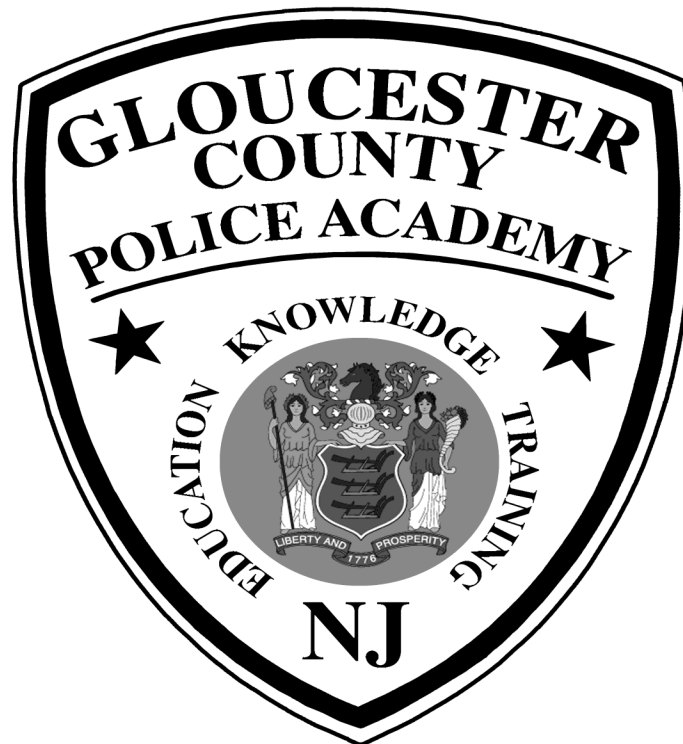


GLOUCESTER COUNTY POLICE ACADEMY

2024 TRAINING SCHEDULE



ACADEMY STAFF

Chief Sean M. McKenna, Ret.
Director

Chief Chris T. Wachter, Ret.
Training Coordinator

Mrs. Susan L. Rothfuss
Academic Specialist

Mrs. Donna Sentell
Office Assistant

Dear Colleague:

We are pleased to present our 2024 Training Schedule. As you can see, we have prepared a wide range of training opportunities. We anticipate another active, worthwhile, and innovative year for the Police Academy. Our training will be state of the art and on the cutting edge as we address the challenges of the complex issues faced by law enforcement in the 21st century.

The Academy has over 200 certified Police Training Commission instructors on its staff, as well as the services of many federal, state, county, and local agencies. This assures us that our training remains at its consistently high level.

Please take a moment to refresh your understanding of academy rules and regulations on pages 10, 11, and 12, and make sure members of your command are reminded of them as well.

If you determine that there is a need for training that is not currently being offered, please do not hesitate to bring it to our attention. We remain committed to providing training offered in a dynamic environment and welcome your suggestions. Any suggestions and/or questions pertaining to the 2022 schedule should be directed to the Academy Director Sean McKenna or Academic Specialist Sue Rothfuss by calling (856) 415-2266.

Thank you for your support by participating in our Police Training Programs.

Mr. Dominick Burzichelli
Vice-President of Operations
BA, Rutgers University
MS, Widener University

Chief Sean M. McKenna (Ret.)
Director
BS, University of Nebraska
MAS, Fairleigh Dickinson
University

Chief Chris T. Wachter (Ret.)
Training Coordinator
MSAJS, University of Phoenix
BSACJ, University of Phoenix
CPM

Mrs. Susan L. Rothfuss
Academic Specialist
AAS, Gloucester County College

Mrs. Donna Sentell
Office Assistant

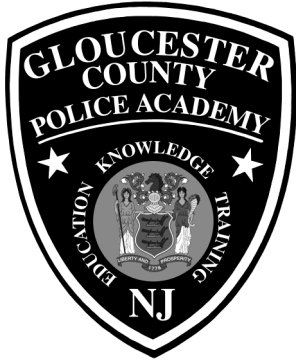


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Mr. Dominick Burzichelli, Vice-President of Operations

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Investigator Victor Molinari
Chief Thomas Ryan

ALPHABETICAL SCHEDULE OF CLASSES

<u>COURSE</u>	<u>HOURS</u>	<u>DATES</u>	<u>TUITION</u>
Basic Course for Police Officers (1)	Varied	2/12/24-6/20/24	\$500.00/*\$800.00
Basic Course for Police Officers (2)	Varied	8/5/24-12/12/24	\$500.00/*\$800.00
Basic Investigative Digital Photography	8	9/11/24	\$50.00
Bike Patrol School (1)	40	5/6/24-5/10/24	\$200.00
Bike Patrol School (2)	40	9/16/24-9/20/24	\$200.00
Crash Investigation I	80	3/11/24-3/22/24	-0-
Crash Investigation II	80	8/19/24-8/30/24	-0-
Crime Scene Processing	32	5/13/24-5/17/24	\$200.00
Criminal Investigation	56	2/12/24-2/20/24	\$200.00
Cults, Street Gangs, & Gangs in Drugs	24	2/5/24-2/7/24	\$150.00
Current Trends in Document Fraud	8	2/21/24	\$50.00
Digital Video Recorders (DVR) for the Investigator	16	7/15/24-7/16/24	\$100.00
Drugs for Patrol Officers	40	11/18/24-11/22/24	\$200.00
Energy Methods and Damage Analysis In Traffic Reconstruction	40	6/10/24-6/14/24	-0-

