

SEMINAR ANNOUNCEMENT

BANNON & ASSOCIATES

in cooperation with the

PANHANDLE REGIONAL LAW ENFORCEMENT ACADEMY

is pleased to announce a sixteen-hour course of instruction on:

APPLICANT BACKGROUND INVESTIGATION

and

ORAL INTERVIEW TECHNIQUES

AMARILLO, TEXAS

JUNE 30 - JULY 1, 2025

This sixteen (16) hour course is designed to teach law enforcement applicant background investigators and oral interview board members a productive and legal means of conducting these critical phases of applicant selection. The proper selection of applicants has increasingly become more of a major issue due to increasing complaints and litigation alleging negligent selection and retention, along with persistent allegations of discrimination.

Each participant will receive a workbook, sample forms and supportive information to guide future efforts in both areas of investigation and interview.

Topics to be covered in this seminar are:

- ◇ **Fundamentals of the E.E.O.C. Guidelines.**
- ◇ **Relationship of EEO Guidelines to background investigations and interviews**
- ◇ **Role of the investigator and interviewer in discrimination complaints**
- ◇ **Necessary documentation of investigation and interview procedures**
- ◇ **Determining job-related areas for investigation and interview.**
- ◇ **Objectives of the background investigation.**
- ◇ **Use of the Personal History Statement.**
- ◇ **Evaluation of background findings.**
- ◇ **Determination of personal characteristics for investigation and interview**
- ◇ **Pre-interview objectives.**
- ◇ **Interview objectives.**
- ◇ **Use of situational reasoning questions.**
- ◇ **Do's and don'ts of successful interviewing.**
- ◇ **Rating the interview results.**

The 16 hour Background/Oral Interview Techniques class instructs the participants on proper procedures of background investigation and preparation of an Interview document for potential law enforcement applicants.

Time will be allotted for open class exchange of techniques of background Investigation and oral Interview.

The course will be conducted at the **Amarillo College First Responders Academy, 3891 Plains Blvd., Amarillo, TX 79102**

LOCAL CONTACT: ERIC WALLACE - 806.457.4450

Cost of the course is \$280 per participant and includes the workbook and all ancillary material. **Instruction will begin promptly at 8:00 a.m. June 30, 2025.**

All LEO personnel completing the course will receive 16 hours TCOLE certification credit. This class is open to all city/county personnel. Hours will be reported by Bannon & Associates.

REGISTRATIONS WILL BE HANDLED BY AMARILLO COLLEGE

Cost: \$280.00

(PRPC Sponsored – No Charge for Qualifying Law Enforcement/Corrections/ Telecommunicators in the top 26 counties of the Texas Panhandle)

REGISTRATION:

<https://acprlea.org/>

The Instructor for this course is Chris Bratton. Chris is a 50+ year police veteran. His career spans time in patrol, investigative, and administrative divisions and at one time or another served as a Commander in each of those areas. His career also includes a short stint in a dual role as Police Chief and City Manager. Chris has also been fortunate to have over 30 years as a crisis negotiator. He has been instructing law enforcement officers for over 25 years in both investigative and leadership topics and has provided training to officers all around the United States and Mexico. Chief Bratton has a Master's Degree in Industrial and Organizational Psychology, holds a Master Peace Officer License, an Instructors License, and is a graduate of the PERF Senior Management Institute for Police and the Bill Blackwood Law Enforcement Management Institute of Texas.