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Virginia M. Barry, Ph.D. Commissioner of Education Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION 101 Pleasant Street Concord, N.H. 03301 FAX 603-271-1953 Citizens Services Line 1-800-339-9900

January 16, 2013

Her Excellency, Governor Margaret Wood Hassan And the Honorable Council State House Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Department of Education (DOE) to enter into a contract with Michael H. Kelleher, Newmarket, New Hampshire (Vendor code 160124) for the purpose of providing social media and forensic software investigation work, in an amount not to exceed \$4,525.00, effective February 12, 2014 or upon Governor and Council approval, whichever is later, through June 30, 2014. 100% Other Funds.

Funding is available in an account titled Education Credentialing as follows:

06-56-56-564510-62040000-046-500464

FY 2014 \$4,525.00

EXPLANATION

Mr. Kelleher will provide social media and forensic software investigations for the Department upon approval of this agreement. An advertisement was published in the Union Leader newspaper from July 1 through July 3, 2013 and posted on the Department website from July 1 through July 19, 2013. One (1) detailed response to the Request for Proposals was received. New Hampshire Department of Education staff members Dr. Judith Fillion, Steve Berwick and Jeff Blaney, who are knowledgeable about the services needed, reviewed the proposal and recommended contracting with Michael Kelleher. This vendor has had extensive knowledge of and experience in the use of the Department's forensic software, which is employed in the analysis of computer data associated with educator misconduct cases. There is a currently backlog in the investigation of some cases.

The selection team determined that due to his extensive experience in law enforcement, educator misconduct and investigations, Michael Kelleher is an appropriate candidate for this contract.

Should Other Funds become no longer available; General Funds will not be requested to support this program.

Respectfully submitted,

Vindeum Dawy Virginia M. Barry, Ph.D. Commissioner of Education

PROPOSAL REVIEW SCORE SHEET

Name	Score 1	Score 2	Score 3	Total Average
Michael Kelleher	94	95	90	93

100 points

- a. (zero to 50 points) a concise abstract of the candidate's experiences that explain the background brought to the role of Trainer;
- b. (zero to 35 points) a description of the services to be provided; and
- c. (zero to 15 points) an itemized budget of cost per hour times the number of hours of contracted service to be provided.

	 FORM NUMBER P-37 (v	version 1/09
Subject:		

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

GENERAL	21 ROVISIONS		
1. IDENTIFICATION. 1.1 State Agency Name	1.2 State Agency Address		
Department of Education	101 Pleasant Street, Concord, NH 03301		
1.3 Contractor Name	1.4 Contractor Address		
Michael H. Kelleher	22 Balsam Way		
1.5 Contractor Phone 1.6 Account Number Number	1.7 Completion Date 1.8 Price Limitation		
603-748-3448 See Exhibit B	June 30, 2014 \$4,525.00		
1.9 Contracting Officer for State Agency	1.10 State Agency Telephone Number		
Dr. Virginia M. Barry, Commissioner	603-271-3142		
1.11 Contractor Signature	1.12 Name and Title of Contractor Signatory		
Michael H. Kellehr MICHAEL H. KELLEITER			
On 1.13 Acknowledgement: State of , County of , County of , before the undersigned officer, person proven to be the person whose name is signed in block 1.11, and indicated in block 1.12. 1.13.1 Signature of Notary Public or Justice of the Peace			
Satricia S. Butle	PATRICIA T. BUTLER NOTARY PUBLIC - NEW HAMPSHIRE My Commission Expires February 6, 2018		
1.13.2 Name and Title of Notary or Justice of the Peace Patricia T Butt	er, Notary Public		
1.14 State Agency Signature	1.15 Name and Title of State Agency Signatory		
Virginia M Buy	Dr. Virgina M. Barry, Commissioner Department of Education		
1.16 Approval by the N.H. Department of Administration, Divis	sion of Personnel (if applicable)		
By: Kaun () Intit	Director, On: 11-22-13		
1.17 Approval by the Attorney General (Form, Substance and E	xecution)		
By: \all \all \all \all \all \all \all \al	xecution) On: 1/27/13		
1.18 Approval by the Governor and Executive Council			
By:	On:		

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date"). 3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination. 6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9. or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.



