50 Minutes

SESSION XXIII

CURRICULUM VITAE PREPARATION AND MAINTENANCE

SESSION XXIII CURRICULUM VITAE PREPARATION AND MAINTENANCE

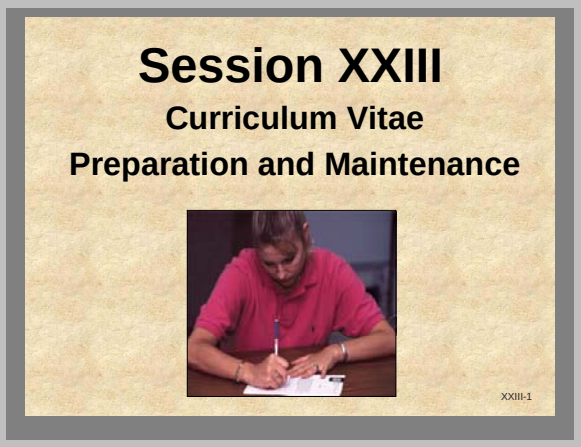
Upon successfully completing this session the student will be able to:

- Describe and discuss the purpose of the DRE Curriculum Vitae.
- Identify the elements of a DRE Curriculum Vitae.
- Prepare a basic Curriculum Vitae summarizing their relevant training, education, experience, and accomplishments to date.
- Update and extend the Curriculum Vitae, as relevant achievements continue to expand.

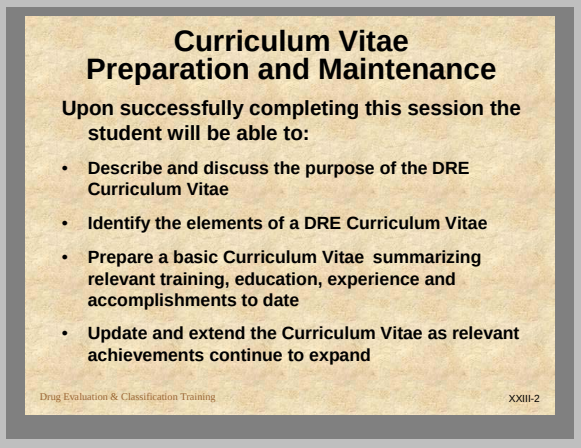
CONTENT SEGMENTS	LEARNING ACTIVITIES
A. Purpose of the Curriculum Vitae	Instructor Led Presentations
B. Preparation for Court Qualification	Group Work Session
C. Curriculum Vitae Content	Reading Assignments
D. Guidelines for Curriculum Vitae Preparation and Maintenance	

I. CURRICULUM VITAE PREPARATION AND MAINTENANCE

Session 23-1: Curriculum Vitae Preparation and Maintenance



Session 23-2: Curriculum Vitae Preparation and Maintenance

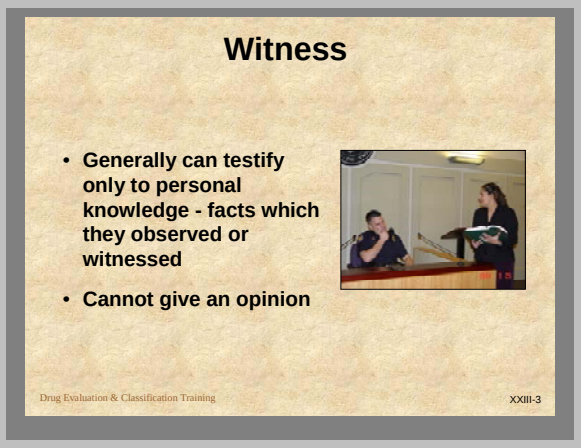


Briefly review the objectives, content segments and learning activities of this session.

A. Purpose of the Curriculum Vitae

The basic purpose of the Curriculum Vitae is to record education, training, and experience in a single document for use in establishing qualifications when testifying in court.

Session 23-3: Witness



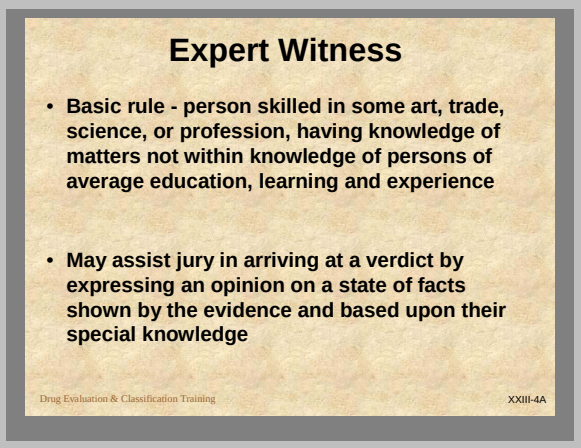
Generally a witness can testify only to personal knowledge.

