

# **Introduction to IA Investigations – IA-101**

## **LIVE ONLINE February 4 – 20, 2025 – 18 HRS. CPE**

Sessions will be live online from 11:30 AM –1:00 PM Arizona time on Tues, Weds and Thurs.

*Some live sessions may be provided for later viewing if needed for vacations / leave etc.*

**PRESENTED BY**



**Course Description:** Good administrative misconduct (IA) investigations are the cornerstone for transparency, accountability, public trust, community support and reducing organization liability. This course provides fundamental investigative techniques that have been successfully used to complete basic and complex internal investigations. Best practices will be shared along with hands on practical application and tools that can be use immediately. This class is the first in a series of two internal affairs investigation courses.

This is a highly interactive / hands on course. Through facilitation, group discussion and team exercises attendees learn the fundamentals of internal affairs investigations, breaking down complex investigations, creating an interview matrix and writing a comprehensive report. Templates will be shared for a variety of investigations such as Equal Employment Opportunity (EEO), Use of Force, criminal complaints, and others.

### **IA-101 Course objectives:**

Participants will have the opportunity to develop a basic understanding of.

- The role and history of misconduct investigations in law enforcement.
- Responsibility to investigate and identification of complaints.
- Using templates / generally accepted practices for various types of investigations.
- How to prepare / conduct effective interviews / develop an interview matrix / NOI's.
- Report formatting / preparation.
- Conducting investigations into criminal matters.
- Handling administrative evidence.
- IA Personnel selection and training considerations.
- Reporting IA statistics.

**This class is for Law Enforcement Professionals** (sworn and non-sworn)

- **With limited or no internal affairs experience and or training (this is an introductory course)**

**NOTE: IF you have conducted 10 or more IA cases or assigned to an IA unit for 2 yrs or more take the 201 Course.**

- Responsible for Internal affairs investigations
- Interested in law enforcement internal affairs investigations.
- Interested in best practices for internal affairs investigations.
- Interested in practical (hands-on) experience in conducting and writing internal affairs investigations.

### **Live ONLINE course**

**COST: REGISTRATION:** \$525.00 Register online at <http://www.ldconsultingllc.com/schedule>

**DISCOUNTS:** ALGA or LEIAG members \$25.00 discount

**QUESTIONS / CONCERNS: CALL: DAN OLSON (602) 510-8481 EMAIL: [DAN@LDCONSULTINGLLC.COM](mailto:DAN@LDCONSULTINGLLC.COM)**

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### **18 CPE CREDITS, PER GAGAS 4.21, 4.23N.**

Nine 1.5 hr. sessions will be covered during the three-week online course for 13.5 hrs. + 4.5 hrs. class exercises = 18 hrs.

**NOTE: We recommend you schedule ½ hour after each class to complete your session exercises.**

**SEE INSTRUCTOR BIO ON REVERSE SIDE**

FOR MORE INFORMATION OR TO REGISTER ON LINE GO TO <http://www.ldconsultingllc.com/schedule>

## Instructor Bio:

### **Dan Olson: President LD Consulting LLC, CLEA**

Dan retired after 34 years with the Phoenix Police Department where he served as a Police Lieutenant for over 18 years. Dan spent 16 years in the Professional Standards Bureau (PSB) as an investigations sergeant and lieutenant as well as the Inspections and Audit lieutenant. He was the project manager for the original Phoenix PD Early Intervention System. During his tenure in PSB, he conducted over 25 OIS investigations and other use of force investigations, several of which were very high profile in the community. Dan has also completed numerous administrative personnel investigations to include a number of cases involving egregious / criminal conduct. He has taught administrative investigations to a number of agencies in the US. Dan worked patrol as an officer, sergeant, and lieutenant. He also worked in Records, RMS Project and Digital Forensics. As a patrol lieutenant he was responsible for the field operations in one of the largest precincts in the city with over 100,000 residents.

Dan is the founder and president of LD Consulting as well as the founder and Director of the Law Enforcement Inspections and Auditing Group (LEIAG) Dan was a founding member of the International Law Enforcement Auditors Association (ILEAA) and served as the president of that organization for two years. He is a Certified Law Enforcement Auditor (CLEA) and has a master's degree from Northern Arizona University. HE is the founder and Director of the Law Enforcement Inspections and Auditing Group LEIAG.org. He is the author of the Law Enforcement Inspections and Auditing Manual. The manual is NOT required for this course.

**Contact Information:** Dan Olson

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# Law Enforcement Inspections and Auditing Manual®

- ✓ **Compliance**
- ✓ **Accountability**
- ✓ **Transparency**

First Edition  
2022



For law enforcement professionals, public sector auditors, or oversight groups interested or involved in conducting inspections, audits, assessments, or oversight of law enforcement operations.

"Don't Expect what you Don't Inspect"™

**Dan Olson** (Lt. Phoenix PD, retired)  
and  
Erin Kenney, CIA, CFE, CGAP, CLEA  
Leita Hart-Fanta, CPA, CGFM, CGAP

Manual: \$135 in addition to course registration fee. Includes e-book / hardcopy and 1-year Law Enforcement Inspections and Auditing Group (LEIAG) membership / website access. Add during your online registration. Manual is not required for the course but is an excellent resource.

The manual is for Law enforcement professionals, sworn and professional staff (non-sworn) working in law enforcement compliance / inspections functions. The manual is organized into three sections.

1. Provides background and context regarding benefits attributable to the inspections function in law enforcement.
2. Provides more detailed information to those tasked with implementing the inspections or audit function, including risk assessment and models to help determine which operations to evaluate
3. Provides information to those assigned to conduct inspections and steps to take while performing effective, results-driven inspections or audits.

The manual is over 400 pages.

- Training resource for law enforcement inspections and audits.
- Assist law enforcement agencies in creating or modifying manuals and policies and procedures related to audits and inspections.
- Provides law enforcement professionals, government auditors and oversight groups with tools to develop and conduct inspections and audits in the law enforcement environment.
- Provides insight into various law enforcement operations, risks associated with each, and criteria for generally accepted practices. **Sections** for patrol, use of force, case management, professional standards, property and evidence, communications, training, tactical operations, jails, Special / undercover operations, and after-action reports.