*Denotes Out-of-County Fee

ALPHABETICAL SCHEDULE OF CLASSES

<u>COURSE</u>	<u>HOURS</u>	<u>DATES</u>	<u>TUITION</u>
Field Training Officer (1)	24	2/5/24-2/7/24	\$150.00
Field Training Officer (2)	24	11/25/24-11/27/24	\$150.00
Firearms Instructor School (1)	40	6/3/24-6/7/24	\$200.00
Firearms Instructor School (2)	40	7/22/24-7/26/24	\$200.00
Fingerprinting for Patrol Officers	8	6/26/24	\$50.00
High Technology Investigations	40	7/22/24-7/26/24	\$200.00
Interview/Interrogation	32	5/28/24-5/31/24	\$200.00
MEB Instructor Course	16	3/11/24-3/12/24	\$100.00
Methods of Instruction (1)	48	1/16/24-1/23/24	\$200.00
Methods of Instruction (2)	48	4/23/24-4/30/24	\$200.00
Methods of Instruction (3)	48	9/3/24-9/10/24	\$200.00
Methods of Instruction (4)	48	10/15/24-10/22/24	\$200.00
Missing Children Investigations	16	10/8/24-10/9/24	\$100.00

ALPHABETICAL SCHEDULE OF CLASSES			
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<u>COURSE</u>	<u>HOURS</u>	<u>DATES</u>	<u>TUITION</u>
Modified Radar Instructor Course	24	6/17/24-6/19/24	\$150.00
N.J.S.A. Title 39 Heavy Truck Familiarization	8	2/23/24	\$50.00
Physical Fitness Instructor School	40	5/20/24-5/24/24	\$200.00
Recertification Class (1)	8	1/11/24	-0-/*\$50.00
Recertification Class (2)	8	2/22/24	-0-/*\$50.00
Recertification Class (3)	8	3/7/24	--0-/*\$50.00
Recertification Class (4)	8	4/4/24	--0-/*\$50.00
Recertification Class (5)	8	5/23/24	-0-/*\$50.00
Recertification Class (6)	8	6/20/24	-0-/*\$50.00
Recertification Class (7)	8	9/12/24	-0-/*\$50.00
Recertification Class (8)	8	10/10/24	-0-/*\$50.00
Recertification Class (9)	8	11/14/24	--0-/*\$50.00
Recertification Class (10)	8	12/5/24	-0-/*\$50.00

*Denotes Out-of-County Fee

ALPHABETICAL SCHEDULE OF CLASSES

<u>COURSE</u>	<u>HOURS</u>	<u>DATES</u>	<u>TUITION</u>
Report Writing	16	2/8/24-2/9/24	\$100.00
Sex Crimes Investigation	16	11/7/24-11/8/24	\$100.00
Special Officer I	80	5/6/24-5/31/24	\$400.00/*\$500.00
Street Survival	40	4/8/24-4/12/24	\$200.00
Supervision School (1)	40	4/15/24-4/19/24	\$200.00
Supervision School (2)	40	10/21/24-10/25/24	\$200.00
Waiver Class (SLEO II To Regular Full-Time)	104	7/8/24-8/9/24	\$300.00/*\$500.00

*Denotes Out-of-County Fee

CHRONOLOGICAL SCHEDULE OF CLASSES

<u>MONTH</u>	<u>CLASS</u>	<u>DATE</u>	<u>DESCRIPTION</u> <u>PAGE NUMBER</u>
<u>JANUARY</u>	Recertification Class (1)	1/11/24	21
	Methods of Instruction (1)	1/16/24-1/23/24	19
<u>FEBRUARY</u>	Cults, Street Gangs & Gangs in Drugs	2/5/24-2/7/24	18
	Field Training Officer (1)	2/5/24-2/7/24	17
	Report Writing	2/8/24-2/9/24	21
	Basic Course for Police Officers	2/12/24-6/20/24	14
	Criminal Investigation	2/12/24-2/20/24	16
	Current Trends In Document Fraud	2/21/24	16
	Recertification Class (2)	2/22/24	21
	N.J.S.A. Title 39 Heavy Truck Familiarization	2/23/24	20
<u>MARCH</u>	Recertification Class (3)	3/7/24	21
	MEB Instructor Course	3/11/24-3/12/24	19
	Crash Investigation I	3/11/24-3/22/24	15
<u>APRIL</u>	Recertification Class (4)	4/4/24	21
	Street Survival	4/8/24-4/12/24	22
	Supervision School	4/15/24-4/19/24	22
	Methods of Instruction (2)	4/23/24-4/30/24	19

CHRONOLOGICAL SCHEDULE OF CLASSES

<u>MONTH</u>	<u>CLASS</u>	<u>DATE</u>	<u>DESCRIPTION PAGE NUMBER</u>
<u>MAY</u>	SLEO I	5/6/24-5/31/24	22
	Bike Patrol School (1)	5/6/24-5/10/24	15
	Crime Scene Processing	5/13/24-5/17/24	15
	Physical Fitness Instructor School	5/20/24-5/24/24	21
	Recertification Class (5)	5/23/24	21
	Interview & Interrogation	5/28/24-5/31/24	19
<u>JUNE</u>	Firearms Instructor School (1)	6/3/24-6/7/24	18
	Energy Methods and Damage Analysis In Traffic Reconstruction	6/10/24-6/14/24	18
	Modified Radar Instructor School	6/17/24-6/19/24	20
	Recertification Class (6)	6/20/24	21
	Fingerprinting for the Patrol Officer	6/26/24	18
<u>JULY</u>	Waiver Class (SLEO II to Regular Full- Time)	7/8/24-8/9/24	23
	Digital Video Recorders (DVR) for the Investigator	7/15/24-7/16-24	17
	Firearms Instructor School (2)	7/22/24-7/26/24	18
	High Technology Investigations	7/22/24-7/26/24	18
<u>AUGUST</u>	Basic Course for Police Officers (2)	8/5/24-12/12/24	14
	Crash Investigation II	8/19/24-8/30/24	15

