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EVALUATION OF
INDIANA UNIVERSITY
POLICE ACADEMY CADET
PROGRAM

J-LEAA-016-72

R-73-112
February 1973



Westinghouse Justice Institute

NCJRS

1973

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EVALUATION OF
INDIANA UNIVERSITY
POLICE ACADEMY CADET
PROGRAM

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			GUY BOSTON
		"db"	Police T.A. REPORT

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|---|----------------------------------|---|
| <input type="checkbox"/> RECOMMENDATION/COMMENT | <input type="checkbox"/> LOG | <input type="checkbox"/> NECESSARY ACTION |
| <input type="checkbox"/> SEE REMARKS ON REVERSE | <input type="checkbox"/> FILE | <input type="checkbox"/> COORDINATE |
| <input type="checkbox"/> MAKE COPIES (NO.) | <input type="checkbox"/> SEE ME | <input type="checkbox"/> PER INQUIRY |
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FROM <i>R. O. [Signature]</i>	BLDG.	ROOM 1159
	PHONE 6 3944	DATE .

FOREWORD

Terence T. Doherty, Police Specialist of Region V of the Law Enforcement Assistance Administration (LEAA), requested technical assistance in evaluating a project which funds the Indiana University Department of Safety. In response to this request, the Westinghouse Justice Institute (WJI), under the terms and conditions of LEAA Contract J-LEAA-016-72, U.S. Department of Justice, assigned Michael J. Delaney, Captain, Chicago Police Department (Retired). This report documents the analysis performed and the recommendations made as a result of this evaluation.

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1. BACKGROUND

A grant application was submitted to the Indiana Criminal Justice Planning Agency in December 1970 for the purpose of establishing an on-the-job, academically oriented law enforcement training program. Thus, the Indiana University Police Academy was instituted. It provides upgraded training for security personnel at state university campuses throughout Indiana and serves as a model for police training agencies with an academic basis. The primary objective of the Indiana academy remains, however, to provide on-the-job law enforcement training to students as a part-time supplement to a normal full time collegiate course of study.

Another primary goal of the Indiana effort was to gain full police authority for the university security force. This was accomplished when House Bill 1388 was enthusiastically passed by the 1971 Indiana General Assembly. (Additional background details of the establishment of the police academy and the cadet training program are included as appendix material following the text portion of this report.)

Cadet Training Program

The cadet program, as instituted within the framework of the Indiana University Police Academy, is intended to involve students interested in a career in the field of law enforcement. The three-year training includes part-time on-the-job law enforcement activities in addition to a full time academic program.

The cadet program is not available until a student has successfully completed his collegiate freshman year. A total of 100 Indiana University freshmen applicants responded to the first recruitment effort in early 1971 and 83 reported for interviews and testing. The first four-week summer session training phase was opened to 50 male and female cadets in May 1971.

Phase II of the cadet program is the real start. It begins when the student returns to begin his sophomore college year. As a Phase II Cadet, the student carries a full academic program while in addition putting in up to 13 hours a week as a uniformed, paid cadet. Although uniformed (consisting of an emblemed blazer and slacks--skirts for the females), Phase II Cadets are not fully jurisdictioned officers and their assignments are determined accordingly. The pay is \$2 an hour for the 13 assignment and police study hours. Then comes an eight-week summer session including the four-week Indiana Law Enforcement Training Board requirement. The qualified cadet advances to Phase III with the start of the junior academic year.

In Phase III the cadet has full police authority and is permitted to carry firearms. The regular officer uniform of the university is worn. The cadet officer is permitted to work 20 after-class hours a week, including three hours of training, and is compensated at the rate of \$2.50 an hour. (At 20 years of age the cadet officer can work with a city department to gain additional police experience.)

After his junior academic year and a summer session eight-week advanced police training course, the cadet is eligible for Phase IV. At this time the cadet already has 800 hours of training and a possible 1400 hours of police duty experience. This experience will have included many hours in a supervisor and coordinator capacity. The cadet will complete the Indiana training program with more than 2900 hours.

The recruiting has begun for the third group to enter the Phase I summer training session in May of 1973. Continuation of the Indiana University Police Academy is on-going in anticipation of funding from the Criminal Justice Planning Agency, the Indiana General Assembly, and foundations and other sources.

Meanwhile, the first group of cadet officers will be completing the police academy program in the spring of 1974 and it is fully expected that the group will be well qualified to enter the law enforcement field.

2. ANALYSIS AND FINDINGS

This study of the Police Academy Cadet Program was conducted at Indiana University during the week of 15 January 1973 by Michael J. Delaney, a retired captain of the Chicago Police Department. His initial contact at the University was with Irwin K. Owen, Director of University Safety and the Police Academy. Captain Delaney noted the director's confidence in the program.

During this visit, Captain Delaney also was introduced to J. Russell Prior, assistant director of the police academy and Attorney James L. Kennedy, director of the regional campus division. The general discussion of the academy program included a review of progress during the two years it has been in operation. Both these director/instructors added expressions of confidence in the program.

All three director/instructors are capable men and possess experience in law enforcement on the local and national levels as well as an understanding of large residential universities and urban commuter institutions, each with problems endemic to its environment. They expressed enthusiasm for the police academy program and hope for its continuation due, in part, to the affirmative response of the other students and faculty to the police cadets. They reported that the university administration also is in support of the academy training program that far exceeds the training required by the state police training board. This acceptance and cooperation was bolstered when the Indiana General Assembly granted authority to the university trustees to appoint, on campus, safety and security officials with the full authority of other Indiana police officers.

At the invitation of Director Irwin, Captain Delaney attended the weekly morning-long meeting of Police Academy directors. The discussion included personnel problems, promotion, recruitment, seasonal events, training, and the planning report for the new University Safety Building. The topics afforded discussion focused on accomplishment of purpose. In addition, Captain Delaney visited the Indiana University Division on campus and met Director George Huntington, a member of the training staff and a frequent lecturer at other Big Ten and midwest universities on the subject of municipal police management and crime.

Captain Delaney found the Bloomington facility to be adequate. It is located on the first floor of the resident hall administration building and provides private offices for the director, his aide, and the sergeant in charge of the detective unit. The reporting system was examined and investigation procedures were discussed. Copies of reports submitted to the Uniform Crime Reporting System were examined. Captain Delaney also noted that a dispatcher is on duty at all times to maintain contact with officers in the field.

Reverend Webster, Ombudsman

Later in the day there was a meeting with the Ombudsman, Reverend Webster. He gave an informative, general account of students and life on campus. Captain Delaney indicated his special interest in the academy program and the cadet-student relationship on campus. Without referring to specific problems, Reverend Webster said he was apprehensive about the cadet officer carrying firearms. Accustomed to the guard-watchman type patrol, he said he realized that many changes have taken place on the campus. He said he is satisfied the cadet-officer is trained and skilled in his performance, however, and can communicate with the students. He added that it is apparent that the emphasis on training creates the anticipation for improvement in the performance of the security officer.

Reverend Webster then referred to an incident when a cadet officer responded to a disturbance on the upper floors of a resident hall not accompanied by a resident coordinator. Reverend Webster suggested that Captain Delaney see his assistant, Ombudsman Leon Miller, for details of the incident.

Chief Chambers, Bloomington Police Department

Cadets entering Phase IV in May 1973 will be prepared to enter internship with local law enforcement agencies. Consequently, a meeting was held with Chief Chambers at the Bloomington Police Department to discuss the work-study proposal portion of the academy program. Chief Chambers is interested because of extra hours his officers have accumulated for which they are entitled to compensatory time. However, the work load is so heavy it is creating a personnel problem hoped to be resolved by the internship program. Thus, exposure to municipal law enforcement will be a help to the Bloomington Police Department in addition to providing work experience helpful to the cadets. Prior to 1971, when the General Assembly granted authority to the campus security officers, all the arrest action was performed by the Bloomington Police.

Thomas Schreck, Dean of Students

An appointment with Thomas C. Schreck, Dean of Students, was noteworthy, according to Captain Delaney, because of insight gained regarding student and faculty reaction to the cadet officer on campus. The dean agreed that the cadet officers are acceptable to the students and the program overall appears to be successful. At the beginning of the program, he noted, there was a concern regarding "peer group" reaction. However, direct contact with the students has presented no hindrance to an effective performance.

Mr. Schreck went on to say there is an increased regard and a recognition for the cadets. The general acceptance did not come by chance, he said, noting that it came about by proper conduct and skillful handling of problem situations.

The factor of firearms, an ever-pressing issue on any campus, is of major anxiety to a minimal number of students and faculty on campus, Dean Schreck commented. An encouraging note by the Dean was the reference to the cadet assisting in disciplinary hearings. He commended this activity and said that cadet testimony at hearings and the improvement in reporting had helped in the successful handling of touchy situations.

Cadet Henry Patacky

Captain Delaney visited the resident hall described as the largest and the subject of remarks about "touchy" incidents. Captain Delaney toured the building, but not above the first floor without accompaniment of an official of the hall. During this time he encountered a cadet officer and was able to engage in a brief conversation concerning duties, the cadet's interest in the academy and police work, and the likelihood of a career in law enforcement. Cadet Henry Patacky, who will complete his junior year in 1973, said he is looking ahead to Phase IV as a cadet (in May 1973). He told Captain Delaney he was proud to be active in the university safety program and gave an enthusiastic account of his duties, the academy, and his daily contact with students. During the conversation, Captain Delaney noted that the students who passed by spoke to the cadet and that he in turn greeted most of them by name in a friendly and interested manner. The mixed students coming and going, greeting and laughing, gave no indication of anxiety or uneasiness, Captain Delaney said. After completing his university studies, Cadet Patacky said he anticipates a law enforcement career at the Federal level.

Clifford Thrasher, Monroe County Sheriff

Monroe County Sheriff Clifford Thrasher has been aware of the cadet program since it was instituted in 1971. He said he recognized at that time that it would be two years before cadets would be trained and be of any help to him. He said he understood the mechanics of the program and indicated that he could employ cadets for many duties which would relieve his own officers. Sheriff Thrasher expressed his complete cooperation with the cadet program at the university.

Leon Miller, Assistant Ombudsman

Leon Miller, Assistant Ombudsman and post-graduate student, is spending his fifth year on campus. Mr. Miller was open and direct in expressing views to Captain Delaney on campus situations, many involving black students. He commented about a group from the Northern Indiana

area who are totally nonconforming and appear to look for opportunities to cause trouble. Mr. Miller noted that the important factor from a security point of view is to reduce the likelihood of accelerating incidents that are always likely to occur in a close and intimate setting.

Regarding the cadet-student relationship, Mr. Miller said it is difficult for the cadet officer because in the mind of the student he represents police authority. Many students become distressed, he noted, when the cadet officer comes into their midst carrying firearms. He said he was concerned about the action of the cadet officer when responding to awkward situations. Having observed cadets capably handling troublesome situations, Mr. Miller said he still was apprehensive about the acceptance of the cadet by minority groups. He made reference to a private social group with mostly black members, and an incident when uniformed officers walked through the dance floor without any explanation. He said the group was "incensed" for having their party disrupted. Mr. Miller said "it appears these things always happen to minority people."

Mr. Miller further expressed criticism of cadet officers and indicated that they were nonreceptive and had the wrong attitude. In addition, he emphasized the need to keep minority aspects within the program and to concentrate on humanistic values.

Mr. Miller then mentioned a library incident when two female cadets (Phase II), wearing blazers and skirts, were called to quell loud talking by two black female students who were disturbing two male students studying for exams. Mr. Miller said the cadets called for an assistant librarian, who apparently had left the floor and was not available. Mr. Miller said that when the cadets asked the girls to be quiet, one of them became disorderly. The situation appeared to be getting out of hand, the cadets radioed for assistance, and a senior cadet appeared with two others. Mr. Miller related that the attitude of the senior officer incited the girls and the actions and dialogue that followed required force to take them into custody. Charged with disorderly conduct, the court case is pending and a university disciplinary hearing will follow. Mr. Miller's description indicated that the senior officer appeared inadequate. In defense of the officers, Mr. Miller said one of the black girls causing the library disturbance is a known troublemaker and is "known to dislike whites."

However, Mr. Miller finally indicated that there is overall improvement of cadet officers on the campus.

Indiana University-Purdue University Indianapolis

The cadet program at the Indiana University-Purdue University Indianapolis campus was implemented one month in advance of scheduled date. Twelve cadets were recruited from Indianapolis and returned for

academic study at the IU-PUI campus. Two cadet IIIs volunteered to transfer from Bloomington to coordinate and supervise that program during the 1972-1973 school year.

The IU-PUI campus comprises one of the largest medical schools in the country. In addition, the Indianapolis Law School opened in 1970 and a complex of three academic buildings were ready for students in 1971. More construction continues as the old houses are being razed and cleared from the area. A total of 24,000 students are anticipated at this campus by 1975.

The Indiana University Safety Division recently moved to a remodeled residence across Michigan Avenue from the hospital complex. Director Ronald F. Bryant, whom Captain Delaney had met at the directors' meeting, explained his operation and introduced his staff. James F. Miller, Assistant Director of Fire and Safety of the Indianapolis Division, shares a part of the one-floor structure.

Director Bryant is a police academy instructor and also for the State of Indiana Law Enforcement Training Board. He is an experienced officer and executive in law enforcement.

Captain Delaney then toured the campus with Cadet Coordinator R. Klene. He visited one of the academic buildings and met Attorney Keve, Professor of the PUI Law School, and Jack Kragic, a former colleague on the Chicago Police Department and now a Professor at the University. They both said they were impressed with the cadet security operation at PUI and gave hearty approval for the academy.

Cadet Klene also introduced Captain Delaney to Miss Murray, a female cadet and a student in the School of Nursing. She said she is pleased with her experience as a cadet officer and said she anticipates a career in probation or other work in the corrections area.

