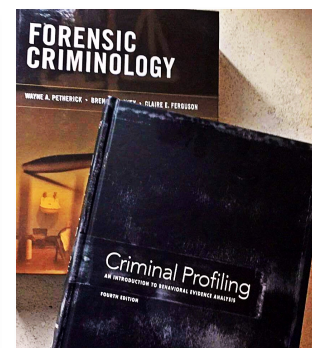
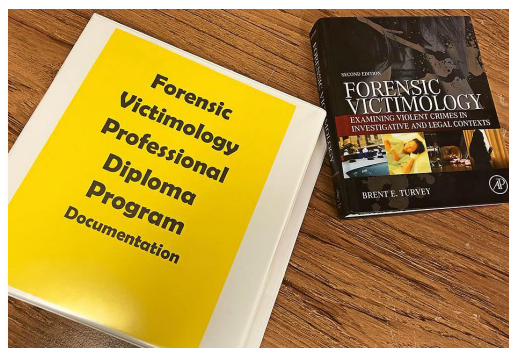


# Student Handbook 2019-2020

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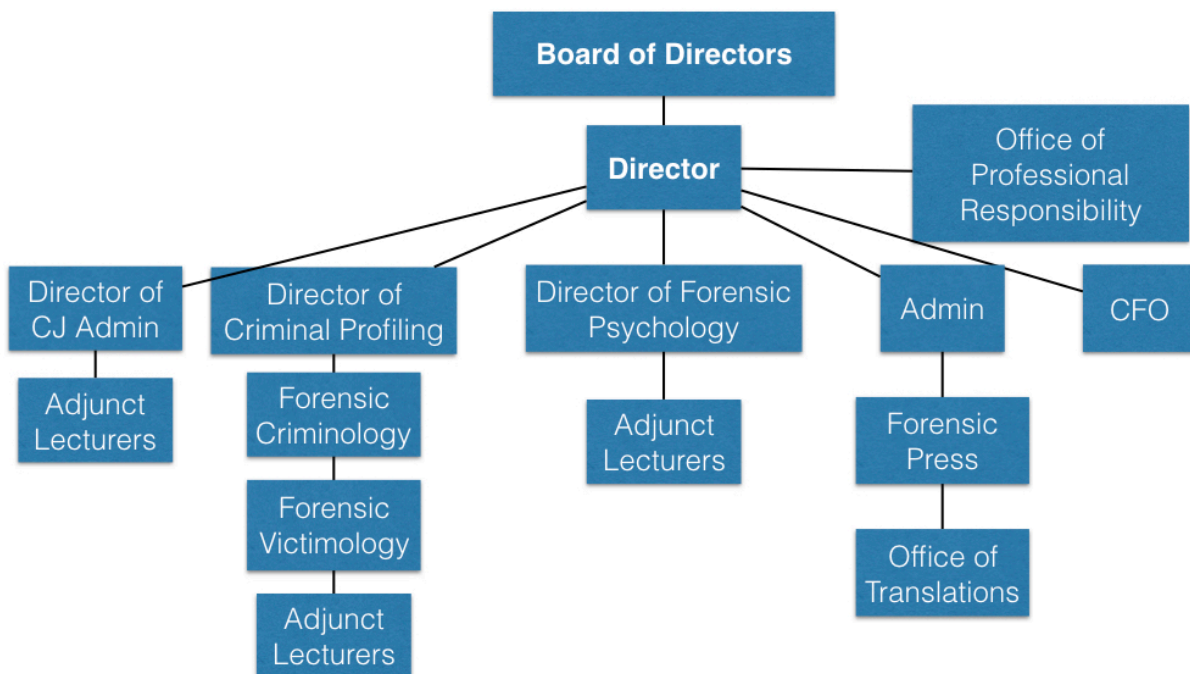
# Section 1:

## Organizational Chart

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### Organizational Chart

2016-2017



## Section 2:

# Board of Directors & Other Members

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The Forensic Criminology Institute is advised by a Board of Directors. The Board is responsible for the hiring and retention of a Director responsible for operating the Institute. The Board is further responsible for advising the Director as may be needed, both as individual members and as a body. There may be no fewer than 3 (three) and no more than 5 (five) Board members total.

New board Members are recommended by the Director, and confirmed by the existing Board with a majority vote. New Board Members must be voted in by a majority vote of the Board. Board Members serve for life. The board is empowered to form any and all committees necessary for the successful operation of the Institute.