CHRONOLOGICAL SCHEDULE OF CLASSES

<u>MONTH</u>	<u>CLASS</u>	<u>DATE</u>	<u>DESCRIPTION</u> <u>PAGE NUMBER</u>
<u>SEPTEMBER</u>	Methods of Instruction (3)	9/3/24-9/10/24	19
	Basic Investigative Digital Photography	9/11/24	14
	Recertification Class (7)	9/12/24	21
	Bike Patrol School (2)	9/16/24-9/20/24	15
<u>OCTOBER</u>	Missing Children Investigations	10/8/24-10/9/24	20
	Recertification Class (8)	10/10/24	21
	Methods of Instruction (4)	10/15/24-10/22/24	19
	Supervision School (2)	10/21/24-10/25/24	22
<u>NOVEMBER</u>	Sex Crimes Investigation	11/7/24-11/8/24	22
	Recertification Class (9)	11/14/24	21
	Drugs for the Patrol Officer	11/18/24-11/22/24	17
	Field Training Officer (2)	11/25/24-11/27/24	17
<u>DECEMBER</u>	Recertification Class (10)	12/5/24	21

ADDITIONAL IN-SERVICE TRAINING COURSES

Additional in-service classes will be sponsored by the academy throughout the year and advertised by emailed flyers. Please call the Director at (856) 415-2272, if you have any suggestions for upcoming courses.

ABOUT THE FACILITY

The academy is housed in the Law and Justice Complex on the campus of Rowan College of South Jersey. All in-service and recruit training classes are held in our spacious facility. Our room numbers are 308, 309, and 310.



SURFING THE WEB? CHECK OUT OUR WEB SITE!

Gloucester County Police Academy has its own web site. Our internet address is <http://www.rcsj.edu/policeacademy>. Keep watching our web site for the latest updates in training courses. You can even register for in-service classes over the net. A confirmation will be mailed to your chief.



<p style="text-align: center;"><i>RULES AND REGULATIONS FOR IN-SERVICE TRAINING PERSONNEL</i></p>

DRESS CODE: Proper dress for all in-service training students is a ***suit or jacket with necktie*** unless otherwise noted. Instructors may modify dress code as they see fit.

SMOKING AREAS: No smoking is permitted in any campus building. Smoking is allowed outside of all buildings in designated areas.

FIREARMS: As a rule, firearms are prohibited on campus and should not be worn to any in-service class. If duty status or department rules require the wearing of your weapon, keep it concealed as much as possible.

CLASS ATTENDANCE: Once enrolled, class attendance is required. Any absences will be reported to your department head. If your absence is necessary due to court, sickness, etc., the academy should be notified in advance.

CLASSROOM DEMEANOR: All students are expected to treat instructors with courtesy and respect. Raising of the hand to be recognized or excused will be in order at all times.

CLEANLINESS: All students are expected to clean their own area of responsibility. **NO FOOD OR DRINK IS ALLOWED IN OUR CLASSROOMS.**

ORDER: In-service officers are expected to set an example for college students on campus by refraining from using profane, loud, or offensive language while on campus. Officers are not to interfere with, or otherwise bother, any student on campus.

In-service officers are not to interfere with the training of the police recruits regardless of their status as an instructor. If you encounter a problem with a recruit, please bring it to the attention of the academy staff. **DO NOT TAKE IT UPON YOURSELF TO RESOLVE THE SITUATION OR METE OUT DISCIPLINE.**

RULES AND REGULATIONS , CONTINUED

STARTING TIMES:

All Classes start at 8:30 a.m. and end at 4:30 p.m. unless otherwise noted.

APPLICATION:

An application signed by the Chief of Police or designee must be submitted for all Academy courses at least one (1) week prior to the starting date of the course. Individuals cannot register themselves for a course without a superior officer's approval.

CERTIFICATES:

Certificates of completion will be awarded at the end of the last day of classes.

COLLEGE CREDITS:

Thirteen (13) college credits are available for graduates of the Basic class. These credits are acceptable and transferable to most colleges and universities in the United States.

PAYMENTS:

All checks and purchase orders should be made payable to ***Gloucester County Police Academy, NOT Rowan College of South Jersey. All billing inquiries should be directed to the Academic Specialist.***

CONFIRMATIONS:

The Academy **DOES** send out registration confirmations by mail. If you have not received a registration confirmation, please call the academy to verify your enrollment.

INSTRUCTIONAL CREDIT HOURS:

For every hour of instruction given by instructors from various departments, that department will receive \$20.00 in tuition-free enrollment for most in-service, basic, or special officer II classes. All instructional hours given by instructors in 2024 will be credited in 2025.

RULES AND REGULATIONS , CONTINUED

24 HOUR MESSAGE SERVICE:

Messages can be left for the police academy staff 24 hours a day, seven days a week, by dialing (856) 415-2266.

GENERAL TIPS:

Get reservations in early! Use instructional credit hours for tuition whenever possible, since they cannot be carried over into the next year. You may register on-line, or fax registration forms to (856) 468-7307. Our web address is <http://www.rcsj.edu/policeacademy>.

PARKING

Please be advised that all students must park in lot D (Student Parking). NO EXCEPTIONS!!!! No student is permitted to park in any of the faculty and staff lots unless he/she is instructing at the academy. Officers who are instructing may park in Lot C next to the academy building. The security staff patrols all parking areas, so you should have no concerns about leaving a marked unit in student parking. ANYONE WHO DOES NOT COMPLY WITH THIS REGULATION WILL RECEIVE A TICKET AND/OR POSSIBLE TOWING OF HIS OR HER VEHICLE. Your cooperation in this matter is highly appreciated!