Documents Examined

An additional part of Captain Delaney's analysis was to review a number of pertinent documents. These are included as appendixes to this report:

- Appendix A: Description of the Cadet Program, Indiana University Police Academy
- Appendix B: Organization Chart, Office of University Safety
- Appendix C: Operational Division Training, Office of University Safety

- Appendix D: Profile of IU Police Academy Instruction Staff
- Appendix E: IUPA Organizational Chart
- Appendix F: Office of University Safety, Memorandum on Understanding Firearms
- Appendix G: Indiana University Police Academy Training Calendar
- Appendix H: Indiana University Police Academy, Basic Minimum Curriculum, Detailed Topic Description
- Appendix I: Police Cadet Summer Training
- Appendix J: Application for Approval of Law Enforcement School
- Appendix K: Miscellaneous Control Forms

3. RECOMMENDATIONS

Wearing Firearms and Other Provocative Equipment

The major concern of persons interviewed during this study was the wearing of firearms. No case in point was defined, but the consequence of any misuse of weapons was found to be a disturbing factor. However, there also was agreement that a greater feeling of comfort accrued from having trained safety officers on the campus. Nevertheless, since the campus/firearms subject remains a delicate issue, firearms, handcuffs, and other security-type equipment must be worn as unobtrusively as possible. It must also be made known that a uniformed student officer permitted to carry a firearm is a representative of a highly selective group who has received the most extensive training. Such an understanding is an essential part of the cadet program.

Additional Cadet Duties

The cadet internship program with Monroe County and the City of Bloomington, delayed due to needs of the campus, is of prime interest to the Police Academy. The assignment of cadets to patrol and investigative duties in addition to traffic and clerical functions is an essential step. It is this contact with these more serious aspects of law enforcement work that provides a better base to judge real work and day-to-day police/community relationships. The first group of Phase IV cadets will be available in Summer 1973. It is intended that they will be as well prepared as probationary police officers in a large city, according to academy officials.

Continued Effort on Public Service

It is recognized that there is a type of police service required for each type of environment. The University of Indiana is training officers to effectively perform in both private and public domains. The service oriented academy graduate will function understandably in the private setting as well as in public police service. This is a basic requirement in the attainment of public acceptance.

Recommendation of Approval of Grant

The recruitment process, applicant requirements, and selective method provides (with considerable certainty) that qualified recruits will be in this program. The potential for these young people in law enforcement is considerable. The quality and content of the program and the enthusiasm displayed by the individuals who were interviewed allow for the recommendation or approval for Grant assistance to fulfill the original concept of "The Academic Service Academy" for law enforcement in Indiana.

APPENDIX A

Description of the Cadet Program
Indiana University Police Academy

INDIANA UNIVERSITY

Office of University Safety

SUITE 201-203, POPLARS HOTEL

P.O. BOX 1420

BLOOMINGTON, INDIANA 47401

Irvin K. Owen
DIRECTOR OF UNIVERSITY SAFETY

TEL. NO. 812-337-7603

THE CADET PROGRAM INDIANA UNIVERSITY POLICE ACADEMY

ORGANIZATION

Prior to 1971 the safety operations of Indiana University were run separately on each campus as "quasi-law enforcement" agencies. The officers derived their authority in the past from special deputy sheriff commissions. This situation was rectified by the introduction of House Bill 1358 in the 1971 Indiana General Assembly. This Bill gave authority to the Boards of Trustees of the state universities to appoint police officers on their respective campuses with the same general police powers assigned to regular peace officers in the state of Indiana. This Bill received almost unanimous support of the Assembly.

On March 30, 1971, Governor Edgar D. Whitcomb signed this Bill into law. On April 24, 1971, the I.U. Board of Trustees implemented this law for Indiana University and the officers of University Safety became duly constituted police officers.

The Office of University Safety was formed to coordinate the safety functions on all campuses of Indiana University throughout the state. This statewide system covers seven campuses of more than 65,000 students and is currently the 9th largest police agency in the state.

Under the Office of University Safety the Bloomington Division, the Indianapolis Division and the Regional Division were organized as operational subdivisions.

In order to train the officers of University Safety throughout the system a new training division was organized under the name of the Indiana University Police Academy. The instructors for this Academy include the Directors and Assistant Directors of University Safety. These officers all have law enforcement experience at various levels as well as academic qualifications. The Academy can also call on expert instructors of local, state and federal agencies for specialized courses.

THE CADET PROGRAM

Within the I.U. Police Academy a program has been instituted to involve students who are interested in a career in the field of law enforcement. This program is referred to as "The Cadet Program" of the Academy.

This Cadet Program is a three year program offering education, training and on-the-job work experience. It has been approved and supported with funds by the various state and federal agencies interested in law enforcement training.

Since this will be a selective program, in which only those eligible to become police officers will be used, the following basic qualifications have been established:

1. A citizen of the United States.
2. Complete freshman year in good standing or veterans or transfer students eligible to finish degree program in three years.
3. Physically acceptable to law enforcement.
 - A. Minimum height 5'7"; maximum height 6'5".
 - B. Within acceptable weight limits.
 - C. Eyesight correctable to 20/20 with no color blindness. Waivers will be given if correctable.
 - D. No physical disability to interfere with arduous physical exertion nor prevent participation in firearms or defensive tactics programs.
4. Morally acceptable to law enforcement.
5. Professed interest in a career of law enforcement.
6. A stated commitment to remain in the last 2 years, junior and senior years or Phases III and IV, of the program.

During recruitment each applicant will fill out an application and have an oral interview. His background will be checked since the applicant must be acceptable in all respects as an officer in law enforcement. Each applicant will be given written tests for aptitude, vocation adaptability, etc. A physical examination will also be required during his second year.

During Phase I in the freshman year (see Chart A) students will be recruited for the four week cadet school during the following intersession. A freshman must complete his freshman year on his own and make application for the program during that year. Processing of applications and final selection will be made for the intersession cadet school during the second semester of that year. The Bloomington Division of University Safety will maintain a list of these applicants during the freshman year. This Division will give preference to these applicants for part-time student employment on an hourly basis during special events if the applicant desires such employment.

When a student enters his freshman year he will enroll in a full-time academic program in an acceptable discipline of his choice. For his degree the student may choose any major subject related to law enforcement; such as forensic studies, business, management, data processing, education, sociology, etc.

Veterans are given preference in the selection of cadets for this program in view of their age, maturity, experience and G.I. benefits to assist their education. Veterans and transfer students may be recruited directly into the four week intersession cadet school if they have sufficient transferable credits to be eligible to complete their education in three years. If a student can transfer credits to Indiana University, can control prerequisite courses within his chosen discipline and attends all available summer sessions and academic years; it is possible for him to complete his degree requirements and the Academy from May of one year to graduation three years later.

Those applicants selected for the intersession cadet school will enter a four week school in May. This school operates 40 hours a week and is an introduction to law enforcement. All hours throughout the program in the Academy are important to the student since he will be paid for training as well as on-the-job duty hours. The rates of pay are now estimated at \$2 an hour for the first year, \$2.50 for the second year and \$3 for the third year. Plans call for maintaining the maximum number of hours although specific schedule of hours are subject to change. (See Chart B)

Upon completion of the cadet school (Phase IS) the student may enter the regular session of summer school to pursue his academic work, if he so desires. In planning this program this one regular session and two intersession periods in the following years were left available so that the student could make up needed academic hours. During these three periods he is not employed in the cadet program.

After this regular session students will enter their sophomore year in August as a Cadet of the Academy. While on duty they will wear a "soft image" uniform of slacks and blazer with University Safety crest. They will not be sworn police officers, have no powers of arrest and will not carry sidearms. During the sophomore year (Phase II) cadets may work up to 20 hours a week for a maximum of 720 hours during the academic year. These hours are listed as maximum number of hours. If the student feels that his academic work might suffer, he will be assigned a lesser number of hours each week. The pursuit of his academic work is considered primary and his cadet work secondary. He will, however, only be paid for the hours actually worked.

Those cadets who successfully complete their sophomore year may attend the intersession period as a student to obtain extra academic work and credits. During the regular summer session they will enter Phase IIS, which is an 8 week course with classes running 40 hours a week. These cadets will be classified as Cadet Officers and sworn as duly constituted police officers of University Safety. This 8 week course will include the 240 hours of curriculum specified by the Indiana Law Enforcement Training Board, or its equivalent, in accordance with state law.

Upon completion of Phase IIS the Cadet Officers enter their junior year of their academic program and Phase III of the Academy as part-time police officers. They will receive on-the-job training with University Safety about 20 hours a week, up to 720 hours during the academic year. While on duty they will wear regular uniforms and have the authority to make arrests and carry sidearms.

During Phase IIIS these Cadet Officers will be given about 320 hours of advanced training in law enforcement, including specialized courses and

internships during an 8 week school. This school will normally be given during the scheduled period of the regular I. U. summer session, so he can attend the summer intersession, if he so desires.

During Phase IV these Cadet Officers are expected to enroll in their senior year; no attrition is estimated. They will receive on-the-job training with University Safety and the Academy about 20 hours a week, up to 720 hours during the academic year.

When you compare the training and higher education of Cadets and Cadet Officers with the basic requirements for police officers in Indiana you can see that these Cadet Officers will be highly qualified for their duties by today's standards.

The average city or county officer is normally required to have a high school diploma, although many do not have this qualification. Recent legislation has indicated that there will soon be a state requirement for every law enforcement officer to have a minimum 240 hours of training. This act, however, has not been mandated so it is not in effect at this time.

Our Phase II Cadets, who have no authority and only work in cadet functions, have about 160 hours of training and one year of college. Physical and moral qualifications are equal to the highest levels of law enforcement.

Our Phase III Cadet Officers have about 480 hours of training, 2 years of higher education and about 700 hours of work experience.

Our Phase IV Cadet Officers will begin with over 800 hours of training, 3 years of higher education and about 1400 hours supervised experience.

The formal summer training programs total 800 hours. Of the 720 hours scheduled for each academic year, about 80 hours will be used for repetitive academy training. This 240 hours during the academic year will raise the total of academy training hours to about 1,040 or the equivalent of 6 months training.

To attain one of the basic goals of this program, upon graduation from his 4 year academic program, our Cadet Officer will enter the field of law enforcement equipped with a baccalaureate degree in a related discipline, the equivalent of about 6 months academy training in law enforcement and the equivalent of approximately one year supervised work experience. These will comprise high qualifications for rapid advancement in any level of law enforcement in the state.

Now what does this program mean to the student cadet from the standpoint of financial aid to his education? All students must enter their freshman year on their own or transfer to the University with sufficient credits to complete a degree program in three years. For those who can demonstrate a financial need there may be grants and loans available through the Indiana University Office of Scholarships and Financial Aids. For further information on such aid, the student should contact that office directly.

During the three year period of the cadet program, each participant could receive up to about \$7,000 in wages if he participated in the maximum number of training and duty hours.

Veterans would also be eligible for G.I. benefits which currently total about \$6,300 for a single veteran and over \$7,300 for a married veteran. In either case participation in this program would substantially meet the student's education expenses during the three year academy period.

Veterans should note that the G.I. Bill only has benefits for 36 months. Should they receive benefits for more than 9 months each year by attending all summer sessions, their G.I. benefits may expire before their last semester. It is also noted, however, that they may finish their education quicker by doing this and may be able to graduate in less than 3 1/2 years.

For those students who are eligible and are interested in pursuing a career in the profession of law enforcement, this is an opportunity to obtain their higher education. The field is not only an interesting and rewarding career, but you will have the feeling of accomplishment and the realization that you have fulfilled a great need of the community. Your city, your state and your country are in dire need of highly trained and educated future leaders in the field of law enforcement. The problems of crime within our country today exceeds the dangers posed by forces outside our nation. If you need a career, your community needs you.

CHART A

ACADEMIC YEAR

SUMMER

(36 WEEKS)
(AUGUST--MAY)

INTERSESSION
(6 WEEKS)
(MAY---JUNE)

REGULAR SESSION
(8 WEEKS)
(JUNE---AUGUST)

	<u>ACADEMIC YEAR</u>	<u>INTERSESSION</u>	<u>REGULAR SESSION</u>
FRESHMAN	<div style="border: 1px solid black; padding: 2px;">STUDENT</div> <div style="border: 1px solid black; padding: 2px;">RECRUITMENT</div>	<div style="border: 1px solid black; padding: 2px; background-color: #cccccc;">4 WEEKS</div>	<div style="border: 1px solid black; padding: 2px;">STUDENT</div>
SOPHOMORE	<div style="border: 1px solid black; padding: 2px;">STUDENT</div> <div style="border: 1px solid black; padding: 2px; border-style: dashed;">CADET</div>	<div style="border: 1px solid black; padding: 2px;">STUDENT</div>	<div style="border: 1px solid black; padding: 2px; background-color: #cccccc;">8 WEEKS</div>
JUNIOR	<div style="border: 1px solid black; padding: 2px;">STUDENT</div> <div style="border: 1px solid black; padding: 2px; border-style: dashed;">CADET OFFICER</div>	<div style="border: 1px solid black; padding: 2px;">STUDENT</div>	<div style="border: 1px solid black; padding: 2px; background-color: #cccccc;">8 WEEKS</div>
SENIOR	<div style="border: 1px solid black; padding: 2px;">STUDENT</div> <div style="border: 1px solid black; padding: 2px; border-style: dashed;">CADET OFFICER</div>	<p>--GRADUATION</p>	

- FULL-TIME UNIVERSITY DEGREE CLASSES
- I.U. POLICE ACADEMY TRAINING
- PART TIME ON-THE-JOB TRAINING

R-73-112
A-7

CHART B

I. U. POLICE ACADEMY
ESTIMATED TRAINING AND DUTY
FOR CADET PROGRAM

<u>PHASE</u>	<u>ACADEMIC YEAR</u>	<u>HOURS @ WEEK</u> (UP TO)	<u>ESTIMATED</u> <u>NO. OF WEEKS</u>	<u>TOTAL HOURS</u> (UP TO)
I	FRESHMAN	Recruitment Phase		
IS	SUMMER (INTERSESSION)	40	4	160
II	SOPHOMORE	20	36	720
IIS	SUMMER (REGULAR SESSION)	40	8	320
III	JUNIOR	20	36	720
IIIS	SUMMER (REGULAR SESSION)	40	8	320
IV	SENIOR	20	36	<u>720</u>
				2,960

ESTIMATED HOURS--(EQUIVALENT)

ACADEMY TRAINING 1,040 (APPROX. 6 mos.)
ON-THE-JOB TRAINING 1,920 (APPROX. 1 year)

