

Ohio High Intensity Drug Trafficking Area

2008 Training Brochure



John Sommer, Director
James Votypka, Training Supervisor
Sara Pachinger, Training Coordinator

“The mission of the Training Initiative is to improve the ability of the Ohio HIDTA to counter drug trafficking. Selective training opportunities, provided in support of HIDTA initiatives and law enforcement agencies within the HIDTA, will contribute directly toward accomplishing this objective. This will be achieved by providing timely, relevant training that will enhance the knowledge, skills and performance of all participating Ohio HIDTA law enforcement and support personnel.”

General Information: The Ohio HIDTA
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Computer Classes for 2008

A certified instructor, who has taught at the Ohio HIDTA for 4 years, teaches our Microsoft computer classes. The class size is small, limited to 12 students, which allows for more personalized instruction. These classes are taught at the Ohio HIDTA Brooklyn Heights facility. **Please note the prerequisite for each class.**

Microsoft Word 1	Brooklyn Heights	January 15, 2008
Microsoft Word 1	Brooklyn Heights	January 17, 2008
Microsoft Word 2	Brooklyn Heights	January 25, 2008
Microsoft Word 2	Brooklyn Heights	January 29, 2008
Microsoft Word 3	Brooklyn Heights	January 31, 2008
Microsoft Word 3	Brooklyn Heights	February 5, 2008
Microsoft PowerPoint 1	Brooklyn Heights	February 12, 2008
Microsoft PowerPoint 1	Brooklyn Heights	February 14, 2008
Microsoft PowerPoint 2	Brooklyn Heights	February 19, 2008
Microsoft PowerPoint 2	Brooklyn Heights	February 26, 2008
Microsoft Excel 1	Brooklyn Heights	February 28, 2008
Microsoft Excel 1	Brooklyn Heights	March 4, 2008
Microsoft Excel 2	Brooklyn Heights	March 11, 2008
Microsoft Excel 2	Brooklyn Heights	March 13, 2008
Microsoft Excel 3	Brooklyn Heights	March 20, 2008
Microsoft Word 1	Brooklyn Heights	March 25, 2008
Microsoft Outlook 1	Brooklyn Heights	March 27, 2008
Microsoft Outlook 1	Brooklyn Heights	April 1, 2008
Microsoft Outlook 1	Brooklyn Heights	April 8, 2008
Microsoft Word 2	Brooklyn Heights	April 10, 2008
Microsoft Outlook 2	Brooklyn Heights	April 15, 2008
Microsoft Outlook 2	Brooklyn Heights	April 22, 2008
Microsoft Word 3	Brooklyn Heights	April 24, 2008
Microsoft Outlook 3	Brooklyn Heights	April 29, 2008
Microsoft Outlook 3	Brooklyn Heights	May 6, 2008
Microsoft Publisher	Brooklyn Heights	May 8, 2008
Microsoft Excel 1	Brooklyn Heights	May 13, 2007
Microsoft Access 1	Brooklyn Heights	May 20, 2008
Microsoft Excel 2	Brooklyn Heights	May 22, 2008
Microsoft Access 2	Brooklyn Heights	May 27, 2008
Microsoft Excel 3	Brooklyn Heights	June 3, 2008
Microsoft Access 3	Brooklyn Heights	June 5, 2008
Microsoft Access 4	Brooklyn Heights	June 10, 2008

Law Enforcement Training Schedule for 2008

Interview and Interrogation	Youngstown State University	January 7, 2008
Anti-Counterfeiting	Brooklyn Heights	January 15, 2008
Clandestine Laboratory Enforcement	Brooklyn Heights	February 13, 2008
Conspiracy Investigations	Brooklyn Heights	March 11 – 13, 2008
Rental Vehicle and Storage Interdiction	Columbus	April 8, 2008
Commercial Motor Vehicle Criminal Interdiction	Brooklyn Heights	April 15 – 17, 2008
Criminal Street Gangs (including MS-13)	Columbus	May 6, 2008
Criminal Street Gangs Strategic Operations	Brooklyn Heights	May 8 – 9, 2008
Sources of Information and Consensual Encounter Techniques	Columbus	June 10, 2008
Marijuana Grow Investigations	Brooklyn Heights	June 12, 2008
Basic Narcotics Investigation	Toledo	September 8 – 19, 2008

Other classes are presently being considered, please pay attention to the training alerts as they are sent out.

Microsoft Office Applications:

Microsoft Access 2003 Level 1

This course teaches students the introductory features of Microsoft Access 2003. Topics covered include: managing data in a database, designing simple forms, and creating and modifying Access reports.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: May 20, 2008 Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Access 2003 Level 2

Students will learn the intermediate features of Access 2003. Topics covered include: properly designing a simple database, creating new databases with related tables, and controlling data entry by modifying the design of a table to streamline data entry and maintain data integrity. Students will also learn how to maintain databases by back up, as well as compacting and repairing them.

