

The Thomas & Means Law Firm Presents

A Randy Means Total Quality Policing Seminar

Who Should Attend
 Police Chiefs & Sheriffs
 Law Enforcement Managers
 Human Resource Directors
 Personnel Administrators
 Risk Managers
 Legal Advisors

Managing Police Personnel Administration

A 2.5 Day Workshop

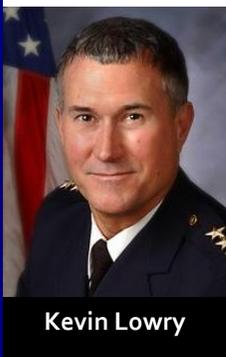
Taught by Randy Means and/or one or more of these veteran law enforcement professionals



“The police personnel function cannot just be administered, it must be *led and managed*. These instructors all have vast experience doing just that.”

Randy Means

Career Police Legal Advisor



Kevin Lowry

Attorney Kevin Lowry retired in 2010 as a Chief of the Nassau County Police Department, an agency of 2700 sworn personnel in the New York City area, where he also held supervisory and management positions in patrol, investigations and administration. He has for many years been a certified Arbitrator, specializing in employment law and he teaches nationally and internationally. His law degree is from St. Johns University.



Beverly Ginn

Attorney Beverly Ginn is co-counsel to the Arizona Police Chiefs Association after working many years as senior legal advisor to the Tucson Police Department. She has served as head of the national association of police legal advisors and is a former prosecutor. Her law degree is from the University of Arizona; she specializes in personnel matters.



Bob Thomas

Attorney Bob Thomas served many years as Senior Attorney for the Charlotte Police Department and is currently a Senior Attorney for Mecklenburg County, where he specializes in employment law. He is a founding partner of Thomas & Means and a past Chairperson of the Legal Officers Section of the International Association of Chiefs of Police. His law degree is from the University of North Carolina.



John Fitzgerald

Attorney John Fitzgerald retired as Captain and Chief of Staff with the Montgomery County Police Department, a large agency near Washington, D.C. He represented management in personnel and labor matters and also held supervisory and management positions in patrol and investigations. His law degree is from the University of Maryland.

Thomas & Means
 Allied to Benefit
 Law Enforcement



Hosted by the

Kirkland Police Department

June 22-24, 2011

Hours: 0800-1630 Day 1 and 2, 0800-1200 Day 3

Training Location: Auditorium (in Red Zone - Emergency Department)
 Evergreen Hospital Medical Center * 12040 NE 128th St. * Kirkland, WA (Seattle area)

To Register Online or For More Information Visit www.thomasandmeans.com

Managing Police Personnel Administration

Shaping
Organizational
Culture
by Leading
and Managing
the Personnel
Administration
Function

"Thomas & Means has provided training and consulting services to more law enforcement agencies across America than anyone else I know of. Based on actual experience, they probably know more about what American law enforcement actually does than any of the so-called 'experts', academic or otherwise. Their training is something special."

Reece Trimmer
Harvard Law School Graduate
and nearly 40 year full-time
Police Legal Advisor

Thomas & Means
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Law Enforcement



Topics will include...

Recruitment and Hiring

Validating Selection Criteria
Written/Psychological Tests
Background Investigation
Physical Fitness Standards
Academic Degree Requirements

Maximizing Productivity

Basic and Field Training
Fitness Standards for Incumbents
Performance Measurement
Performance Indicators
COMPSTAT
Employee Evaluations/Promotions
Civil Service Exams
Affirmative Action

Minimizing Disability Costs

Sick Leave/Doctors Notes
Line of Duty and Off Duty Injuries
House Arrest
HIPAA/Maternity Leave/FMLA
Return to Duty/Light/Limited Duty

Fitness for Duty Issues

Alcohol and Drug Usage and Testing
Psychological and Emotional Instability
Incumbent Physical Fitness
Brady/Giglio Problems

Managing the Work Environment

Employee Privacy Issues
Controlling Email and Texting Content
Radio and Voicemail Discipline
Freedom of Speech and Association
Off-Duty Employment
Personal and Uniform Appearance
Tattoos
Social Networking Policy
FLSA and Wage and Hour Law

Anti-Discrimination Law

Adverse Impact/Statistical Discrimination
Avoiding Ethnic and Gender Harassment
Age Discrimination
Dealing with the ADA
Military Service/Veterans Protection Law

This seminar focuses on the non-disciplinary aspects of managing police personnel administration. For information on our national seminar entitled **Managing Police Discipline**, including Early Warning Systems, please visit our website at www.thomasandmeans.com.

Five easy ways to register...

Online: www.thomasandmeans.com; Click on 'To Register For A Seminar'
Call: 704.895.5694 ext. 11 Email: bvhoffman@bellsouth.net Fax this form to: 704.895.9034
Mail this form to: Thomas & Means, PO Box 2039, Huntersville, NC 28070 Payment Enclosed

Managing Police Personnel Administration: o June 22-24, 2011
Hosted by the Kirkland Police Department (Seattle area)

Agency _____ Email _____

Address _____ Phone/fax _____

City _____ State _____ Zip _____

Contact: _____ Rank/Title _____

Participants (including rank or position): (Additional forms may be used for more participants)

Registration Date: _____ Purchase Order # _____
Seminar Tuition: Registration fee for this 2 1/2 day program is \$295.00 per person. A written confirmation of the registration will be sent to the contact name listed. Seminar fee includes all instructional costs and seminar materials. Payment (or purchase order) must be received in advance for admission to the seminar. Make checks payable to: Thomas & Means.

Additional Savings: Send three, fourth registration is free. Groups of five or more are \$200.00 per person.

Seminar Hours: Seminar will begin at 0800 and conclude by 1630 Day 1 and 2, and 0800-1200 Day 3.

Refund and Substitution Policy: A refund, less an administrative fee of \$30.00 per person, will be issued upon receipt of a written request at least 10 business days prior to the seminar. No refund will be made for a cancellation received less than 10 days in advance. We will gladly apply a registration fee to any of our future seminars or products. Substitutions may be made at any time.

Cancellation Policy: In the unlikely event of seminar cancellation, we will refund or credit your tuition fee.

Agency Contact: Kirkland Police Department
Training Officer Matt Anderson 425.587.3477 mtanderson@ci.kirkland.wa.us