- Point out that this generally consists of facts which they observed or witnessed.

Witness cannot give an opinion on a matter.

- Point out that opinions are allowed only if the witness is qualified as an expert.

Session 23-4A: Expert Witness



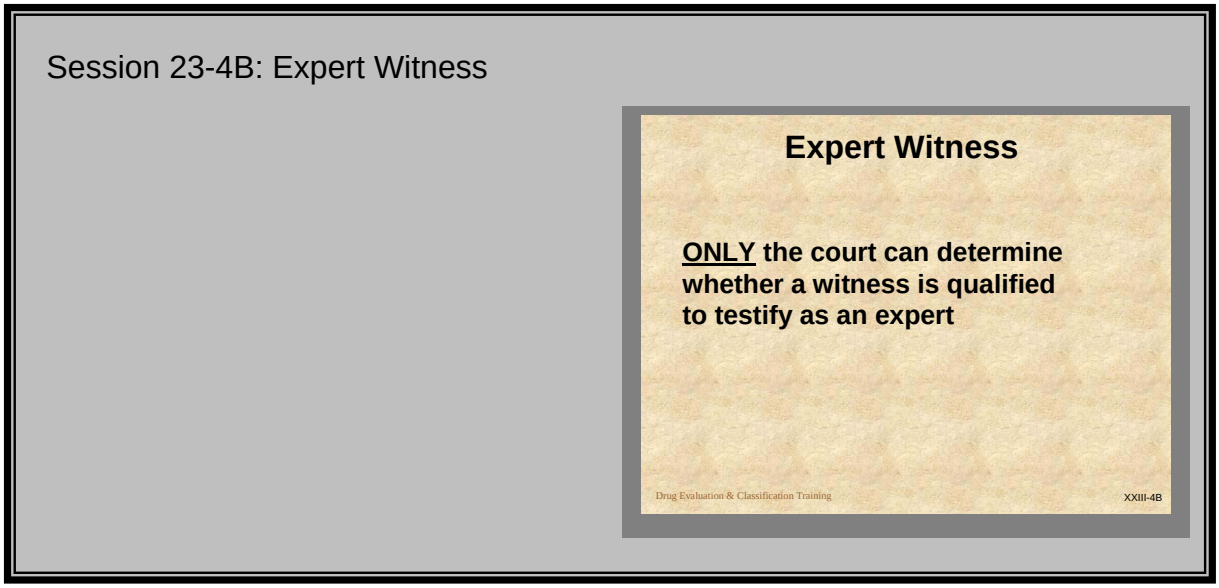
Basic rule is that a person skilled in some art, trade, science, or profession, having a knowledge of matters not within the knowledge of persons of average education, learning and experience, may assist the jury in arriving at a verdict by expressing

an opinion on a state of facts shown by the evidence and based upon his or her special knowledge.

- (People vs. Willis, 70 Cal APP. 465)

A witness is not qualified as an expert witness unless it is shown he or she is familiar with the subject upon which he or she is asked to give an opinion.

- (People vs. McLean, 56 Cal 2d 660)

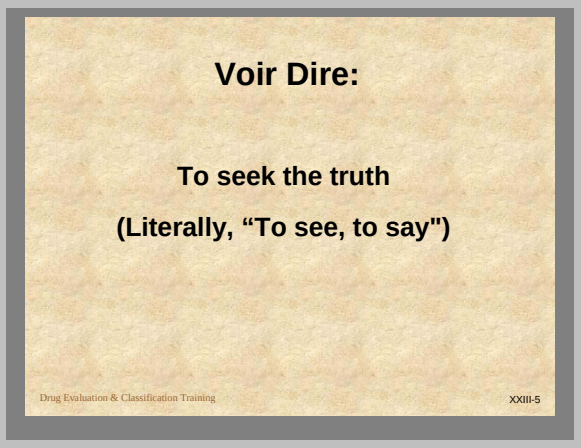


Only the court can determine whether a witness is qualified to testify as an expert.

Where a witness is qualified to give expert testimony, any question as to degree of knowledge goes to weight rather than admissibility.

- (People vs. Perry, 44 Cal 2d 861)

Session 23-5: Voir Dire



Witnesses' qualification is achieved through Voir Dire Examination.

- Voir Dire – literally, French for "to see, to say;" loosely translated as "to seek the truth."

