

# VISIT US ON THE WEB!

## WWW . PATC . COM

PATC.COM is the home page for the Public Agency Training Council .

- Visit patc.com for access to all training, articles, resources and content by each division of the Public Agency Training Council

## WWW . LLRMI . COM

Legal & Liability Risk Management Institute.

Home of the legal division of PATC.

- Expert Witnesses
- Department Policy & Procedure assessment
- Minimizing Risk
- And much more...

## WWW . FSTI . COM

Fire Science Training Institute.

Home of the Fire-Science division of PATC.

- Quick access to Fire science training schedule, bookstore, articles and more...

## WWW . SCHOOL-TRAINING . COM

School Resources & Training Institute (SR-TI).

The school safety, security and liability division of PATC.

- SR-TI provides many services for school professionals, administration and security specialists, including the SR-TI E-Newsletter, Training, reference items from the PATC Bookstore, safety & Security audits / inspections, and much more...

## WWW . PATCtech . COM

PATC Forensic Technology

The Digital Forensics and High-Tech Investigations division of PATC.

- High-tech criminal investigation training
- Comprehensive digital forensics services
- Data service solutions



**Public Agency Training Council**

5235 Decatur Blvd  
Indianapolis, Indiana 46241

Phone: 1-800-365-0119

Fax: 317-821-5096

Email: information@patc.com

Visit us on the Web at:

[www.patc.com](http://www.patc.com)

May 13 & 14, 2015 • Redmond, Washington

# Legal Liability Risk Management Institute



*A division of Public Agency Training Council*

Sponsored By:

## City of Redmond Police

Redmond, Washington

Training Seminar

# SUPERVISING THE TOXIC OFFICER

Instructor:

**Matthew P. Dolan, Attorney**

Matthew P. Dolan is a licensed Attorney in the State of Illinois, who specializes in training and advising public safety agencies in matters of Labor and Employment Law. His practice experience focuses on employment discrimination claims brought under federal law, including Title VII of the Civil Rights Act of 1964 ("Title VII"), the Americans with Disabilities Act ("ADA"), and the Age Discrimination in Employment Act ("ADEA"). Matthew received his Bachelor's Degree in Political Science from DePaul University and his J.D. from Loyola University Chicago School of Law.

He has served as a full-time Attorney with Public Agency Training Council since 2012. In 2013, Matthew authored *Documenting Employee Performance for Public Safety Supervisors*. He has trained and advised thousands of public safety professionals throughout the United States in matters of legal liability related to personnel management.

**May 13 & 14, 2015**

Redmond, Washington

Register Online At: [www.patc.com](http://www.patc.com)

# SUPERVISING THE TOXIC OFFICER

## Course Objectives

Within public safety agencies across the country, less than 10% of employees generate the overwhelming majority of stress in the workplace. These are an agency's *toxic employees*. Toxic employees are those who can be so manipulative and problematic that other employees dread coming to work. They are perpetual plaintiffs who file a multitude of baseless grievances, complaints and lawsuits throughout their careers. Having little or no concern for the mission of the agency, they often refuse to accept responsibility for mistakes in their work performance. They work to intimidate supervisors while deflating the morale of their fellow employees due to management's inability to hold them accountable for their actions.

This 2 day course will prepare public safety leaders to deal with this small but extremely damaging presence in the workforce in a way that both protects the integrity of the organization and is legally defensible. Ensuring that these management techniques are legally defensible is particularly important in light of the fact that one of the dominant traits of many toxic employees is that they are highly litigious.

- **Identifying the Toxic Officer**
  - What are the common character traits?
  - What motivates them?
  - How can they damage an agency in fulfilling its mission?
- **Identifying Toxic Officers *Before* they Join the Agency**
  - Effective methods of hiring and background investigations
  - Spotting the "red flags" in an individual's work and personal history
- **Knowing the Legal Protections that Toxic Individuals Abuse**
  - Discrimination law (federal and state)
  - Retaliation law (federal and state)
  - Whistleblower protections
- **Confronting Toxic Officers in a Way that is Legally Defensible**
  - Accurate and detailed performance evaluations
  - Progressive discipline
  - Enacting enhanced agency policies and procedures

# Seminar Agenda SUPERVISING THE TOXIC OFFICER

May 13 & 14, 2015 • Redmond, Washington

## Wednesday, May 13, 2015

8:00 a.m.—8:30 a.m.	Registration
8:30 a.m.—10:00 a.m.	Who is the Toxic Officer in Your Agency?
10:00 a.m. –11:30 a.m.	Hiring and Background: Identifying them <i>Before</i> they Join the Agency
11:30 a.m. –12:30 p.m.	<b>Lunch (On Your Own)</b>
12:30 p.m. – 4:30 p.m.	Understanding the Legal Protections Toxic Officers Abuse (including Title VII, ADA, ADEA, FMLA, State Whistleblower Protections, etc.)

## Thursday, May 14, 2015

8:00 a.m. –9:30 a.m.	Enhancing and "Resetting the Clock" on Agency Policies
9:30 a.m. –11:30 a.m.	Accurate and Detailed Performance Evaluations
11:30 a.m.—12:30 p.m.	<b>Lunch (On Your Own)</b>
12:30 p.m.—2:00 p.m.	Progressive Discipline Policies
2:00 p.m. –3:00 p.m.	Addressing Poor Performance and Misconduct while De-personalizing and Deescalating Potential Conflict
3:00 p.m. –4:00 p.m.	Ending the Employment Relationship with Separation Agreements
4:00 p.m.	Certificate Presentation

Cut Along Dotted Line

## 3 Ways to Register for a Seminar!

1. **On-line Registration** at [www.patc.com](http://www.patc.com) — Yellow/Blue link in corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

**Public Agency Training Council**  
5235 Decatur Blvd  
Indianapolis, Indiana 46241

**Federal ID# 35-1907871**

\*\*\* **Pre-payment is not required to register** \*\*\*

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

**Public Agency Training Council**

If you have any questions please call  
**317-821-5085 (Indianapolis)**  
**800-365-0119 (Outside Indianapolis)**



<b>Seminar Title:</b>	<b>Supervising the Toxic Officer</b>
<b>Instructor:</b>	<b>Matthew P. Dolan</b>
<b>Seminar Location:</b>	<b>Redmond Public Safety Building</b> 8701 160th Avenue Northeast Redmond, Washington 98052
<b>When:</b>	May 13 & 14, 2015
<b>Registration Time:</b>	8:00 A.M. (May 13, 2015)
<b>Hotel Reservations:</b>	<b>Country Inn &amp; Suites</b> 19333 North Creek Parkway Bothell, Washington 98011 1-425-939-5504 \$109.00 King (plus tax)

**Seminar ID  
#13268**

**Note:** To receive special room rates, identify with **Public Agency Training Council.**

**Registration Fee:** \$295.00 Includes Supervising the Toxic Officer Manual, Coffee Breaks, and Certificate of Completion.

**Names of Attendees** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Agency** \_\_\_\_\_

**Invoice To Attn:** \_\_\_\_\_  
(Must Be Completed)

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_