Since November 1, 2016, *The Board of Directors* has been comprised of the following case-working scholars:

- **W. Stan Crowder, PhD**  
Professor of Criminal Justice  
Kennesaw State University, Georgia

- **Jodi Freeman, MCrim**  
Forensic Criminologist  
Forensic Solutions, LLC, Sitka, Alaska
  
- **Aurelio Coronado Mares, PhD**  
Forensic Psychologist, Professor of Forensic Psychology  
Universidad de Ciencia Aplicada, Aguascalientes, Mexico
  
- **Michael McGrath, MD**  
Forensic Psychiatrist, Consultant  
Socio-Legal Clinic, Monroe County, New York



# The Forensic Criminology Institute



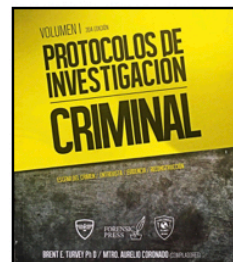
**Mtro. Aurelio Coronado Mares**  
*Director, Forensic Psychology Programs*  
 (Sitka, Alaska, USA & Aguascalientes, MEX)

*Bachelors - Psychology*  
*Masters - Forensic Science*

*Diplomate - Academy of Behavioral Profiling*  
 Board Certification#: 908814



Forensic examiner and expert witness.  
 Forensic Psychologist & Professor of  
 Forensic Psychology at *Universidad de*  
*Ciencia Aplicada*. Author, and lecturer to the  
 Supreme Court of Mexico. President of the  
 College of Psychologists in Aguascalientes.



# The Forensic Criminology Institute

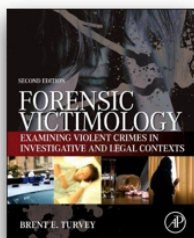
**Instructor /  
 Board of Directors**



**Jodi Freeman, MCrim**  
*Instructor & Board of Directors*  
 Forensic Criminology Institute

*Bachelor's - Health Sciences & Criminology*  
*Masters - Criminology*

*Diplomate - Academy of Behavioral Profiling*  
 Board Certification#: 908813



Contributor to *Criminal Profiling, 4th Ed* &  
*Forensic Victimology, 2nd Ed* (Elsevier); and  
 co-author of *Victimology Forenses, Vol. 1-3*  
 (Forensic Press).



# The Forensic Criminology Institute

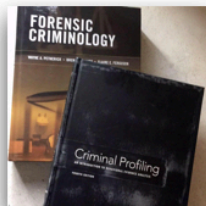


## **Michael McGrath, MD**

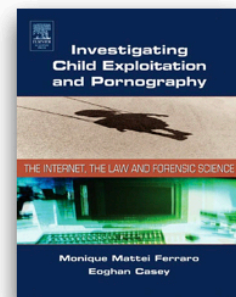
*Instructor & Board of Directors,  
Forensic Criminology Institute*

*Medical Degree  
Board Certified in Forensic Psychiatry*

*Diplomate - Academy of Behavioral Profiling  
Board Certification#: 908833*



Consultant, Socio-Legal Clinic, Monroe County, NY; Former Medical Director and Chair, Department of Behavioral Health, Unity Health System, Rochester, NY; Expert witness, forensic mental health; Past President, IAFC.



# The Forensic Criminology Institute



## **Deimer Melendez-Cardona, D-ABP**

*Instructor, Forensic Criminology Institute*

*Intendente, Policía Nacional de Colombia;  
Analista en Comportamiento y Perfilación Criminal, Dirección de Investigación Criminal e Interpol*

*Diplomate - Academy of Behavioral Profiling  
Board Certification#: 908824*





CFO



**Courtney L. Ainslie**  
CFO, Forensic Criminology Institute

*Associate of Applied Science,  
Business Administration*

*Bachelor of Business Administration  
(Emphasis Accounting; April 2017)*

Certified Accounting Technician

*Member, Alaska Government Finance  
Officers Association (AGFOA)*

*Member, Alaska Society of Certified  
Public Accountants (AKCPA)*



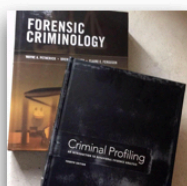
Director of  
Criminal Profiling



**Brent E. Turvey, PhD**  
*Director, Forensic Criminology Institute  
(Sitka, Alaska, USA & Aguascalientes, MEX)*

*BS - History; BS - Psychology  
MS - Forensic Science  
PhD- Criminology  
Diplomate - Academy of Behavioral Profiling  
Board Certification#: 908814*

Forensic scientist and criminal profiler:  
20 years experience as a forensic examiner,  
expert witness, author, and university lecturer.