MAILING LIST

Catalogs will no longer be mailed annually. Classes are viewable at our website, [www.rcsj.edu/police academy](http://www.rcsj.edu/police%20academy). Training bulletins will be emailed periodically throughout the year. If you would like to receive all training bulletins regularly and are not currently on our e-mail list, please call Sue Rothfuss or Donna Sennell at (856) 415-2266.



COURSE DESCRIPTIONS

BASIC COURSE FOR POLICE OFFICERS

The Basic Class for police officers consists of training mandated by the Police Training Commission and includes over 70 hours of physical fitness, 48 hours of firearms range training, 12 hours of MEB, and over 250 hours of academic subjects. Applicants must be sworn, full-time employees of a municipal, county, or state institution and conform to all the standards prescribed by the New Jersey Police Training Commission. This class will be co-mingled, allowing SLEO II's to attend will full-time appointees.

Instructor: Academy Staff

Attendance: 40

BASIC INVESTIGATIVE DIGITAL PHOTOGRAPHY

This is a hands-on course designed to teach the basic fundamentals of digital photography at various types of scenes. This workshop focuses on basic operation of the camera, providing information and techniques to guide law enforcement agencies into the updated technological capabilities of digital photography and provide the skills needed to apply this technology in the crime scene investigation field and/or related areas. The participants will be taught how to use their department's camera equipment, focusing on camera modes, digital SOP's, operation of flash and many other practical applications. **Please note the course is appropriate for not only investigative personnel, but patrol officers as well. *REQUIRED EQUIPMENT: a digital camera with a flash card. Bring the camera manual and all other camera equipment issued by your department. Sharing of cameras is not permitted! All students MUST have their own cameras.***

Instructor: Gloucester Co. Pros. Office Crime Scene Unit

Attendance: 20

BIKE PATROL SCHOOL

This course is taught by an International Police Mountain Bike Association certified instructor and includes training in accident avoidance, comfort and efficiency, stair climbs and descents, legal rights of cyclists, liability concerns of bike patrols, bicycle handling skills, emergency maneuvers, and much more. A high quality mountain bike, bike uniforms, at least three weeks riding experience prior to the start of the class, bicycling gloves, eye protection, and a full medical clearance are required prior to the start of class.

Instructor: Academy Staff

Attendance: 18

CRASH INVESTIGATION I

This definitive course is based on the best selling law enforcement book of all time, The Traffic Investigation Manual. It provides in-depth coverage of the skills officers need to systematically investigate a traffic accident, including the ability to recognize critical evidence at the scene and to preserve/record it promptly. Techniques of recognizing and properly recording accident results on roadways and vehicles are also thoroughly presented. Officers will learn how to make measurements, sketches, after accident diagrams, and photographs of the accident scene. How the collected data can be used to reconstruct accidents will also be covered. **New Jersey officers will be given preference over out-of-state officers in the registration process.**

Instructor: Division of Highway Safety Staff

Attendance: 32

CRASH INVESTIGATION II

Crash Investigation II will enhance the capability and credibility of your at-scene investigators. The course is designed to develop skills in technically preparing AI data and collecting follow-up data required by prosecutors, defense attorneys, claim adjusters, fleet supervisors, reconstructionists, and highway safety engineers. The course's emphasis is on vehicle damage analysis and vehicle behavior in accidents. Some topics include: vehicle damage analysis, vehicle behavior in accidents, results of the accident on the road, lamp filament analysis, tire damage analysis, measurement methods, and specialized data gathering. **PREREQUISITE: CRASH INVESTIGATION I. New Jersey officers will be given preference over out-of-state officers in the registration process.**

Instructor: Division of Highway Safety Staff

Attendance: 32

CRIME SCENE PROCESSING

This 32-hour workshop will offer hands-on training in fingerprint development, alternate light sources, photography, presumptive blood tests, and blood print development. Students will participate in mock crime scene processing and class presentations. The class is geared to detectives and patrol officers in smaller departments who are responsible for investigating crime scenes.

Instructor: Academy Staff

Attendance: 15

CRIMINAL INVESTIGATION

This course will provide insight and training to the individual who is most responsible for the initial actions at a crime scene. Topics will include an overview of crime scene investigations, death investigations, high technology crimes, narcotics investigations, sex crimes, interview/interrogation, search warrants, insurance fraud, mapping and interpreting cell phone records, courtroom testimony and much more!

Instructor: Academy Staff

Attendance: 40

CULTS, STREET GANGS, AND GANGS IN DRUGS

This 24-hour course deals with all aspects of various cults and gangs. By the end of the class, students will be able to recognize, identify, and investigate criminal activity of cults and gangs. Discussion topics include Urban Gangs, Streetology Tagging, Supremacist Groups, Asian Gangs, and much more.

Instructor: Academy Staff

Attendance: 40

CURRENT TRENDS IN DOCUMENT FRAUD

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 NJ MVC. 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, **re-designed 2021** permanent resident cards, **re-designed 2021** employment authorization cards, **“Next Generation”** passports and Social Security cards. Participants will learn the newest trends in counterfeiting of identity documents by “on-line” manufacturers, which has become increasingly common due to the ease in obtaining access to previously unpublished document security technology. The latest trend involves a significant increase in the counterfeiting of driver’s licenses from Puerto Rico. This course will also identify the differences between counterfeit and 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”. Of paramount importance is a cutting edge investigative tool available to law enforcement at the New Jersey **Regional Operations Intelligence Center (ROIC)**. Known as the “Facial Recognition Initiative”, this technology utilizes the Photo Imaging Mugshot System maintained by the New York/New Jersey “HIDTA” program. Along with the instruction, the students will receive a booklet with the totality of the identity document safety features, a “cheat sheet” with the 50 states driver’s license ID features and an asset sheet listing all of the investigative support services available through the MVC to law enforcement for future reference.

