ESSEX COUNTY COLLEGE
PUBLIC SAFETY ACADEMY

TRAINING CATALOG

ESSEX COUNTY COLLEGE
Public Safety Academy
250 Grove Avenue
Cedar Grove, NJ 07009
P: 973-877-4350
F: 973-239-8842
E: pacademy@essex.edu
www.essex.edu/pacademy
# Table of Contents

## Section 1: BASIC RECRUIT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic County Corrections Course</td>
<td>September 4</td>
<td>5</td>
</tr>
<tr>
<td>Basic Course for Police Officer</td>
<td>January 2016 (TBD)</td>
<td>6</td>
</tr>
<tr>
<td>Basic Juvenile Detention Course</td>
<td>TBA</td>
<td>7</td>
</tr>
<tr>
<td>Special Law Enforcement Officer II</td>
<td>February 2016 (TBD)</td>
<td>8</td>
</tr>
</tbody>
</table>

## Section 2: EMERGENCY MEDICAL SERVICES/EMERGENCY PREPAREDNESS COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Borne Pathogens Refresher</td>
<td>September 30</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Medical Technician Accelerated Course</td>
<td>November 16</td>
<td>10</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-A (Weekend)</td>
<td>November 7</td>
<td>11</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-B (Weekend)</td>
<td>November 14</td>
<td>12</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-C (Weekend)</td>
<td>November 21</td>
<td>13</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-A (Airway)</td>
<td>December 7</td>
<td>14</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-B (Medical)</td>
<td>December 8</td>
<td>15</td>
</tr>
<tr>
<td>EMT-Integrated Refresher Program, Session-C (Trauma)</td>
<td>December 9</td>
<td>16</td>
</tr>
<tr>
<td>Haz-Mat Awareness (Evening)</td>
<td>October 5</td>
<td>17</td>
</tr>
<tr>
<td>Haz-Mat Operations (Evenings)</td>
<td>October 6-7</td>
<td>18</td>
</tr>
<tr>
<td>Incident Command System 200 (Evenings)</td>
<td>September 8-9</td>
<td>19</td>
</tr>
<tr>
<td>Incident Command System 200</td>
<td>Sept. 21-22 &amp; 28-29</td>
<td>20</td>
</tr>
<tr>
<td>Incident Command System 300</td>
<td>October 13-15</td>
<td>21</td>
</tr>
<tr>
<td>Incident Command System 300 (Evenings)</td>
<td>Oct.19-21 &amp; 26-28</td>
<td>22</td>
</tr>
<tr>
<td>Incident Command System 400</td>
<td>September 14-15</td>
<td>23</td>
</tr>
<tr>
<td>Incident Command System 400 (Evenings)</td>
<td>Sept. 14-15&amp; 17-18</td>
<td>24</td>
</tr>
<tr>
<td>Right to Know Refresher (Evening)</td>
<td>September 30</td>
<td>25</td>
</tr>
<tr>
<td>Tactical Combat Casualty Care</td>
<td>September 25</td>
<td>26-27</td>
</tr>
</tbody>
</table>

## Section 3: BTC/EMD TELECOMMUNICATION COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APCO-Public Safety Telecommunicator / Basic 911</td>
<td>October 19-23</td>
<td>28</td>
</tr>
<tr>
<td>Emergency Medical Dispatch (Basic)</td>
<td>December 7-10</td>
<td>29</td>
</tr>
<tr>
<td>Emergency Medical Dispatch Refresher</td>
<td>November 13</td>
<td>30</td>
</tr>
<tr>
<td>Public Safety Telecommunicator Refresher</td>
<td>September 22</td>
<td>31</td>
</tr>
</tbody>
</table>
## Section 4: FIREARMS COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault Rifle Instructors Course</td>
<td>October 5 – 9</td>
<td>32</td>
</tr>
<tr>
<td>F.A.T.S. Train-the-Trainer</td>
<td>Contact Range Master</td>
<td>33</td>
</tr>
<tr>
<td>Firearms Requalification</td>
<td>Contact Range Master</td>
<td>34</td>
</tr>
<tr>
<td>Firearms Requalification for Retired L.E. Officers</td>
<td>Contact Range Master</td>
<td>35</td>
</tr>
<tr>
<td>Level I Tactical Pistol Course</td>
<td>September 23</td>
<td>36</td>
</tr>
</tbody>
</table>

## Section 5: PROFESSIONAL DEVELOPMENT COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Spokesperson Seminar (New Course)</td>
<td>December 17-18</td>
<td>37</td>
</tr>
<tr>
<td>Analyzing the Attorney General’s Internal Affairs Policy &amp; Procedure</td>
<td>November 13</td>
<td>38</td>
</tr>
<tr>
<td>Chemical Immobilization of Animals</td>
<td>November 4-5</td>
<td>39-40</td>
</tr>
<tr>
<td>Clerical and Office Staff Support Job Enhancement</td>
<td>August 14</td>
<td>41</td>
</tr>
<tr>
<td>Controlling Absenteeism</td>
<td>October 30</td>
<td>42</td>
</tr>
<tr>
<td>Crime Prevention for Community Policing Officers (New Course)</td>
<td>September 21-25</td>
<td>43</td>
</tr>
<tr>
<td>Crisis Intervention Training</td>
<td>September 14-18</td>
<td>44-45</td>
</tr>
<tr>
<td>Crisis Intervention Training</td>
<td>December 7-11</td>
<td>46-47</td>
</tr>
<tr>
<td>Document Fraud for Law Enforcement &amp; Facial Recognition Technology (New Course)</td>
<td>September 29</td>
<td>48</td>
</tr>
<tr>
<td>Documenting Discipline &amp; Dealing w/ Difficult Employees</td>
<td>November 20</td>
<td>49</td>
</tr>
<tr>
<td>GDL for Law Enforcement</td>
<td>September 10</td>
<td>50</td>
</tr>
<tr>
<td>HIDTA- Crimes &amp; Social Media</td>
<td>October 19-20</td>
<td>51</td>
</tr>
<tr>
<td>Internal Affairs-Current Trends</td>
<td>December 11</td>
<td>52</td>
</tr>
<tr>
<td>Internal Affairs Investigation: Officer Involved Shooting</td>
<td>November 2-3</td>
<td>53</td>
</tr>
<tr>
<td>Managing Police or Corrections Training Function</td>
<td>October 8-9</td>
<td>54</td>
</tr>
<tr>
<td>Methods of Instruction</td>
<td>November 16-24</td>
<td>55</td>
</tr>
<tr>
<td>National White Collar Crime Center (NW3C) Training (New Course)</td>
<td>October 16</td>
<td>56</td>
</tr>
<tr>
<td>New Jersey Police Records Management</td>
<td>October 5-6</td>
<td>57</td>
</tr>
<tr>
<td>“OPRA” Seminar for Law Enforcement Records (New Course)</td>
<td>October 9</td>
<td>58</td>
</tr>
<tr>
<td>Pedestrian Safety Enforcement Training “Cops in the Crosswalk “</td>
<td>September 30</td>
<td>59</td>
</tr>
<tr>
<td>Pedestrian Safety Enforcement Training “Cops in the Crosswalk “</td>
<td>October 2</td>
<td>60</td>
</tr>
<tr>
<td>Police Verbal De-Escalation (New Course)</td>
<td>November 23</td>
<td>61</td>
</tr>
<tr>
<td>Policing the Police</td>
<td>October 2</td>
<td>62</td>
</tr>
<tr>
<td>Pre-Employment Background Investigation</td>
<td>December 14-15</td>
<td>63</td>
</tr>
<tr>
<td>Radar Instructor Refresher Class</td>
<td>September 18</td>
<td>64</td>
</tr>
<tr>
<td>Report Writing for Collision Investigation</td>
<td>October 22</td>
<td>65</td>
</tr>
<tr>
<td>Responding to Calls of Crimes in Progress (New Course)</td>
<td>November 12-13</td>
<td>66</td>
</tr>
<tr>
<td>Search and Seizure Update</td>
<td>September 23</td>
<td>67</td>
</tr>
<tr>
<td>Search Warrants 101</td>
<td>September 22</td>
<td>68</td>
</tr>
<tr>
<td>Shopping Malls &amp; Other “Soft Target” Facilities under Threat (New Course)</td>
<td>August 17-18</td>
<td>69</td>
</tr>
</tbody>
</table>
### Section 5: PROFESSIONAL DEVELOPMENT COURSES (cont.)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Encounters (New Course)</td>
<td>September 25</td>
<td>70</td>
</tr>
<tr>
<td>Stress Management for Police Officers (Train the Trainer)</td>
<td>December 14</td>
<td>71</td>
</tr>
<tr>
<td>(New Course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title 2C Refresher (New Course)</td>
<td>September 24</td>
<td>72</td>
</tr>
<tr>
<td>Title 39: A Bike’s –Eye View</td>
<td>September 3</td>
<td>73</td>
</tr>
<tr>
<td>Title 39: A Bike’s –Eye View</td>
<td>September 15</td>
<td>73</td>
</tr>
<tr>
<td>Use of Force &amp; Domestic Violence</td>
<td>September 21</td>
<td>74</td>
</tr>
<tr>
<td>Weingarten, Garrity, Loudermill &amp; Miranda Rights</td>
<td>October 16</td>
<td>75</td>
</tr>
</tbody>
</table>

### Section 6: FBI SPONSORED CLASSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE(S)</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview and Interrogation</td>
<td>October 13-14</td>
<td>76</td>
</tr>
<tr>
<td>Crisis Negotiation</td>
<td>October 19-23</td>
<td>76</td>
</tr>
</tbody>
</table>

### APPENDIX

- Directions to the Public Safety Academy 77
- General Information 78-79
Basic County Corrections Officer Course

Approved by the New Jersey Police Training Commission, this course includes the prescribed course of study that a Correction Officer must complete as a condition for permanent appointment. The required units of study in this course include: Professional Development, Criminal Justice System, Human Relations, Criminal Law in Corrections, Arrest, Search, Seizure, Evidence, Communications, Weaponry and Unarmed Defense, Emergency Medical Correctional Security, Investigation Concepts, Physical Conditioning, and County Training. **Prerequisite:** Pursuant to PTC Rule N.J.A.C. 13:1-8.1, a background investigation, a medical evaluation with clearance and the requisite agency training for all trainees enrolled, shall be completed prior to the first day of class.

**Instructor:** Public Safety Academy Staff  
**Dates(s):** September 4, 2015  
**Time:** 0630-1500  
**Attire:** Refer to Recruit Packet  
**Equipment:** Refer to Recruit Packet.  
**Cost:** Essex County – $800  
Out of County – $1,000.00 per recruit  
($750.00 with full time Instructor assigned to Academy for duration of class)  
Additional fees: $70 for First Responder book  
$135 for Drug Testing

To receive the Recruit Packet containing all training program information and dates, contact the Essex County College Public Safety Academy (973) 877-4350 or via email: pacademy@essex.edu.
Basic Course for Police Officer

Approved by the New Jersey Police Training Commission, this course includes the prescribed course of study that a police officer must complete as a condition for permanent appointment. The required units of study include: Professional Development, Criminal Justice System, Police Community Relations, Criminal Law, Arrest, Search, Seizure, Communications, Evidence, Use of Force, Weaponry and Unarmed Defense, Emergency Medical Care, Patrol Concepts, Traffic, Criminal Investigation, Physical Fitness, Vehicle Operations, and Agency Training. **Prerequisite:** Pursuant to PTC Rule N.J.A.C. 13:1-8.1, a background investigation, a medical evaluation with clearance and the requisite agency training for all trainees enrolled, shall be completed prior to the first day of class.