2,960

APPENDIX B

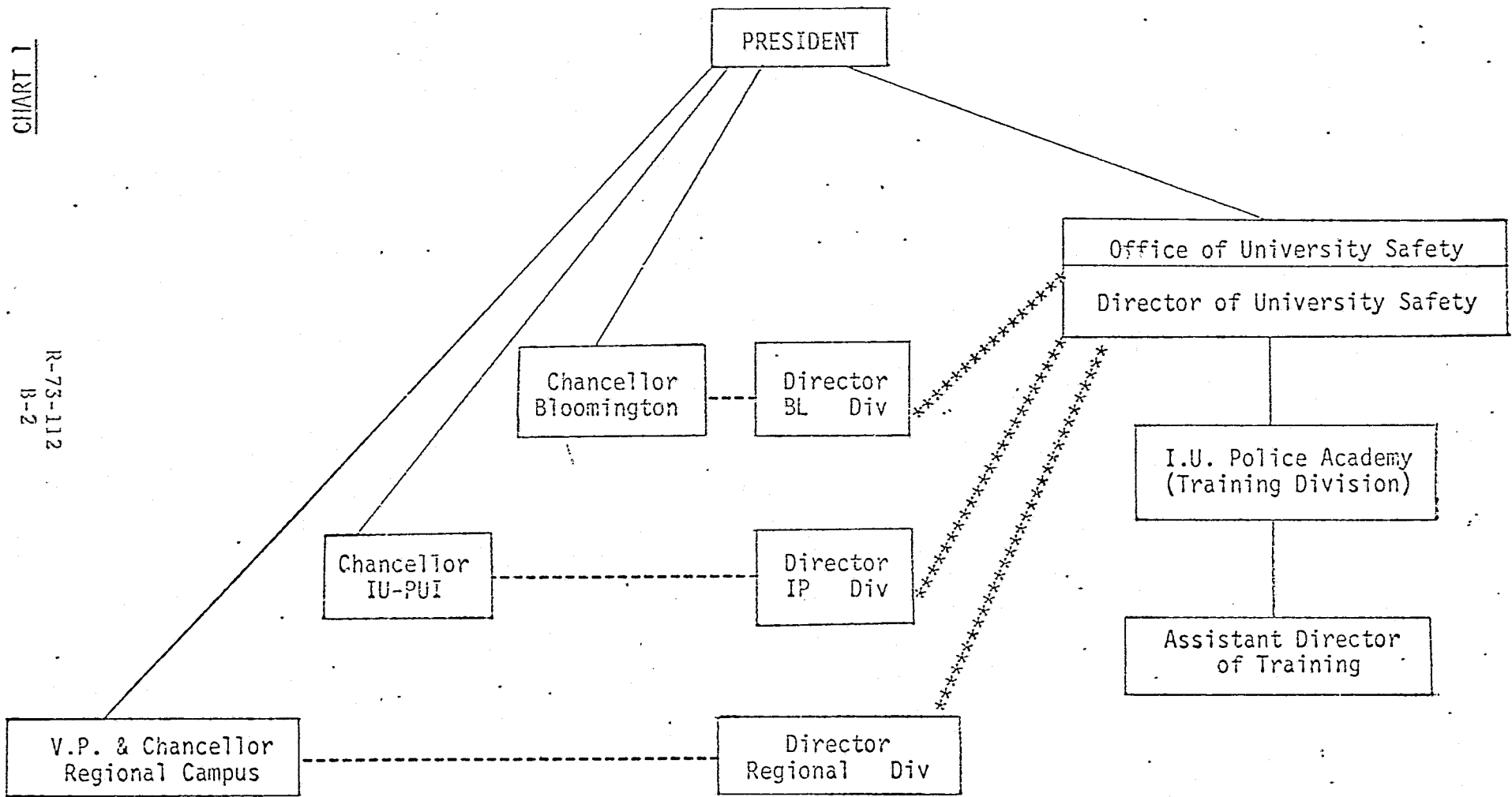
Organization Chart
Office of University Safety

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ORGANIZATIONAL CHART
OFFICE OF UNIVERSITY SAFETY
INDIANA UNIVERSITY

CHART 1

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B-2



Authority & Responsibility designated:

— = Administrative

- - - = Operational & Budgetary (non-emergency functions)

*** = Department Policy, Training, Personnel and specific Emergency Operations

APPENDIX C

Operational Division Training
Office of University Safety

OFFICE OF UNIVERSITY SAFETY
Operational Division Training
August 1970 - June 1972*

HOURS OF TRAINING IN COURSE	TYPE OF TRAINING	NUMBER OF OFFICERS			TOTALS
		BLGTN. DIV.	INDPLS. DIV.	REG. DIV.	
<u>Basic Training:</u>					
240	J.L.E.T.B.	37	11	3	51
250	Marion County Sheriffs Academy		3		3
120	Honroe County Law Enforcement Schools	38			38
16	Firearms	82	60	6	148
16	Public Disorder	32			32
10	Report Writing		60		60
80	Center For Police Training	8			8
<u>Special Training:</u>					
10	First Aid (Standard)	48			48
40	Police Supervision (Mid Level)	7	4	1	12
40	Police Management (Executive Level)	4	1	1	6
40	Investigation - Major Case School (FBI)	9	2	1	12
40	Explosive Ordinance Recognition (USA, FBI, ISP)	4	1	1	6
40	Fingerprint Identification (Basic)	3			3
40	Fingerprint Identification (Advanced)	2			2
40	Narcotic Identification		2		2
8	Narcotics Seminar			1	1
16	Criminal Justice Seminar		2		2
40	Firearms Instructors School	5			5
40	S&W Armorer's School (Firearms)	1			1
40	Arson Investigation School (Fire Safety)	2			2
40	Accident Prevention School (Fire Safety)	1			1
16	Radiological Monitoring-Civil Defense (Fire Safety)	6			6

*NOTE: Training program for the Bloomington Division has been in effect two years, whereas the program in the Indianapolis Division has only been in effect one year and the Regional Division for eight months.

After Cadet officers are trained and available for duty, encouragement and additional opportunity will be afforded regular police officers to continue higher education.

I.U. Police Cadet Program

This program began in August 1971. Of the first year Cadets, 35 are currently enrolled finishing their cadet year. They completed 120 hours of formal training in August 1971 and have been involved in on-the-job training in various part time work assignments during the current academic year. They will attend an eight-week (304 hour) formal training school during the regular summer session, 6-26-72/8-18-72. They will be commissioned Cadet Officers after successfully completing this school.

Another group of 50 Cadets have just been selected to start their training with a four-week (152 hour) school during the Intersession, May 15, 1972/June 9, 1972. They will then be assigned to Cadet duties for on-the-job training during the 1972-73 academic year.

Two Cadet Officers, from this year's group, will be transferred to the I.U.P.U.I. campus in August 1972, to coordinate and supervise the program there during the 1972-73 academic year. Fourteen of the newly selected Cadets were recruited from the I.U.P.U.I. campus. Although the number is small, we were able to extend this program to I.U.P.U.I. campus one year ahead of the scheduled estimate.

During the 1972-73 academic year the Cadet Program will assign on-the-job part-time training duties as follows:

	<u>Total Formal Training Hours</u>	<u>Number Assigned</u>	
		<u>Bloomington</u>	<u>IU-PUJ</u>
35 Cadet Officers	428	33	2
50 Cadets	152	<u>36</u>	<u>14</u>
Totals		69	16

If this program continues successfully, the future plans will be advanced by one year. The next phase of 50 incoming Cadets in 1973 will be planned for assignments at:

Bloomington Campus	18
I.U.P.U.I. Campus	20
Regional Campuses	<u>12</u>
Total	<u>50</u>

These plans are dependent upon successful completion of safety operational plans on the various campuses to assure proper operation of the Cadet Program.

APPENDIX D

Profile of IU Police Academy Instruction Staff

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INDIANA UNIVERSITY

Office of University Safety

SUITE 201-203, POPLARS HOTEL

P.O. BOX 1420

BLOOMINGTON, INDIANA 47401

I.U. POLICE ACADEMY

TEL. NO. 812--337-7604

PROFILE OF I.U. POLICE ACADEMY INSTRUCTION STAFF

IRVIN K. OWEN
Director of University Safety
Director of I.U. Police Academy
Assistant to the President for
Safety Affairs

Bachelor of Science, Business Administration, University of Richmond, Virginia, 1947.

Special Agent, Federal Bureau of Investigation, 1947-70.
General police instructor for Federal Bureau of Investigation in Indiana specializing in firearms, defensive tactics, police-community relations, mob and riot control and racial extremists. Visiting lecturer for ILETB, ISP Academy, IPD Academy and Gary PD Academy.

GEORGE EARL HUNTINGTON, JR.
Director of Bloomington
Division

Bachelor of Arts, Forensic Studies, Indiana University, 1971.

Employed by Bloomington Police Department with rank of patrolman through Chief of Police, 1947-67.

Diploma, Federal Bureau of Investigation National Academy (46th Session), Washington, D.C., 1951.

Certificate, Homicide Seminar, College of Medicine, University of Cincinnati, 1957.

Deputy Coroner, Monroe County, 1957-present.

Research Assistant, Institute for Sex Research, Inc., Indiana University, 1963-71.

Project Assistant, Manpower Development and Training Evaluation Project, U.S. Departments of Justice and Labor, 1967-68.

Visiting lecturer at Indiana University, Purdue University, University of Wisconsin, Washington University, Michigan State University, University of Nebraska, Creighton University and University of Illinois, specializing in municipal police management, homicide and sex crimes. Visiting lecturer ILETB and ISP Academies.

Associate faculty, Indiana University - Kokomo, 1970.

PROFILE OF I.U. POLICE ACADEMY INSTRUCTION STAFF

JAMES L. KENNEDY
Director of Regional Campus
Division

Doctor of Jurisprudence, Indiana University School
of Law, Bloomington, Indiana, 1968.

Bachelor of Science, Business Administration, Indiana
University School of Business, Bloomington, Indiana,
1963.

Chief Investigator Deputy, Lake County Coroner's
Office, 1968-1971; Deputy Coroner, Monroe County
Coroner's Office, 1966-1968, 1971 - present.
Deputy Prosecuting Attorney, Lake County, Indiana, 1971.

Assistant Administrator, Indiana Criminal Justice
Planning Agency Region One, 1969-1970 and Legal Advisor
for the Northwest Indiana Criminal Toxicological
Laboratory.

Teaching Associate, Department of Police Administration,
Indiana University, 1966-1968; Lecturer, Indiana
University Center for Police Training, 1967-1971;
Lecturer, Gary Police Training Academy, 1968-1971;
Lecturer, Indiana Law Enforcement Training Board;
Lecturer, Center for Criminal Justice Training, Indiana
University; Associate faculty member, Department of
Criminal Justice, Indiana University-Purdue University
at Indianapolis.

RONALD F. BRYANT
Director of Indianapolis
Division

Indiana Central College, 1966-69.

Indiana University-Purdue University Indianapolis Law
School, 1969-present, anticipating receipt of LL.B.
degree by June, 1973.

Marion County Sheriff's Department, Indianapolis,
Indiana, 1957-71, with rank from patrol officer to
executive officer and deputy chief of 350 employee
department and responsibility of jail operation for
900 inmates. Experience has also included rank of
Commander of Personnel and Training Division and
sheriff's representative in planning and construction
of Marion County Jail.

Instructor for Indiana Law Enforcement Training Board
and member of curriculum advisory committee of Indiana
University-Purdue University Indianapolis to assist in
development of initial two-year and four-year law
enforcement academic programs.

PROFILE OF I.U. POLICE ACADEMY INSTRUCTION STAFF

RUSSELL PRIOR
Assistant Director,
I.U. Police Academy

Graduate - Federal Bureau of Investigation National Academy
Graduate - Northwestern University Traffic Institute
Graduate - Indiana State Police Academy
Graduate - Purdue University, Public Safety Institute
Graduate - Federal Civil Defense Staff College

Indiana State Police 1938-52, Chief of Training Division, 1946-52.

Director of Public Safety and Deputy Director of Emergency Community Service, Office of Civil Defense, Department of Defense, 1952-62.

Public Safety Advisor, U.S. Agency for International Development, Brazil, 1962-66.

Chief Public Safety Advisor to Education Bureau of Thailand National Police Department, 1967-71.

NESTER PAUL STACHOWICZ
South Bend Campus,
Regional Division

Graduate - Federal Bureau of Investigation National Academy
Graduate - Northwestern University Traffic Institute
Graduate - Southern Police Institute
Graduate - U.S. Military Police School

Certified - Public School Teacher, State of Indiana
South Bend, Indiana, Police Department, 1952-72

Officer-in-Charge of South Bend Training Academy,
1968-72.

ELIZABETH ANNE GRIFFIN
Administrative Assistant
I.U. Police Academy

Bachelor of Science, School of Education, Indiana University, 1968.

Certified - First Aid Instructor, American Red Cross, 1967, Indiana University, 1972.

Personnel Officer (First Lieutenant) U.S. Marine Corps, 1968-71.

PROFILE OF I.U. POLICE ACADEMY INSTRUCTION STAFF

JAMES F. MILLER
Assistant Director of Fire and
Safety
Indianapolis Division

Ball State University, 1939-40
Indiana University, 1948-50.