Course Length: 1 day (8 hours)

Prerequisites: Access Level 1 or equivalent

Date & Location: May 27, 2008 Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Access 2003 Level 3

This course introduces the experienced Access user to the more powerful aspects of Microsoft Access. Topics include: restructuring an existing set of data to improve the design of a database, using a variety of techniques to summarize and present data with queries, creating and revising basic Access macros, improving the effectiveness of data entry in forms, and improving the effectiveness of data in reports.

Course Length: 1 day (8 hours)

Prerequisites: Access Level 2 or equivalent

Date & Location: June 5, 2008 Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Access 2003 Level 4

Students will be introduced to the advanced features of the Access application and the VBA programming language. Topics include: developing a data access page, a PivotTable and a PivotChart; importing XML data and exporting Access data; creating and modifying a database with switchboard; and setting and modifying startup options.

Course Length: 1 day (8 hours)

Prerequisites: Access Level 3 or equivalent

Date & Location: June 10, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Excel 2003 Level 1

Students will learn the introductory features of Microsoft Excel 2003. Topics covered include: creating, modifying and formatting a basic worksheet; performing calculations; customizing the layout of the Excel window; and printing the contents of a workbook.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: February 28, 2008
March 4, 2008
May 13, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Excel 2003 Level 2

Students will learn how to visually apply elements and advanced formulas to a worksheet to display data in various formats. Topics include: Creating and applying templates, creating and modifying charts, working with graphic objects, sorting and filtering data.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Excel Level 1 or equivalent

Date & Location: March 11, 2008
March 13, 2008
May 22, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Excel 2003 Level 3

This course teaches students the advanced features of Microsoft Excel 2003. Topics covered include: customizing workbooks, collaborating with others using workbooks, importing and exporting data, and structuring workbooks with XML.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Excel Level 2 or equivalent

Date & Location: March 20, 2008
June 3, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Outlook 2003 Level 1

Students will learn the introductory features of Outlook 2003. Topics covered in this course include: working with email, using mail management tools, working with contacts, managing time with the calendar feature, and using tasks and notes.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: March 27, 2008
April 1, 2008
April 8, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Outlook 2003 Level 2

This course teaches students the intermediate features of Microsoft Outlook 2003. Topics include: using mail features, customizing the Outlook environment, making folder information available to other Outlook users, and customizing the calendar by setting various options.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Outlook Level 1 or equivalent

Date & Location: April 15, 2008
April 22, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Outlook 2003 Level 3

Students will learn to communicate using Instant Messaging. Personalizing and organizing mail, organizing Outlook items, sharing and linking contacts, creating forms and working are topics that will be covered.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Outlook Level 2 or equivalent

Date & Location: April 29, 2008
May 6, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft PowerPoint 2003 Level 1

Students will learn the introductory features of PowerPoint 2003. Topics covered will include: creating presentations, working with slide masters, and working with visual elements, such as how to add clip art and how to draw shapes.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: February 12, 2008
February 14, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft PowerPoint 2003 Level 2

Students will learn the intermediate features of PowerPoint 2003. Topics covered in this course include: using masters and templates, creating organization charts and diagrams and applying animation features. Students will also learn how to design presentations for the Web.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft PowerPoint Level 1 or equivalent

Date & Location: February 19, 2008 Brooklyn Heights Office
February 26, 2008 984 Keynote Circle, Brooklyn Hts., OH

Microsoft Publisher 2003

Students will learn to create, manage, revise, and distribute publications. Topics include: creating a one-page publication, modifying a publication's layout and structure, editing content in a publication, formatting text and pictures, and identifying the options for distributing a publication.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: May 8, 2008 Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Microsoft Word 2003 Level 1

Students will learn the introductory features of Word 2003. Topics covered in this course include: creating a basic document, formatting text and paragraphs, adding tables and graphics to a document, and controlling a document's page setup and its overall appearance.

Course Length: 1 day (8 hours)

Prerequisites: None

Date & Location: January 15, 2008 Brooklyn Heights Office
January 17, 2008 984 Keynote Circle, Brooklyn Hts., OH
March 25, 2008

Microsoft Word 2003 Level 2

This course will teach students the intermediate features of Microsoft Word 2003. Topics covered include: managing data in lists, customizing tables and charts, working with custom styles, modifying pictures within a document, performing mail merges, and controlling text flow.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Word Level 1 or equivalent

Date & Location: January 25, 2008 Brooklyn Heights Office
January 29, 2008 984 Keynote Circle, Brooklyn Hts., OH
April 10, 2008