**Instructor:** Public Safety Academy Staff

**Dates(s):** January 2016 (TBD)

**Time:** 0630-1630

**Attire:** Refer to Recruit Packet

**Equipment:** Refer to Recruit Packet

**Cost:** Essex County – No Cost

Out of County – $1,500.00 per recruit

($1,000.00 with full time Instructor assigned to Academy for duration of class)

Additional fees: $70 for First Responder book

$135 for Drug Testing

To receive the Recruit Packet containing all training program information and dates, contact the Essex County College Public Safety Academy (973) 877-4350 or via email: pacademy@essex.edu.
Basic Juvenile Detention Officer Course

Approved by the New Jersey Police Training Commission, this course includes the prescribed course of study that a Juvenile Detention Officer must complete as a condition for permanent appointment. The required units of study in this course include: Management, Supervision and Communication, Staffing Skills, Special Issues, Correctional Security, Emergency Medical Care, Professional Development, County Agency Training, Physical Conditioning, and Law in Corrections. 

**Prerequisite:** Pursuant to PTC Rule N.J.A.C. 13:1-8.1, a background investigation, a medical evaluation with clearance and the requisite agency training for all trainees enrolled, shall be completed prior to the first day of class.

**Instructor:** Public Safety Academy Staff

**Dates(s):** TBA

**Time:** 0730-1530

**Attire:** Refer to Recruit Packet

**Equipment:** Refer to Recruit Packet

**Cost:** Essex County – No Cost

Out of County – $500.00 per recruit

($350.00 with full time Instructor assigned to Academy for duration of class)

To receive the Recruit Packet containing all training program information and dates, contact the Essex County College Public Safety Academy (973) 877-4350 or via email: pacademy@essex.edu.
Special Law Enforcement Officer Class II

Approved by the New Jersey Police Training Commission, this course includes the prescribed course of study that a S.L.E.O. II must complete as a condition for permanent appointment. The required units of study include: Professional Development, Criminal Justice System, Police Community Relations, Criminal Law, Arrest, Search, Seizure, Communications, Evidence, Use of Force, Weaponry and Unarmed Defense, Emergency Medical Care, Patrol Concepts, Traffic, Criminal Investigation, Physical Fitness, Vehicle Operations, and Agency Training.

**Prerequisite:** Pursuant to PTC Rule N.J.A.C. 13:1-8.1, a background investigation, a medical evaluation with clearance and the requisite agency training for all trainees enrolled, shall be completed prior to the first day of class.

**Instructor:** Public Safety Academy Staff

**Dates(s):** February 2016 (TBD)

**Time:** Tue., Wed., Thur., 1830-2300; Sat., 0800-1600

**Attire:** Refer to Recruit Packet

**Equipment:** Refer to Recruit Packet

**Cost:**
- Essex County – $2,000.00 per recruit
- Out of County – $2,000.00 per recruit

Additional fees:
- $70 for First Responder book
- $135 for Drug Testing

To receive the Recruit Packet containing all training program information and dates, contact the Essex County College Public Safety Academy (973) 877-4350 or via email: pacademy@essex.edu.
Blood Borne Pathogens Refresher (Evening)

This course will address the OSHA Blood borne Pathogens Standard and review the three most common blood borne pathogens placing Public Safety personnel at risk: Hepatitis B, Hepatitis C and HIV. Understanding the mode of transmission, helps reinforce the utilization of Universal Precautions, vaccination recommendations and prompt reporting of any occupational exposures. The program will address what constitutes an exposure and available treatments in the event of exposure with special attention to issues specific to Police, Fire and EMS operators, as well as confidentiality factors regarding the individual patient and co-workers, as it relates to blood borne diseases.

A course pre-requisite of basic blood borne pathogens training is required. Two (2) elective CEUs will be awarded to qualified EMS personnel upon successful course completion.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s), September 30, 2015
Class Limit: 100 Students Max.

Time: 1900-2100
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $10.00
Out of County – $10.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ___________________________ Last Name ___________________________ Rank ___________________________

Telephone # ___________________________ E-Mail ___________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name ___________________________ Department/Agency ___________________________

Chief or Authorized Official Signature ___________________________ Department/Agency Address ___________________________

Telephone # ___________________________ Fax# ___________________________
Emergency Medical Technician Accelerated Course

This course is designed to instruct the student to the level of EMT-Basic, who serves as a vital link in the chain of an emergency health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT-Basic. This course teaches all of the skills necessary for the individual to provide care at a basic life support level while operating with an ambulance service or other specialized unit. A current Health Care Provider level CPR card is required for entry into this course and can be provided to students that are unable to get certified prior to the start of class for an additional fee.

This 240 hour course is a rigorous program that includes classroom instruction, practical skills performance and evaluation, written tests and homework assignments. The student must also complete 10 hours of clinical skills performance in a hospital emergency room.

A minimum score of 70% on all tests is required for the student to successfully complete this course and to qualify to take the New Jersey State Certifying Examination. All absences must be made up prior to taking the state exam.

For further information regarding this course please contact:
Captain Michael L. Tomich
EMS Training Coordinator
Essex County College Public Safety Academy
(973) 877-4356 or tomich@essex.edu

Registration and payment for this course is through:
Atlantic Ambulance Training Center
PO Box 220-Internal Box #256
Summit, NJ 07902-0220
(908) 522-0890 or Atlantic EMT @ gmail.com

Date(s): November 16, 2015, Every Mondays/ Tuesdays/ Wednesdays/ Thursdays/ Fridays
Time: 0900-1700
Class Limit: 60 Students
Attire: Uniform of the day or casual business attire
Cost- $899.00
Books: - $240.00
EMT- Integrated Refresher Program,
Session-A (Airway) Weekend

The EMT Integrated Refresher course is designed to review the skills, knowledge and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a "Transition" program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): November 7, 2015
Class Limit: 24
Time: 0900-1800
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $80.00
Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name    Last Name    Rank

_________________________________________________________
Telephone #________________________E-Mail________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

_________________________________________________________
Chief or Authorized Official Name    Department/Agency

_________________________________________________________
Chief or Authorized Official Signature    Department/Agency Address

_________________________________________________________
Telephone #    Fax#
EMT- Integrated Refresher Program, Session-B (Medical) Weekend

The EMT Integrated Refresher course is designed to review the skills, knowledge and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a "Transition" program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): November 14, 2015

Class Limit: 24

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $80.00

Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name                Last Name                Rank

Telephone #              E-Mail

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name                Department/Agency

Chief or Authorized Official Signature                Department/Agency Address

Telephone #              Fax#
The EMT Integrated Refresher course is designed to review the skills, knowledge, and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a “Transition” program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): November 21, 2015

Class Limit: 24

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $80.00

Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

<table>
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<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Rank</th>
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Telephone # ______________  E-Mail ____________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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<tr>
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<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone #</th>
<th>Fax#</th>
</tr>
</thead>
</table>
EMT- Integrated Refresher Program, Session-A (Airway)

The EMT Integrated Refresher course is designed to review the skills, knowledge, and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a “Transition” program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff
Date(s): December 7, 2015
Time: 0900-1800
Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – $80.00
Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name __________________________ Last Name __________________________ Rank __________________________

Telephone # __________________________ E-Mail __________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name __________________________ Department/Agency __________________________
Chief or Authorized Official Signature __________________________ Department/Agency Address __________________________

Telephone # __________________________ Fax# __________________________
EMT- Integrated Refresher Program, Session-B (Medical)

The EMT Integrated Refresher course is designed to review the skills, knowledge and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a "Transition" program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): December 8, 2015

Time: 0900-1800

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $80.00 Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ___________________ Last Name ___________________ Rank _____________________

Telephone # ___________________ E-Mail ________________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name ___________________ Department/Agency ___________________

Chief or Authorized Official Signature ___________________ Department/Agency Address ________________

Telephone # ___________________ Fax# _____________________________
EMT- Integrated Refresher Program, Session-C (Trauma)

The EMT Integrated Refresher course is designed to review the skills, knowledge and critical thinking needed to provide optimum pre-hospital care. This session awards 8 CEU’s that will count as either core or elective credits based upon the continuing education the EMT or EMT-B has already completed. This class includes the expanded scope of practice materials and meets the NREMT requirements of a "Transition" program. This program may also be used by reciprocity candidates and individuals with expired New Jersey EMT credentials who wish to renew their certification. This program includes both written and practical skills evaluations, therefore students are strongly advised to read a new initial or transition textbook prior to participating in this session.

The New Jersey EMT Training Fund Will Not be accepted for this program.

Instructor: Capt. Michael Tomich and ECC Public Safety Academy Staff
Date(s): December 9, 2015
Time: 0900-1800
Attire: Uniform of the day or casual business attire
Cost: Essex County – $80.00
Out of County – $80.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name                               Last Name                               Rank

Telephone # ___________________________ E-Mail ________________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name            Department/Agency

Chief or Authorized Official Signature      Department/Agency Address

Telephone #                                 Fax#
Haz-Mat Awareness (Evening)

This basic course will explain what hazardous materials incidents are, as well as introduce the skills to detect the presence of hazardous materials. The instruction includes an overview of how incidents are classified into levels, an introduction to the Incident Command System, and a review of the roles and notification requirements of municipal, county and state organizations. This program offers four (4) elective CEUs to qualified personnel.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): October 5, 2015  Class Limit: 25
Time: 1900-2200  Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $25.00  Out of County – $35.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name  Last Name  Rank

Telephone #  E-Mail

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Chief or Authorized Official Name  Department/Agency

Chief or Authorized Official Signature  Department/Agency Address

Telephone #  Fax#
Haz-Mat Operations

The eight-hour course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. This course is a prerequisite for the HazMat Technician Course.

**Prerequisite:** HazMat Awareness

**Instructor:** Deputy Chief Christopher Weiss, East Orange Fire Department

**Date(s):** October 6 & 7, 2015  
**Class Limit:** 25

**Time:** 1900-2300  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:**
- Essex County – $50.00
- Out of County – $60.00

REGISTRATION

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Incident Command System 200

This is the New Jersey State Police (NJSP) Office of Emergency Management program. It is required course for current or potential fire officers as well as the recommended training level for police, fire, EMS and first response personnel. Please note that ICS-100 is NOT a prerequisite for ICS-200. New Jersey Emergency Medical Technicians (EMT) may receive 12.0 elective continuing education units (CEU) for attendance at this program.

**Instructor:** Deputy Chief Christopher Weiss, East Orange Fire Department  
**Date(s):** September 8-9, 2015  
**Class Limit:** 25  
**Time:** 0900–1800  
**Attire:** Uniform of the day or casual business attire  
**Equipment:** Materials will be supplied by the Academy  
**Cost:**  
- Essex County – $100.00  
- Out of County – $125.00

**REGISTRATION**

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Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department
Date(s): September 21-22 & 28-29, 2015  Class limit: 25
Time: 1900–2300  Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – $100.00  Out of County – $125.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name          Last Name          Rank

Telephone #         E-Mail

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Chief or Authorized Official Name          Department/Agency

Chief or Authorized Official Signature          Department/Agency Address

Telephone #         Fax#
Incident Command System 300

This course will expand on the basic concepts presented in I-200. The single command organization is stressed and students will be exposed to resource management and the role and function of each ICS position, including air operations. Through a series of small group exercises students will be provided examples of how the essential system principles and components are used in incident planning. This course includes modules 7-11 of the National Interagency Incident Management System curriculum. **ICS 200 is a pre-requisite.** This program offers **24 elective CEUs** to qualified EMS personnel.