Executive Officer (Lt. Colonel) 334th Medical Group,
U.S. Army

District Commander, Indianapolis Fire Department,
1946-70

MAJOR JAMES R. DAWSON
Fire and Safety Engineer
Bloomington Division

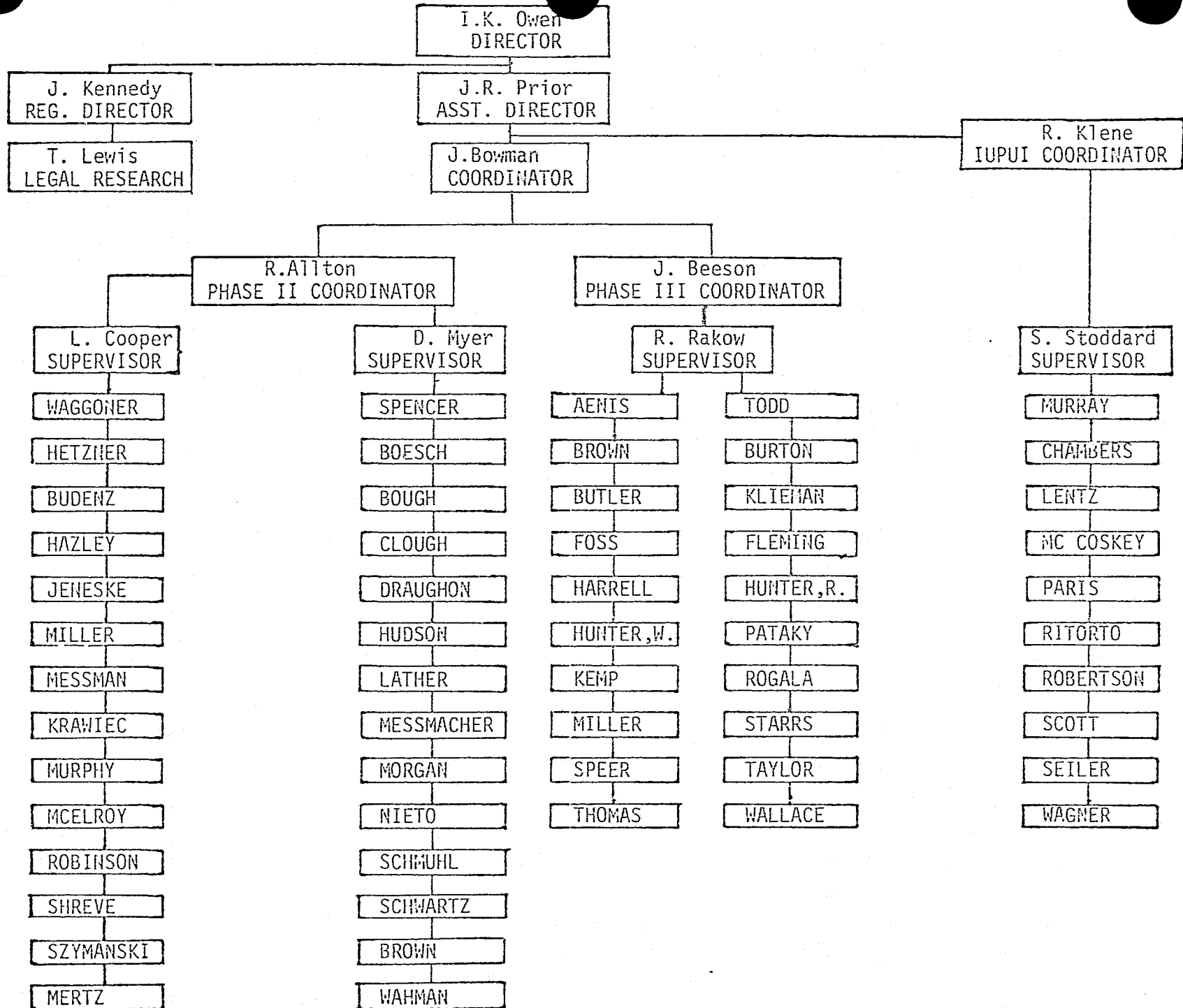
Oklahoma State University, College of Engineering,
School of Fire Protection - Associate Degree in Fire
Protection Technology, 1959.

University of Colorado, Colorado Arson Investigation
School, 1971.

Private Industry - Fire Inspector and Safety
Engineer, 1959-65.

APPENDIX E

IUPA Organizational Chart



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APPENDIX F

Office of University Safety
Memorandum on Understanding Firearms

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OFFICE OF UNIVERSITY SAFETY
Memorandum of Understanding

Firearms - Firearms are the ultimate police weapon and may only be used after an officer has exhausted every other means of protecting human life. Departmental firearms may only be worn by sworn police officers after their probationary period of employment and then only after they have qualified on approved departmental firearms courses and specifically assigned to carry a sidearms by their commanding officers on specified tours of duty. No employee is permitted to carry personal off-duty firearms without the specific permission of the Division Director. The Division Director will not certify nor authorize any sidearm of a caliber less than .38 caliber. All written permission for carrying personal off-duty weapons must be countersigned by the University Director.

In order that there be no misunderstanding on the part of any officer as to the departmental policy of firearms, the following specific points are being set forth:

1. No officer may display firearms unnecessarily or draw their sidearm in any public place except for inspection or in the defense of life.
2. Whenever a sidearm is drawn by an officer, on or off duty, in the presence of a private citizen the details of such an incident are to be made available immediately in writing to the University Director.
3. All officers who discharge any firearm in public, not connected with a training program on a qualified range, must explain the discharge and the details surrounding each shot in writing immediately to the University Director.
4. University Safety officers shall not fire warning shots nor shots at any fleeing felon.
5. Violation of firearm policy may be reason for dismissal from the Department.

All sworn officers, authorized to carry firearms, must sign the following written policy statement which will be maintained in their personnel file.

POLICY ON USE OF WEAPONS

I hereby certify that I fully understand the Policy of the Department of University Safety concerning the use of firearms or any other weapon.

1. The only use of a firearm is in the defense of my own life or the life of another.
2. All other weapons may be used only with the degree of force justified.

(Signature)

APPENDIX G

Indiana University Police Academy Training Calendar

TRAINING SCHEDULE FOR THE WEEK OF May 15-19, 1972 (Latest Revision)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	The Office of University Safety Irvin K. Owen	The Police and The Public J. Russell Prior	Reading and Study Skills Dr. Herbert Smith	History of Policing J. Russell Prior	Vocabulary Development Dr. Herbert Smith
9:00	↓	↓	↓	Report Writing O.U.S. Staff	Women in Police Work Elizabeth Griffin
10:00	Reading and Study Skills Dr. Herbert Smith	The Criminal Justice Structure Irvin K. Owen	Police Intelligence Mr. Ripberger	Scientific Aids In Investigation Special Agent F.B.I. William L. Hinshaw	Police Emergency Operations J. Russell Prior
11:00	↓	↓	Community Relations in a Large City Spurgeon Davenport I.P.D.	↓	The U.S. Secret Service Patrick Steele, SAC
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Administrative Time O.U.S. Staff	The Indiana Law Enforcement Training Board Mr. Herman Freed	The Campus Local Geography O.U.S. Staff	The Officer's Note Book George Huntington	Administrative Time O.U.S. Staff
2:00	F.B.I. Jurisdiction Special Agent John Schroeffer F.B.I.	The Indiana State Police F/Sgt. Carl Epler		Introduction to Legal Process James Kennedy	Arrest, Search and Seizure James Kennedy
3:00	Report Writing F.B.I.	The Bureau of Narcotics and Dangerous Drugs		↓	↓
4:00	Film "On The Record" F.B.I.	S.A.C. Gayle Ruhl	↓	Library Research	Examination

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TRAINING CALENDAR FOR THE WEEK OF May 22-26, 1972 (Latest Revision)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Perception Dr. Herbert Smith	Criminal Investigations J. Russell Prior	Taking Lecture Notes Dr. Herbert Smith	Traffic Control J. Russell Prior	Eye Span Dr. Herbert Smith
9:00	Interviews and Interrogations of Suspects & Witnesses George Huntington	↓	↓	Explosive Ordnance Reconnaissance Mr. James Kennedy	The Law Officer As a Witness Mr. James Kennedy
10:00	I.U.P.U.I. Division Mr. Prior	The Crime Scene Search Mr. Prior	University Rules And Regulations Mr. Al York		Criminal Investigations Mr. Prior
11:00	↓	Film	↓	↓	Organized Crime Mr. Hall, I.S.P.
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Library Research	Introduction to Traffic Control J. Russell Prior	Library Research	Administrative Time Mr. Prior	Library Research
2:00	The State Police Narcotics Operation Lt. John Ferguson	Substantive Criminal Law James Kennedy	Probable Cause and Evidential Law James Kennedy	Patrol Techniques George Huntington	Sex Crimes George Huntington
3:00	↓	↓	↓	↓	↓
4:00	Fire Prevention and Equipment James Dawson	Fire Prevention and Equipment James Dawson	Recognition & Handling of Mentally Disturbed Persons George Huntington	Court Room Procedure James Kennedy	Examination

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF May 29-June 2, 1972 (Latest Revision)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	HOLIDAY	Observation and Description J. Russell Prior	Budgeting Your Time Dr. Herbert Smith	Testing Bureau of Educational Studies and Testing	Reading Techniques Dr. Herbert Smith
9:00		↓	↓		Defensive Tactics SA Ben Keutzer F.B.I.
10:00		The Prosecutor James Kennedy	Principles of Communications James Kennedy		
11:00		Library Research	I.U.P.U.I. Group Visit to I.U.P.U.I. I.U.P.U.I. Staff	↓	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00		Administrative Time	Campus and Local Geography O.U.S. Staff	Defensive Tactics SA Ben Keutzer F.B.I.	Testing Bureau of Educational Studies and Testing
2:00		Traffic Law James Kennedy			
3:00		Rumor Control and Trigger Words Irvin K. Owen			↓
4:00	↓	↓	↓	↓	First Aid Elizabeth Griffin

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF June 5-9, 1972 (Latest Revision)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Vocalization and Concentration Dr. Herbert Smith	Observation and Description J. Russell Prior	The Art of Listening Dr. Herbert Smith	Firearms Orientation O.U.S. Staff	Regression Dr. Herbert Smith
9:00	Film	Fingerprints George H. Asdell	↓	↓	Firearms Orientation O.U.S. Staff
10:00	Municipal & County Law Enforcement Mr. Prior		Stakeouts and Surveillances George Huntington James Kennedy	Dispatcher Training James Kennedy	
11:00	↓	↓	↓	↓	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	First Aid Elizabeth Griffin	First Aid Elizabeth Griffin	Administrative Time (President John W. Ryan)	First Aid Examination	Communications Review
2:00	Ten Signals James Kennedy	Radio Communications James Kennedy	Federal Firearms Laws SA's Vaughn and Rapp A.T.F.D.	General Semantics J. Russell Prior	Critique
3:00	First Aid Elizabeth Griffin	First Aid Elizabeth Griffin	First Aid Elizabeth Griffin		Graduation
4:00	↓	↓	↓	↓	Housing Office Time

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF June 26-30, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Developments - Police Cadet Program Mr. I.K. Owen	Evaluation of Speed Comprehension and Vocabulary Dr. Herbert E. Smith	Police Departmental Field Trip Indianapolis P.D.	Reading-Vocabulary Development Dr. Smith	First Aid Miss E. Griffin
9:00	↓	Criminal Law and Procedure Mr. Kennedy		Criminal Law and Procedure Mr. Kennedy	↓
10:00	Records and Reports Mr. Owen & OUS Staff	↓		↓	Criminal Law and Procedure Mr. Kennedy
11:00	↓	Police Emergency Operations Mr. J. Russell Prior	↓	Use of Police Records OUS Staff	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Criminal Law and Procedure Mr. James Kennedy	Records and Reports Mr. Owen and Staff	Indiana State Police	Radical Elements of Society S.A. William Hinshaw F.B.I.	The Role of Corrections and Parole - Mr. Robert P. Heyne Indiana Commissioner of Corrections
2:00	↓	↓		↓	
3:00	First Aid Miss E. Griffin	First Aid Miss E. Griffin		First Aid Miss E. Griffin	Women in Police Work Miss E. Griffin
4:00	↓	↓	↓	↓	↓

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF July 3-7, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Holiday	Holiday	Reading--Perception Dr. Smith	Correctional Institution Field Trip	Fire Prevention and Equipment Mr. Dawson
9:00			Criminal Law and Procedure Mr. Kennedy	Boys School	↓
10:00			↓		Criminal Law and Procedure Mr. Kennedy
11:00			Library Research	↓	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00			Fire Prevention and equipment Mr. James Dawson	Youth and Diagnostic Centers	Administrative and Review Mr. Prior
2:00			↓		Examination
3:00			First Aid Miss E. Griffin		First Aid Miss E. Griffin
4:00	↓	↓	↓	↓	↓

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF July 10-14, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Police Emergency Operations Mr. J. Russell Prior	Study - Lecture Notes Dr. Smith	Correctional Institution Field Trip Federal Prison at Terre Haute	Reading - Developing Wider Eye Span Dr. Smith	Observation and Description Mr. J. Russell Prior
9:00	Sex Crimes Mr. George Huntington O.U.S.	Police-Community Relations Dep. Chief Daveyport Indianapolis P.U.		Care of Equipment O.U.S.	↓
10:00	Criminal Law and Procedure Mr. James Kennedy O.U.S.			Criminal Law and Procedure Mr. Kennedy	Criminal Law and Procedure Mr. Kennedy
11:00	↓	↓		↓	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Police Communications Developments Sgt Don Clem	Criminal Law and Procedure Mr. Kennedy		News Media Relations Lt. Levendoski - Ind. State Police	Administrative Time Mr. Prior
2:00	↓	↓		↓	Examination
3:00	First Aid Miss Elizabeth A. Griffin	First Aid Miss Griffin		First Aid Miss Griffin	First Aid Miss Griffin
4:00	↓	↓	↓	↓	↓

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF July 17-21, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	First Aid Miss Griffin	Systematic Approach to Study Dr. Smith	First Aid Miss Griffin	Reading - Skimming and Skanning Dr. Smith	Administrative Time
9:00	Narcotics Control BNDD SAC Gayle Ruhl	Organized Crime SA Al Shanahan BNDD	Pharmacological Effects of Narcotics & Dangerous Drugs Dr. Robt Maickel IU (Pharmacology Dir.)	Probable Cause AUSA Scott Miller	Drug Abuse on College Campus Capt. Gil Burk Purdue Campus Security
10:00	Examination BNDD	Report Writing SA Jack Kleppinger BNDD		Search & Seizure AUSA Scott Miller	Indiana Pharmacy Board's Duties R.Ph. Bill Shirley
11:00	Movies "Drugs & Central Nervous System" & "Drugs & Driving"	Informants SA Frank Standifer BNDD		Conspiracy AUSA Scott Miller	Indiana Medical Board's Duties Med. Insp. Joe Zeunik
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Federal, State and Local Jurisdiction SA Frank Standifer BNDD	Attitudes of Drug Users: William F. Griglak, M.A., Dept. of Mental Health	Compliance Paul Hugentober BNDD Investigator	ID of Marihuana SA Jack Kleppinger BNDD	Photography and Electronic Equipment SA Frank Standifer BNDD
2:00	History & Growth-- International Narcotic Traffic SA Jack Kleppinger		Federal Law and Drug Scheduling SA Frank Standifer BNDD	ID of Narcotics SA Jack Kleppinger BNDD	Development of a Narcotics Case-- SA Al Shanahan BNDD
3:00		Community Addiction Services Agency-- CASA: Michael Quinn	Surveillance SA Frank Standifer BNDD	ID of Amphetamines and Barbiturates SA Jack Kleppinger BNDD	U. S. Customs Hulen Rigsby Customs Agent
4:00	Movie-"1159" BNDD	BNDD Movie "Drug Abuse"		ID of Hallucinogens and Clandestine Labs SA Jack Kleppinger BNDD	Open Discussion BNDD

