

**IACA Instructor Application**  
**Implemented September 2013**



**Instructor Sub-Committee**

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# IACA Instructor Training Program

## **Mission Statement:**

In support of the IACA Mission Statement, the IACA Training Committee working with the Instructor Sub-Committee will seek to select the most qualified instructors to instruct, coach, and inform students. The Professional Training Series will enhance the analytic skillset of the trainee through the implementation of training in basic and advanced analytical methodologies, critical thinking, computer applications, and problem solving capabilities.

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## **IACA Instructor Course Overview**

The IACA offers many training opportunities in a variety of formats to suit your learning style. We currently offer instructor-led and web-based classes. The IACA classes are open to members as well as non-members. The current instructor-led classes include:

- Fundamentals of Crime Analysis,
- Tactical Crime Analysis
- Computer Applications for Crime Analysis
- Intermediate/Advanced Crime Mapping
- Crime Mapping and Analysis
- Crime Analysis for Smaller Jurisdictions
- Problem Analysis
- Telephone Toll Analysis
- Custom Topics (on request of the host agency)

Current web-based classes include:

- Exploring Crime Analysis: Essential Skills I
- Exploring Crime Analysis: Essential Skills II
- CrimeStat III for Crime Analysis

Instructors are expected to lecture, conduct hands-on practical exercises, facilitate group exercises, and oversee the students' final projects. Students use data/examples provided by the instructor, and in some classes, students may be encouraged to use their own data or agency specific examples. For most classes students will receive workbooks that contain lecture notes, exercises, and resources on the subject matter.

# **IACA Instructor Application Process**

## **The applicant shall first:**

- Complete the attached application (last page) and save as a new PDF. Submit this with your cover letter and resume (see below).

## **The applicant shall then submit via e-mail the following documents and/or information to the Chair of the Instructor Committee:**

- A cover letter explaining your motivation to be an instructor, including your IACA membership number.
- A **résumé** or **curriculum vitae** detailing your employment and teaching experience. This should also include a list of courses taught as well as addressing the evaluation criteria listed below.
- A letter of recommendation or the contact information from a member of IACA, an employer, or other person with whom a professional relationship is held who could outline your qualities and capabilities as an instructor.
- Copies or proof of certification in the categories of crime or intelligence analysis or a related field.
- If available, include at least one set of evaluations from a course you have taught in the past 24 months.

Note: The selection qualifications will be based upon the applicant's experience, education, certifications, and/or subject matter expertise. Specifically;

- Experience teaching law enforcement analysis
- Experience doing law enforcement analysis
- Subject Matter Certifications
- Instructor/teaching Certifications
- Education
- Contributions to law enforcement analysis
- IACA involvement
- Law Enforcement or Professional Association Membership(s)

# **IACA Instructor Application Process**

## **The Selection Process and Responsibilities of the Chairperson and/or Committee**

- The Instructor Committee Chair will acknowledge the receipt of the application and verify completeness of all requested supporting documents.
- These documents will be saved in IACA's project management web-based application Basecamp. Access will be restricted to the Committee and those designated by the Training Director. The Chair will create a database to track all applications.
- The Chair will verify, if necessary, the supporting documents and contact the recommending/reference person. The Chair may also contact the applicant to insure that a complete application has been submitted.
- The Chair will notify all members of the committee when the documents are ready to be reviewed and evaluated.
- The sub-committee members will complete the instructor evaluation matrix and send the matrix back to the Instructor Committee Chair. The instructor evaluation matrix is attached.
- An average of the total points between the 3 matrixes will be made. A minimum score of 3.0 is required to be considered as an instructor.
- The Chair then completes a separate evaluation matrix, and composes a letter in support of accepting or rejecting the applicant. The Chair shall articulate the chairs reasoning. It is strongly encouraged that if this evaluation differs from the committee members the issue is resolved before the next step in the process. This letter is forwarded to the Training Director.
- If the Training Director concurs with the recommendations then he/she writes a letter of endorsement to the VP of Administration for final approval.

*Note: The Training Director may request that a telephonic interview with the applicant be conducted. The Director will determine the participants. Then the Chair of the sub-committee will coordinate the logistics to and facilitate such a conference call.*

- The chair of the sub-committee shall notify the applicant of the results of the application.