**Instructor:** Deputy Chief Christopher Weiss, East Orange Fire Department

**Date(s):** October 13-15, 2015

**Class Limit:** 25

**Time:** 0900-1800

**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:** Essex County – $100.00

Out of County – $125.00

**REGISTRATION**

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Telephone # ____________________________  Fax# ____________________________
Incident Command System 300 (Evenings)

This course will expand on the basic concepts presented in I-200. The single command organization is stressed and students will be exposed to resource management and the role and function of each ICS position, including air operations. Through a series of small group exercises students will be provided examples of how the essential system principles and components are used in incident planning. This course includes modules 7-11 of the National Interagency Incident Management System curriculum. ICS 200 is a pre-requisite. This program offers 24 elective CEUs to qualified EMS personnel.

Instructor: Deputy Chief Christopher Weiss, East Orange Fire Department

Date(s): Oct. 19-21 & 26-28, 2015  Class Limit: 25

Time: 1900-2300  Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $100.00  Out of County – $125.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

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Telephone #  E-Mail

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Chief or Authorized Official Name  Department/Agency

Chief or Authorized Official Signature  Department/Agency Address

Telephone #  Fax#
Incident Command System 400

This course is specific to personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers. The target audience for ICS-400 is all emergency responders including Fire, EMS, Emergency Management, Law Enforcement, Public Health and Public Works staff. **ICS 300 is a pre-requisite.** This program offers **16 elective CEUs** to qualified EMS personnel.

**Instructor:** Deputy Chief Christopher Weiss, East Orange Fire Department

**Date(s):** September 14-15, 2015  
**Class Limit:** 25

**Time:** 0900-1800  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:**  
- Essex County – $100.00
- Out of County – $125.00

REGISTRATION

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Telephone #  
Fax#
Incident Command System 400 (Evenings)

This course is specific to personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/operations center managers. The target audience for ICS-400 is all emergency responders including Fire, EMS, Emergency Management, Law Enforcement, Public Health and Public Works staff. **ICS 300 is a pre-requisite.** This program offers 16 elective CEUs to qualified EMS personnel.

**Instructor:** Deputy Chief Christopher Weiss, East Orange Fire Department

**Date(s):** September 14-15 & 17-18, 2015  
**Class Limit:** 25

**Time:** 0900-1800  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:**  
Essex County – $75.00  
Out of County – $100.00

**REGISTRATION**

Please complete the following information and return to the Academy by mail or fax.

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Right to Know Refresher (Evening)

This course will review the Right-to-Know/Hazard Communication and SARA Regulations as well as safety and health measures, Material Safety Data Sheets and Hazardous Substance Fact Sheets. This course meets the NJDOHSS and OSHA Regulations and provides 2 elective CEUs for qualified EMS personnel. Initial RTK training is a pre-requisite for this program.

Instructors: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): September 30, 2015

Class Limit: 100 Students Max.

Time: 2100-2300

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $10.00

Out of County – $10.00

REGISTRATION
Please complete the following information and return to the Academy by mail or fax.

First Name

Last Name

Rank

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

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Chief or Authorized Official Name

Department/Agency

Chief or Authorized Official Signature

Department/Agency Address

Telephone #

Fax#
This course, which is based on the Tactical Combat Casualty Care principals developed by United States Military Special Operations Command (SOCOM), will enable the Tactical Response Officer to develop, implement and employ a casualty response plan in the event of a traumatic combat injury to himself or another officer. This would include the required training and equipment necessary to provide state-of-the-art and tactically sound medical care in a hostile-fire situation. This program is targeted to Law Enforcement Officers who are engaged in special operations, SWAT, narcotics enforcement, service of warrants or any other high risk activity. In addition to classroom lecture, students will be expected to perform both practical skills demonstrations and live-fire scenario-based exercises in austere conditions, while in full tactical dress. Students will also be exposed to the various types of tactical medical equipment currently being used by the military and civilian law enforcement teams. The cost of this course will include the student text and an individual Bleeding Control Kit which the student may keep.

Instructors: Capt. Michael Tomich and ECC Public Safety Academy Staff

Date(s): September 25, 2015

Time: 0800-1700

Class Limit: 24

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $100.00

Out of County – $125.00

Attire: Preferred uniform for students is the style of dress normally worn by the officer during the performance of their assigned duties.

Equipment: Any tactical gear (Web-gear, Duty-belt, ballistic helmet, padding, gloves, etc.) normally worn by the officer during the performance of their assigned duties, Duty weapon and 100 rounds of service ammo.

Note: USE OF BODY ARMOR IS MANDATORY FOR THE LIVE-FIRE PORTION OF THIS PROGRAM!

(Continued on Following Page)
Tactical Combat Casualty Care

Date: September 25, 2015
Time: 0800 – 1700

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

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APCO-Public Safety Telecommunicator
Basic 911

This 40-hour approved Association of Professional Communications Operators (APCO) course provides the basic level of certification required by the State of New Jersey for any personnel working for a police department or other dispatch agency where 9-1-1 calls are answered. Topics covered will include an overview of dispatch procedures, legal and liability issues, techniques for answering 9-1-1 calls, handling the caller with “special” needs, and the history of New Jersey’s 9-1-1 system. This course includes a full day of role playing involving simulated 9-1-1 calls. Students who successfully complete this course will possess the fundamental skills required to begin working as a 9-1-1 call taker. There are no prerequisites for this course and no dispatch experience is required.

Instructor: Christine Burlew, Dispatcher, Clark Police Department

Date(s): October 19-23, 2015  Class Limit: 24

Time: 0830-1730  Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $250.00  Out of County – $300.00  Civilians - $350.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

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Telephone # ___________________________  Fax# ___________________________
Emergency Medical Dispatch (Basic)

This thirty-two (32) hour State of New Jersey approved course provides the next level of certification for personnel that are already Basic Telecommunicator Certified (BTC). It is required for anyone working for a Police Department or other agency that receives requests for medical assistance from the general public and dispatches EMS units. Topics covered include responsibilities of the Emergency Medical Dispatcher (EMD), legal and liability issues, giving medical instructions by telephone and the use of emergency medical dispatch guide cards. This course includes more than a day and a half of role playing involving simulated 9-1-1 medical calls. Students who successfully complete this course will possess the fundamental skills to handle 9-1-1 medical calls. These program offers (21) elective CEU’s to qualify as Emergency Medical Technicians.

Instructor: Christine Burlew, Dispatcher, Clark PD

Date(s): December 7-10, 2015          Class Limit: 24
Time: 0830-1730                      Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $250.00          Out of County – $250.00

REGISTRATION

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Chief or Authorized Official Name

Chief or Authorized Official Signature

Telephone #

Fax#
Emergency Medical Dispatch Refresher

The emphasis of this one-day tactical communications course is on better equipping dispatchers for their critical role in assisting the officer in critical incidents. This course of instruction meets the New Jersey Office of Emergency Telecommunications Services annual re-certification requirement pursuant to N.J.S.A. 17:24 – 2.2.

Prerequisites: Public Safety Telecommunication certification

Instructor: Christine Burlew, Dispatcher, Clark PD

Date(s): November 13, 2015

Class Limit: 40

Time: 0830-1730

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $25.00

Out of County – $35.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ______________ Last Name ______________ Rank ______________

Telephone # ____________________ E-Mail ____________________

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Chief or Authorized Official Name ____________________ Department/Agency ____________________

Chief or Authorized Official Signature ____________________ Department/Agency Address ____________________

Telephone # ____________________ Fax# ____________________
Public Safety Telecommunicator Refresher

The emphasis of this one-day tactical communications course is on better equipping dispatchers for their critical role in assisting the officer in critical incidents. This course of instruction meets the New Jersey Office of Emergency Telecommunications Services annual re-certification requirement pursuant to N.J.S.A. 17:24 – 2.2.

**Prerequisites:** Public Safety Telecommunication Certification

**Instructor:** Christine Burlew, Dispatcher, Clark PD

**Date(s):** September 22, 2015  
**Class Limit:** 40

**Time:** 0830-1730  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:**  
- Essex County – $25.00  
- Out of County – $35.00

**REGISTRATION**

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Telephone # ________________ Fax# ________________
This 5-day course prepares the Law Enforcement Firearms Instructor to teach the fundamentals of operating the assault rifle. Successful completion of the course certifies the instructor to qualify assault rifle operators under the A.G. requalification guidelines. Instruction includes nomenclature, malfunction clearance; semi-automatic and full automatic manipulation drills, shooting on the move and other relevant courses of fire. Day 1 will be at the Essex County College Public Safety Academy. Day 2 thru 5 will be at an alternate location.

Requirements:
Participants must be Law Enforcement Firearms Instructors. Proof of certification must accompany the registration form sent to ECCPA. Candidates must achieve a score of 90% or better on the Automatic/Semi-Automatic Police Service Rifle Qualification Course (ARQC), pass a low light qualification course, demonstrate safe handling skills and pass a written exam to successfully complete this course.

Equipment:
A police service assault rifle (rifle which fires ammunition greater than 2,000fps, .223 cal. preferred) with sling; four magazines for the rifle; 2,000 rounds of ammunition for the rifle; a flashlight or rifle attached lighting device; service handgun and holster with 150 rounds of ammunition for the handgun; wrap-around eye protection; hearing protection; range uniform with baseball style cap; rain gear (no ponchos); spotting scope or binoculars and a cleaning kit.

Instructor: Academy Staff
Date(s): October 5 – 9, 2015
Class Limit: 12
Time: 0800 – 1600
Attire: Range uniform
Equipment: Materials will be supplied by the Academy

Cost: Essex County – $250.00
Out of County – $300.00

REGISTRATION
Please complete the following information and return to the Academy by mail or fax.

First Name ___________________________ Last Name ___________________________ Rank ___________________________

Telephone # ___________________________ E-Mail ___________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name ___________________________ Department/Agency ___________________________

Chief or Authorized Official Signature ___________________________ Department/Agency Address ___________________________

Telephone # ___________________________ Fax# ___________________________
F.A.T.S. Train – the – Trainer

This course is designed to reinforce the principals governing the use of deadly force by law enforcement personnel. Attendees will be exposed to a variety of judgmental shooting scenarios and will be required to articulate the decision(s) made in any given scenario. Law enforcement personnel should attend this course in preparation for agency requalification.

Instructor: Jeff Sutherlin, ECCPA Range Master

Date(s): Interested agencies are to contact the Academy Range Master: 973-877-4342

Time: 0800-1600

Equipment: Duty holster

Attire: Uniform of the day

Cost: Essex County – No Cost

Out of County – $30.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name                  Last Name                  Rank

Telephone #    E-Mail ______________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name      Department/Agency

Chief or Authorized Official Signature  Department/Agency Address

Telephone #      Fax#
All law enforcement personnel are mandated by the Attorney General to attend a semi-annual firearms requalification course. This course will include day fire and night fire (subdued light) police handgun and shotgun qualifications. In order to successfully complete this course, law enforcement personnel must achieve a minimum qualifying score of no less than 80%.