## Section 3:

# Admission Requirements

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The Forensic Criminology Institute has an open admissions policy for those registering for individual workshops, courses, and seminars. This allows students and professionals to register for and complete individual subjects without seeking to complete a professional diploma program.

Minimum requirements for student admission into any of the The Institute's Professional Diploma Programs are as follows:

1. Be a member of the International Association of Forensic Criminologists in good standing (student or otherwise); or in the process of applying for membership.
2. Hold at least a bachelor's degree, or be working on such a degree, or the recognized equivalent, from an acceptable institution. For example, any degree or institution that offers credentials based on life experience or mere payment of fees would be viewed as unacceptable.
3. Have a satisfactory scholastic average.
4. Possess adequate skills to conduct research and write at a postgraduate level.

5. Do not have a history of felony convictions.
6. Do not have a history of violent crime convictions.
7. Do not have a history of drug related convictions.

Satisfying minimal standards does not guarantee student admission, since the number of qualified applicants may exceed the number of student slots available in a given program. Exceptions may be made upon appeal to the Board and the Director, given a sufficient explanation or basis is provided.

Failure to be honest or forthcoming regarding any of the above issues may result in expulsion from the Institute, and forfeiture of any fees or tuitions paid.

# Section 4: Sexual & Gender-Based Harassment Policy

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The Forensic Criminology Institute is committed to maintaining a safe and healthy learning environment. This means that no one may be excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex, sexual orientation, or gender identity. Gender-based and sexual harassment, including sexual violence, are forms of misconduct and discrimination that deny or limit an individual's ability to participate in or benefit from Institute programs or activities.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: *Title IX of the Education Amendments of 1972*, which prohibits discrimination on the basis of sex in the Institute's programs or activities; relevant sections of the *Violence Against Women Reauthorization Act*; *Title VII of the Civil Rights Act of 1964*, which prohibits discrimination on the basis of sex in employment; and Alaska State laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity.

Violations of this policy may be reported to the Director, or to the Office of Professional Responsibility.

# Section 5:

## Faculty Code of Professional Conduct

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The Forensic Criminology Institute's Faculty Code of Professional Conduct applies to all of those who work and / or volunteer for the Institute in any capacity. It is adapted from Crowder and Turvey (2013)<sup>1</sup>. It is intended to identify unprofessional and unethical faculty; and to protect the ethical professionals from false accusations, as well as from the appearance of impropriety. Adherence will also help to create clear professional boundaries and deter students with exploitative agendas.

Violations of this code will be Investigated by the Institute's *Office of Professional Responsibility (OPR)*, and may result in formal advisements, warnings, suspensions, or termination of contracts without pay. The current Assistant Director in charge of the OPR is Dr. Stan Crowder.

The code is as follows:

- (1) Be professional at all times when representing The Institute.
- (2) Never engage in illegal activity, or activity that would tend to harm the reputation of The Institute.

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<sup>1</sup> Crowder, S. & Turvey, B. (2013) *Ethical Justice: Applied Issues for Criminal Justice Students and Professionals*, San Diego: Elsevier Science.



- (3) Do not have any felony convictions; report all criminal charges and convictions to The Institute's OPR immediately.
- (4) Do not have a history that involves leaving a prior position related to true allegations or instances of criminal activity, misconduct, or serious ethical violations.
- (5) Never do any work for The Institute while impaired, either from alcohol, prescription medication or any other cause.
- (6) Always be truthful.
- (7) Maintain a professional resume, keep it current, and routinely update it with The Institute.
- (8) Never misrepresent your qualifications, affiliations, training, experience, or accomplishments.
- (9) Never misrepresent your professional authority or relationship with The Institute.
- (10) Never engage in romantic or sexual relationships with current students; and avoid romantic or sexual relationships with subordinates as these relationships are inherently problematic due to concerns regarding professional demeanor and power differentials.

- (11) Blackmail and/or extortion of Institute faculty, staff, students or their family members.
- (12) Sexual coercion, which refers to the psychological, emotional, chemical or physical manipulation of one person by another for sexual purposes.
- (13) Give all students and assistants appropriate credit for the work that they do in association with your work, and that of The Institute.
- (14) Never press a student into employment outside of The Institute, unless under the aegis of an approved internship.
- (15) If you meet with a student alone, keep room doors open at all times.
- (16) If you meet with a student off campus, do so in public and in a manner that makes boundaries clear.
- (17) Be cautious about accepting inappropriate gifts from students to help to avoid the appearance of favoritism.
- (18) Communicate with students using staff email; document all pertinent conversations with an email.
- (19) Award grades fairly, based on performance only, and in a timely fashion.