B. Preparation for Court Qualification

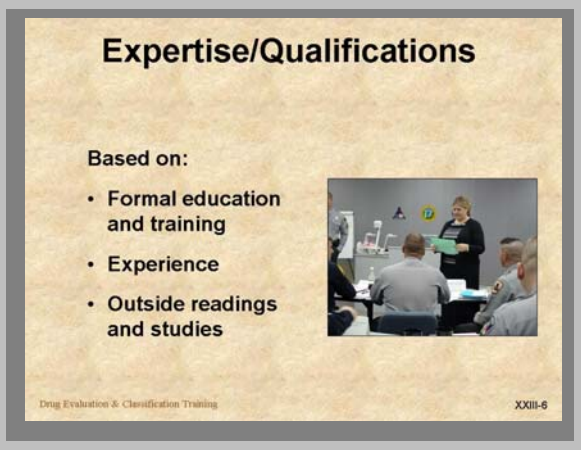
Being qualified as an expert may be as simple as stating your occupation, or take several hours of exhausting questioning by both the prosecutor and the defense attorney.

Although knowledge only greater than what the public has is required to qualify you as an expert, you testimony will carry much more "weight" if you have good credentials.

Accurate, up-to-date information is essential for an officer who is called upon to give his or her qualifications as an expert in any field.

- Point out that it is imperative that each officer maintain an ongoing Curriculum Vitae to establish their credentials as an expert.

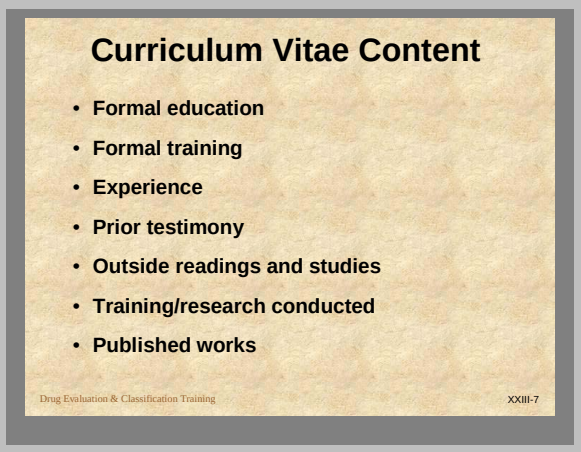
Session 23-6: Expertise/Qualifications



Drug Recognition Experts will base their expertise on the following areas:

- Formal education and training.
- Relevant experience.
- Outside readings and studies.

Session 23-7: Curriculum Vitae Content



C. Curriculum Vitae Content

Formal Education

- High School(s) attended

- List dates – highlight classes which provided knowledge in the area of drugs.

- Colleges and Universities attended
  - List dates, instructor, subject(s) covered, credits, etc.

- University level courses
  - List dates, instructor, subject(s) covered, credits, etc.

- Specialized College
  - List dates, length, major topics covered, etc. Highlight classes which provided knowledge or skills in the area of drugs.

Formal Training

- Police Academy (recruit training).

- Specialized police training or in-service training.
  - List dates, length, instructor(s), subject(s) covered, etc. Highlight training which provided knowledge or skills in the area of drugs.

- Other specialized training.
  - Military training.
  - Lectures and seminars.
  - List dates, length, instructor(s), subject(s) covered, etc. Highlight training which provided knowledge or skills in the area of drugs.

Experience

- Job experience – years.
  - List dates, division, duties, etc., include loans to specialized units.

- Assignments.
  - List agencies, dates, assignments, etc.

- Prior law enforcement experience.
  - List employer, dates, duties, assignments, etc. which provided experience in the area of drugs.

- Other job related experience.

Drug enforcement/ evaluation experiences:

- Total vehicle stops
- Total DWI investigations
- Total DWI arrests
- Total drug evaluations
- Total filings
- Total convictions

Point out that it is important to maintain accurate records of all enforcement activities; documentation of the ratio of stops to investigations and investigations to arrests is essential. Not all stops result in arrests; demonstrate that the officer is fair and impartial and that each case is decided on individual merits.

Prior Testimony

- Municipal court
- Superior court
- Number of times qualified as an expert in drug cases
- Number of times qualified as an expert in other cases
    - For bulleted items above: list dates, courts, judges, charges, areas qualified, etc.

Outside Reading and Studies

- Drug related texts read.
    - List title(s), author(s), subject(s), etc.
- Departmental training bulletins.
- Journals.
- Research papers.
- Drug related videos viewed.

Training or Research Conducted (if applicable)

- List classes, briefings, training officer assignments, etc. where you served as an instructor or coach, etc. or conducted or participated in research, e.g. Alcohol Workshop.