*The supervising firearms instructor for the agency/department must schedule this course.*

**Instructor:** Jeff Sutherlin, ECCPA Range Master  
**Date(s):** Interested agencies are to contact the Academy Range Master: 973-877-4342  
**Time:** 0800-1600  
**Attire:** Uniform of the day  
**Equipment:** Duty holster and all other appropriate gear, ammo, targets  
**Cost:** Essex County – Per range fee schedule  
Out of County – Per range fee schedule

**REGISTRATION**

Please complete the following information and return to the Academy by mail or fax.

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Telephone # ___________________  E-Mail ___________________

Make all checks/agency vouchers payable to *ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.*

**CERTIFICATION:** This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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Firearms Requalification for Retired L.E. Officers

Range fee paid directly to the Essex County College Public Safety Academy--$25. Additional fee must be paid directly to the instructor. Essex County College Public Academy will supply 2 cardboard targets for the retired officer. Any additional targets will be supplied by the retired officer or the instructor. The retired officer MUST have proper eye and ear protection and must follow all range rules at the ECCPA Firearms Training Center.

Instructor: Jeff Sutherlin, ECCPA Range Master
Date(s): Interested agencies are to contact the Academy Range Master: 973-877-4342
Time: 0800-1600
Equipment: Duty holster
Attire: Uniform of the day
Cost: Essex County – Per range fee schedule
Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name \hspace{1cm} Last Name \hspace{1cm} Rank

Telephone # \hspace{1cm} E-Mail

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.
CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name \hspace{1cm} Department/Agency
Chief or Authorized Official Signature \hspace{1cm} Department/Agency Address

Telephone # \hspace{1cm} Fax#
The tactical pistol level one class is designed as an introduction to tactical pistol shooting for the street cop or patrol officer. This course will cover firearms safety and shooting fundamentals, as well as applying these fundamentals in a tactical environment. This class is for officers who would like to learn new shooting techniques and how to apply them in real life situations. The class will cover combat mindset, proper shooting positions, loading and reloading, malfunctions, multiple targets/multiple threats, shooting on the move at stationary and moving targets, low light conditions, use of cover, and strong hand/support hand shooting.

**Ammunition requirement:** 500 handgun rounds

**Safety equipment:** Eye and ear protection
- Earplugs are not acceptable unless accompanied by other hearing protection
- Eye protection (plastic lenses with side pieces covering the temples)
  
  *Prescription eye wear only is not acceptable*

**Instructors:** Jeff Sutherlin, ECCPA Range Master   Phone: 973-877-4342

**Date:** September 29, 2015  
**Class Limit:** 14

**Time:** 0800 – 1600  
**Attire:** Appropriate agency uniform, including long trousers

**Cost:** Essex County – No Cost  
Out of County – $50.00

**REGISTRATION**

Please complete the following information and return to the Academy by mail or fax.

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Make all checks/agency vouchers payable to **ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY**.

**CERTIFICATION:** This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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Agency Spokesperson Seminar

A basic two-day seminar for the designated public information officer, chief, assistant chief or other agency individual who serve as a spokesperson for their department with the media during an event involving wide community interest or concern. The seminar which will be Florida oriented is primarily for those with little formal training on dealing with the media and will present fundamental information to assist such personnel to enhance their skills in serving as the liaison between their department and the media. Topics to be presented over the two days include: (1) role/goal of a public information officer; (2) legal aspects and repercussions of disseminating information; (3) writing news releases that have impact and get noticed; (4) handling tricky questions; (5) never having to say "no comment"; (6) State Public Records Law; (7) building a solid relationship with local reporters; (8) using the media to your advantage; (9) being "on call"--a necessary part of the job; (10) handling the intense media spotlight when a tragedy or major case occurs; and (11) on-camera interviews and practice.

INSTRUCTOR: Benchmark Professional Seminars, Inc.

DATE: December 17-18, 2015  Time: 0830 – 1600  Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

--- REGISTRATION FORM ---

Return to:
Benchmark Professional Seminars, Inc.
P.O. Box 7086
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

Must Register by Faxing Form

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at (302-225-4165).

Name...............................................................Agency
Agency Address......................................................
City, State, Zip....................................................
Daytime Telephone No...........................................
Fax No.................................................................
E-Mail.................................................................
Essex County College Public Safety Academy
250 Grove Avenue
Cedar Grove, New Jersey 07009
Telephone (973) 877-4350 Fax (973) 239-8842
www.essex.edu/pacademy

Analyzing the Attorney General’s Internal Affairs Policy & Procedure

This one (1) day seminar will meticulously dissect and analyze the latest Internal Affairs Policy & Procedure. For educational purposes the analysis will be presented from both management and labor’s viewpoint; thus, exploring the positive and negative aspects of the revisions including, but not limited to, the components of the policy that competent defense labor attorneys will focus on in order to get their client’s charges dismissed.

Instructor: Chief Robert A. Verry (Ret), M.A., South Bound Brook PD
Assistant Professor of Political & Governmental Affairs

Date: November 13, 2015
Time: 0930 – 1630
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $50.00
Out of County – $50.00

NOTE:
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

Must Register by Faxing Form

Robert A. Verry
P.O. Box 47
South Bound Brook, NJ 08880-0047
Tel: 732-302-9520; Fax: 732-377-8710 to reserve seat(s)
BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name_______________________________________________________________
Agency__________________________________________________________________
Agency Address_________________________________________________________________
City, State, Zip___________________________________________________________
Daytime Telephone No._____________________________________________________
Fax No. ________________________________________________________________
E-Mail ____________________________________________________________________
Chemical Immobilization of Animals

A two-day classroom presentation and hands-on seminar law enforcement officers who have limited knowledge utilizing digital photographic equipment and would like to enhance their crime scene

Our training program is presented over a 2 day period. It consists of 14 hours of multimedia/lecture/PowerPoint/video presentation, followed by 2 hours of "Hands On" training where participants are divided into small groups and are taught how to safely use blowguns, long range projectors, darts, human protective safety equipment, and dart associated radio-tracking devices.

**Topics to be discussed will include:**

- Custom drug combinations and formulations that minimize induction times—the time from dart impact until the animal is immobilized. (Dr. Amass has drug combinations and techniques that will safely and rapidly limit the escape potential of most animals within 64 seconds to 3.5 minutes).
- Proper injection sites to ensure rapid drug absorption and effects
- Capture strategies to minimize capture stress on the animal, and procedural stress of the officer
- Advantages and disadvantages of the various commercially available darting systems
- Techniques for sighting in dart projectors to ensure accurate, a traumatic dart delivery
- Techniques and modifications which are necessary to have field accuracy and consistent results with currently manufactured darting systems and radio tracking devices.
- Species specific and scenario specific drug and dosage recommendations
- Dosage calculation
- How to re-dose animals incompletely immobilized on approach
- Where to obtain and how to use "super concentrated" drugs which give you a faster knockdown, and allow you to use smaller, less traumatic darts
- Post immobilization care of animals
- Medical Monitoring: Assessment techniques to ensure the immobilized animal stays physiologically stable throughout the procedure
- Medical Emergencies associated with capture and handling: How to prevent, recognize, and treat: capture myopathy, shock, hyperthermia, hypothermia, seizures, and other complications which can be avoided and managed in association with immobilization
- Accidental human exposure to immobilizing medications: Which drugs are dangerous to humans? What can you expect with accidental human exposure? Standard Operating Procedures to prevent human exposure to immobilizing drugs. How to coordinate with your physician and local poison control to develop protocols should an accidental exposure occur.

*(Continued on following page)*
Hands-On Lab will include:

- Safe Handling and Use of Immobilization Darts: Assembly, loading, unloading, and cleaning of the various brands available in the US
- Use of Safety Equipment for Prevention of Accidental Exposure to Anesthetic Drugs
- Safe Handling and Use of Short and Long Range Projectors including: CO2, Air, and 22 blank powered projectors
- Practice and Development of Proficiency with Pole Syringes
- Practice and Development of Proficiency with Blowgun Delivery of Anesthetic Darts
- Practice and Development of Proficiency with Radio-Tracking Darts

Our program has been presented since 1989, and is considered by US government agencies to be the standard in Chemical Immobilization training. We have provided training to well over 10,000 professionals in the US, Europe, Asia, Africa, and Canada including the Animal Rescue League of Boston, New York ASPCA, Virginia Animal Control Association, Rappahannock Regional Criminal Justice Academy, Essex County College Public Safety Academy, Greater Orlando Aviation Authority, Beardsley Zoo, Audubon Park Zoo, Folsom City Zoo, Dallas World Aquarium, M.D. Anderson Cancer Center, Merck and Co., Alaska Dept. of Fish and Game, Louisiana Dept. of Wildlife and Fisheries, Florida Fish and Wildlife Conservation Commission, Maine Inland Fisheries and Wildlife, Wisconsin Dept. of Natural Resources, New Jersey Fish and Wildlife, Virginia Dept. of Game and Inland Fisheries, Texas Parks and Wildlife, New York Division of Fish, Wildlife and Marine Resources, Great Smoky Mountains National Park, US Fish and Wildlife Service-Alaska, USDA Wildlife Services, Beijing Biodiversity Center, and a multitude of others.

We provide evaluation questionnaires to course participants asking for ratings of Excellent, Good, Satisfactory or Disappointing. Over 90% of participants have rated our program excellent! The University of Wisconsin-Stevens Point College of Natural Resources, Utah State University and Oregon State University have granted our program 1 academic credit.

We do not sell equipment, nor do we have contracts with equipment manufacturers. We provide only education in Chemical Immobilization and field assistance, and our recommendations for drugs and equipment stem from practical field use. Our instructors are Veterinarians specializing in remote anesthesia. They are internationally recognized experts, who are friendly, experienced, and easy to talk to, welcome questions, and have the answers you need. This is the most complete, up to date training program available on Chemical Immobilization, presented in an easy to understand manner, applicable to all experience levels.

Certificates are awarded to those satisfactorily completing the program.

Cost for this workshop is $645 for early registration and $695 for general registration. Those who have attended our workshop previously may attend again as a refresher for $395.

For more information and registration visit our website at http://www.safecapture.com/New/acfrs.html
Or contact us @: Safe-Capture International, Inc., PO Box 206, Mount Horeb, Wisconsin 53572
Tel: 608-767-3071, Fax: 608-767-3072, E-Mail: safecaptur@aol.com

Instructor: Dr. Ken Waldrup

Dates: November 4-5, 2015 Time: 0830 – 1600 Class Limit: 40
This one-day seminar is designed for personnel who are employed within law enforcement agencies and with function in various roles. While designed for personnel within law enforcement agencies, the information to be covered is appropriate for office personnel who are employed with other governmental departments and units such as finance, code enforcement, and etc. The program will consider the many roles and responsibilities of these persons along with the important position they serve to help the organization achieve its goals and objectives. During the program, participants will learn: (1) their role within the organization and exactly where they fit into the overall picture; (2) importance of knowing from the beginning what the departmental administrator expects; (3) recognizing the significance of knowing the community and the power structure within it; (4) dealing with angry citizens and means to ease temper and tensions; (5) some of the internal forces that create pressure and tension within the organization; (6) when to or not to speak for the chief / director;; (7) ways to improve your verbal communication skills...certain words that can either arouse or calm; (8) how to deal with ethical dilemmas; (9) some liability issues; (10) ways of handling matters of confidentiality; and (11) some basics of conflict resolution

**Instructor:** Benchmark Professional Seminars, Inc.

**Date:** August 14, 2015  
**Time:** 0830 – 1600  
**Cost:** $295 per person

**TEAM DISCOUNT RATE:** Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free

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**REGISTRATION FORM**

Return to:  
Benchmark Professional Seminars, Inc.  
P.O. Box 7086  
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

**Must Register by Faxing Form**

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at (302-225-4165).