8. EVENT OF DEFAULT/REMEDIES.

- 8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):
- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or 8.1.3 failure to perform any other covenant, term or condition of this Agreement.
- 8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions: 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination; 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

- 9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.
- 9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.
 9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.
- 10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In

the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

- 14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
- 14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and
- 14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property. 14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.
- 14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be



attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

- 15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").
- 15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.
- 16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.
- 17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.
- **18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

- intent, and no rule of construction shall be applied against or in favor of any party.
- **20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
- **21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.
- **22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.
- 23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.
- **24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.



EXHIBIT A

Effective upon Governor and Council approval through June 30, 2014, the contractor will investigate educator misconduct using forensic software and social media, as outlined in Education Rule 511.05. www.gencourt.state.nh.us/rules/ed500.html

- 1. Provide forensic analysis of computer data sets employing the sophisticated software tool acquired by the Department.
- 2. Assist the Department in reducing educator misconduct investigation caseloads.

EXHIBIT B

Investigation activities \$55 per hour for approximately 4 hours per week.

Limitation on Price: FY 2014 \$4,525

The total amount not to exceed \$4,525.00, effective upon Governor and Council approval through June 30, 2014.

Funding is available in account titled Certification as follows.

06-56-56-564510-62040000-046-500464

FY 2014

\$4,525.00

Method of Payment:

Payment to be made on the basis of bi-weekly or monthly invoices which are supported by a summary of activities that have taken place in accordance with the terms and conditions of the contract as stated in Exhibit A. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed.

Invoices will be submitted to:

Marjorie Schoonmaker Division of Program Support NH Department of Education 101 Pleasant Street Concord, NH 03301

Contractor Initials Att Date 2/12/14

EXHIBIT C Authorize waiver of the insurance provision 14.1.1-14.3. Contractor will carry appropriate levels of automobile insurance during the term of this contract.

Contractor Initials M/C
Date 2/12/14



NEW HAMPSHIRE INSURANCE CARD

INSURED KELLEHER, MICHAEL VOL

POLICY NUMBER EFFECTIVE
YR 2006 MAKE HONDA OCT 07 2013 TO APR 07 2014

MODEL RIDGELINE
AGENT JESSICA O'NEILL 2027-BC4

PHONE (503)432-4506 NAIC 25178

A BODILY INJURY/PROPERTY DAMAGE LIABILITY
C MEDICAL PAYMENTS
D 500 DEDUCT COMPREHENSIVE
Q 500 DEDUCT COLLISION
R1, U, S, Z

SEE REVERSE SIDE FOR ADDITIONAL COVERAGE INFORMATION

I, Michael H. Kelleher, was the Investigator for Educator Misconduct for the New Hampshire Department of Education from 1999 to 2013, a period of fourteen years. I investigated 2000+ cases and solely handled all aspects of that position.

At the direction of the Director of the Division of Program Support I will provide the services listed:

- 1. Provide one on one training in the area of initiating investigations of educator misconduct complaints that come to the attention of the Division Director.
- 2. Orient new investigator to agencies that are involved in local, state, and federal investigations of educator misconduct.
- 3. Mentor in the area of maintaining an accurate and confidential secure file management system, including computer applications on investigations and the use of forensic software.
- 4. Mentor in the area of collaborating with the New Hampshire Department of Safety, Division of State Police, Central Repository of Criminal Records on issues related to school employment background investigation.

I, Michael H. Kelleher, will be availab	ble upon request of the Director of the Division
of Program Support at a fee of 55 dollars	per hour for the length of the contract.

MICHAEL H. KELLEHER

PAST EMPLOYMENT

Contracted Investigator Educator Misconduct NH Department of Education 1999 to 2013

PAST EMPLOYMENT:

Instructor Hesser College Manchester, New Hampshire 1997 to 1999

Deputy Sheriff Hillsborough Superior Court Nashua, New Hampshire 1994 to 1999

Lieutenant Nashua Police Department Nashua, New Hampshire 1973 to 1994

CAREER OBJECTIVE;

To work for and be member of a progressive organization where my skills, knowledge, and abilities will contribute to the organization's goals and objectives.