Published Works (if applicable)

- List all relevant writings that you authored or co-authored, including departmental briefing papers, training manuals/bulletins, magazine articles, books, etc.

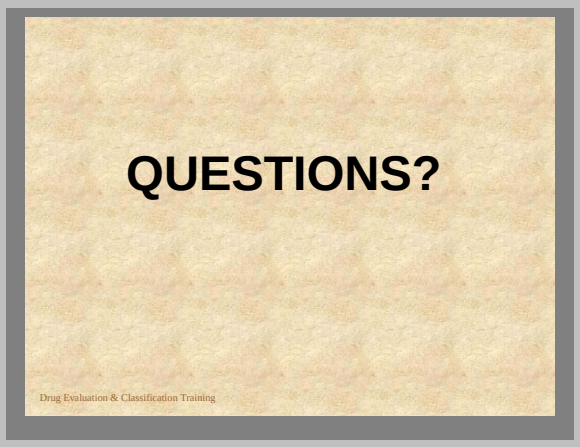
D. Guidelines for Curriculum Vitae Preparation and Maintenance

Refer students to sample Curriculum Vitae's in their manuals and review steps for preparing the Curriculum Vitae and keeping it up-to-date.

- List information in chronological order.
- Review and update Curriculum Vitae frequently and record date of review.

Review the sample Curriculum Vitae's briefly with the students.

Session 23-8: Questions



SAMPLE CURRICULUM VITAE NUMBER ONE

SHELTON POLICE DEPARTMENT

Traffic Division

The Curriculum Vitae of:

SERGEANT DAVID CARROLL REGAN
Drug Recognition Expert

Latest update: 3/17/XX

Sgt. David C. Regan

Introduction

Sergeant David Carroll Regan is a supervisor in the Traffic Division, Shelton Police Department. He currently commands the special Impaired Driving Enforcement Activities Squad (IDEAS), a unit he was instrumental in forming. Sgt. Regan is a 15 year veteran of law enforcement. Prior to joining the Shelton Police Department ten years ago, he served for five years as a deputy with the Fairfield County Sheriff's Department.

Sergeant Regan has been assigned to the Traffic Division since his promotion to sergeant on 11/18/YY. His duties have included coordination of speed and DWI enforcement activities, the Joint Shelton-Derby Task Force for Sobriety Checkpoints, the Officer Friendly Program, the Motorcycle Safety Education Project, and general supervision of Traffic Division officers. He also serves as the Department's principal instructor for radar speed measurement, Standardized Field Sobriety Testing and Drug Recognition Expert training.

Sergeant Regan holds a Bachelor's Degree in the Administration of Justice from Fairfield University, and currently is a candidate for a Master's Degree in Police Science and Administration at the University of Stratford. He also holds an Instructor Certificate from the State Law Enforcement Training Board.

Sergeant Regan has served on two committees of the Governor's Task Force to Prevent Drunk Driving: The Standardized Field Sobriety Tests Committee and The Paperwork Reduction Committee. The one page Standard Notetaking Guide for Field Sobriety Testing that is employed by all departments statewide was designed by him.

Law Enforcement Experience

11/18/YY to Present	Sergeant, Traffic Division Shelton Police Department Supervisor, IDEAS Unit Drug Recognition Expert Program Coordinator
7/8/ZZ to 11/17/YY	Patrol Officer First Class Training and Operations Shelton Police Department Unit Supervisor, Traffic Law Enforcement Training Branch
9/11/XX to 7/7/ZZ	Patrol Officer Third Precinct, Motorcycle Shelton Police Department

Sgt. David C. Regan

Law Enforcement Experience (continued)

11/5/MM to 9/10/XX	Patrol Officer First Precinct Shelton Police Department
10/10/NN to 11/4/MM	Deputy Traffic Patrol Fairfield County Sheriff's Department

Special Police Training

10/XX	NHTSA/IACP **DRE Instructor Training** (Certified as a DRE Instructor on 11/12/XX)
8/XX	Drug Enforcement Administration **Drug Interdiction Seminar**
11/YY	NHTSA/IACP **Drug Evaluation and Classification Training: DRE School** (Certified as a DRE on 1/28/XX)
10/YY	NHTSA/IACP **Drug Evaluation and Classification Training: PRE School**
3/YY	Southeastern University Institute of Police Technology **Special Conference: Managing DWI Squads**
4/ZZ	International Association of Chiefs of Police **Instructor Training in Horizontal Gaze Nystagmus and Divided Attention Field Sobriety Tests**
10/MM	University of Stanford, Northern Police Institute **Standardized Field Sobriety Testing**
6/NN	Acme Scientific Instruments, Inc. (Certified to perform inspection and repair of the Intoxotector J2Z breath testing instrument on 6/22/NN)

