

Internal Affairs & Discipline for Campus & University Police Conference

Course Overview

Receiving and investigating allegations of misconduct against law enforcement personnel is one of the most critical functions of a campus law enforcement agency. The goal of this course is to train attendees to properly establish and staff an Internal Affairs Unit, receive and investigate allegations of misconduct, make conclusions that are accurate and well-grounded in the facts and evidence, and to testify when called upon in support of their investigations.

This course is designed to provide critical information to all persons involved in the Internal Affairs and Disciplinary processes including:

- IA Investigators
- Supervisors and managers who oversee the IA process and review investigations
- Executive leadership responsible for the disciplinary process

Course Objectives

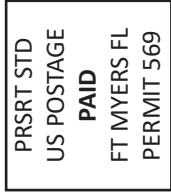
By the end of this training, participants will be able to:

- Understand the importance of setting up and maintaining IA & Disciplinary Processes
- Describe the process to accept and assess incoming complaints
- Learn how to collect and retain evidence in the campus environment
- Learn methods to conduct appropriate interviews of campus community members
- Know how to write investigative reports appropriate for their audience
- Analyze and complete disciplinary documentation and conduct termination hearings
- Describe when to testify in court and other forums in support of the investigation/discipline
- Review pertinent statutory and case laws and their impact on IA investigations and disciplinary processes

Instructor Bio

Charles Dunn has been a commissioned peace officer for 42 years and a licensed attorney practicing in the law enforcement arena for 26 years. He began his career in 1983 with the Houston Police Department serving as a police officer, sergeant/detective, lieutenant and captain. In 1999 he obtained his law license and spent 14 years as a staff attorney and law office manager providing legal counsel to three Chiefs of Police. His final assignment at HPD was as Captain of the Vice Division where he was responsible for creating Houston’s first Human Trafficking Unit.

He retired from HPD in 2014 and spent one year as a police/legal consultant before being hired in 2015 by the University of Texas Police at Houston, where he currently serves as the Sr. Inspector and Police Legal Liaison. Over his career he has specialized in conducting and teaching criminal and administrative investigations, civil liabilities and human trafficking. He has co-authored several law enforcement publications and provided testimony before several state and federal congressional hearings and created legal update training for all Texas peace officers. He is a graduate of the Senior Management Institute for Police in Boston, received his Bachelors with Honors from the University of Houston Downtown and his Juris Doctor with Honors from the South Texas College of Law.



Legal and Liability
Risk Management Institute
700 N. Carr Rd., #595
Plainfield, IN 46168

Phone: 317-386-8325
FAX: 317-386-8228
www.llrmi.com

November 2, 3 & 4, 2026 • San Antonio, Texas

TRAINING SEMINAR

Internal Affairs & Discipline for Campus & University Police Conference

November 2, 3 & 4, 2026
San Antonio, Texas

SPONSORED BY:

The University of Texas at San Antonio
San Antonio, Texas

TCOLE Credit Will Be Provided to Each Attendee

★ LLRMI Experienced Instructors ★
Make the Difference

Instructor

Charles Dunn, Attorney
Sr. Inspector

Register On-Line at: www.llrmi.com



Legal & Liability Risk Management Institute
James R. Alsup, Director
www.llrmi.com

Seminar Agenda

Monday, November 2, 2026

8:00 – 8:30 am

Registration

8:30 – 9:00 am

Introduction

• What will this course cover?

• Instructor & Attendee Backgrounds

9:00 – 10:30 am

Taking/Receiving the Complaint

• What’s the focus when taking a complaint – Getting as much information as possible

• Once you get all the information you possibly can from the complainant, break down what you have

10:30 am – 12:00 pm

Conducting Your Investigation

• Policy and/or Statutory Mandates?

• Record Everyone, Every time!!!

• How do I handle Garrity?

• Establishing Credibility

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 3:30 pm

Interview Planning/Deception Detection

• Who is in the room?

• Increase probability of obtaining truthful information from witnesses

• Emotional Intelligence (EI)

3:30 – 4:30 pm

Polygraph

• An important tool to have

Tuesday, November 3, 2026

8:00 – 10:00 am

Investigation Report Writing

• Convey results of your investigation in a clear/concise report

• Identify and understand your possible audience(s)

• Organize your report to tell the story

• Not all sustained cites are created equal

• The “Findings Page”

10:00 am – 12:00 pm

Writing Your Discipline Letter

• Investigative Report (IR) -vs- Disciplinary Letter (DL)

• A discussion about discipline and your investigation

• How detailed is your disciplinary documentation

12:00 – 1:00 pm

Lunch (On Your Own)

1:00 – 4:30 pm

Case Law and Legal Process

• Loudermill Meetings

• Institutional Appeal Process

• State Hearings – Workforce Commissions

• Court Claims

• Separation Agreements (SAs)

Wednesday, November 4, 2026

8:00 – 8:30 am

Tracking and Archiving Files

• A must for case management

8:30 am – 12:00 pm

Testifying – An Essential Job Function for All

• Why does courtroom testimony matter?

• When will I have to testify?

• How do I prepare?

• Ten Commandments of testifying

12:00 pm

Certificate Presentation

Registration Form – Internal Affairs & Discipline for Campus & University Police Conference #17461

Names of Attendees

1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attention of: (Must be completed.) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____

3 Ways to Register

Register Online at www.llrmi.com

Fax Form to:

317-386-8228

Mail Form to:

Legal and Liability Risk Management
700 N. Carr Rd., #595
Plainfield, Indiana 46168

Federal ID: 81-0692135







If you have any questions please call: **317-386-8325**

❖PREPAYMENT IS NOT REQUIRED TO REGISTER❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

Seminar Title:

Internal Affairs & Discipline for Campus & University Police Conference

Seminar ID:

#17461

Dates:

November 2, 3 & 4, 2026

Registration Time:

November 2, 2026, 8 am

Instructors:

Charles Dunn

Seminar Location:

UTSA Downtown Campus
501 W César E Chávez Blvd
Durango Building, Room 1.124 (River Walk Room)
San Antonio, Texas 78207

Hotel Reservations:

Holiday Inn Express & Suites San Antonio-Dtwn
Market Area
102 El Paso Street
San Antonio, Texas 78204
1-210-277-1000
State Gov’t Rate

Group Code:

State Gov’t Rate - Must show State Gov’t ID
at check in to receive rate

Registration Fee:

\$375.00
Internal Affairs & Discipline for Campus & University
Police Conference, **Printed Training Manual** and
Certificate of Completion



Legal & Liability Risk Management
Institute

James R. Alsup, Director

www.llrmi.com