Microsoft Word 2003 Level 3

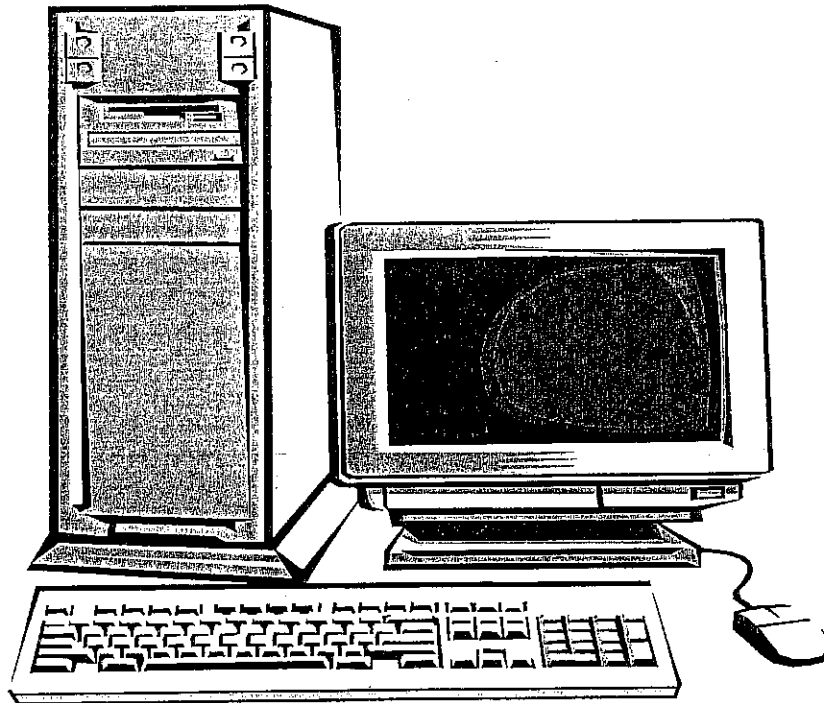
This course will teach students to create, manage, revise, and distribute long documents, forms and Web pages. Topics include: using Word with other programs, creating Web pages, making long documents easier to use, securing documents and document information, and using XML in Word.

Course Length: 1 day (8 hours)

Prerequisites: Microsoft Word Level 2 or equivalent

Date & Location: January 31, 2008
February 5, 2008
April 24, 2008

Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH



Law Enforcement:

Anti-Counterfeiting

This course will give an overview of product counterfeiting, financial fraud/money laundering, state and federal laws, and how counterfeiters operate. (Q & A with a counterfeiter) Please note that this class is only a half a day.

Course Length: ½ day (4 hours) 8 AM - Noon

Dates & Location: January 15, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Basic Narcotics Investigation

This two-week course is designed for police officers new to drug law enforcement. The attendee will be given relevant information in a variety of topics, including: drug identification, surveillance techniques, interview and interrogation, raid planning and execution, asset forfeiture, undercover techniques, informant management and conspiracy law. You **MUST** be able to commit to the full two weeks to attend; this class is limited to 40 students.

Course Length: 10 days (80 hours)

Dates & Location: September 8 – 19, 2008
Owens Community College
Toledo, OH 43669

Clandestine Laboratory Enforcement

This training program prepares state and local law enforcement personnel to address the specialized problems associated with clandestine laboratory enforcement. Through a series of lectures and case studies, course participants will learn to recognize the signs and hazards of a clandestine laboratory and conduct the investigative activities required to successfully apprehend lab operators. The training also focuses on such critical issues as encouraging a community response, identifying and collaborating with community partners, developing community education and awareness programs, and use of problem solving techniques.

Course Length: 1 day (8 hours)

Dates & Location: February 13, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Commercial Motor Vehicle Criminal Interdiction

This course will place an emphasis on: Agency enforcement authority, concealment techniques, criminal case networking & adoption, criminal trends & trafficking patterns, freight theft briefing, roadside interview techniques, successful & court sustained tactics, and trucks and terrorism. Some other topics may include: drug trafficking/smuggling trends, bulk drug movement indicators, controlled delivery tactics, driver interview techniques, hidden compartments, and safe vehicle stops and approach.

Course Length: 3 days (24 hours)

Dates & Location: April 15 – 17, 2008
Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Conspiracy Investigations

Conspiracies involving the activities of complex drug organizations with numerous individuals and a variety of crimes are inherently difficult to investigate and successfully prosecute. The goal of this course is to familiarize the investigator with the basics of what it takes to conduct conspiracy investigations from start to finish and to ensure prosecution and conviction of conspirators.