- (20) Never inflate a grade out of pity or a belief that the student could have done better; or in exchange for an inducement or consideration.
- (21) Be knowledgeable, and remain current, in your areas of instruction.
- (22) Do not misrepresent the current state of science, scientific references, or research.
- (23) Do not misrepresent the policies, mission, or positions of The Institute.
- (24) Do not discriminate against students, coworkers, or colleagues on the basis of race, color, gender, sexual orientation, creed, or religion.
- (25) Do not violate the trust or confidence of students or coworkers by sharing confidential information learned during the course of conducting business for The Institute without permission.
- (26) Seek out opportunities for continued professional training and collaboration.
- (27) Be physically and emotionally capable of teaching; in other words be fit to teach when teaching.

- (28) Never use the teaching materials of others without clear citation, reference, or acknowledgement.
- (29) Never complete a student's assignments or assessments for them.
- (30) Avoid professional affiliations with unethical and exploitative individuals or organizations, whenever possible.
- (31) Avoid conflicts of interest with respect to any work outside of the Institute whenever possible.
- (32) Report all violations of Institute Codes to the Director, or The OPR, in writing, regardless of personal feelings.



# Section 6:

## Student Code of Conduct

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The The Forensic Criminology Institute's Student Code of Conduct applies to all of those who are accepted into any of the programs offered by The Institute. It is adapted from Crowder and Turvey (2013)<sup>2</sup>.

Violations of this code will be Investigated by the Institute's *Office of Professional Responsibility (OPR)*, and may result in suspension or expulsion without refund of any fees or tuitions paid.

Students are subject to disciplinary action for any of the following:

1. Conduct that violates local, state, or federal laws.
2. Illegal possession, use, sale, or distribution of alcohol and non-prescription drugs on campus, or at Institute functions.
3. Conduct that constitutes a threat or danger to the personal safety of other members of the Institute community. This may include the following: gross negligence, driving under the influence, assault, attempted assault, the threat of

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<sup>2</sup> Crowder, S. & Turvey, B. (2013) *Ethical Justice: Applied Issues for Criminal Justice Students and Professionals*, San Diego: Elsevier Science

assault, sexual assault, sexual and other forms of harassment, sexual exploitation, and stalking.

4. Conduct that obstructs, seriously impairs, attempts to obstruct or seriously impair Institute-run or Institute-authorized activities.
5. Intentional harassment of another person. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, unwanted contact, unwanted photography, following or persistently bothering or annoying another person. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, handicap, sexual orientation, and creed.
6. Making false statements to Institute faculty or staff.
7. *Cheating* on assignments, exams, or other assessments. Defined as any dishonest behavior that is intended to secure an unfair advantage.
8. *Plagiarism*, defined as the use of intellectual property (e.g., words, constructs, inventions, or ideas) without proper acknowledgment, giving others the false impression that it is original work.
9. Fabrication of information, references, or data.

10. Theft or damage of intellectual property; intentionally stealing or destroying the work of another.
11. Faking illnesses, emergencies, or victimization.
12. Engaging in inappropriate relationships, or those that cause or promote ethical dilemmas (e.g., sexual relationships with Institute faculty or staff).
13. *Stalking*, defined as the repeated and persistent unwanted communication or contact that creates fear in the target.
14. Blackmail and/or extortion of Institute faculty, staff, students or their family members.
15. Sexual coercion, which refers to the psychological, emotional, chemical or physical manipulation of one person by another for sexual purposes.
16. Failure to report violations of Institute Codes of Conduct to the OPR.

## Section 7: Contact Information

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The Forensic Criminology Institute is compliant with international accreditation standards set forth by the Global Forensic Alliance, and is authorized by the Alaska Commission on Post-Secondary Education. Contact us today with any questions.

### **Brent E. Turvey, PhD**

*Director, Forensic Criminology Institute*

Sitka, Alaska (United States)

Email: [brent.turvey@forensic-institute.com](mailto:brent.turvey@forensic-institute.com)

### **Aurelio Coronado Mares, PhD**

*Director, Forensic Psychology Programs*

Aguascalientes, MEX (Español)

Email: [aurelio.coronado@forensic-institute.com](mailto:aurelio.coronado@forensic-institute.com)

### **Stan Crowder, PhD**

*Asst. Director, Office of Professional Responsibility*

Kennesaw, Georgia (United States)

Email: [stan.crowder@forensic-institute.com](mailto:stan.crowder@forensic-institute.com)



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