Selection Criteria Matrix						
Criteria	Qualification Criteria	0	1	2	3	4
1	<b>Experience Teaching Law Enforcement Analysis</b>	The applicant has no experience in teaching or instructing	The applicant has taught one course in relatable subject matter	The applicant has taught 5+ courses in a related field	The applicant has taught 10+ courses in relatable subject matter	The applicant has extensive experience in providing training instruction and can be deemed an expert in the field.
2	<b>Experience in Law Enforcement Analysis</b>	The applicant has less than one years experience in a law enforcement / analyst position or related field	The applicant has 2+ years experience in intelligence analysis or relatable subject matter field	The applicant has 5+ years experience in intelligence analysis or relatable subject matter field	The applicant has 7+ years experience in intelligence analysis or relatable subject matter field	The applicant has over10+ years experience in law enforcement intelligence related work
3	<b>Subject Matter Certifications or Formal Recognitions/Recommendations</b>	None	Explain	Explain	Explain	The applicant is certified and/or has been formally recognized as a subject matter expert in the desired field of instruction
4	<b>Instructor/Teaching Certifications and/or formal Recognitions/Recommendations</b>	None	Explain	Explain	Explain	The applicant is certified in the desired field of instruction and holds additional related certifications
5	<b>Education and/or Advanced Training</b>	The applicant has no formal higher education or Advanced Training	The applicant has 60 or less credit hours of formal education or minimum Advanced Training	The applicant has a bachelor's degree or Advanced Training	The applicant has a Master's degree or extensive Advanced Training	The applicant has a Doctorate degree or extensive Advanced Training
6	<b>Contributions to Law Enforcement Analysis (Products include new classes, courses, presentations, informational articles, formal/informal publications, etc)</b>	The applicant has no publications and no presentation experience	The applicant has produced one product of related material in the prospective teaching field	The applicant has produced at least one product and presented at least once in a related field	The applicant has produce 2-3 products in the field of desired work, as well as presented to an audience at least once on a related topic	The applicant has extensive experience producing products, presentations, and contributions to Law Enforcement Analysis
7	<b>IACA Involvement</b>	The applicant is not nor has even been a member of IACA (Note: all instructors shall be an IACA member)	The applicant is a IACA member with no involvement	The applicant has some previous involvement in IACA, including attendance at conferences, being on a committees, or event involvement	The applicant has either co-chaired on a committee or been on a board of IACA, as well as either presented or produced a product on behalf of IACA.	Involvement is extensive. The applicant has chaired IACA committees, been published on behalf of IACA and given presentations or taught courses on behalf of or to IACA. Involvement is extensive
8	<b>Membership in Law Enforcement analysis and/or other related Professional Association</b>	The applicant is not a member in a Law Enforcement analysis and/or other related Professional Association	The applicant is a member in a Law Enforcement analysis and/or other related Professional Association	The applicant is a multiple member in a Law Enforcement analysis and/or other related Professional Association	The applicant is an Active in a member in a Law Enforcement analysis and/or other related Professional Association	The applicant is a current officer member in a Law Enforcement analysis and/or other related Professional Association

# IACA Instructor Application



## **Application Instructions**

**Application Form:** Fill out the application form completely. Please type all information.

**Submissions:** Transcripts from each college or university attended, certificates of completion, proof of employment, proof of teaching/speaking engagements, etc.

**Submission of Materials:** Attach all materials, including application, in PDF format and email to the Instructors Sub-Committee Chair at [training@iaca.net](mailto:training@iaca.net)

**Do not forget to include all substantiating documents, a resume and a cover letter. Your application cannot be considered if these items are not provided. Note: Falsifying of any material is grounds for application refusal or termination from the program.**

**Please check the box(es) below for the class(es) you are applying to teach.**

- Fundamentals of Crime Analysis
- Tactical Crime Analysis
- Problem Analysis
- Crime Mapping & Analysis
- Computer Applications for Crime Analysis
- Intermediate/Advanced Crime Mapping
- Crime Analysis for Smaller Jurisdictions
- Fundamentals of Crime & Traffic Analysis (DDACTS)
- Exploring Crime Analysis: Essential Skills I (Online class)*
- Exploring Crime Analysis: Essential Skills II (Online class)*
- CrimeStat III for Crime Analysis (Online class)*

For more information regarding the course material in each class and the books/materials used, please visit the IACA website at [www.iaca.net](http://www.iaca.net) and click on the IACA Training Series Tab.

## **Applicant Information**

Name:

Job Title/Rank:

Current Place of Employment:

Street Address:

City:

State:

Zip:

Phone:

Email: