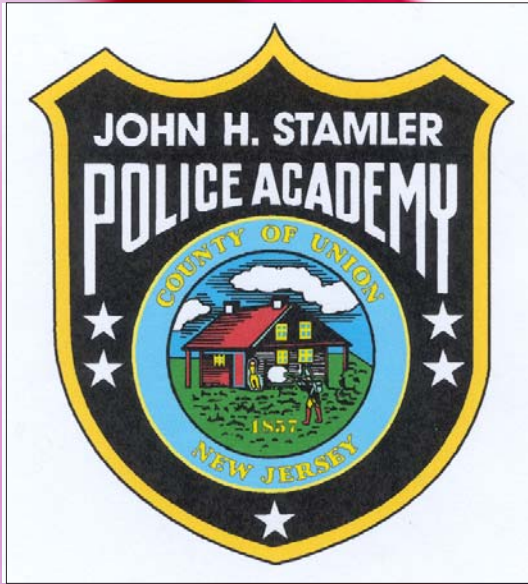


# John H. Stamler Police Academy



# Fall 2015

In-Service Training Catalog  
**ONLINE REGISTRATION  
ONLY at**  
**[https://Stamler/  
GoSignMeUp.com](https://Stamler/GoSignMeUp.com)**  
unless indicated otherwise

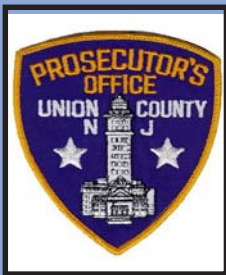
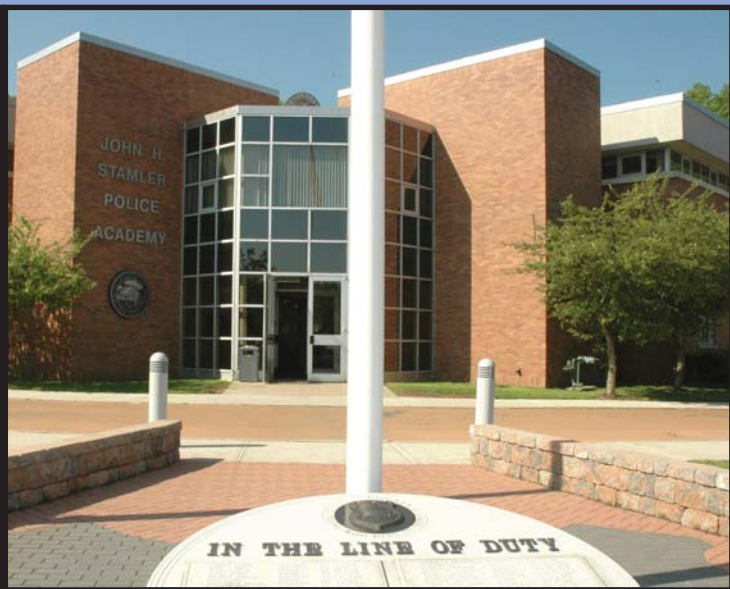
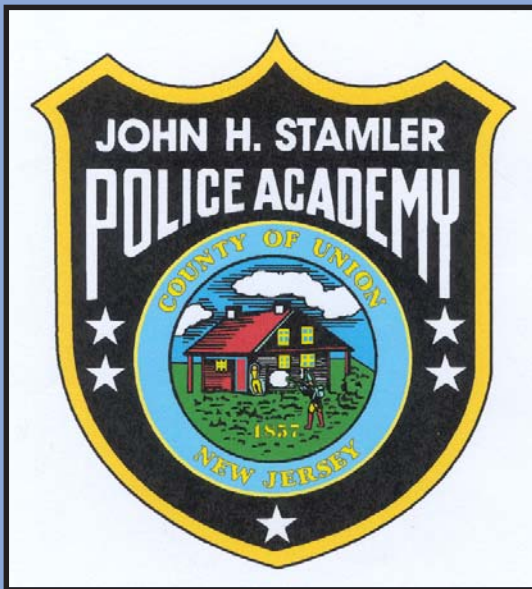
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1776 Raritan Road, Scotch Plains, New Jersey

908.889.6112 FAX 908.889.6359

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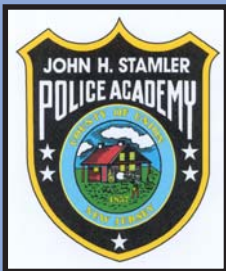
[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)



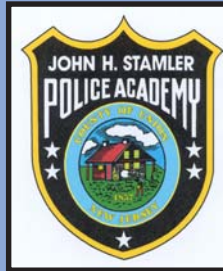
Grace H. Park  
Acting Union County Prosecutor



Chief Paul Morrison  
Roselle Park Police Department  
President, Union County  
Police Chiefs Association



Chief Anthony Buccelli  
New Providence Police Department  
Police Academy Superintendent