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF July 24-28, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Firearms and Defensive Tactics SA's Wayland L. Archer and John J. Schroepfer, Jr. F.B.I.	Firearms and Defensive Tactics F.B.I.	Firearms and Defensive Tactics F.B.I.	Reading--Varying Rate of Reading Dr. Smith	Firearms and Defensive Tactics F.B.I.
9:00				Firearms and Defensive Tactics F.B.I.	
10:00					
11:00					
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00					
2:00					
3:00					
4:00					

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF July 31-August 4, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Fingerprints Mr. George H. Asdell	Study-- Concentration Dr. Smith	Study-Budgeting Your Time Dr. Smith	Reading-- Vocalization Dr. Smith	The Crime Scene Search Mr. Owen
9:00		Administrative Time Mr. Prior	Dorm Patrols Steve Peterson Lt. Shutte Sgt. Kale	Surveillances Mr. Huntington	↓
10:00		Criminal Law and Procedure Mr. Kennedy		Criminal Law and Procedure Mr. Kennedy	Criminal Law and Procedure Mr. Kennedy
11:00	↓	↓	↓	↓	↓
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00	Introduction to Traffic Control Mr. Gerald O'Connell	Criminal Law and Procedure Mr. Kennedy	Testing	Women in Police Work and Juvenile Offenders Indianapolis P. D.	Criminal Law and Procedure Mr. Kennedy
2:00	Northwestern University Traffic Institute	↓		↓	↓
3:00		Operation of Detention Facilities		Criminal Law and Procedure Mr. Kennedy	↓
4:00	↓	Maj. Larry Koch Capt. Ron Tuttle Marion County Sheriff's Office	↓	↓	Examination

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF August 7-11, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Communications Exercises and Techniques	Study-Improving Your Memory Dr. Smith	Explosive Ordnance Reconnaissance	Reading--Regression Dr. Smith	Information Relation Teams Cadets - Cadet Greg Stone
9:00		Explosive Ordnance Reconnaissance Indiana State Police	Indiana State Police	Cadet Officer Relationships Mr. John Bowman	Defensive Driving Mr. Al Huber and Mr. Prior
10:00		Indiana State Police		Defensive Driving Mr. Al Huber and Mr. Prior	
11:00					
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00					
2:00					Suicide Prevention Dr. Kenneth Heller I.U.
3:00				Elements of Report Writing Mr. Prior	
4:00	↓	↓	↓	↓	↓

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INDIANA UNIVERSITY POLICE ACADEMY

TRAINING CALENDAR FOR THE WEEK OF August 14-18, 1972

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00	Major Case Study SA's James R. Duvall and William Mattingly F.B.I.	Study--The Art of Listening Dr. Smith	Major Case Study F.B.I.	Testing Nelson--Denny Dr. Smith	Major Case Study F.B.I.
9:00		Major Case Study F.B.I.		Major Case Study F.B.I.	
10:00					
11:00					
12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00					↓
2:00					Major Case Study Critique F.B.I.
3:00					Graduation
4:00	↓	↓	↓	↓	↓

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APPENDIX H

Indiana University Police Academy
Basic Minimum Curriculum
Detailed Topic Description

INDIANA UNIVERSITY POLICE ACADEMY
Basic Minimum Curriculum
Detailed Topic Description

Registration and Orientation (4 hours)

The class is welcomed by Academy officials and staff. All registration forms are completed and rules of conduct to be observed during attendance at the Academy are thoroughly discussed and distributed. A brief discussion of the methods of teaching, notebook preparation and other information to orient and motivate the student is presented. Developments since the beginning of the Police Cadet Program are also discussed.

Law Enforcement Liaison (2 hours)

This subject entails a discussion of the legislative processes of Indiana. The procedures of the General Assembly are discussed as they are necessary for the formation and passage of statutes. The broad jurisdiction and duties of the legislative, executive and judicial branches of the state government are part of this presentation. The material presented here lays the foundation for more detailed material which is discussed later in the Law phases of the program.

Police-Community Relations (8 hours)

In this unit, we analyze the type of police functions that tend to create frictions and we offer operational methods to minimize or prevent such reactions. In addition, four hours are spent on the subject of police-community relations in a large city.

Academy Objectives (1 hour)

A brief history of the act as it pertains to the Indiana Law Enforcement Training Board and the salient provisions of the act is stressed. The need for central and certified police academies are discussed. A copy of the Law Enforcement Training Board statute and the Board's administrative rules are provided to each student. Why law enforcement training and retraining is necessary if professionalism is attained is discussed.

Techniques of Study and Taking Examinations (26 hours)

This portion of the curriculum we actually have labeled as "Reading and Study Skills". We cover the broad atmosphere of the classroom and offer study methods which yield a maximum of new knowledge for the time devoted to printed materials of the course. Methods found by educators to be the most effective in promoting reading and study skills as well as the taking of examinations are given special coverage. Reduced in time in next session as special study course available at Indiana University.

History of Law Enforcement (2 hours)

This unit covers the development of the law enforcement profession from the Anglo-Saxon institutions of the frank-pledge and hue-and-cry through the rise and decline of the office of constable and sheriff in England, the organization of the first police department in London in 1829, and the gradual expansion of police departments in the United States, as well as functions which have been added in the last 100 years.

History and Geography of Indiana (16 hours)

This subject covers a brief review of Indiana topography prior to its occupation by the white settlers. It depicts how our major metropolitan areas were built on the sites they now occupy and stresses the locations of, and available facilities at, historic attractions of the state. The various natural resources for which the state is known are located and described. In addition, we also discuss the subject of campus and local geography, and visit various parts of the Indiana University campuses at Bloomington and the Indiana-Purdue University Campus at Indianapolis for the purpose of orientation.

Jurisdiction of Federal Agencies (2 hours)

This is a general discussion of the criminal justice structure and lays the ground work for elements of various federal, state, county and municipal leaders to follow.

Jurisdiction of Secret Service (2 hours)

Here are described the organization and functions of the U.S. Secret Service. This covers the beginning of the Secret Service on July 5, 1865, and describes the various expansions since that time. The duties of this agency such as protective responsibilities, protective intelligence, counterfeiting, forgery, etc., are discussed.

The Federal Bureau of Investigation (31 hours) (See "Special Courses", Page 14)

This presentation is conducted by the F.B.I. The first hour is devoted to the organization, responsibilities, and functions of the F.B.I. The last 30 hours are spent in a major case study which ends with four hours devoted to the conduct of a moot court. During the moot court, there is a demonstration of the proper and improper methods displayed by witnesses as they are examined by the counselors. A hypothetical case is presented in courtroom-like atmosphere to account the student officer with the various procedures of courts and the methods used by counselors in developing and summarizing a case being tried. Prior to the moot court, the case has been developed showing the various phases of case preparation.

Bureau of Narcotics and Dangerous Drugs (36 hours) (See "Special Courses")

The first hour of this course is spent in describing the organization, responsibilities and functions of the B.N.D.D. The last 35 hours, of this subject, is spent in the regular one week course as presented by the B.N.D.D. for the Law Enforcement Training Board Academy.

Jurisdiction of State Agencies (1 hour)

This describes the responsibilities and duties of the enforcement arms of the various agencies that comprise the Indiana State government. It deals mainly with the problems most commonly encountered in the enforcement activities of the various agencies, but particularly the State Police.

Jurisdiction of County Agencies (1 hour)

This period covers the duties, responsibilities, jurisdiction and functions of the County Sheriff's Department.

Jurisdiction of Municipal Agencies (1 hour)

This is an introductory coverage of the jurisdictional responsibilities of the various classes of Indiana cities. The sites of the statutory authority for these municipal governments, and dwells on the police function within the municipality.

Role of Corrections and Parole (17 hours)

This subject is designed to acquaint the student with the role played by the corrections and parole authority in the detention and attempted rehabilitation of persons convicted of criminal acts. In order to portray the problems encountered in the administration of prisons and various penal institutions visits are paid to the Boy's School, the Youth and the Diagnostic Centers all located in Plainfield, Indiana. In addition, another visit is made to the federal prison located in Terre Haute, Indiana. Emphasis is placed upon the importance of cooperation and coordination of efforts between police and the correctional systems and authorities.

The Law Enforcement Image (2 hours)

Particular emphasis is given to methods of developing and supporting the police function through proper self-discipline of the individual officer. It is indicated that, in the majority of instances, beliefs, impressions, opinions and attitudes of the general public toward the police department is constituted by contact with members of the general public with an individual officer.

Ethical Standards of Law Enforcement (1 hour)

A profession as it applies to law enforcement is defined. In this definition, ethical and unethical acts are discussed. Ethical conduct, if law enforcement is to be considered a profession, is emphasized. The law enforcement Code of Ethics is provided to the student and briefly discussed.

Officer-Supervisor Relationship (1 hour)

During this hour, the fundamentals of authority, responsibility and chain-of-command are discussed. Emphasis is placed upon the critical necessity for close liaison and cooperation between the various levels of authority if the mission of the organization is to be achieved.

Constitutional Provisions and History (4 hours)

The period of revolutionary thinking and conduct which led to the adoption of the Articles of Confederation following the Declaration of Independence are covered. The contents of the U. S. Constitution and the constitutional Amendments are explored, and the reasoning known to be responsible for their contents is stressed.

Court Systems of Indiana (2 hours)

Here, the jurisdiction and venue of all courts in Indiana is stressed, and the origin of each is given. The constitutional provisions pertaining to certain courts is discussed as well as the power to hold preliminary hearings and arraignments. This is further emphasized in the method of the moot court.

Criminal Law and Procedure (55 hours)

During these 55 hours, such subjects as Introduction to Legal Processes; arrest, search and seizure; investigation and interrogation of suspects and witnesses; substantive criminal law; probable cause and evidential law; courtroom procedure; the law officer as a witness; the prosecutor; traffic law; federal firearms law; criminal law and procedure; and narcotics laws are discussed. The student is taught to think in terms of commissions or omissions which constitute a criminal act. The need for an investigator to prove, beyond reasonable doubt, that the accused violated the provisions of the elements, thereby constituting commission of the crime being charged is emphasized.

Case Preparation for Trial (2 hours)

This covers the proper methods of pre-trial summary and analysis of evidence, chain of evidence, written reports and results of investigations conducted. A conference with the prosecutor is suggested to confirm legal reliability and admissibility of evidence gathered. This also serves to prepare the officer for his role as a witness in court.

Law Review (2 hours)

Here, the questions asked on the law examinations are analyzed and the proper answers with explanations are provided to clarify any areas of misunderstanding. This follows the law examinations as a final learning vehicle in the law course.

Juvenile Offenders (2 hours)

The methods of handling and dealing with juveniles, as mandated by law, is described in this unit. The student officer is made familiar with the mandates of the various statutes he must know and employ as he apprehends the processes adults vs. juvenile offenders. The discretionary authority of the Juvenile Court Judge is emphasized and some of the policies of these Indiana courts are discussed. The students are further exposed to the handling of juveniles in the visits to various police departments and correctional institutions.

Development of Informants (1 hour)

Methods of developing and maintaining reliable information channels between the police and the criminal element is emphasized. Techniques and methods proven effective in past operations are suggested for student adoption. The student is further exposed to this subject in the major case study.

Observation and Description (2 hours)

The student is made aware of the wide variance one can expect from descriptions given by eye-witnesses as it pertains to persons, locations, objects, automobiles, etc. Physical features of suspects to objects and persons personally known to the witness are described. It is also indicated as to the type of person who may be able to give the best description of a person, personal dress, object, automobile, etc. A personal description experiment is conducted along with this unit.

Catastrophe Control (3 hours)

In this unit, the various types of catastrophes which have occurred or may occur resulting in necessary police action to alleviate or reduce the input upon the populace is discussed. It is pointed out to the class that one of the main responsibilities of police emergency operation is that of emergency traffic control. It is further indicated that, without a high degree of good emergency traffic control, services, other than the police, are unable to operate efficiently. It is indicated that the rapid and efficient transportation of persons and goods to a desired destination is one of the main responsibilities of police in catastrophe control. It is further indicated that such a desired operation can only be obtained by advance planning.

Interview Techniques (2 hours)

Analysis of the variety of situations most commonly encountered in interviews as the police officer seeks information from the subject of the interview. Stresses the importance of planning to insure proper environment, controls, and desirable psychological influences. Impresses upon the student officer the vital necessity to preserve individual rights and record with minute accuracy the information gathered.

Field Notes and Report Writing (2 hours)

Acquaints the student with the contents and order of good notes recorded at the scene during investigations. Emphasizes the importance of accuracy and clarity as each officer prepares a report of his investigation from his field notes. It is indicated to the students that if field notes or a notebook is used, while on the witness stand, the defense attorney may desire to observe the notebook and that unless it is kept properly may prove to be embarrassing to the officer and in many cases detrimental to the prosecution of the case at hand.

Disposition of Complaints (1 hour)

Uses a "complaint form" approach to analyze what data should be recorded, why such data is of vital concern to the police agency, and the follow-up action required to properly dispose of the complaint. The mission of this subject is to teach the student officer to identify the pertinent elements of, and respond to, complaints received in law enforcement. Since some departments use different "complaint forms" we provide various types. Even though most of them contain the same basic information.

Handling Recovered Property (1 hour)

The statutory provisions which outline the treatment and disposition of recovered property coming into possession of the police officer are specifically covered. Methods of security of such items are described.

Records System (Police) (2 hours)

Describes in detail what police records are, their purposes, and usage. Approaches the subject from the standpoint of how to organize an adequate records system, what it should contain, how it is maintained, and how it is administered. The mission is to teach the student officer the basic fundamentals of organizing, initiating, operating a police records system. On the field trips to various police departments, the class is further familiarized with the advantages of a coded record system and the use of the national crime information center.