Sgt. David C. Regan

Court Qualification Record

8/VV	Qualified as Drug Recognition Expert in a case involving Phencyclidine impairment. (Judge Sally Grey, 8th District)
11/WW	Qualified as Drug Recognition Expert in a case involving a combination of CNS Stimulant and Narcotic Analgesic. (Judge Lewis Buchanan, Superior Court)
3/WW	Qualified as Drug Recognition Expert in a case involving Cannabis impairment. (Judge Sally Grey, 8th District)
9/UU	Qualified as Drug Recognition Expert in a case involving Narcotic Analgesic impairment. (Judge Jerome Byrnes, 8th District)

Specialized Readings

Title	Author
Drug and Alcohol Abuse	Marc A. Schuckit, M.D.
A Primer of Drug Action	Jerome Jaffee, Robert Petersen and Ray Hodgson
The Practitioner's Guide to Psychoactive Drugs	Ellen L. Bassuk, M.D. and Stephen C. Schoonover, M.D.
Drug Abuse: A Manual for Law Enforcement Officers	Smith, Kline & French (pub.)
Licit and Illicit Drugs	Edward M. Brecher
Chocolate to Morphine	Andrew Weil, M.D. and Winifred Rosen
Cocaine Addiction	U.S. Department of Health and Human Services
Marijuana Alert	Peggy Mann

SAMPLE Curriculum Vitae NUMBER TWO

TRUMBULL POLICE DEPARTMENT

The Curriculum Vitae of:

OFFICER ANN MARIE REED
Drug Recognition Expert

Latest Update: 4/25/YY

Officer Ann M. Reed

Introduction

Officer Ann Marie Reed is an eight year veteran with the Trumbull Police Department. She is currently assigned to the Special Operations Branch of the Administrative Division, where she serves as a Narcotics Enforcement Officer. Previously, she has served in the same Branch as a Vice Enforcement Officer, and as a patrol officer in the Department's first and second precincts.

Officer Reed is a graduate of Monroe College, with the Bachelor's Degree in Police Science and Administration. She is currently a candidate for the JD Degree at the Law School of the University of Bridgeport.

Law Enforcement Experience

5/12/VV to Present	Narcotics Enforcement Officer and Drug Recognition Expert Special Operations Branch Trumbull Police Department
3/26/WW to 5/11/VV	Vice Enforcement Officer Special Operations Branch Trumbull Police Department
9/23/XX to 3/25/WW	Patrol Officer First Precinct Trumbull Police Department
8/28/NN to 9/22/XX	Patrol Officer Second Precinct Trumbull Police Department
5/15/NN to 8/25/NN	Trainee Fairfield County Regional Police Academy (Graduated 8/25/NN)

Special Police Training

2/YY	University of Norwalk, Police Science Institute **Seminar: Packaging and Transport of Illicit Drugs**
10/VV	University of Norwalk, Police Science Institute **Seminar: Suppression of Drug-related Crime**
3/VV	NHTSA/IACP **Drug Evaluation and Classification Training: DRE School** (Certified as a DRE on 5/22/VV)

Officer Ann M. Reed

Special Police Training (Continued)

2/VV Fairfield County Regional Police Academy
Drug Evaluation and Classification Training: PRE-School

10/WW Fairfield County Regional Police Academy
Standardized Field Sobriety Testing

Publications Authored

Reed, Ann M. and Cockroft, Robert S., "Narcotics Enforcement Tactics for the Medium-sized Department"; The Police Chief. January 17, 19XX.

Reed, Ann M., Procedures for Requesting Drug Recognition Expert Services; Training Bulletin for the Trumbull Police Department. 6/VV.

Reed, Ann M., Recognizing the Heroin Addict; Training Bulletin for the Trumbull Police Department. 1/VV.

Court Qualification Record

11/WW Qualified as an expert witness for identification of Heroin impairment. (Judge Michael Adkins, 7th District)

3/WW Qualified as a Drug Recognition Expert in a case involving a combination of CNS Stimulant and Narcotic Analgesic. (Judge Roberta Mayer, 7th District)

9/ZZ Qualified as an expert witness for identification of "track" marks. (Judge Charles Peltier, 7th District)

Specialized Readings

Title	Author
Signs and Symptoms Handbook	Barbara McVan, M.D.
Drugs From A to Z	Richard R. Lingeman
Guide to Psychoactive Drugs	Richard Seymour and David E. Smith, M.D.
Addictions: Issues and Answers	Robert M. Julien, M.D.
Report on Synthetic China White: Fentanyl	Det. James Miller, LAPD