

SEMINAR ANNOUNCEMENT

BANNON & ASSOCIATES, LLC in cooperation with the **COMAL COUNTY SHERIFF'S OFFICE** is pleased to announce a sixteen-hour course of instruction on:

APPLICANT BACKGROUND INVESTIGATION and ORAL INTERVIEW TECHNIQUES

**NEW BRAUNFELS, TEXAS
SEPTEMBER 11-12, 2018**

This sixteen (16) hour course is designed to teach law enforcement applicant background investigators and oral interview board members a productive and legal means of conducting these critical phases of applicant selection. The proper selection of applicants has increasingly become more of a major issue due to increasing complaints and litigation alleging negligent selection and retention, along with persistent allegations of discrimination.

This course parallels the course that was taught for many years by the Texas Commission on Law Enforcement Officer Standards and Education based upon job-related research and has been updated to comply with the Americans with Disabilities Act.

Each participant will receive a workbook and CD containing background data, sample forms and supportive information to guide future efforts in both areas of investigation and interview.

Topics to be covered in this seminar are:

- ◇ **Fundamentals of the E.E.O.C. Guidelines.**
- ◇ **Relationship of EEO Guidelines to background investigations and interviews**
- ◇ **Role of the investigator and interviewer in discrimination complaints**
- ◇ **Necessary documentation of investigation and interview procedures**
- ◇ **Determining job-related areas for investigation and interview.**
- ◇ **Objectives of the background investigation.**
- ◇ **Use of the Personal History Statement.**
- ◇ **Use of the Evidence Organizer.**
- ◇ **Evaluation of background findings.**
- ◇ **Determination of personal characteristics for investigation and interview**
- ◇ **Pre-interview objectives.**
- ◇ **Use of the Interview Guide.**
- ◇ **Use of the Interview Summary Form.**
- ◇ **Interview objectives.**
- ◇ **Use of situational reasoning questions.**

- ◇ **Do's and don'ts of successful interviewing.**
- ◇ **Rating the interview results.**

The 16 hour Background/Oral Interview Techniques class instructs the participants on proper procedures of background investigation and preparation of an Interview document for potential law enforcement applicants. Selected participants will be involved in mock interview demonstrations. Time will be allotted for open class exchange of techniques of background Investigation and oral Interview.

The course will be conducted at the **COMAL COUNTY SHERIFF'S OFC. TRAINING ROOM** located at **3005 W. SAN ANTONIO ST., NEW BRAUNFELS, TX 78130.** **Contact: TRAINING COORDINATOR SARAH SMITHERS at 830.643.6688.** Maps and a list of hotels will be ***emailed*** with letters of confirmation.

Cost of the course is \$250 per participant and includes the workbook, all ancillary material. **Instruction will begin promptly at 8:30 a.m.**

Persons completing the course will receive 16 hours TCOLE certification credit.

Registration may be made by returning the enclosed registration form along with registration fees or billing instructions or by mail, fax or e-mail or online by credit card (click on upcoming events) to:

BANNON & ASSOCIATES, LLC
PO BOX 82648
AUSTIN, TX 78708
OFFICE: 512.873.7931 FAX: 512.873.7974
CELL: 214.228.5782
bannon.assoc@sbcglobal.net
PAYMENT AT THE DOOR IS ACCEPTABLE

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The Instructor of this course is Chris Bratton. Chris Bratton is a 40 year police veteran who has recently retired as the Chief of Police for the Elgin, Texas police department. His career spans time in patrol, investigative, and administrative divisions and at one time or another served as a Commander in each of those areas. His career also includes a short stint in a dual role as Police Chief and City Manager. Chris has also been fortunate to have over 30 years as a crisis negotiator. He has been instructing law enforcement officers for over 25 years in both investigative and leadership topics and has provided training to officers all around the United States and Mexico. Chief Bratton has a Master's Degree in Industrial and Organizational Psychology, holds a Master Peace Officer License, an Instructors License, and is a graduate of the PERF Senior Management Institute for Police and the Bill Blackwood Law Enforcement Management Institute of Texas.

Bannon & Associates' commitment to the professional is to provide quality programs at a reasonable cost dealing with issues of vital concern and interest.

REGISTRATION FORM

Please register the following person(s) for the Background Investigation/Oral Interview Techniques Seminar in **NEW BRAUNFELS, TX SEPTEMBER 11-12, 2018.**

AGENCY: _____ PHONE _____

ADDRESS: _____ CITY: _____ ZIP _____

NAME: _____ TITLE: _____

EMAIL: _____

NAME: _____ TITLE: _____

EMAIL: _____

NAME: _____ TITLE: _____

EMAIL: _____

NAME: _____ TITLE: _____

EMAIL: _____

BANNON & ASSOCIATES NOW ACCEPTS CREDIT CARDS!
PLEASE VISIT OUR WEBSITE AT
www.bannonandassociates.com
TO REGISTER ONLINE BY CREDIT CARD
(Click on upcoming events)

Registration may be made by mail, fax, email or by registering online. You may return the enclosed registration form along with registration fees or billing instructions to the following address. **Payment may also be made on the day of the class.**

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