Surveillance (1 hour)

Analyzes the "fixed and mobile" types of surveillance and dwells upon the variety of effective techniques which produce the best result when one, two, three, or more officers are conducting a surveillance.

Mechanics of Arrest (3 hours)

Stresses the importance of effecting an arrest, the use of force and the degree allowed by law, protection of the officer, search upon arrest, use of the baton, gun, handcuffs and the transportation of prisoners is discussed. There is also further discussion in the use of various types of restraining equipment. Student practice of search techniques and handcuffing is conducted. Planning the arrest approach under various circumstances is further discussed. Methods of handling both male and female subjects is covered as well as techniques of the wall search.

Raids (1 hour)

This includes planning, organizing, participating in raids, including those for wanted persons and those on vice locations; duties of the security force and the party. Covered in the Major Case Study by the F.B.I.

Crime Scene Search and Protection (2 hours)

The proper methods of protecting a scene and conducting a thorough crime scene search are described. The student officer is then directed to a prepared scene and must make a search for items of evidence, properly record same, mark items for later identification, and theoretically protect the custody of any articles discovered. This subject is covered further in both the major case study and the narcotics school.

Handling Evidence (2 hours)

The basic rules of evidence, its proper collection, identification, packaging, preserving, and transporting are covered in detail. Each student officer is required to demonstrate his ability to discover, and properly handle, any items of evidence found at the scene of a hypothetical crime. Mistakes made are critiqued by the instructor and the damaging results of such mistakes to a successful prosecution of the guilty party is made evident to the student. This subject is further emphasized in the major case school.

Civil Process (1 hour)

Offers a detailed coverage of how and when the four most commonly used writs are employed by the courts and police officers. Material covers summons, subpoenas, citations, and warrants; how and from where each is secured.

Operation of Detention Facilities (2 hours)

Provides the student officer with an insight into the problems related to the care, custody, and treatment of criminals who have received jail terms. Stresses the philosophy that detention personnel are extensions of the arm of the law enforcement officer. This unit is further enlarged upon through visits to the correctional institutions and police departments mentioned heretofore.

Role of the Witness (1 hour)

Prepares the officer for his appearance in court by outlining court procedure and discussing the attitude and demeanor he should display to be most effective. Discusses some of the techniques he may expect when under both direct and cross-examination of the counsels. This subject is also covered in the major case school.

Role of the Witness (Prosecution) (1 hour)

Acquaints the student officer with his role and responsibilities to the court when he appears as the state's witness. Stresses the importance of close pre-trial liaison with the prosecuting attorney and proper methods of response to direct examination. This subject is also covered in the major case school.

Role of the Witness (Defense) (1 hour)

Prepares the officer to fulfill his duties and responsibilities to the defense as he is subjected to cross-examination. Analyzes defense methods of examining witnesses and emphasizes the fact that the witness must rely solely upon the facts as he knows them to be through one of his personal senses. This subject is also covered in the major case school.

Law Enforcement-New Media Relations (2 hours)

Offers a detailed description of the work of a reporter representing the news media. Delves into and candidly looks at the inherent differences of philosophy existing between the police attempts to maintain security on information learned during investigations and the reporter's duty to acquaint the public with the occurrence. The mission is to prepare the student officer to cooperate with news media in every way possible, while still protecting information and evidence which could injure the case when presented to court. Instruction in this unit covers all elements of the news media.

Law Enforcement Driver Techniques (2 hours)

Acquaints the police driver with the accident frequency of police fleets statewide and explores the contributing factors that caused or contributed to the involvement of police vehicles. Stresses right-of-way laws which govern operation of emergency vehicles and suggests positive measures and defensive tactics designed to prevent accidents. This subject is also touched upon in the subject of "Introduction to Traffic Control" and in "Defensive Driving".

Moot Court (4 hours)

Demonstration of the improper and proper methods displayed by witnesses in court as they are examined by the counsels. A hypothetical case is presented in a courtroom-like atmosphere to acquaint the student officer with procedures of court and methods used by counsels in developing and summarizing a case being tried. The four hours devoted to this subject follows the major case study.

Care of Equipment (1 hour)

Analyzes the symbolism which attaches to the police badge, uniform and vehicle. Stresses the social and practical aspects of maintaining issued equipment in readiness for instant use. Designed to instill in the student officer a sense of pride and confidence in the effectiveness of component uniform parts and in automotive equipment. This subject also covers the care and cleaning of weapons and an explanation of human error and weapon failure as well as a supervised cleaning of weapons.

Human Behavior and Motivation (3 hours)

Comprises an introduction to the fundamentals of psychology. Explores the "needs" and "wants" responsible for behavioral patterns commonly encountered in criminal acts. Moves toward an understanding of behavior motivation and suggests methods of application designed to minimize friction in regulatory contacts with the public. Describes the basic ingredients which cause attitudes to develop and how these may be influenced to change undesirable attitudes.

History and Analysis of Disorders (2 hours)

Traces the history of disorders which have developed through the years and analyzes the social or special interest attitudes which led to their growth. Analyzes the various personality types representing the leadership in past disorders and describes methods employed to restore order. Summarizes with possible solutions to future disorders fitting known patterns in the past.

Personal Communication (3 hours)

Dwells upon the practical methods employed by individuals as they attempt to communicate through speech, writings, and actions with other individuals. Stresses the variety of things and situations which impede the flow of smooth communications. Suggests methods of overcoming communication barriers, and conditions the student officer to analyze his own approach as a reason behind communication breakdown. This subject is also covered in a discussion of general semantics.

Crowd and Mob Psychology (2 hours)

Explores the various motivators which trigger and direct the overt acts of a crowd and/or mob. Suggests methods by which these motivators can be employed to the advantage of those charges with civil disorder control duties. This subject is further discussed under the subject "Radical Elements of Society" and "Rumor Control and Trigger Words/".

Handling Abnormal Personalities (2 hours)

Stresses the proper methods police officers should use in dealing with emotionally disturbed persons and their families. Outlines mistakes commonly made by the police and analyzes the undesirable results of further agitation of the disturbed person. Visuals used show the best and safest way for the officer to approach, subdue, and control the emotionally disturbed individual. This subject is further discussed from the standpoint of the recognition of people who fit into this abnormal personality category.

Radical Elements of Society (3 hours)

Introduces the student to the organizations that express and practice radical behavior toward ethnic and racial issues within our social structure. Analyzes the history and growth of these organizations, develops an acquaintance with the philosophy of their leadership, and develops a better understanding of how these organizations and their leadership may be dealt with most effectively.

Crime Causation, Prevention and Correction (2 hours)

Consists of sociological analysis of the various causes of criminal activity. The social methods of prevention which have proven to be effective are described and the different types of correctional institutions in Indiana are reviewed with primary emphasis being accorded the rehabilitation mission of each. This subject is further covered at the correctional institutions which are visited.

Patrol Techniques (3 hours)

Proper patrol tactics for both foot and mobilized patrol units are covered in detail. Suggests sound methods of checking business places, acquainting self with types of business enterprises on beats and prompts the officer to become acquainted with alarm systems on beat. Stresses mechanics and techniques of automotive patrol and encourages the officer to establish good rapport by more carefully observing vacant buildings and residences of families known to be absent. In addition to the classroom time spent on this subject, 275 man-hours per week are spent on foot and motor patrol.

Point Control (2 hours)

Lecture and demonstration of the proper audio visual techniques used to control pedestrian and vehicular traffic at intersections or point locations on special details where large crowds and congestion are anticipated. Different methods of operating automatic controls, temporary channeling devices, multiple-officer assignments, etc., are described. The mission of the lecture is to acquaint officers with acceptable techniques while avoiding hazardous tactical errors. In addition to the classroom time spent on this subject, 60.2 man hours per week in on-the-job training are used.

Blockades (1 hour)

The student officer is made acquainted with the Blockade Plan currently in effect between the state of Indiana and its surrounding states. The procedure to activate the plan by local police agencies is outlined. Methods of operation for individual officers assigned to function at blockade points is covered in detail. The dual mission is to teach the officer student the safest procedures to employ and to familiarize him with the assistance available from other police jurisdictions.

Speed Control Devices (2 hours)

The student officer is made acquainted with the basic theory behind the VASCAR, RADAR and Speed Timer instruments. The devices are displayed and a thorough explanation is given as to the mechanical operation of each. The mission of the lecture is to define the value the speed detection devices have to the operational police officer.

Selective Enforcement (2 hours)

The basic principles of using statistical data to predict the time, place and causative factors of future accident experience is covered for the student officer. The assignment of manpower based upon the statistical results is covered in detail. The mission is to acquaint the operation officer with the "why" of an assignment which might appear questionable from a position of limited perspective. Also covered under this unit are the three E's (education, engineering, and enforcement). It is further enlarged upon under the subject "Introduction to Traffic Control."

Accident Investigation (18 hours)

Methods and procedures of physically investigating vehicular accidents. This time frame is being extended to these hours to conform with the time frame used by the L.E.T.B. The instructions cover the investigating and reporting of accidents, using the standard forms available. Case study work methods and classroom methods are used. Under the case study method, students in the on-the-job training session investigate and report actual accidents under the guidance of a full-time Officer during motor patrol assignments (see "Special Courses").

Defensive Driving (8 hours)

Consists of the contents of the National Safety Council's Defensive Driving Course which generally explores the physical laws related to the motion of objects such as automobiles. Delineates a variety of techniques employed in accident-free driving of police, as well as other, vehicles. Approved National Safety Council Instructors cover this subject.

Auto Theft (2 hours)

Covers the legal authority under which police officers of various jurisdictions function in auto theft cases. Describes the different types of car thefts and the most common methods employed. Acquaints the student officer with the location of vehicle identification numbers as well as methods and procedures employed to restore obliterated identification numbers. Also covered in the Major Case School by the F.B.I.

Burglary (3 hours)

Is designed to acquaint the officer with the legal distinction between the different "degrees" of burglary and emphasizes the elements necessary to constitute the crime of each "degree". Safe burglary is also treated in a like manner. The most common methods employed by the burglar to gain entry are outlined and the student-officer receives guidance in approved investigative techniques. Also covered in the Major Case School by the F.B.I.

Introduction to Narcotics and Dangerous Drugs (3 hours)

This introductory course is given during the first school by local and state officers who acquaint the beginning student with the scope of the drug problem and the identification of narcotics and dangerous drugs. This topic is pursued during the second school by the Bureau of Narcotics and Dangerous Drugs as indicated on page #2 and under "Special Courses".

Sex Crimes (4 hours)

Designed to orient the student officer in the variety of sex crimes encountered in law enforcement with particular stress on the types most commonly encountered. Emphasizes the fact that the bizarre nature of sex crimes generate a pronounced impact upon social order and results in the imposition of greater responsibility upon the investigating officer. Suggests methods of approach which have proven effective in the investigation of such crimes.

Homicides (2 hours)

Opens with a suggested diagnostic approach to death scene to determine whether death occurred by accident, suicide, or homicide. Explores "on the scene" investigative techniques into cause and manner of the death. Uses the case history approach in analyzing past investigations of death by fire, drowning, cuts, stabbing, and gunshot. This subject is further enlarged upon in the major case study.

Photography (2 hours)

Opens with a brief history of photography in law enforcement. Dwells on why photographs should be taken, what requirements must be met to insure admissibility, where photographs may and may not be taken, and outlines methods of planning and composing photographs. In summary, the techniques used and results obtained in a variety of specialized photographic processes are explored. Also covered in the Major Case School by the F.B.I.

Fingerprinting (5 hours)

A brief history of this system of identification is given. A varied basic indoctrination in fingerprint identification and recognition of major fingerprint patterns, with emphasis on focal points, is stressed. How to properly complete a fingerprint card is taught. There is an introduction to location, development and lifting of latent prints. The student must complete a criminal and a personal identification fingerprint card during the course for grading. This subject is taught by a former expert of the F.B.I.

Medical Science in Law Enforcement (3 hours)

The work and mission of the medical examiner and/or coroner are discussed in detail. Methods and procedures employed in the conduct of post mortem examination are graphically presented in a slide series. Proper investigative techniques designed to assist the pathologist are outlined and the importance of cooperation between the investigator and pathologist is given special emphasis.

Firearms Identification (1 hour)

Covers the principles of firearms identification and explores the class characteristics of firearms, individual characteristics between firearms. Explores method of determining distance from which fatal shots were fired. Teaches proper techniques of marking and identifying guns, shell cases, full cartridges, and projectiles recovered in crime scene searches. Also covered in Major Case School by the F.B.I.

Evidence Analysis (1 hour)

Trace evidence recovery and laboratory examination of body substances is given a special coverage. Methods of locating and recovering trace evidence are explored. What the investigator may expect the laboratory technician to tell him from the submission of items of trace evidence, body fluids, and body substance. Also covered in Major Case School by the F.B.I.

Documentary Examination (2 hours)

Methods employed by the laboratory examiner in the treatment of questioned documents are described. Methods for investigator's use in preparing "standards" for use of examiner in handwriting and typed material are explained. Sample forms for use in submission of evidence to examiner are included in the material distributed to the student officer. Also covered in Major Case School by the F.B.I.

Lie Detection and Interrogation (2 hours)

Methods and techniques applied to determine truth or deception by instrumental means are described. The use of the polygraph is explained and demonstrated by qualified operators at both the Indiana State Police laboratory and the Indianapolis Police Department laboratory.

Toxicology (1 hour)

Introduction to the work performed by the State Department of Toxicology. Includes descriptive procedures for submission of evidence to be analyzed, some coverage of the type of analysis conducted and what the submitting agency might expect in return. This subject was discussed from the standpoint of the use of the Indiana State Police laboratory as well as the Federal Bureau of Investigation laboratory. Covered further in Coroner's lectures.

Chemical Test for Alcohol (2 hours)

Explores the physiological effects of alcohol on the human body and the various methods employed in the analysis of body tissue and/or substance to determine the level of alcohol ingested. The elements of Indiana Law governing Operating Under the Influence of Alcohol, Public Intoxication, etc., are covered. This subject is covered during the laboratory aspect of training.

Law Enforcement Communications (9 hours)

Describes the systems of communication employed by the various law enforcement agencies of the state. Incorporates a description of the network which allows communications between departments. Emphasis is given to the proper dispatch and mobile transmission procedures to minimize air-time. A mock-up communication system involving the use of two classrooms for demonstration purposes is used in this unit. In addition to the classroom instruction, 160 man hours per week are spent in actual communications in on-the-job training.