ADDRESS:

FAMILY:

EDUCATION:

St. John's Prep School
Danvers, Massachusetts

St. Anselm's Collage Associate in Science Criminal Justice, 1978 St. Anselm's College Bachelor of Arts Criminal Justice, 1988

University of Massachusetts-Lowell Master of Arts Criminal Justice, 1998

SCHOOLS AND TRAINING:

(Cite attached list)

LAW ENFORCEMENT EXPERIENCE: (21 YEARS OF SERVICE)

Patrolman, Uniform Division	May 23, 1973 to 1980
Special Reaction Team (SWAT)	1974 to 1980
Master Patrolman	1981
Detective, Youth Services Division	1980 to 1983
Emergency Preparedness Officer	1983 to 1984
Detective, Criminal Investigation Division	1984 to 1985
Crime Prevention Officer	1985 to 1989
Sergeant	19 87
Planning & Research Specialist	1989 to 1994
Lieutenant, Divisional Supervisor	1990
Crime Analysis Specialist	1989 to 1994
Retired	June 30, 1994

Veteran U.S. Army 1968 to 1971

COMMITTEES AND BOARDS:

Nashua Fraudulent Check Assoc. (Past President)

Nashua Task Force on Alcohol and Drugs (Past Member)

Greater Nashua Committee on Mental Health Planning (Past Member)

Nashua Housing Authority Drug Elimination Committee (Past Member)

Nashua Police Athletic League, Board of Directors (Past Member)

Nashua Police Relief Association, Board of Directors (Past Member)

New Hampshire MS Board of Director (Past Member)

New Hampshire Retired Law Enforcement Association (Past President)

ASSOCIATIONS:

American Heart Association (Instructor-Trainer)

American Society of Industrial Security (Past Member)

International Association of Law Enforcement Planners (Past Member)

New Hampshire Police Association

Nashua Police Relief Association

Nashua Police Athletic League (Past Member)

New Hampshire Retired Law Enforcement Officer Association

AWARDS:

American Legion Good Citizenship Award (Jr. High School)
Most Spirited Athlete Award (High School)
Police Officer of Year, Nashua Exchange Club
Police Officer of Year, Nashua Veterans of Foreign Wars
Police Volunteer Award of the Year, Nashua Police Athletic League
MS Society of New Hampshire Volunteer Award
Letters of Recognition, Nashua Police Department

SKILLS, KNOWLEDGE, AND ABILITIES:

Investigative Skills Computer Forensic Skills Record Management Experience Instructor Ratings & Experience Project Planning and Completion Grant Proposals and Management **Emergency Planning and Operations Emergency Medical Services Telecommunications Systems** Security Systems Computer Literate Alcohol and Drug Abuse Education Security and Safety Issues **Total Quality Management** Statistical Training Personnel Testing and Screening **Budget Preparations and Accounting** Management Training and Skills Special Weapons and Tactics Training

TRAINING 1999;

NASDTEC Professional Practice Institute NH DOE VAX Computer NASDTEC Clearinghouse Data Base Access II TRAINING 2000

NH Attorney General Task Force on Child Abuse
Threat Assessment, U.S. Secret Service (School Violence Detection)
Creating Safe Harbors, CDC (Racial and Sexual Harassment Conference)

TRAINING 2001 Encase Computer Forensics Training
TRAINING 2002 NASTDEC Professional Practice Institute
TRAINING 2003 Encase Computer Forensics Training (Massachusetts)

TRAINING 2004	11th Annual Law Conference, Portland, Maine
TRAINING 2005	NASTDEC Professional Practice Institute
TRAINING 2006	NASTDEC Professional Practice Institute
TRAINING 2007	NASTDEC Professional Practice Institute
	Internet Use Legal Issues UNH-Manchester
TRAINING 2008	NASDTEC Professional Practice Institute
TRAINING 2010	Educator Conduct Issues UNH-Manchester

CHARACTER REFERENCES:

Virginia M. Barry, Ph,D Commissioner of Education 101 Pleasant Street Concord, New Hampshire 03301 603 271 3144

Alexander J. Blastos 72 Quarry Circle Milford, New Hampshire 03055 (603) 673-0437

Cathleen Cavell, Esquire
Massachusetts Department of Elementary and Secondary Education
45 Pleasant Street
Malden, Massachusetts 01952
(781)388-3403

COLLEGE COURSES INSTRUCTED:

Introduction to Criminal Justice
Juvenile Justice and Delinquency
Criminology
Police Administration
Police and Society

Constitutional Law and Procedure

Management, Treatment, and Rehabilitation of Offenders

Drugs and Drug Abuse in Society

Crisis Intervention and Introduction to Victimology

Report Writing and Interviewing

Criminal Investigation

Crime and Incident Analysis

Critical Issues in Criminal Justice

Community Policing and Crime Prevention

Organizational Behavior

Introduction to Computers (Windows, MS-Office 97)