Instructor: Edward Sidley (Ret. Chief Sea Girt PD)

Attendance: 40

DIGITAL VIDEO RECORDERS (DVR) FOR THE INVESTIGATOR

This two-day basic course is designed for examiners/investigators and demonstrates methodologies and techniques used to recover video evidence from Digital Video Recorders and cloud-based systems. It is intended for those new to the field of digital multimedia evidence (DME). Students learn the concepts of video forensics and garner skills needed to process recoverable evidence from video images.

The increased use of digital video systems by the general public has made digital multimedia evidence (DME) a significant and integral part of modern criminal and civil investigations. Since there is no standard video recording system in use, the need for trained individuals who know how to properly recover this type of evidence has increased. Properly acquiring DME is crucial, as all other processes or use of the video are impacted by the accuracy of the recovery. This course introduces and provides a fundamental understanding of DME, introduces the types of systems likely to be encountered, discusses legal issues related to DME, and focuses on the proper recovery of DME. The public expectation today is that if a crime occurs, there will be video/audio of the incident. There is a significant, specific skill set that investigators need to PROPERLY handle and process the digital multimedia evidence that gets collected. If the DME is not handled and processed carefully, according to best practices, the video/audio might not be interpreted accurately.

Some goals and objectives of the class include: Retrieving the best quality video evidence for an investigation; Editing video for investigative purposes; and Disseminating video to the public for lead generation.

Prerequisite: Students are expected to have an average skill level with computers such as: creating folders, saving files, navigating through the Windows environment, basic troubleshooting skills, installing software, etc. Basic computer skills are not taught in this course.

Instructor: Gloucester Co. Prosecutor's Office High Tech Crimes Unit Attendance: 12

DRUGS FOR THE PATROL OFFICER

This 40-hour course is designed for the uniformed officer and covers the CDS Act, Drug Identification, Search & Seizure, MV Stops and Searches, Report Writing, Roadside Interview Techniques, Pre-Stop and Vehicle Indicators of Criminal Activity, Consent to Search, Developing Sources of Information, and Uniformed Officer Interaction with the Undercover.

Instructor: Academy Staff

Attendance: 40

ENERGY METHODS AND DAMAGE ANALYSIS IN TRAFFIC RECONSTRUCTION

During the course, Officers will learn to view and analyze crashes from an energy point of view. They will explore energy methods beginning with the basics and progressing to more advanced concepts. Instructors will discuss the often-misunderstood topics of Equivalent Barrier Speed (EBS) and delta-V, and attendees will learn different ways to analyze collisions, such as damage momentum, where a traditional conservation of linear momentum may not be the most appropriate analysis. Students will also explore the topic of crush. They will examine the basis of the three familiar energy equations that use crush measurements. Outside projects will provide attendees with hands-on experience in examining and measuring crash vehicles and then calculating damage energy and speeds. This course will help officers become more comfortable in utilizing energy-based methods in analysis as the underlying science that computer-based “crash” programs rely upon is examined. It is an excellent complement to other training courses that teach reconstructively how to use “crash” software.

Prerequisite: Traffic Crash Reconstruction.

Required Materials: Scientific Calculator

Instruction: ITPM

Attendance: 30

FIELD TRAINING OFFICER SCHOOL

The Field Training Officer Training class is a program that instructs participants in the training of newly hired officers. The program stresses five roles of the FTO, recruit training manuals, standard evaluation guidelines, the emulation process, daily observation reports, teaching techniques, liability, ethical issues, rater error, case law, remedial training/procedures, a review of recruit post-academy training, and much more!

Instruction: Academy Staff

Attendance: 40

FINGERPRINTING FOR THE PATROL OFFICER

This one day course is designed to expand upon the basic block of instruction on fingerprint identification and collection in the police recruit class. The course will better prepare officers to identify and collect fingerprints while on scene and give them a better understanding of what tools and techniques are available in order to collect fingerprint evidence. Topics to be covered will include a discussion on various supplies available on the market, best practices when dealing with specific surfaces and weather conditions, DNA collection, and best practices when collecting arrest fingerprints on a livescan machine. This course involves several hands-on exercises using fingerprint powder. Specific topics include hands-on exercises with black/magnetic powder on smooth and textured surfaces, hands-on exercises using small particle reagent, gel lifters, Ninhydrin, microsil and sticky side tape, fingerprint windows exercises, and challenges with fingerprinting vehicles.

Students will receive a basic fingerprint kit as part of tuition, but can also bring other fingerprint supplies to practice with.

Recommended equipment to bring: Digital camera, Flashlight, Pocket Knife

FIREARMS INSTRUCTOR COURSE

The objective of this course is to equip the student with the expertise to develop and administer departmental firearms programs. Successful completion of the course will also qualify the participant for certification to instruct in basic training and in-service programs.

Subject material includes the legal responsibilities of a range master, legal and moral use of deadly force, vicarious liability, nomenclature, care and maintenance of the modern handgun, gun battle statistics, teaching single and double action shooting, range management and record keeping, and methods of instructing various revolver, shotgun, semi-automatic handgun courses. Range exercises include police combat courses. Students are required to pass a written examination, demonstrate the ability to function as a range master, fire an average of 95% in three consecutive firings of the Handgun Qualification Course (HQC), and fire an 80% on the Handgun Night Qualification Course (NHQC) to successfully enter the course. **PREREQUISITE: CANDIDATES MUST ACHIEVE AN AVERAGE SCORE OF 95% OR BETTER DURING THREE (3) PRE-QUALIFYING RUNS OF THE HQC1 IN THE MORNING OF THE FIRST DAY OF CLASS TO BE ADMITTED INTO THE COURSE. CANDIDATES MUST ALSO ACHIEVE A SCORE OF 80% OR BETTER IN THE NHQC AND SAFELY HANDLE THEIR FIREARMS THROUGHOUT THE COURSE TO SUCCESSFULLY MEET CLASS REQUIREMENTS.**

Instruction: Academy Staff

Attendance: 20

HIGH TECHNOLOGY INVESTIGATIONS

This redesigned course will include a full week of hands-on computer training. The topics covered in this class will include: hardware recognition, wireless network technology, how the internet works, swatting investigations, Peer 2 Peer investigations, an Overview of Computer Forensic techniques and software. Also being covered will be the use of various types of Social Media to aid with investigations and intelligence gathering. An extensive overview of how cellular telephones work and what types of evidence can be derived from the physical device and toll billing records. As well as legal considerations and what appropriate orders are needed to acquire the information needed to further an investigation. **▲ 16 GB flash drive is required for the course!**

Instructor: Academy Staff

Attendance: 40

INTERVIEW/INTERROGATION

This 32-hour course emphasizes the use of verbal and non-verbal behavior in interview and interrogation. Topics include Physiological and Psychological Factors in Stress, Psychology of Interviewing, Non-Verbal Behavior, Non-Verbal and Verbal Behavior in Deception, Stress and Behavior, Neurolinguistic Programming, Facial Expressions in Deceit, and more!

Instructor: Academy Staff

Attendance: 40

MEB INSTRUCTOR COURSE

This two-day, highly dynamic, instructor-level course is like no other because it provides students with useful defensive skills in all three zones of defense, especially for close quarter battles (CQB). It relies heavily on practical hands-on applications and is intended for first responders who want instruction in the proper uses of straight batons (expandable or rigid) used for self-defense and subject-control for escort and handcuffing. Students must bring a straight baton, holder, duty belt, handcuffs with key, and BDU clothing. **A medical clearance is required.**

Instructor: Academy Staff

Attendance: 20

METHODS OF INSTRUCTION

This class is a Police Training Commission approved course designed for officers who plan to teach at police schools and/or in their respective departments.

Topics include selecting appropriate teaching methods, establishing goals and performance objectives, and constructing lesson plans. An overview of the principles of learning, classroom management, and the selection and use of training aids will also be discussed.

Each student is required to plan & present to the class two lessons on police related topics: one is a 15 minute presentation; the other is a 30 minute presentation and requires the use of training aids. Presentations will be evaluated by the trainee, the instructor, and class members. **The jacket and tie academy dress code is strictly enforced in this class, and full attendance for all six days is mandatory.**

Instructor: Academy Staff

Attendance: 22

MISSING CHILDREN INVESTIGATIONS

Missing children investigations are time sensitive and require a multi-disciplinary approach. These investigations require a quick, organized response to assure the safe recovery of the victim. This course will cover all aspects of missing children investigations from the first response to the investigation. The course will leave the attendee with the understanding of the severity in handling these cases in a timely fashion and with an organized response to assure success in recovery.

Instructor: Gloucester County Prosecutor's Office

Attendance: 40

MODIFIED RADAR INSTRUCTOR'S COURSE

This class, which is 24 hours in length, is designed for those who wish to instruct radar and already have completed a Police Training Commission approved Methods of Instruction course. Training includes field operations and practical exercises that will prepare the officer who specializes in traffic enforcement. Objectives procedure, operation, and report preparation are some of the various phases which will be discussed in detail. **Instructor candidates require a minimum of two (2) years as a radar operator with their department and completion of Methods of Instruction.**

Instructor: Academy Staff

Attendance: 40

N.J.S.A. TITLE 39 HEAVY TRUCK FAMILIARIZATION

Conducted by the New Jersey State Police Mobile Safe Freight Training Unit, this familiarization seminar focuses on the applicable N.J.S.A. Title 39 motor vehicle laws and safe practices regarding heavy trucks.

Instructor: New Jersey State Police

Attendance: 40

PHYSICAL FITNESS INSTRUCTOR COURSE

This 40-hour, Police Training Commission accredited course prepares an officer to gain certification as a physical training instructor. Students will learn the implementation of the Police Training Commission Physical Conditioning program. Instructional topics include fitness levels, physical fitness assessments, exercise physiology, substance abuse, diet and nutrition, and more. **Physical Fitness sessions will be conducted daily. A MEDICAL CLEARANCE IS REQUIRED!**

Instructor: Academy Staff

Attendance: 40

RECERTIFICATION CLASSES

This course has been standardized to include those topics that are either required or recommended by the New Jersey Attorney General's Office. All officers will attend Use of Force Policy, Vehicular Pursuit Policy, Domestic Violence, and Mental Health Awareness. A two-hour bleeding control segment is required for all in-county attendees and will be conducted from 1600-1800. This unit is optional for all out-of-county officers. The course is scheduled from 0800-1800 and is offered 10 times per year to accommodate your department's shift schedule. The program will no longer be offered during the summer months of July and August.

Instructor: Academy Staff

Attendance: 40

REPORT WRITING

This sixteen (16) hour course will provide a foundation for law enforcement professionals in basic English skills and expertise in writing investigative narratives. The class addresses the qualities of a good report and outlines the areas of information covered by a clear, concise, well-written police narrative. Students will learn to incorporate English grammar and composition skills with proven effective police report writing techniques and strategies. The course also emphasizes the importance of correct English composition for accurate police reports. Practice exercises are provided to afford the students an opportunity to put into use the concepts and techniques presented. **NOTE: ON THE FIRST DAY OF CLASS, ALL STUDENTS ARE REQUIRED TO BRING TWO EXAMPLES OF THEIR OWN POLICE REPORTS(NARRATIVE ONLY!) AND A RED PEN.**

Instructor: Academy Staff

Attendance: 40

SEX CRIMES INVESTIGATION

This 16-hour class demonstrates the practices and procedures in the delicate investigation of rape, molestation, etc. Course topics include medical and forensic issues in sex crimes investigations, adult victims of sexual assault, sexual offender profiles, the role of DYFS, interviewing victims and children, interview/interrogation, and scenarios in sex crimes investigation.

Instructor: Gloucester County Prosecutor's Office Attendance: 40

SPECIAL OFFICER I

The Special Officer I class consists of approximately 80 hours of classwork and includes training in PR-24, handcuffing, disorderly persons offenses, first aid and various patrol concepts. This class will be conducted during daytime hours. Upon graduation, students will be PTC certified Class One Special Officers.

Instructor: Academy Staff Attendance: 40

STREET SURVIVAL

This four day course is designed to better prepare law enforcement personnel for violent situation they may encounter. Topics to be discussed include: "Warrior" Mindset, Tactical Decision Making under Stress, Situational Awareness, and Use of Force. Survival techniques will focus on crimes in progress, as well as motor vehicle stops. Handcuffing, defensive tactics and the use of impact weapons and chemical agents will also be included. The last two days will focus on practical exercises with scenarios utilizing "force on force." **Note: This is a hands-on course, and all trainees must be in good physical condition. A MEDICAL CLEARANCE IS REQUIRED!**

Instructor: Academy Staff Attendance: 20

SUPERVISION SCHOOL

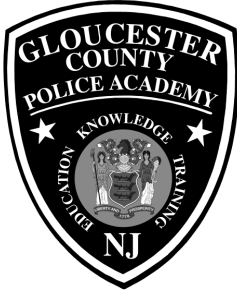
This 40-hour course focuses on the identification and explanation of theories relative to supervision and leadership. This class should be mandatory for first-line supervisors, as well as field training officers and coaches. Topics covered include, but are not limited to, Police Discipline, Proactive Supervision, Civil Liability, Ethics, Risk Management, Performance Evaluations/Early Warnings, Internal Affairs, Equal Employment Opportunity, Under 100, and Dealing with Problem Employees. The class will also include a substantive law refresher block focusing on topics that have been seen as problematic throughout the state.

Instructor: Academy Staff Attendance: 55

WAIVER CLASS (SLEO II TO REGULAR FULL-TIME)

This 5 week class is Police Training Commission sanctioned and allows those SLEO II's who have received waivers to full-time status to achieve their required updated training in a very short time window. Officers must have a fully processed waiver with the Police Training Commission to attend. All attendees must also pass a pre-academy PT assessment to gain entrance to the class.

Instructor: Academy Staff Attendance: 40



GLOUCESTER COUNTY POLICE ACADEMY

*ENROLLMENT APPLICATION
IN-SERVICE TRAINING SCHOOL*

PLEASE PRINT

Name: _____ Rank: _____

Department: _____

Address: _____

Home Address: _____

Dept. Phone #: _____ Home Phone #: _____

Name of School: _____

Date(s) of School: _____

Printed Name of Chief or Designee Authorizing Registration: _____

Contact Phone Number of Chief or Designee: _____

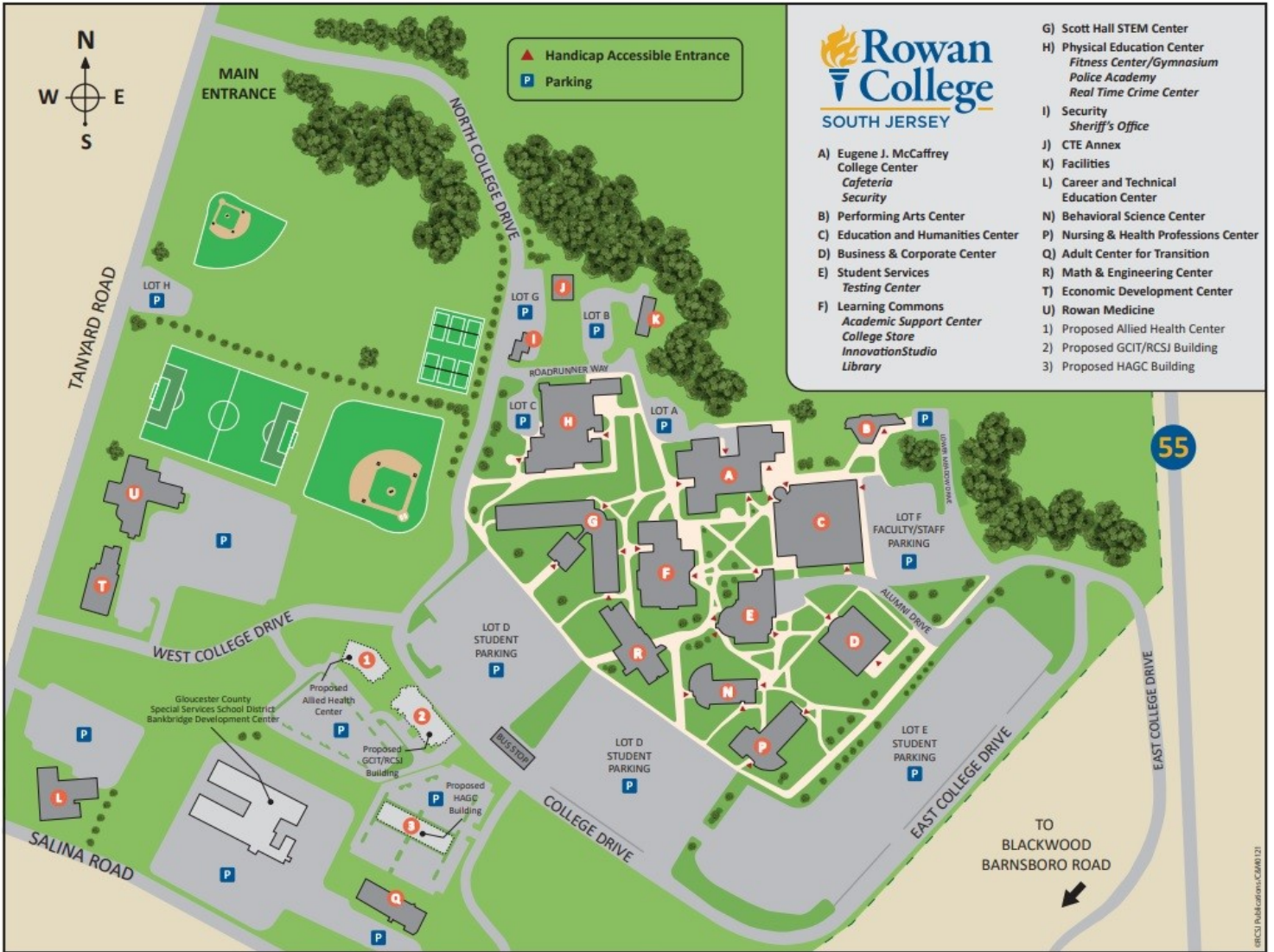
Email Address of Chief or Designee: _____