Course Length: 3 days (24 hours)

Dates & Location: March 11 – 13, 2008

Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Criminal Street Gangs (including MS-13)

This course will develop an understanding of the origins, alliances, rivalries, and methods of criminal operations (including drug activity) of the Mara Salvatrucha (MS-13) street gang and gangs throughout the country. This understanding will then facilitate the identification and investigation of these gang members. This class will describe the history of and safety issues in dealing with criminal street gangs (including MS-13), it will also identify criminal street gang members and associates.

Course Length: 1 day (8 hours)

Dates & Location: May 6, 2008

Columbus Police Academy
1000 N. Hague Ave., Columbus, OH 43204

Criminal Street Gangs Strategic Operations

The goal of this course is to provide the investigator with the knowledge and strategies to vigorously target, investigate, prosecute and prevent resurgence of criminal street gangs. The concepts taught in this course include: the difference between tactical and strategic approaches toward gang investigations, the importance of law enforcement networking, the significance of good documentation and case file management on gangs and gang members, issues concerning expert witnesses and prosecution strategies, and also the prevention of resurgent gang activity. Additionally, a series of practical exercises will be utilized to demonstrate how these techniques can be applied to a successful investigation.

Course Length: 2 days (16 hours)

Date & Location: May 8 – 9, 2008

Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Interview and Interrogation

This course is designed to teach both the rookie and the seasoned investigator tried and proven interview and interrogation techniques that will enable the officer to successfully obtain relevant information as well as secure confessions in criminal investigations. The course will teach the investigator how to utilize interpersonal skills necessary for developing relationships with witnesses, victims and subjects in criminal investigations.

Course Length: 1 day (8 hours)

Date & Location: January 7, 2008

Youngstown State University
250 W. Rayen Ave. Youngstown, OH 44503

Marijuana Grow Investigations

Upon completion of the course, the investigator will be familiar with cultivation trends in the United States and will be able to identify the signs that indicate the presence of an indoor grow operation. The course will emphasize the skills necessary to draft an affidavit for a search warrant and give credible testimony in criminal trials. Further, the investigator will be taught investigative techniques to successfully disrupt and prosecute the violator.

Course Length: 1 day (8 hours)

Date & Location: June 12, 2008

Brooklyn Heights Office
984 Keynote Circle, Brooklyn Hts., OH

Rental Vehicle and Storage Unit Interdiction

The course outlines methods utilized to assist the narcotic officer or uniformed officer in developing partnerships with the rental vehicle and storage unit industry to identify violators who use either rental cars to facilitate narcotic trafficking or who use storage units to facilitate narcotic trafficking, asset concealment, meth lab operations and other criminal activity. The instruction includes legal foundation and case law issues, management and staff concerns, as well as investigative techniques and safety issues to be concerned with in the rental car industry setting. The course will also explore the utilization of staff personnel as sources of information.

Course Length: 1 day (8 hours)

Date & Location: April 8, 2008

Columbus Police Academy
1000 N. Hague Ave., Columbus, OH 43204

Sources of Information and Consensual Encounter Techniques

There is a large quantity of information available through nationwide, regional and commercial databases. This course provides an overview of the many different sources of information available to law enforcement for narcotic and criminal investigations. The instruction includes legal foundation and case law issues, techniques, safety issues, and the use of plain-clothes and uniform officers. In addition, the program will discuss familiarization of the Fourth Amendment as it relates to search and seizure, determining reasonable suspicion and probable cause based solely upon behavior, recognizing suspicious or criminal behavior, planning a consensual encounter, approaching and talking to a target, specifics of consensual encounters and consent searches as well as their denial by a target, legal documentation, and preparation for courtroom testimony and the court's review of the encounter. Role-playing scenarios are included to allow students to participate in the techniques featured and provide the student with feedback concerning their technique and investigative skills.

Course Length: 1 day (8 hours)

Date & Location: June 10, 2008

Columbus Police Academy
1000 N. Hague Ave., Columbus, OH 43204

Ohio High Intensity Drug Trafficking Area



REGISTRATION FORM

NO CONFIRMATION WILL BE SENT –
You are automatically enrolled.

There is no registration fee

PLEASE PRINT CLEARLY:

Course Name: _____ Course Date: _____

Training Location: _____

All Law Enforcement Classes begin at 8 AM; all Computer Classes begin at 9 AM

Name of Registrant: _____
(Last Name) (First Name)

Agency Name: _____

Agency Address: _____
(Streets Address)

(City, State, Zip Code)

Telephone Number: _____ Cell Number: _____

Email: _____ Fax Number: _____

**Please include YOUR contact information so we are able
to contact you if there is a change to your class.**

Are you a member of a HIDTA Task Force? If yes, please indicate which task force:

Supervisor Approval: _____ Date: _____

Supervisor Telephone Number: _____

IF you cannot attend a class, PLEASE call and cancel. Thank you.

Fax completed form to: Sara Pachinger at (216)-739-3518.
If you have any questions, please call (216) 739-3502.