

Delta College Public Safety & Training
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Disciplinary Interviews

The right to establish work rules would be meaningless without the right to enforce them. The employer could not effectively exercise its right and responsibility to maintain order and efficiency without the power to enforce those rules and regulations through the use of proper disciplinary procedures. Disciplinary investigation is the first step the supervisor must take in determining whether or not an employee has violated a work rule or regulation. It is extremely important to have all of the facts correct concerning the incident. Documentation of those facts is the key word in labor relations. This course will address such issues as the Purpose of Discipline; "Due Process" for the employee, contractual issues; Progressive Discipline; Disciplinary Interviews; and Disciplinary Investigation Documentation. Upon successful completion of this course, the student will be able to conduct a disciplinary interview and compose a disciplinary investigation report.

Who Should Attend: This course is a necessity for all supervisors.

Course Dates: December 7 – 8, 2009 (Monday and Tuesday)
Course Time: 8:30 am to 4:30 pm
Course Instructor: Dan A. DeWolf, DeWolf and Associates, instructs "Field Training Officer", "Supervising and Managing the FTO Program", "Supervision of Police" and other related courses at the Oakland Police Academy, Northwestern University Center for Public Safety, Lansing Community College and various other institutions. He also responds as a training consultant with Police and Sheriff Departments. He retired as a Lieutenant after 31 years of service with Bloomfield Township and is a Past Director of the Michigan Chapter to the National Association of Field Training Officers (NAFTO).
Course Location: Delta College, Room N012
Course Fee: Non-Consortium: \$350.00 per person
Delta College Consortium Members: \$195.00 per person

MCOLES Approved

Registration Deadline: December 1, 2009

<p style="text-align: center;">Cancellation Policy</p> <p>Class reservations may be cancelled up to 7 calendar days prior to the first day of class with 100% refund; less than 7 days, but prior to the first day of class with a 50% refund; on the first day of class with a 0% refund. All "no shows" will be charged full price.</p>	<p style="text-align: center;">For information regarding the Delta College Public Safety & Training seminars and other non-credit programs, please visit our website at www.delta.edu/crimjust or call Dawn Jurik at (989) 686-9176 E-mail: dawnjurik@delta.edu Fax: (989) 667-2211</p>	
Delta College Public Safety & Training Registration		
Registrant's Name (Please Print)	Home Phone	Daytime Phone
Home Address	County of Residence	How Long (Mo./Yr.)
City State ZIP Code	MCOLES # (if applicable)	Date of Birth
Department Name		
Department Street Address	Department City	Department ZIP Code
Course Name		
Upon the conclusion of your registered course, your agency will be invoiced.		

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