First Aid (32 hours)

This consists of both the Standard and Advanced First Aid Courses as prescribed by the American Red Cross. Students successfully completing these components of the curriculum are issued Standard First Aid cards for the Standard Course and Advanced First Aid cards for the Advanced Course. The American Red Cross Text Book is used.

Defensive Tactics (25 hours)

Covers techniques employed in hand-to-hand combat. The use of body mechanics to effect escape from various holds are practiced by the student officers.

Firearms (30 hours)

Safety rules are stressed for both on and off duty. Explained are range rules, revolver nomenclature, care and cleaning weapon, retraining and qualifying programs, civil liability, single-action shooting and police combat shooting. All students are required to qualify in police combat shooting.

Public Speaking (2 hours)

Methods and techniques employed in the delivery of public speeches are outlined. Deals with the "research and preparation" phase of arranging material for presentation of speeches. The public speaking aspect of this training has consisted of presenting briefs on various decisions in the field of law as assigned by the instructor. This aspect of the training includes "The Seven Basic Principles of Speech" and actual application by each student.

University Rules and Regulations (2 hours)

This unit is presented by the I.U. Counsel's Office and pertains to rules governing conduct on the part of students.

Women in Police Work (3 hours)

Here we cover the general responsibilities and functions of women police as they vary in different departments. A recent survey conducted in various departments across the country is also discussed.

Fire Prevention and Equipment (3 hours)

This unit is designed to acquaint the students of the responsibilities and functions of the fire and police departments and the necessary cooperation between the two.

Police Intelligence (1 hour)

Types and sources of intelligence necessary for a successful police operation are discussed.

Organized Crime (1 hour)

Various types of organized crime involving police agencies at all levels are discussed here in a general way.

Explosive Ordnance Reconnaissance (15 hours) (See "Special Courses")

We cover the various types of explosives generally used in explosions. Particularly those used in the creation of homemade bombs. Also we cover the methods used in carrying out a bomb search. This unit is ended with a practical field demonstration.

Introduction to Traffic Control (4 hours)

This part of the course is conducted by Northwestern University Traffic Institute. We indicate the numerous organizations and the parts they play in the overall traffic control picture. It is emphasized that the role of the police is relatively small as compared to the whole.

SPECIAL COURSES

Narcotics and Dangerous Drugs

This 35-hour course is given as an advanced subject during the second school by the Federal Bureau of Narcotics and Dangerous Drugs. Detailed topics are available, but this school is taught by the same instructors and under the same content as the first week of the two week specialized school by the B.N.D.D. for the I.L.E.T.B. This school explores the problem in depth from the standpoint of drug identification, pharmacology, investigative techniques, evidentiary material, prosecution problems, court decisions, etc.

Major Case Study

This 30-hour school is taught by the F.B.I., assisted by instructors of the I.U. Police Academy. This well-known technique of instruction is used as a comprehensive summary of topics taught during the previous eleven weeks. The class is broken into groups, and a student is chosen as a leader for each group. There are classroom lectures on specific topics as they appear in the case. For example, techniques of latent fingerprint investigation, photographing, testimony, crime scene search, evidence identification, etc., are reviewed. The case starts with a single complaint which is handled by a student group. The case is assigned and developed into another group until a different avenue of investigation or another crime appears. For example, the original crime investigated may be a burglary or robbery, but evidence gathered points to another criminal incident, such as a murder. This lends to various types of crime scene searches and evidence handling. Upon identifying a subject, techniques and mechanics of arrest are pursued and additional squads assigned. A stolen car is located abandoned, leading to an auto theft type investigation. The subject is identified and apprehended by another student team. Reports are prepared for prosecution, and the case is prosecuted and defended, utilizing the students as witnesses in a final moot court.

Explosive Ordnance Reconnaissance

During the first school, a short course is given by I.U.P.A. experts in the scope of the problem, methods of search and identification of material. This is followed in a second school with a special course by experts of the Indiana State Police to explore the problem in depth. Through the use of lectures, printed material, slides and film, many types of problems and explosives are discussed. Through prepared exhibits, materials are identified, by the experts, to the students. The students handle the material and become familiar with identification. The final phase of this special course is conducted on the I.U. Rifle Range by Indiana State Police and I.U.P.A. experts in the form of a demonstration of most common types of explosives. A car is destroyed by various types of bombs, homemade bombs are prepared and exploded, dynamite sticks are fused and exploded, and a chain of explosives using Prima-Cord is prepared and exploded during the demonstration.

On-the-Job Training

During the academic year (August/May) between the first two schools, the Cadet, dressed in soft uniform of blazer and slacks, is involved in an average of 700 hours of on-the-job training. First year training involves routine foot patrol, communications, records, crowd control and first aid control at special events. The Cadet Officer, during the second year, works as a sworn police officer in a

regular police uniform or in a blazer, if the assignment calls for soft uniform, in an average of 700 hours of on-the-job training. This training includes motor patrol and foot patrol with full-time Officers of University Safety. It also includes communication supervision on a regular shift, with the Cadet Officer in charge of the radio and telephone operations on complete shifts. Foot patrol of areas such as dormitories give Cadet Officers person-to-person contact on a given beat and experience in high rise enforcement. Motor patrol exposes him to general enforcement problems, including accident investigations. He is also involved in traffic point control and crowd control at special events. Supervision training is also a major portion of this program since the supervision of the program is run by the Cadets and Cadet Officers assigned under the direction of the Assistant Director of Training. The infrastructure of supervision includes an overall coordinator, phase coordinators, and group supervisors. They are responsible for scheduling of shifts and supervision of Cadet and Cadet Officer activities. They also are involved in the evaluation of those under their command; while their evaluation is conducted by the I.U.P.A.

APPENDIX I

Police Cadet Summer Training

R-73-112
I-1

POLICE CADET SUMMER TRAINING -- 1972

<u>SUBJECT AREA/TOPIC</u>	<u>NUMBER OF HOURS</u>
A. <u>Academy Introduction</u> (8 hours)	
1. Developments -- Indiana University Police Academy	2
2. The Office of University Safety	2
3. University Rules and Regulations	2
4. The I.U.P.U.I. Division	2
B. <u>Law Enforcement Orientation</u> (44 hours)	
1. The History of Policing	1
2. Reading and Study Skills	26
3. The Police and the Public	4
4. The Criminal Justice Structure	2
5. The Indiana Law Enforcement Training Board	1
6. The Indiana State Police	1
7. The Bureau of Narcotics and Dangerous Drugs	1
8. The Criminal Justice Planning Agency	1
9. The Federal Bureau of Investigation	1
10. Women in Police Work	3
11. The United States Secret Service	1
12. Municipal and County Law Enforcement	2
C. <u>The Law</u> (59 hours)	
1. Introduction to Legal Process	2
2. Arrest, Search and Seizure	2
3. Interviews and Interrogations of Suspects and Witnesses	1
4. Substantive Criminal Law	2
5. Probable Cause and Evidential Law	2

6. Court Room Procedure	1
7. The Law Officer as a Witness	1
8. The Prosecutor	1
9. Traffic Law	1
10. Federal Firearms Laws	1
11. Criminal Law and Procedure	30
12. Narcotics Laws	10
13. Moot Court	5
D. <u>General Police Subjects</u> (61 hours)	
1. Records and Reports	3
2. The Use of Police Records	1
3. Ethical Standards of Law Enforcement	1
4. Police Emergency Operations	3
5. Fire Prevention and Equipment	3
6. Police Intelligence	1
7. Organized Crime	1
8. Observation and Description	5
9. Police Communications	9
10. Explosive Ordnance Reconnaissance	6
11. Criminal Investigations	2
12. Training Film	1
13. Preparation of Sketches	2
14. Development of Informants	1
15. Surveillance	1
16. Operation of Detention Facilities	2
17. News Media Relations	2
18. Juvenile Offenders	2

19. Police Department Field Studies	16
E. <u>Psychology and Sociology</u> (21 hours)	
1. Recognition and Handling of Mentally Disturbed Persons	1
2. General Semantics	1
3. Correctional Institution Field Studies	16
4. Radical Elements of Society	2
5. The Role of Corrections and Parole	1
F. <u>Traffic Subjects</u> (27 hours)	
1. Introduction to Traffic Control	3
2. Patrol Techniques	2
3. American Automobile Association	1
4. Campus and Local Geography	16
5. Accident Investigation	5
G. <u>Criminal Subjects</u> (73 hours)	
1. Auto Theft	2
2. Burglary	4
3. Sex Crimes	4
4. The State Police Narcotics Operation	2
5. The Bureau of Narcotics and Dangerous Drugs School	61
H. <u>Scientific Investigation</u> (16 hours)	
1. Scientific Aids in Investigation	2
2. The Crime Scene Search	4
3. Fingerprinting	3
4. Handling of Physical Evidence	2
5. Narcotics	5

I. Related Law Enforcement Studies (117 hours)

1. First Aid (Basic and Advanced)	32
2. The Officer's Notebook	1
3. Rumor Control and Trigger Words	2
4. Firearms Orientation and Defensive Tactics	50
5. Library and Studies Research	10
6. Administrative Time and Review	13
7. Testing	7
8. Graduation	2

J. Major Case Study (30 hours) 30

Total hours 456

APPENDIX J

Application for Approval of Law Enforcement School

R-73-112
J-1

INDIANA UNIVERSITY

Office of University Safety

SUITE 201-203, POPLARS HOTEL

P.O. BOX 1420

BLOOMINGTON, INDIANA 47401

I.U. POLICE ACADEMY

TEL. NO. 812---337-7604

August 24, 1972

Law Enforcement Training Board
806 State Office Building
100 North Senate Avenue
Indianapolis, Indiana 46204

Re: Application for approval of Law Enforcement Training School.

Gentlemen:

The I. U. Police Academy is hereby making application for approval by the Indiana Law Enforcement Board of its courses and facilities to conform to the minimum standards required by law.

In accordance with the rules of the Indiana Law Enforcement Training Board, the following information is set forth for consideration:

I. Organization (as of date of application)

- A. Authority - Officers of the Office of University Safety received their police authority as a state law enforcement agency under House Bill 1358 of the 1971 Legislature (IC-1971, 21-22, chapter 3.5).
- B. Organization Structure - The Board of Trustees of Indiana University implemented H.B. 1358 by resolution at their meeting on April 24, 1971. The Office of University Safety was reorganized on a state-wide basis and became effective May 20, 1971. An organization chart is attached hereto, entitled "Chart #1".
- C. Number of Personnel -

	Executives (Lt. & Above)	Officers (Sgt. & Below)	Security Officers	Civilians	Cadets	Cadet Officers	Part Time	Full Time	Total
OUS/IUPA	2	1		2	48	33	83	4	86
Blgtn. Div.	13	61	11	12				97	97
Adpls. Div.	6	29	29	5				69	69
Regional Div.	2	6		1			4	8	13
Total	23	97	40	20	48	33	87	178	265

- D. Training to Date (since August, 1970) - Prior to August, 1970, there was no formal training school for the Safety Operation of I.U. Since then, through June, 1972, 51 of our officers have attended the I.L.E.T.B., three attended the Marion County Sheriff's Academy, and many have attended specialized schools through the I.U.P.A. Our new officers are also scheduled to attend the next school of I.L.E.T.B. in accordance with the law. During this period, our operational officers have been afforded over 28,000 man-hours of training and our Cadets and Cadet Officers have been afforded over 22,000 man-hours of training. A breakdown of the training for our operational divisions and our Cadet program is attached, entitled "Chart #2".

II. I. U. Police Academy (I.U.P.A.)

- A. Regular Courses (actually taught during summer, 1972) - The 4-week basic school for incoming Cadets was taught at Bloomington, Indiana from May 15, 1972, to June 9, 1972. The 8-week school for Cadet Officers (second year Cadets) was taught from June 26, to August 18, 1972. A compilation of the number of hours taught, by subject matter, in these schools appears on Chart #3 attached, the training calendars of the 4-week school appears on Chart #4, and the training calendar of the 8-week school appears on Chart #5. These show the comparative courses taught in these schools. They are the same as those used for training courses in the I.L.E.T.B., since on most occasions they are taught by the same instructors.
- B. Instructors - The instructional staff of I.U.P.A. consists of administrative and executive officers of the various divisions, who qualify in each area. On our staff general subjects are handled by Irvin K. Owen, George E. Huntington, Jr., James L. Kennedy, Ronald F. Bryant, J. Russell Prior, and Nestor P. Stachowicz.

First aid is taught by Miss Elizabeth Griffin, and Fire Safety and Fire Prevention matters are handled by James F. Miller and James R. Dawson. A profile of these instructors, most of whom are already approved as instructors for I.L.E.T.B., appears on "Chart #6" attached hereto. The regular instruction staff is supported by visiting lecturers from other agencies including I.U. Faculty; Northwest Traffic Institute; Federal Bureau of Investigation; Bureau of Narcotics and Dangerous Drugs; Alcohol, Tobacco and Firearms Division; U.S. Secret Service; Indiana Criminal Justice Planning Agency; Indiana State Police; Indianapolis Police Department; and the Indiana Law Enforcement Training Board. During field trips, instructors are furnished by the agency visited. During the current school, field trips were made to the Indiana State Boy's School, Youth & Diagnostic Centers, Federal Penitentiary in Terre Haute, Indiana State Police and the Indianapolis Police Department.