Name_______________________________________________________________

Agency____________________________________________________________

Agency Address_____________________________________________________

City, State, Zip_____________________________________________________

Daytime Telephone No.______________________________________________

Fax No.________________________________________________________________

E-Mail________________________________________________________________
Controlling Absenteeism

Uncontrolled absences can be costly to the municipality and abused by the officers. This one-day course will explore how to look for and document sick time abuse. Through the use of relevant case law, formulas, and sample policies – the student will learn how to control it!

Instructor:  Chief Robert A. Verry (Ret), M.A., South Bound Brook PD
            Assistant Professor of Political & Governmental Affairs

Date:  October 30, 2015
Time:  0930 – 1630
Class Limit:  40

Attire:  Uniform of the day or casual business attire

Equipment:  Materials will be supplied by the Academy

Cost:
            Essex County – $50.00
            Out of County – $50.00

NOTE:
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

Must Register by Faxing Form

Robert A. Verry
P.O. Box 47
South Bound Brook, NJ 08880-0047
Tel: 732-302-9520;  Fax: 732-377-8710 to reserve seat(s)
BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name_______________________________________________________________
Agency____________________________________________________________
Agency Address_____________________________________________________
City, State, Zip_____________________________________________________
Daytime Telephone No._______________________________________________
Fax No. ____________________________________________________________
E-Mail _____________________________________________________________
Crime Prevention for Community Policing Officers

This crime prevention certification class presents basic approaches to crime prevention in the context of community policing. It seeks to familiarize officers with the fundamental concepts of crime prevention as an important component and tool to solve neighborhood problems and to reduce crime, disorder and the fear of crime. Course content includes: review of the crime triangle, traditional approaches of law enforcement in solving crimes, the public’s role in preventing crime, crime analysis, proactive measures to reduce crime and Crime Prevention through Environmental Design (CPTED). Officers will also be taught the basics of performing a security survey on a home or business.

**Instructors:** Essex Co. Crime Preventions Association

**Date:** September 21-25, 2015  
**Class Limit:** 50

**Time:** 0900 – 1600  
**Attire:** Appropriate agency uniform, including long trousers

**Cost:** Essex County – No Cost  
Out of County – No Cost

**REGISTRATION**

Please complete the following information and return to the Academy by mail or fax.

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**CERTIFICATION:** This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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The Crisis Intervention Team (CIT) is an innovative first-responder model of police based crisis intervention with community, health care and advocacy partnerships. CIT provides law enforcement based crisis intervention training for assisting those individuals with a mental illness and improves the safety of patrol officers, consumers, family members and citizens within the community.

Learning Points:
- Overview of Mental Illness
- Myths and Misconceptions of Mental Illness
- Post-Traumatic Stress Disorder in Veterans and Cops
- Legal Aspects / Mental Health Screening Law
- De-Escalation Techniques when dealing with people suffering from mental illness
- Active Listening Skills
- And more…..

Date: September 14-18, 2015  Class Limit: 30
Time: 0800 – 1700  Attire: Appropriate agency uniform, including long trousers
Cost: Essex County – No Cost  Out of County – No Cost
Location: Essex County College Public Safety Academy, 250 Grove Ave. Cedar Grove, NJ 07009

First preference will be given to Essex County Officers. Students must attend the entire 40 hours to receive certification. Breakfast and lunch will be provided.

(See attached registration next page)
The NJ CIT Center of Excellence
Training Registration Form

Name: ____________________________________________________________

Organization: ______________________________________________________

Position: Detective

Address including County: ____________________________________________

Phone Number: _____________________________________________________

Fax: _______________________________________________________________

Email: _____________________________________________________________

For additional information regarding registration, contact Lt. Cavanaugh:
Email: rcavanaugh@montclairnjusa.org
Tel: 973-509-4709
Fax registration form to: 973-744-2389
The Crisis Intervention Team (CIT) is an innovative first-responder model of police based crisis intervention with community, health care and advocacy partnerships. CIT provides law enforcement based crisis intervention training for assisting those individuals with a mental illness and improves the safety of patrol officers, consumers, family members and citizens within the community.

Learning Points:
- Overview of Mental Illness
- Myths and Misconceptions of Mental Illness
- Post-Traumatic Stress Disorder in Veterans and Cops
- Legal Aspects / Mental Health Screening Law
- De-Escalation Techniques when dealing with people suffering from mental illness
- Active Listening Skills
- And more…..

**Date:** December 7-11, 2015  
**Class Limit:** 30

**Time:** 0800 – 1700  
**Attire:** Appropriate agency uniform, including long trousers

**Cost:** Essex County – No Cost  
**Out of County – No Cost**

**Location:** Essex County College Public Safety Academy, 250 Grove Ave. Cedar Grove, NJ 07009

First preference will be given to Essex County Officers. Students must attend the entire 40 hours to receive certification. Breakfast and lunch will be provided.

*(See attached registration next page)*
The NJ CIT Center of Excellence
Training Registration Form

Name: ____________________________________________

Organization: ______________________________________

Position: Detective ____________________________________

Address including County: ______________________________

Phone Number: ______________________________________

Fax: ________________________________________________

Email: ______________________________________________

For additional information regarding registration, contact Lt. Cavanaugh:
Email: rcavanaugh@montclairnjusa.org
Tel: 973-509-4709
Fax registration form to: 973-744-2389
Document Fraud for Law Enforcement & Facial Recognition Technology

This course will assist law enforcement (Patrol Officers as well as Detectives) with training that will enhance their ability to recognize and identify the universe of identity-related documents issued by and relied upon by the MVC and the factors that motivate fraudsters. With emerging technology it has become increasingly difficult to identify fraudulent documents. Students will learn what tools are available to assist them in identifying counterfeit documents by providing “hands on” training and experience in the recognition of fraud as it pertains to documents such as: driver licenses, green cards, passports, birth certificates and social security cards. Participants will learn the newest trends in counterfeiting of drivers licenses by “on-line” manufacturers, which has becoming increasingly common due to the ease in obtaining access to technologies. This course will also review counterfeit as well as genuine NJ inspection stickers, temporary registrations and certificates of title.

In addition, this class will review facial recognition technology as it is used by the Motor Vehicle Commission on all images captured as well as the process that is used with the submission of a photo for a “manual upload”. This course will inform students of a cutting edge investigative tool available at the New Jersey Regional Operations Intelligence Center (ROIC). Known as the “Facial Recognition Initiative”, this technology utilizes the Photo Imaging Mugshot System maintained in the New York/New Jersey “HIDTA” program. The repository consists of images from arrested individuals submitted by various law enforcement agencies from New Jersey, New York and Pennsylvania. Currently, MVC staff highly trained in the field of facial recognition has been assigned to the ROIC to assist in this endeavor. Along with the instruction, the students will receive reference material to assist in investigations.

Instructor: Mark Cushing is an investigator with the New Jersey Motor Vehicle Commission’s

Date: September 29, 2015          Class Limit: 40
Time: 0900 – 1600               Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost           Out of County – No Cost

Must Register by Faxing Form

Name____________________________
Agency____________________________________________________________
Agency Address________________________________________________________
City, State, Zip________________________________________________________
Daytime Telephone No._________________________________________________
Fax No.________________________________________________________________
E-Mail_________________________________________________________________
Document, document, and when you’re all done – document some more. Nothing can be more important to a supervisor who is dealing with a difficult employee, then to document all events. This one-day seminar will discuss how to handle that difficult employee as well as what, how, and when to document employee interactions.

**Instructor:** Chief Robert A. Verry (Ret), M.A., South Bound Brook PD  
Assistant Professor of Political & Governmental Affairs

**Date:** November 20, 2015  
**Class Limit:** 40

**Time:** 0930 – 1630  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:**  
Essex County – $50.00  
Out of County – $50.00

**NOTE:**
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

**Must Register by Faxing Form**

Robert A. Verry  
P.O. Box 47  
South Bound Brook, NJ 08880-0047

Tel: 732-302-9520;  
Fax: 732-377-8710 to reserve seat(s)

BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name_______________________________________________________________

Agency______________________________________________________________

Agency Address_________________________________________________________________

City, State, Zip_________________________________________________________

Daytime Telephone No.______________________________________________

Fax No.______________________________________________________________

E-Mail_______________________________________________________________
4-hour GDL for Law Enforcement Course

Teen drivers are involved in fatal crashes at four times the rate of adults. New Jersey has been on the forefront of Graduated Driver’s License over the past few years and has gone from having some of the weakest GDL Laws to now being recognized as having some of the best laws in the Nation. Statistics show a strong GDL program will save teen lives and in New Jersey we have already seen a reduction in teen fatalities. In this block of instruction the recruit will learn the history of the GDL program and its effectiveness in reducing teen crashes. Students will also learn the mechanics of the law and how to identify violations of the GDL. Students will be taught the importance of their role in making the GDL program effective both as law enforcement and as parents of future drivers. The second half of the training will be an introduction to the “Share the Keys” Parent/Teen Orientation Program with information on how students can become trained as an instructor and provide training to parents and teens within their communities.

Instructor: Det. Arnold Anderson, (Ret), Essex County College Public Safety Academy

Date(s): September 10, 2015  Class Limit: 20

Time: 0900-1200  Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost  Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name   Last Name   Rank

Telephone #   E-Mail

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name   Department/Agency

Chief or Authorized Official Signature   Department/Agency Address

Telephone #   Fax#
Essex County College Public Safety Academy
250 Grove Avenue
Cedar Grove, New Jersey 07009
Telephone (973) 877-4350 Fax (973) 239-8842
www.essex.edu/pacademy

HIDTA -Crimes & Social Media Course

Day One
Impact of social media on crime (1.5 hour) this block will focus on how different forms of Social Media, Online gaming and Technology impact Law Enforcement investigations. Search Engines (2 hour) This block will give Officers numerous resources in locating individuals utilizing name, phone number, email address and will assist in identification, location and apprehension of suspects and witnesses. Popular Social Media sources (3.0 Hours)-Myspace, Facebook, Twitter, You Tube, dating sites-How to search; create geofencing and locations of individuals to assist with investigations. Case Study-Gang Homicide (1.5 hour) -utilizing multiple sources of social media for identification and prosecution. Practical Exercise-(2 Hour) Utilizing resources learned to do background on subjects.