Signature of Chief or Designee Authorizing Registration: _____

Please return forms to:

**Gloucester County Police Academy
Rowan College of South Jersey
1400 Tanyard Rd.
Sewell, NJ 08080
(Fax): (856) 468-7307**

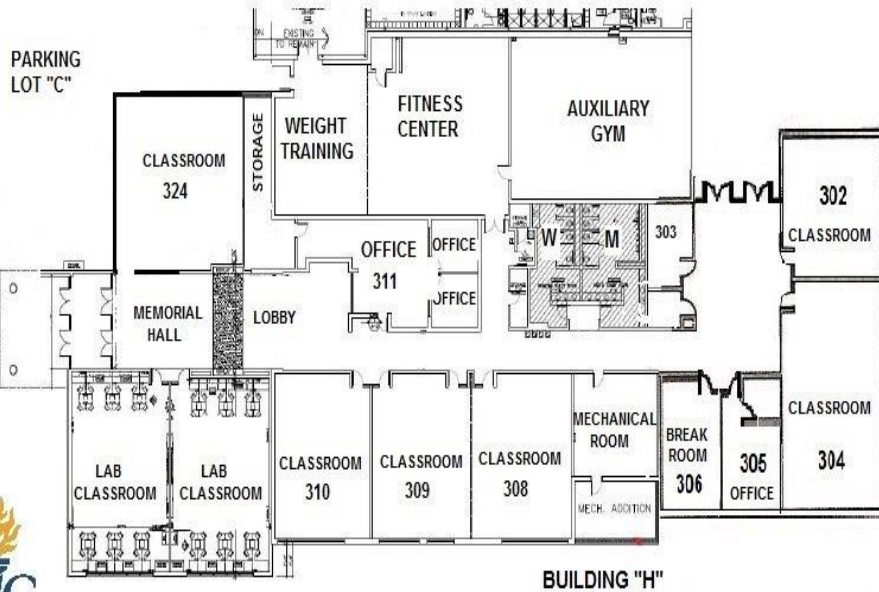
Copy this form and keep on file for future enrollments!





GLOUCESTER COUNTY POLICE ACADEMY

COLLEGE DRIVE



SCOTT HALL BUILDING

NOT TO SCALE

DIRECTIONS TO GLOUCESTER COUNTY POLICE ACADEMY

FROM ROUTE 55

Take Route 55 exactly 4 miles from Route 42 to Route 47 North (marked Exit 56B--Woodbury - Westville). Turn left at first traffic light onto Bankbridge Road, then left at next traffic light onto Tanyard. Third entrance on left (just past Monongahela Junior School and Gloucester County Vocational) is Gloucester County College.

FROM SOUTH PHILADELPHIA

Cross the Walt Whitman Bridge, and follow signs to Atlantic City and 295 South. Take Route 42 towards Atlantic City. Pick up Route 55 and follow above directions.

FROM THE DELAWARE MEMORIAL BRIDGE

Take 295 North. Exit onto Exit 21-Delaware Street and continue through Woodbury. Turn right at second traffic signal onto Evergreen Avenue. Travel one block and turn left onto Egg Harbor Road and continue to college.

FROM NORTH JERSEY (via Route 295)

Take Route 295 South to Route 42 towards Atlantic City. Take Route 55 South exit off Route 42. Take Route 55 exactly 4 miles from Route 42 to Route 47 North (marked Exit 56B-Woodbury - Westville). Turn left at first traffic light onto Bankbridge Road, then left at the next light onto Tanyard. Third entrance on left (just past Monongahela Junior School and Gloucester County Vocational) is Gloucester County College.

FROM ATLANTIC COUNTY

Take Atlantic City Expressway to exit marked SH168, and follow the exit ramp around to the right. Come to the light at SH168 and continue straight through. After about 1 mile turn left onto County House Road (just before Lakeland). Stay straight on County House Road through two traffic signals, the stop sign on SH47, and continue to the dead end. Turn left. Go over Rt55 overpass and college entrance is on right. Follow around to college service building on right. Police academy will be on your right.