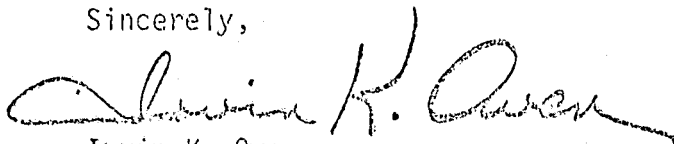
August 24, 1972

- C. Student and Officer Qualifications - Upon graduation from the 8-week school mentioned above, Cadet Officers are commissioned at the age of 20 years, since this is the minimum age requirement, without waiver, for our operational division. All Cadets entering the I.U. Police Cadet Program must possess the same qualifications as those applying for a regular officer's position with the operational division. Basic qualifications for the Office of University Safety are set forth on Chart #7. During the schools mentioned above, attendance is required as set forth under Rule V of I.L.E.T.B. All are required to attend full time, unless excused for reasons of illness, injury, or great urgency, and absences must not exceed 10 per cent of the total course hours, at the discretion of the University Director. Testing procedures are maintained at every phase of the school, with a passing grade of 70 per cent, as designated under Rule II, D.
- D. Facilities - Facilities for training are those facilities made available by Indiana University. The two schools in the summer of 1972 were held in the Poplars Hotel, similar to facilities used by the Indiana State Police and the I.L.E.T.B. Classroom space, however, is assigned as available throughout the complex and may vary from normal classroom facilities to small auditorium facilities. Firearms training is conducted on the I.U. Police Pistol Range, which is now operated under the Office of University Safety. First aid training is conducted in especially equipped rooms of the Department of Health, Physical Education and Recreation. Defensive tactics training is conducted in the wrestling room of the Athletic Department. Other special facilities are available for special types of training.

In accordance with the rules and regulations of the Indiana Law Enforcement Training Board, pursuant to the authority granted in Indiana Acts of 1967, chapter 209, section 9 (Burns Indiana Statute, section 63-3309), and Indiana Acts of 1945, chapter 120, section 1-11, (Burns Indiana Statute, section 60-1501 through 60-1511), as amended; the Indiana University Police Academy requests approval of its training courses and facilities, as set forth above, to satisfy the mandate of meeting the minimum standards of basic training required for a law enforcement officer in the State of Indiana.

We would like to invite the members of the Indiana Law Enforcement Training Board to visit our academy in Bloomington, Indiana so that we can answer any questions and make available necessary records for review.

Sincerely,



Irvin K. Owen
Director of University Safety

IKO/lcm

Enclosures 7

R-73-112

J-4

APPENDIX K

Miscellaneous Control Forms

R-73-112
K-1

CADET TESTING EVALUATION AND WEAPON QUALIFICATION RECORD

CADET BASIC SCHOOL (SUMMER, 1972)

WRITTEN EXAMINATIONS	EXAM 1 (100 pts)	EXAM 2 (100 pts)	FIRST AID EXAMS (100 pts)	FINAL EXAM (100 pts)	TOTAL (400 pts)	OVERALL PERCENTAGE (100%)
	_____	_____	_____	_____	_____	_____

CADET OFFICERS SCHOOL (SUMMER, 1973)

WRITTEN EXAMINATIONS:	EXAM 1 (100 pts)	EXAM 2 (100 pts)	FIRST AID EXAMS (100 pts)	FINAL EXAM (100 pts)	TOTAL (400 pts)	OVERALL PERCENTAGE (100%)
	_____	_____	_____	_____	_____	_____

PISTOL QUALIFICATION SCORES (MINIMUM 245)	PRACTICE	TRIAL AND QUALIFICATION ROUNDS				
		FIRST	SECOND	THIRD	FOURTH	FIFTH
	_____	_____	_____	_____	_____	_____

ADVANCED SCHOOL (SUMMER, 1974)

WRITTEN EXAMINATIONS	EXAM 1 (100 pts)	EXAM 2 (100 pts)	FIRST AID EXAMS (100 pts)	FINAL EXAM (100 pts)	TOTAL (400 pts)	OVERALL PERCENTAGE (100%)
	_____	_____	_____	_____	_____	_____

PISTOL QUALIFICATION SCORES (MINIMUM 245)	PRACTICE	TRIAL AND QUALIFICATION ROUNDS				
		FIRST	SECOND	THIRD	FOURTH	FIFTH
	_____	_____	_____	_____	_____	_____

CADET'S NAME _____

OFFICE OF UNIVERSITY SAFETY
EVALUATION REPORT

NAME (Last First Initial)

Date

Division

Rank

Period

PERFORMANCE

A. Reliability

B. Quality of Work

C. Professionalism

Punctuality
 Attendance
 Acceptance of Assignments
 Meeting Deadlines
 Compliance with Rules
 Care of Equipment

Judgment
 Knowledge of Work
 Accepts Responsibility
 Accepts Orders
 Effectiveness
 Initiative

Appearance
 Grooming
 Contacts with Public
 Employee Relations
 Leadership

REMARKS: (Evaluator MUST comment on outstanding performance and deficiencies, as well as comment on main headings of General Evaluation.)

OVERALL EVALUATION: _____

Evaluator

Name

Rank

Employee: Comment: (Signature indicates acceptance unless comment made to contrary.
Request may be made for appeal. Use reverse side, if necessary.)

Signature

REQUESTS APPEAL: _____

RESULTS OF APPEAL: _____

+ Exceeds Standards
 X Needs Improvement

Meets Standards
 0 Unable to Evaluate

CADET
MEDICAL INFORMATION SHEET
I.U.P.A

APPLICANT'S LAST NAME _____

HEIGHT _____ WEIGHT _____

VISION (SNELLEN TEST RATING): UNCORRECTABLE 20/ CORRECTABLE 20/

PHYSICAL DEFECTS OR HANDICAPS (COLOR BLINDNESS, RESPIRATORY AILMENTS, ETC) _____

MAJOR OPERATIONS AND DATES _____

OFFICE OF UNIVERSITY SAFETY
Division

WEIGHT CHART RECORD

(Department Personnel File Information Only)

_____ Date

EMPLOYEE: _____

RANK: _____

DUTY (Shift & type of assignment): _____

AGE: _____

HEIGHT: _____

WEIGHT: _____

AMOUNT OF LOSS REQUIRED: _____

AMOUNT OF ADDITION REQUIRED: _____

REMARKS (If excessive weight loss required, indicate name of physician and progress of continued adjustment program.):

Employee's Signature

Division Director's Signature

cc:

1 - O.U.S. (Only in case of continued adjustment program.)

9/27/72

R-73-112
K-5

POLICE ACADEMY CADETS

Henman-Nelson Tests of Mental Ability

TEST RESULTS

Verbal	Quantitative	Total	Percentile
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_____	_____	_____	_____
-------	-------	-------	-------

NAME _____

DATE _____

INDIANA UNIVERSITY

Office of University Safety

SUITE 201-203, POPLARS HOTEL

P.O. BOX 1420

BLOOMINGTON, INDIANA 47401

DIRECTOR OF UNIVERSITY SAFETY

TEL. NO. 812-337-7603

RE: Name:
Social Security No.:
Dates of Employment:

The above captioned student of Indiana University has listed you as a reference/ employer in his application to the Indiana University Police Academy.

The I.U. Police Academy is the training division of the Office of University Safety. This Academy is offering a three year program of on-the-job training in addition to the student's academic program. The program is for students who are interested in pursuing a career in law enforcement and benefits the student by making available Academy and on-the-job training wages to help cover the cost of his education. He will spend four years at Indiana University and three years in the Academy to earn a baccalaureate degree, six months Academy training in law enforcement and the equivalent of one year on-the-job experience. The applicant must be a person of the highest character, reputation and associates, as well as a loyal American citizen. He must be eligible to be a law enforcement officer in the state of Indiana.

Your response to this inquiry will be kept in confidence. If you would prefer to discuss details in person, please note whether you would like a personal contact or a telephone call from my office. If so, please note your telephone number under "Remarks".

How long have you known the applicant (or dates of employment)? _____

Are you acquainted with the applicant's family? _____

What is your relationship to the applicant? _____

How would you characterize his character, reputation, associates and loyalty to the United States (in case of employment, also ability as an employee)? _____

Do you feel the applicant would be qualified, after his training, to become an officer in law enforcement in the state of Indiana? _____

Remarks: (Please use reverse side and return as soon as possible in enclosed envelope.)

Sincerely,



Irvin K. Owen
Director of University Safety

Signature of Addressee

R-73-112

K-7

OFFICE OF UNIVERSITY SAFETY

"REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT"

Date _____

Approval is hereby requested for outside employment, as outlined below.

I understand that this work is not to interfere with any duties on my primary employment with the Office of University Safety. I further understand that I am not authorized to utilize any police powers granted me through the Office of University Safety in connection with this outside employment.

EMPLOYEE'S NAME _____

OUTSIDE EMPLOYER _____

Address _____

Phone # _____

POSITION HELD _____

TYPE OF DUTIES (Explain briefly) _____

Does this position involve any possible use of police power or wearing of a uniform? If so, explain. _____

APPROVED BY _____

Division Director

Division

cc:

1 - Office of University Safety

9/15/72

R-73-112
K-8

✓

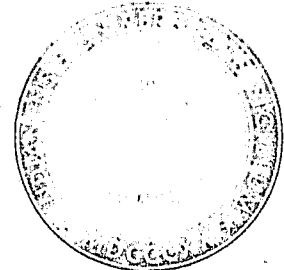
INDIANA UNIVERSITY - OFFICE OF UNIVERSITY SAFETY

Minimum Eligibility Standards for Sworn Personnel

- A. A citizen of the United States.
- B. A resident of the State of Indiana at the time of appointment.
- C. At least 20 years of age and not more than 40 years of age.
- D. Weight in accordance with Official Weight Chart of the Office of University Safety. Minimum weight shall be 140 lbs. for males and 100 lbs. for females.
- E. Males - At least 5'7" but not more than 6'6" in height.
Females - At least 5'0" but not more than 6'0" in height.
- F. Be free from any major impediment of the senses.
- G. Possess an acuity of vision correctable to 20/20 in each eye. The applicant shall not be color blind.
- H. Pass a physical examination, by a physician approved by the Office of University Safety, on standards to exceed those set by the Indiana Law Enforcement Training Board.
- I. Possess a valid automobile operators license.
- J. Shall be a high school graduate or the equivalent thereof.
- K. Be of good reputation and moral character as determined through investigative procedures as established by the Office of University Safety.
- L. Possess an I.Q. equivalent to a score of not less than 90 on the Otis Gamma C Test. In addition, the applicant shall satisfactorily complete aptitude, intelligence and psychological examinations as prescribed by the Office of University Safety.
- M. No convictions of a felony or any crime involving moral turpitude.
- N. Waiver of any qualification can be made only in exceptional circumstances by the Board of Selection of the Office of University Safety.

OFFICE OF UNIVERSITY SAFETY
KENTIANA UNIVERSITY

Application (Department Use Only)



Attach full-face photo
(not larger than 2½" by 2¾")
in this space. Print name on
back of photo. This photo must
be recent good likeness.

Photo *must* either accom-
pany application or be sub-
mitted at time of oral inter-
view.

NOTICE:

Application must be TYPEWRITTEN OR CLEARLY PRINTED
in ink. ALL QUESTIONS MUST BE ANSWERED if applicable.
If not, indicate NA (not applicable). If space is insufficient for
complete answers or if you wish to furnish additional informa-
tion, use space on page 4 or attach sheets of the same size as
this application as necessary, and number answers to corres-
pond with questions.

DATE

Application for _____
(Position)

1. Name _____
(Last, First, Middle)
 2. Aliases—Nicknames _____
 3. Current Address _____
 4. Phone _____
 5. Social Security Number _____
 6. State of Legal Residence _____
 - Date of Birth _____ 8. Place of Birth _____
(Month/Date/Year) (City/State)
 9. Home Address _____ 10. Phone _____
 11. U.S. Citizen _____ 12. If Naturalized _____
(Yes/No) (Date) (Place) (Number)
 13. Marital Status _____ 14. Wife's Maiden Name _____
(Married, Divorced, Separated)
 15. Children (Names and Ages) _____
 16. Name of Spouse and Address (if different) _____
 17. Father _____
(Name) (Address) (Occupation)
 18. Mother _____
(Name) (Address) (Occupation)
 19. List your: Age _____ Height _____ Weight _____ Hair _____ Eyes _____
 20. List any Physical Defects _____
(e.g., vision—Indicate Snellen Test Rating, color blindness, respiratory ailments)
 21. List any Major Operations and Dates (Year) _____
- Have you ever applied for or received any pension due to a physical disability of either permanent or temporary nature? _____
- If "Yes," Explain _____

23. EMPLOYMENT: (List chronologically all employments. All time must be accounted for. If unemployed for a period, indicate, setting forth dates of unemployment. Mailing address *must* be complete, including Zip Code.)

Name and Address of Employer	Dates From	To	Position or Kind of Work	Name of Supervisor	Reason for Leaving
------------------------------	------------	----	--------------------------	--------------------	--------------------

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24. Give the names of 3 personal character references. (Do not give relatives.)
 Name (Full) Address (Must be complete mailing address, including Zip Code) Phone (Include Area Code)

.....
.....
.....

EDUCATION

Name	Location	Dates From	To	Highest Grade Completed	Degrees
------	----------	------------	----	-------------------------	---------

High School
Colleges
Graduate School
Other

26. Residences: (List in Chronological order)
 Dates (Years) Address City County State Zip

.....
.....
.....

MILITARY RECORD: (Veterans: Attach copy of Military Service Record—DD214)

27. Selective Service Number

Local Board (Address)

29. Service in the Armed Forces: Branch Dates (Years) Highest Rank Specialities

.....
-------	-------	-------	-------

30. Special Schools

31. Type of Discharge 32. Have you ever been subject to a court martial?

..... If so, explain

33. List any awards and medals

34. Have you ever been convicted of any violation (other than parking offenses)? (If so, state

date, place, charge, and final disposition.)

Place *Date* *Charge* *Final Disposition*

35. Has your credit record ever been considered unsatisfactory (bad debts, civil suits, etc.)? If "yes"

explain

36. List all skills, hobbies and abilities (e.g., languages, typing, photography, etc.)

37. Indicate any prior law enforcement experience and training

38. List all organizations to which you belong (past and present)

(Boy Scouts, fraternal, social, etc.)

39. Do you have a valid driver's license?

(State)

(Date expires)

40. Have you checked this application thoroughly to be certain all items have been answered completely?

(Yes/No)

41. Have you, or any member of your family, ever been sympathetic toward, affiliated in any way with, or a member of the Communist Party, any Communist or Fascist group, any group or doctrine advocating the overthrow of the U.S. Government, any group whose purpose is to deprive persons of their rights under the constitution of the U. S., or any group or doctrine which could be construed as being subversive, opposed to the best interests of the U.S. in favor of,

or controlled by, a foreign power? If yes, explain

(Yes/No)

42. Do you thoroughly understand that any false statement made on this application will be grounds for immediate dis-

missal from the organization or any program connected with this organization?

(Signature)

(Date)

END

7. 11. 1951