Day Two
Review of Day One (30 Min)
Hidden Web (2.5 Hours)-This block will focus on the hidden web and ways to access information. We will discuss the Silk Road Investigation and learn how to locate various sites using the hidden Wiki. We will also look at a Case Study involving a Heroin OD where the drugs were purchased through the Hidden Web using TOR. Phone Applications-(2.5 Hours) This block will learn about phone applications (Snapchat / KikMessenger / Spy and Dating Applications) that could be used for the purposes of criminal activity and how to retrieve information and document for prosecution. Search Warrants & Subpoenas and identifying IP Addresses (1 Hour) This block will focus on Search Warrants and wording of Warrants and Subpoenas as well as focus on gag orders as to not alert suspects they are being investigated. We will also look at how the information needs to be organized for prosecution. Social Media and Human Trafficking (1 Hour 30 Min)-We will look at how technology has impacted Human trafficking, what to look for and information you will want to recover for cases of Human trafficking. Programs available to assist with collecting various forms of Social Media and Review of Day 2

Must Register on Line

Date: October 19-20, 2015       Time: 0800-1600       Cost: $70.00
Location: Essex County College Public Safety Academy, 250 Grove Ave. Cedar Grove, NJ 07009

Please do not mail any payments into HIDTA; all payments will be taken on the day of training at the door. WE WILL ONLY ACCEPT CHECKS (PERSONAL, COUNTY) OR MONEY ORDERS FOR PAYMENT. Please make checks payable to: DANY- NY/NJ HIDTA and enter “HIDTA TRAINING CLASS 10/19-20/2015 on the memo line of the check.

If you have any questions concerning this or any other HIDTA training course

Contact: Al Balchi @Training@nynjhidta.org or 631- 379-3898
Internal Affairs - Current Trends

Conducting a thorough, accurate, and complete investigation is paramount when the one under review wears a blue uniform. This one-day spin-off from “Investigating Police Misconduct” will keep the investigator abreast of the current trends as they relate to Internal Affairs policies, procedures, risk management, and legal issues. A must for anyone given the responsibility to investigate and/or oversee Internal Affairs investigations.

**Instructor:** Chief Robert A. Verry (Ret), M.A., South Bound Brook PD
Assistant Professor of Political & Governmental Affairs

**Date:** December 11, 2015  **Class Limit:** 40
**Time:** 0930 – 1630  **Attire:** Uniform of the day or casual business attire
**Equipment:** Materials will be supplied by the Academy
**Cost:** Essex County – $50.00  Out of County – $50.00

**NOTE:**

Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

**Must Register by Faxing Form**

Robert A. Verry
P.O. Box 47
South Bound Brook, NJ 08880-0047
Tel: 732-302-9520; Fax: 732-377-8710 to reserve seat(s)
BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name_______________________________________________________________
Agency______________________________________________________________
Agency Address________________________________________________________________________
City, State, Zip___________________________________________________________
Daytime Telephone No.________________________________________________________
Fax No.________________________________________________________________________
E-Mail _________________________________________________________________
This seminar is designed primarily for persons newly assigned to the internal affairs function. It will provide an overview of exactly what an internal affair is about and its role within police, corrections, and security organizations. Program will provide an examination of the role of the assigned officer and consider various investigative aspects required in such cases. The seminar will conclude with a consideration of modern-day problems and issues such as sexual harassment and use of deadly force. Topics include: (1) organizational ethics; (2) proactive internal investigations; (3) departmental disciplinary process; (4) defining misconduct; (5) who should investigate; (6) the investigative process: practical issues; (7) investigative inquiry; (8) specific interviewing modes and modalities in these cases; (9) evidence collection and presentation at the hearing; (10) witness credibility; (11) review of the case; (12) post investigative; (13) case logging and filing; (14) procedure for expunging records; and (15) special problems and legal issues.

INSTRUCTOR: Benchmark Professional Seminars, Inc.

Date: November 2-3, 2015          Time: 0830 – 1600          Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

Return to: Benchmark Professional Seminars, Inc.  
P.O. Box 7086  
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

Must Register by Faxing Form

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at 302-225-4165.

Name______________________________________________
Agency ________________________________________________
Agency Address _________________________________________
City, State, Zip________________________________________
Daytime Telephone No.________________________________
Fax No. _______________________________________________
E-Mail ________________________________________________
Managing Police or Corrections Training Function

This program will assist the participant in focusing on critical areas and problems associated with communication center call-taking and dispatching. Effort will be spent looking at the specific communication center environment and discussing the special skills and techniques required of personnel engaged in these functions and fulfillment of their duties. Special skills and techniques will be discussed along with the necessary attributes for communication center personnel. By the conclusion of the program, participants should have a better understanding of (1) role of communications in public safety; (2) communication center environment: staffing, stress, and personal rewards; (3) ethics and integrity in communications; (4) call-taker roles and responsibilities—accountability to community and department; (5) telephone techniques and CAD entries; (6) challenges of language barriers including foreign, slang, and cultural differences; (7) dispatcher roles and responsibilities in terms of community needs and officer safety; (8) keys to effective communication for the radio operator; (9) radio language: code and professional demeanor; (10) effective pre-arrival instructions; and (11) liability issues for the call-taker and radio operator.

Instructor: Benchmark Professional, Inc.

Date: October 8-9, 2015       Time: 0830 – 1600       Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

-----------------------------------------------REGISTRATION FORM-----------------------------------------------

Return to:
Benchmark Professional Seminars, Inc.
P.O. Box 7086
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

Must Register by Faxing Form

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at (302-225-4165.

Name_______________________________________________________________
Agency___________________________________________________________
Agency Address_____________________________________________________
City, State, Zip____________________________________________________
Daytime Telephone No.______________________________________________
Fax No.____________________________________________________________
E-Mail_____________________________________________________________
Methods of Instruction

This approved New Jersey Police Training Commission (PTC) course is required for individuals who plan to teach PTC approved courses at PTC approved academies. This intense eight-day course will cover selecting appropriate teaching methods, establishing goals and performance objectives and constructing lesson plans. Furthermore, participants will develop teaching and public speaking skills through classroom presentations. **Homework is a necessary part of this course.**

**Prerequisite:** A **minimum of three (3) years on-the-job experience is required**, as well as attendance in the PowerPoint Introduction for MOI course.

**Instructor:** Academy Staff

**Date:** November 13, 2015  
**Date:** November 16-24, 2015  
**Class Limit:** 14

**Time:** 0900 – 1700  
**Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:** Essex County – No Cost  
**Out of County – $100.00**

**REGISTRATION**

Please complete the following information and return to the Academy by mail or fax.

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Make all checks/agency vouchers payable to **ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY**.

**CERTIFICATION:** This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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The training is a mix of lecture, discussion and interactive exercises. To include:

- Health and safety issues
- Economic ramifications of IP crime
- Investigative techniques and prosecutorial theories
- Organized crime, gangs and terrorism
- Hands-on exercises
- Examples of “real” counterfeit products

The workbook provided to students includes:

- Statutes that may be applied to IP theft
- Sample organizational documents for IP investigations
- Other useful resources for IP investigations and prosecutions

Location: Essex County College Public Safety Academy
250 Grove Avenue
Cedar Grove, NJ 07009

Instructor: NW3C’s

Date: October 16, 2015 Time: 0900 – 1700 Cost: No Cost

To register, visit NW3C’s training website: www.nw3c.org/training/financial-crimes/61
New Jersey Police Records Management

This program is designed specifically for State of New Jersey law enforcement personnel, whether sworn or civilian, who are assigned to the records unit within their agency. Its focus will relate to how to implement the records function in an expeditious and efficient manner and in line with New Jersey laws and regulations. This program will provide opportunity for participants to voice their concerns and to gain the necessary knowledge base relative to this most important job function. Topics to be covered include, but not limited to: (1) dealing with the public in terms of both public and exempt type records; (2) copying of records; (3) laws and statutes to follow in regard to the handling of your agency records; (4) where to go if you are unsure of an interpretation of the law or if you have questions; (5) fees that are applicable and permissible; (6) handling sealed and/or expunged records; and (7) rules and regulations regarding retention and destruction in compliance with State of New Jersey guidelines. Finally, the program will help new records personnel become acquainted with the options available to them to make their job easier and less stressful.

INSTRUCTOR: Benchmark Professional Seminars, Inc.

Date: October 5-6, 2015       Time: 0830 – 1600       Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

Return to:
Benchmark Professional Seminars, Inc.
P.O. Box 7086
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at 302-225-4165.

Name__________________________
Agency________________________
Agency Address__________________
City, State, Zip__________________
Daytime Telephone No.____________
Fax No._________________________
E-Mail__________________________
“OPRA” Seminar for Law Enforcement Records

Transparency, in government, is perhaps the hottest topic across the nation and state (especially in light of North Charleston, SC’s video [that was not released by the government]), prompting police administrators to take a greater interest in understanding what police records are (and are not) open to the public. For that reason, this new seminar will explore the Open Public Records Act (aka: OPRA) and the recognized exemptions from disclosure; the findings of the Government Records Council; and relevant Court decisions surrounding records stored in the internal affairs files as well as common police records (e.g., e-mails, 911 calls, crash reports, criminal investigation reports, Use of Force Reports, etc.).

**Guest Speaker(s):** 1 – Management Attorney & 1 – Requestor’s Attorney
The invited guest speakers will each spend time highlighting significant aspects of the procedures, law, and court rulings. Additionally, they will openly take questions from the floor.

**Instructor:** Chief Robert A. Verry (Ret), M.A., South Bound Brook PD
Assistant Professor of Political & Governmental Affairs

**Date:** October 9, 2015 **Class Limit:** 40

**Time:** 0930 – 1630 **Attire:** Uniform of the day or casual business attire

**Equipment:** Materials will be supplied by the Academy

**Cost:** Essex County – $50.00 **Out of County – $50.00**

**NOTE:**
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

**Must Register by Faxing Form**

Robert A. Verry
P.O. Box 47
South Bound Brook, NJ 08880-0047
Tel: 732-302-9520; Fax: 732-377-8710 to reserve seat(s)
BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name______________________________________________________________
Agency____________________________________________________________
Agency Address________________________
City, State, Zip_______________________________________________________
Daytime Telephone No.______________________________________________
Fax No. __________________________________________________________
E-Mail _____________________________________________________________
Pedestrian Safety Enforcement Training
“Cops in the Crosswalk”

8-hour Pedestrian Safety Enforcement (PSE) Course

Pedestrian fatalities account for 27% of all traffic deaths and more than 30,000 pedestrians have been injured on New Jersey roads. In this class, the student will be introduced to the concept of Pedestrian Safety Enforcement (PSE), also referred to as “Cops in the Crosswalk”. Students will learn the history of the PSE in New Jersey and the potential benefits to the overall traffic safety in their community.

Instructor: Det. Arnold Anderson, (Ret), Essex County College Public Safety Academy

Date(s): September 30, 2015

Class Limit: 30

Time: 0900-1600

Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost

Out of County – No Cost

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ___________________________________________ Last Name ___________________________________________ Rank ___________________________________________

Telephone # ___________________________ E-Mail ___________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name ___________________________________________ Department/Agency ___________________________________________

Chief or Authorized Official Signature ___________________________________________ Department/Agency Address ___________________________________________

Telephone # ___________________________ Fax# ___________________________
Pedestrian Safety Enforcement Training
“Cops in the Crosswalk”

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Pedestrian fatalities account for 27% of all traffic deaths and more than 30,000 pedestrians have been injured on New Jersey roads. In this class, the student will be introduced to the concept of Pedestrian Safety Enforcement (PSE), also referred to as “Cops in the Crosswalk”. Students will learn the history of the PSE in New Jersey and the potential benefits to the overall traffic safety in their community.

