609. Tuition; amount; payment. The law enforcement training center is hereby authorized to charge tuition for each law enforcement officer and for any other person enrolled in a course of instruction at the training center, including those persons under a temporary appointment pursuant to section 8 (74-5608) of this act. Such tuition shall not exceed the training centers average operating cost per trainee and shall be paid by the city, county, or state agency authorizing such person to attend the training center; or, if no such authorization has been granted, tuition shall be paid by such person or law enforcement officer. Said tuition shall cover the cost of room, board, and all necessary instructional supplies and material for any person attending said training center. (L. 1968, ch. 81, -9; July 1.)