Instructor: Det. Arnold Anderson, (Ret), Essex County College Public Safety Academy

Date(s): October 2, 2015
Class Limit: 30

Time: 0900-1600
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost
Out of County – No Cost

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ___________________________ Last Name ___________________________ Rank ___________________________

Telephone # ___________________________ E-Mail ___________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

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Chief or Authorized Official Name ___________________________ Department/Agency ___________________________

Chief or Authorized Official Signature ___________________________ Department/Agency Address ___________________________

Telephone # ___________________________ Fax# ___________________________
Police Verbal De-Escalation

Course Description: Communication is constant in Police work. 70% is comprised of non-verbal communication, however this course will focus on the remaining 30%. This course will focus on what is being said and why, and how we can professionally deal with verbally combative subjects. This information packed course concentrates on de-escalation strategies, listening devices, Officer Safety procedures, verbal indicators and field effectiveness to avoid frivolous lawsuits and complaints on Officers. Also this dynamic course will continue to delve into words, which are the “Gateway” to the mind.

Instructor: Warning Order, LLC

Date: November 23, 2015  Time: 0830 – 1600  Cost: $175 per person

NOTE:
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

Must Register on Line

Warning Order, LLC
Ph.848-514-2603
Register on line: www.warningorder.net

Name_______________________________________________________________
Agency_________________________________________________________________
Agency Address_________________________________________________________________
City, State, Zip__________________________
Daytime Telephone No._______________________________________________________
Fax No. ________________________________________________________________
E-Mail ________________________________________________________________
Allegations of police misconduct have a dramatic, often alarming ripple effect on agencies and even entire communities. This one-day fast-paced seminar is designed not only as a professional development guide that will enhance an Internal Affairs investigator's abilities but to guide the participants through the various stages of an internal affairs investigation and the myriad issues associated with them; from the initial surfacing of allegations to the filing of a report and the launch of a hearing. Explored through this seminar will be: (1) the kinds, causes, and effects of police misconduct and some signs that can signal the potential for inappropriate behavior; (2) four important things to keep in mind when documenting an officer's discipline; (3) the 10 steps of a solid "progressive discipline" strategy; (4) an effective method you can use to confirm that supervisors are following departmental disciplinary policies; (5) the core personality characteristics that make a good Internal Affairs investigator; and (6) five sections that every Internal Affairs investigation should have.

**Instructor:** Chief Robert A. Verry (Ret), M.A., South Bound Brook PD  
Assistant Professor of Political & Governmental Affairs

**Date:**  October 2, 2015  
**Class Limit:** 40  
**Time:** 0930 – 1630  
**Attire:** Uniform of the day or casual business attire  
**Equipment:** Materials will be supplied by the Academy  
**Cost:**  
- Essex County – $50.00  
- Out of County – $50.00

**NOTE:**  
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:  

**Must Register by Faxing Form**

Robert A. Verry  
P.O. Box 47  
South Bound Brook, NJ 08880-0047  
Tel: 732-302-9520;  Fax: 732-377-8710 to reserve seat(s)  
BobVerry@BobVerry.com will be sent to confirm you’re seat(s)

Name_______________________________________________________________
Agency__________________________________________________________
Agency Address_____________________________________________________
City, State, Zip_____________________________________________________
Daytime Telephone No.______________________________________________
Fax No.___________________________________________________________
E-Mail_____________________________________________________________
This program will provide training in the composing and writing investigative reports. It will provide a review of specifics which the report should contain. The program is recommended for personnel who desire to sharpen their skill in the writing of such reports. Topics include: (1) being able to identify the essential elements of an investigative report to include the Who, What, When, Where, Why and How of an incident under investigation; (2) formatting an investigative report so that it reads in a clear, coherent manner and is free from inconsistencies or contradictions; (3) recognizing the appropriate resources available to produce a professional looking and readable report; (4) properly cross-referencing the investigative report to related statements by interested parties and/or evidence; (5) self-editing reports prior to supervisory review; (6) supporting documents needed to clarify or amplify individual points or statements presented in the investigative report.

Instructor: Benchmark Professional Seminars, Inc.

Date: December 14-15, 2015       Time: 0830 – 1600       Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

---------------------------------------------------------------REGISTRATION FORM---------------------------------------------------------------

Return to:
Benchmark Professional Seminars, Inc.
P.O. Box 7086
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

Must Register by Faxing Form

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at (302-225-4165.

Name_______________________________________________________________
Agency____________________________________________________________
Agency Address_______________________________________________________
City, State, Zip____________________________________________________
Daytime Telephone No._______________________________________________
Fax No.________________________________________________________________
E-Mail __________________________________________________________________
The refresher course is required for DCJ radar instructors once every three years.
A radar instructor/operator certificate is issued for three years.
In the third year, prior to expiration, each instructor must attend the refresher course.
We notify the instructors in writing prior to the annual schedule that they're required to attend to renew their certification.

Instructor:  Det. Arnold Anderson, (Ret), Essex County College Public Safety Academy
Date(s): September 18, 2015       Class Limit:  50
Time:       0900-1300       Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost       Out of County – No Cost

---------------------------------REGISTRATION FORM----------------------------------

Registrations should be submitted at least 30 days prior to the course start date to the address below:

Must Register by Faxing Form

Division of Criminal Justice Academy
P.O. Box 283
Sea Girt, New Jersey 08750
Telephone: (732) 282-6060
Fax: (732) 974-7551

Name_______________________________________________________________
Agency_________________________________________________________
Agency Address____________________________________________________
City, State, Zip____________________________________________________
Daytime Telephone No._____________________________________________
Fax No.___________________________________________________________
E-Mail____________________________________________________________
Report Writing for Collision Investigation

4-hour Introduction to Report Writing for Collision Investigations Course

Students will be given an introduction to the science behind crash investigation and prevention. Students will be introduced to the HADDON Matrix and learn how by looking at crashes as a disease helps prevent them. Students will also learn how to formulate their thoughts and write professional looking reports. No prior training in crash investigation is required. This course is meant to assist officers in writing the narrative portion of the NJTR-1 for all types of collisions, the minor to the fatal.

Instructor: Det. Arnold Anderson (Ret.), Essex County College Public Safety Academy

Date(s): October 22, 2015          Class Limit: 40
Time: 0800-1200                  Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost          Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name                      Last Name                     Rank

___________________________________________________________________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name          Department/Agency

Chief or Authorized Official Signature          Department/Agency Address

Telephone #                    Fax#
Responding to Calls of Crimes in Progress (New Course)

A two-day seminar designed specifically for patrol and squad car personnel who are routinely dispatched to investigate incidents or actual major crimes reported to Police Radio and where officer assistance is required. This program is will focus on how responding personnel might investigate in a safe manner both to themselves and potential victims. Such routine calls to be considered include: (1) active burglary of residence; (2) fighting on the street or highway; (3) disorderly conduct; (4) sexual assault in progress; (5) person with a gun or weapon; (6) evidence of a suspicious package; (7) gangs in conflict; and (8) other similar calls routinely received by officers who are called to perform an initial call for service.

INSTRUCTOR: Benchmark Professional Seminars, Inc.

**Date:** November 12-13, 2015  **Time:** 0830 – 1600  **Cost:** $295 per person

**TEAM DISCOUNT RATE:** Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

-----------------------------REGISTRATION FORM-----------------------------------------------

**Return to:**
Benchmark Professional Seminars, Inc.
P.O. Box 7086
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Name_______________________________________________________________
Agency_________________________________________________________________
Agency Address_________________________________________________________
City, State, Zip_________________________________________________________
Daytime Telephone No.___________________________________________________
Fax No. __________________________________________________________________
E-Mail ___________________________________________________________________
Search and Seizure Update

Laws change constantly. This course will review the recent United States Supreme Court and the New Jersey Supreme Court decisions pertaining to the laws governing search and seizure, particularly search warrants, and the exceptions to the written warrant. This course is recommended as a yearly refresher for all law enforcement personnel.

Instructor: Lynne A. Borasio, Assistant Prosecutor
Essex County Prosecutor’s Office

Date(s): September 23, 2015, 
Class Limit: 44
Time: 1000 – 1400 
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost 
Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name ___________________________ Last Name ___________________________ Rank ___________________________

Telephone # ___________________________ E-Mail ___________________________

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Chief or Authorized Official Name ___________________________ Department/Agency ___________________________

Chief or Authorized Official Signature ___________________________ Department/Agency Address ___________________________

Telephone # ___________________________ Fax# ___________________________
Search Warrants 101

This course will outline situations when a search warrant is required by law and will take a step by step approach in applying for one. We will discuss the contents needed and the practical considerations in making the application to a Court. We will outline the differences in search warrants for vehicles, residences and persons. This course is recommended for all law enforcement involved.

Instructor: Lynne A. Borasio, Assistant Prosecutor
Essex County Prosecutor’s Office

Date(s): September 22, 2015  
Class Limit: 44

Time: 1000 – 1400  
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost  
Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name  Last Name  Rank

Telephone #  E-Mail

Make all checks/agency vouchers payable to **ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY**.

**CERTIFICATION:** This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name  Department/Agency

Chief or Authorized Official Signature  Department/Agency Address

Telephone #  Fax#
Shopping Malls & Other “Soft Target” Facilities under Threat (New Course)

This program is designed primarily for local law enforcement agency personnel responding to crisis situations in "soft target" facilities such as mails, shopping centers, schools, hospitals, amusement parks and other locations frequented by a large and concentrated number of people. Focus will be on situations such as active shooter, bomb threat, hostage and similar occurrences where life is in real or potential danger. Program will emphasize the need for pre-planning by local law enforcement with administrative staffs of such facilities on how initial investigation should be handled until more fully trained and equipped personnel arrive on the scene. While this seminar is primarily for local police, it is highly recommended for administrative level private security personnel who might gain a greater understanding of their roles under conditions involving potential or real loss of lives.

Instructor: Benchmark Professional Seminars, Inc.

Date: August 17-18, 2015  Time: 0830 – 1600  Cost: $295 per person

TEAM DISCOUNT RATE: Enroll two agency personnel at the standard $295 per person fee and the third individual is half-price ($197.50). Enroll three agency personnel at the standard $295 per person fee and the fourth individual is free.

---------------------------------------------
REGISTRATION FORM
---------------------------------------------

Return to:
Benchmark Professional Seminars, Inc.
P.O. Box 7086
Wilmington, Delaware 19803-7086

Enclosed is a personal check, agency check, or agency purchase order in the amount of $295 per person. Make checks and purchase orders payable to Benchmark Professional Seminars, Inc.

Must Register by Faxing Form

MasterCard and Visa accepted for registration. To register using a credit card, call Jacob Haber directly at (302) 654-9091 or fax the registration form at (302-225-4165).

Name_______________________________________________________________
Agency______________________________________________________________
Agency Address____________________________________________________________________
City, State, Zip________________________________________________________
Daytime Telephone No.______________________________________________
Fax No._____________________________________________________________________
E-Mail__________________________________________________________________
Street Encounters (New Course)

Street Encounters - basic review of Constitutional Law as it applies to warrantless searches and interactions on the street (Field Inquiry/Terry Stop/Arrest) as well as Racially Influenced Policing

Instructor: Lynne A. Borasio, Assistant Prosecutor
Essex County Prosecutor’s Office

Date(s): September 25, 2015           Class Limit: 44
Time: 1000 – 1400           Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost           Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name                Last Name                Rank

Telephone #               E-Mail

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name                Department/Agency

Chief or Authorized Official Signature                Department/Agency Address

Telephone #               Fax#
Stress Management for Police Officers
Train the Trainer (New Course)

Course Description: This groundbreaking course will focus on three certainties within the Police community, top three in the following national statistics:

- Suicide
- Alcoholism
- Divorce rate

This course will concentrate on applying basic lifestyle changes and techniques to remedy these factors. This course is instructed by a train the trainer and a veteran Narcotics Detective. All students will receive a train the trainer certificate upon completion of this dynamic and information packed course.

Instructor: Warning Order, LLC

Date: December 14, 2015 Time: 0830 – 1600 Cost: $125 per person

NOTE:
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

Must Register on Line

Warning Order, LLC
Ph.848-514-2603
Register on line: www.warningorder.net

Name___________________________________________________________
Agency________________________________________________________________________
Agency Address___________________________________________________________________
City, State, Zip_________________________________________________________________
Daytime Telephone No.__________________________________________________________
Fax No._________________________________________________________________________
E-Mail ________________________________________________________________________
Title 2C Refresher (New Course)

2C Refresher - a thorough review of 2C criminal statutes, changes and updates. Great for those thinking about taking a promotional exam, supervisors or those in positions that don't require regular application of 2C.

Instructor: Lynne A. Borasio, Assistant Prosecutor
Essex County Prosecutor’s Office

Date(s): September 24, 2015
Class Limit: 44
Time: 0900 – 1630
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – No Cost
Out of County – $25.00

REGISTRATION

Please complete the following information and return to the Academy by mail or fax.

First Name

Last Name

Rank

Telephone # ___________________________ E-Mail ________________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

Chief or Authorized Official Name __________________________ Department/Agency __________________________

Chief or Authorized Official Signature __________________________ Department/Agency Address __________________________

Telephone # __________________________ Fax# __________________________
Law enforcement officers are very familiar with motor vehicle law. But their frame of reference is how it relates to motorized traffic.

Title 39 explicitly gives bicycle riders the same rights and duties as drivers of motor vehicles (39:4-14.1). Most, but not all, of Title 39 applies to bicyclists. Since the view from a bicycle is different, and a bicyclist is not surrounded by a sturdy metal structure to protect him/herself, the view of those rights and duties is different from the saddle. There are also inconsistencies in Title 39 that may impact officers’ response to bicyclists’ actions.

A course developed specifically for New Jersey law enforcement officers addresses these issues. The program increases awareness of Title 39’s impact on the bicycle rider and gives traffic patrol officers the opportunity to experience that perspective.

Classroom modules (3 hours): Instruction is provided by two LAB-certified League Cycling Instructors, one an NJ police officer, the other an LAB national League Coach and Education Coordinator for New Jersey Bike & Walk Coalition. The classroom portion covers the three “E’s”:

- **Education:** Traffic skills education
- **Engineering:** Highway and bikeway designs, controls
- **Enforcement:** Equitable treatment of cyclists through the legal process, including bicycle crash investigation techniques

…and briefly touches on 3 additional “E’s” — Equality, Encouragement, and Evaluation.

On-bike modules (3 hours):
- **Hazard avoidance techniques** that are taught to the public to help avoid crashes (Rock Dodge, Quick Stop, Avoidance Weave and Instant Turn; these same techniques are taught in the IPMBA course for officers on bikes).
- **Road ride** designed to include as many types of road as is feasible based on course location (residential/arterial, narrow/wide, turn lanes, 4-way stops, etc.).

While the classroom modules provide insight into the way officers interact with bicyclists, the on-bike portion makes the difference. Officers’ understanding of Title 39 as it applies to bicycles changes when they are on bicycles in traffic. The on-bike experience creates a new awareness of what it means to drive a bicycle.

This one-day class will be held on the following dates at the locations listed below. All sessions will run from 9:00 AM to 4:00 PM.

<table>
<thead>
<tr>
<th>Essex County College Public Safety Academy</th>
<th>Cedar Grove, NJ</th>
<th>September 3 or 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean County Police Academy</td>
<td>Lakewood, NJ</td>
<td>September 16</td>
</tr>
<tr>
<td>Passaic County Police Academy</td>
<td>Wayne, NJ</td>
<td>August 25</td>
</tr>
<tr>
<td>Rutgers University</td>
<td>Camden, NJ</td>
<td>August 18</td>
</tr>
<tr>
<td>Voorhees Transportation Center</td>
<td>New Brunswick, NJ</td>
<td>August 17</td>
</tr>
</tbody>
</table>

Cost per attendee: Free

**Equipment required for participation:** Bicycle and helmet

**Registration:** [online at](https://rutgers.qualtrics.com/jfe/form/SV_0fhlb1PuBYVeUiV)
Essex County College Public Safety Academy
250 Grove Avenue
Cedar Grove, New Jersey 07009
Telephone (973) 877-4350  Fax (973) 239-8842
www.essex.edu/pacademy

Use of Force & Domestic Violence

Legal requirements for Use of Force and Domestic Violence complaints. Training will focus on practical scenarios and legal issues concerning domestic violence.

Instructor: Lynne A. Borasio, Assistant Prosecutor
   Essex County Prosecutor’s Office

Date(s): September 21, 2015       Class Limit: 44
Time: 1000 – 1400       Attire: Uniform of the day or casual business attire
Equipment: Materials will be supplied by the Academy
Cost: Essex County – No Cost       Out of County – $25.00

REGISTRATION
Please complete the following information and return to the Academy by mail or fax.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Rank</th>
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Telephone # ___________________________ E-Mail ___________________________

Make all checks/agency vouchers payable to ESSEX COUNTY COLLEGE PUBLIC SAFETY ACADEMY.

CERTIFICATION: This is to certify that the above enrolled personnel is/are protected for both workers compensation and liability coverage under our insurance program. A certificate of insurance outlining this coverage will be furnished upon request.

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<td>Department/Agency Address</td>
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</table>

Telephone # ___________ Fax# ___________
Weingarten, Garrity, Loudermill & Miranda Rights

This one-day course will be divided into four sessions: Weingarten Rights, Garrity Rights, Loudermill Rights, and Miranda Rights with respect to Police Misconduct Investigations. Throughout the day we will explore the rights an officer has when they are a target of an internal or supervisory investigation. Understanding these rights are just as important for the investigator as they are for the target officer and must be clearly applied.

Instructor: Chief Robert A. Verry (Ret), M.A., South Bound Brook PD
Assistant Professor of Political & Governmental Affairs

Date: October 16, 2015
Class Limit: 40

Time: 0930 – 1630
Attire: Uniform of the day or casual business attire

Equipment: Materials will be supplied by the Academy

Cost: Essex County – $50.00
Out of County – $50.00

NOTE:
Please complete the registration information below and return along with agency check, voucher or purchase order directly to:

Must Register by Faxing Form

Robert A. Verry
P.O. Box 47
South Bound Brook, NJ 08880-0047
Tel: 732-302-9520; Fax: 732-377-8710 to reserve seat(s)
BobVerry@BobVerry.com will be sent to confirm your seat(s)

Name_______________________________________________________________
Agency____________________________________________________________
Agency Address_____________________________________________________
City, State, Zip_____________________________________________________
Daytime Telephone No._______________________________________________
Fax No.____________________________________________________________
E-Mail______________________________________________________________
FBI Upcoming Courses

<table>
<thead>
<tr>
<th>NAME OF COURSES</th>
<th>DATES</th>
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</thead>
<tbody>
<tr>
<td>Interview and Interrogation (Held at Bergen Co)</td>
<td>October 13-14</td>
</tr>
<tr>
<td>Crisis Negotiation</td>
<td>October 19-23</td>
</tr>
</tbody>
</table>

INTERVIEW AND INTERROGATION:

This two-day course is designed for investigators and detectives. It will cover the following areas: preparing for the interview, the background interview, Miranda warnings, non-verbal behavior, verbal behavior, the behavior analysis interview, and the eight-step interrogation method.

Class size is limited to 24

CRISES NEGOTIATION:

This five day course is designed to familiarize police officers with the current doctrine and theory of successful negotiation with individuals who are suicidal or in crisis, as well as criminal, mentally deranged and fanatic hostage takers. Instruction stresses the goal of approach in dealing with the hostage taker. Through the use of practical problems, all officers are exposed to negotiation situations during the course. Attendees should be patrol officers or detectives who will act as negotiators during actual crisis situations. Selection should be based on the department’s ability to identify personnel who are enthusiastic and highly motivated to become crisis negotiators.

Class size is limited to 24.
DIRECTIONS TO THE ACADEMY

FROM ROUTE 280:

Take Route 280 to Exit 7. Make a right turn from the exit ramp onto Pleasant Valley Way. Travel North on Pleasant Valley Way to the end (approximately 2 ½ miles). Make a left turn onto Bloomfield Avenue. Go to the 2nd traffic light and turn right onto Grove Avenue. Travel North on Grove Avenue 1.6 miles to the Essex County College Public Safety Academy.

FROM ROUTES 80 / 46 / 23 INTERCHANGE:

Follow the signs and get onto Rt. 23 South. Travel South on Rt. 23 approximately 2.6 miles. Make a right onto Grove Avenue immediately after the Railroad trestle. Travel South on Grove Avenue approximately ¼ mile to the Essex County College Public Safety Academy.

FROM THE NEWARK / BLOOMFIELD AREA:

Travel West on Bloomfield Avenue to Verona Park. There is a traffic light at the end of Verona Park. Counting that light as the first, go to the third traffic light and make a right turn onto Grove Avenue. Travel North on Grove Avenue 1.6 miles to the Essex County College Public Safety Academy.

FROM THE FAIRFIELD / CALDWELL AREA:

Travel East on Bloomfield Avenue to Verona. As you enter Verona, you will see a large radio tower on the left. Proceed to the third traffic light and make a left turn onto Grove Avenue. Proceed North on Grove Avenue 1.6 miles to the Essex County College Public Safety Academy.
GENERAL INFORMATION

Registration
A registration form must be signed by the Chief of Police or designee prior to acceptance by the Public Safety Academy and must be received at least one week prior to the class start date. Once completed, registration forms must be mailed or faxed to the Academy.

Class Information
Classes are held at the Public Safety Academy and begin promptly at 9:00 am unless otherwise indicated. Classroom assignments are posted on the daily activity calendar located at the facility’s entrance.

Course Cancellation
Courses that do not have the minimum number of registrants will be cancelled. Departments will be notified of the course cancellation by fax and/or by phone.

Attendance
Class attendance is mandatory for certificate consideration and any absence will be reported to the parent agency. If absence is unavoidable, the Academy shall be notified.

Payment
Unless otherwise indicated, payments (checks or voucher) should for classes are to be made out and send to:

Essex County College Public Safety Academy
250 Grove Avenue
Cedar Grove, NJ 07009

Refund Policy
No refunds will be issued due to failure of attending the class. Refunds shall be authorized based on a written justification by the agency at least one week prior to the class start date.
Certificates
Certificates of completion will be issued to personnel who satisfactorily meet the course requirements.

Dress Code
Proper attire, unless otherwise indicted in the course description, is either departmental uniform or casual business attire.

Smoking
The Academy is a smoke-free institution; therefore smoking is not permitted in the building or on the grounds.

Telephone
No messages(s) will be delivered during class except in an emergency. Messages will be posted on the message board in the main lobby.

Academy phones are restricted to the use of the academy staff and instructors.

Alcoholic Beverages
Consumption of alcoholic beverages is not permitted on the Academy grounds.

Parking
Parking space is limited. State statutes and local ordinances are enforced on the roadways adjacent to the Academy.

General Restrictions
Students are requested not to speak to or fraternize with any recruit attending basic training classes.

Administrative offices are to be entered on official business only.