Eric G. Mason  
Police Academy Director

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*Union County Prosecutor's Office Academy Staff:*

In-Service Training Coordinator: Assistant Public Information Officer Karen E. Positan

In-Service Training Assistant: Margarita Sanchez

Recruit Coordinators: Linda Pelissier and Sonia Royal

Lead PT Instructor for the Recruit Class:

Special State Investigator / Acting Union County Detective Edward Hanewald



The John H. Stamler Police Academy is pleased to announce  
its conversion to an ONLINE REGISTRATION process  
effective with our Fall 2015 In-Service Course Catalog:

**<https://Stamler.GoSignMeUp.Com>**

## **Online Registration Opens on Friday, August 7, 2015**

We respectfully request your assistance in this process,  
and look forward to partnering with you to ensure a smooth launch.

General information will still be available on our County website:

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

Registration will be possible ONLY at our **[Stamler/GoSignMeUp](https://Stamler.GoSignMeUp.Com)** website.

### **PLEASE NOTE:**

We are in the process of converting  
previously-submitted paper registration forms  
to online registrations.

Once the information been entered,  
the registered officer and training officer  
will receive an email confirming that registration  
(as long as email information for the registered officer was provided).

**[IF YOU DO NOT RECEIVE AN EMAIL, YOU ARE NOT REGISTERED!](#)**

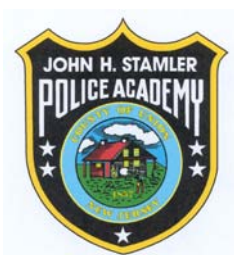
Please resubmit your registration online.

**[IF YOU HAVE ALREADY RECEIVED AN EMAIL CONFIRMATION,](#)**

we have already set up your account.

Go directly to LOG IN. Enter your email address and reset your password.





## John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone 908.889.6112 ♦ FAX 908.889.6359

Register at <https://Stamler/GoSignMeUp.com>

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

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3 Instructions: How Do I Cancel A Course Registration.....	
4 Instructions: Basic Training Officer Site Management and Training Officer Registration Form.....	







## **John H. Stamler Police Academy**

1776 Raritan Road, Scotch Plains, New Jersey 07076

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**Register at <https://Stamler/GoSignMeUp.com>**

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

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# John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at <https://Stamler/GoSignMeUp.com>**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

## Fall 2015 Course Offerings: ALPHABETICAL

### **An Officer's Response To Victims Of Crime**

Thursday, September 17, 2015 -- (HALF DAY) 1 p.m. to 4:30 p.m.

### **Anti-Smuggling / Anti-Terrorism**

Wednesday, November 4, 2015 -- 9 a.m. to 4 p.m.

### **Arrest, Search & Seizure**

Tuesday, September 22, 2015 -- 9 a.m. to Noon

### **Autism Spectrum Disorder: Police Officer Strategies for Interaction, Response & Safety**

Tuesday, October 27, 2015 -- 9 a.m. to 3 p.m.

### **Bias Crime**

Tuesday, September 8, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

### **Bicycle Patrol I**

Monday, September 28 to Friday, October 2, 2015 -- (FIVE DAYS) -- 9 a.m. to 4 p.m.

### **Case Law Update for Canine Handlers**

Friday, October 9, 2015 -- (HALF DAY) -- 9 a.m. to Noon

### **Cell Phone Boot Camp: An Intensive Introduction to Cellular Telephone Technology in Criminal Investigations**

Monday, October 5, 2015 -- 9 a.m. to 4 p.m.

### **Child Abduction and Missing Person Investigations (New Jersey State Police)**

Tuesday, October 27, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

### **Community Policing Train The Trainer: Police & Teens Together (PATT) Program**

Tuesday, September 22, 2015 -- 9 a.m. to 4 p.m.

### **Comprehensive Crime Scene Processing including Digital Photography**

Wednesday, September 9 through Friday, September 18, 2015 -- (EIGHT DAYS) 9 a.m. to 4 p.m.  
EXCEPT Monday, September 14 -- 1 p.m. to 9 p.m.

### **Comprehensive Investigative Training including Arrest, Search & Seizure; Narcotics I & II : Drug Identification & Investigatory Techniques; Search Warrant Policy Protocols, Raid Entry/ Building Searches**

Tuesday through Friday, September 22-25, 2015 -- (FOUR DAYS) 9 a.m. to 4 p.m.

### **Conducting Effective Pedestrian Stops**

Thursday, September 10, 2015 -- (HALF DAY) 9 a.m. to 12:30 p.m.

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**Crisis Intervention Team (CIT) Training -- UNION COUNTY ONLY**

Monday through Friday, October 5-9, 2015 -- (FIVE DAYS) 8 a.m. to 5 p.m.

**Critical Incident Stress Management**

Friday, September 25, 2015 — 9 a.m. to 4 p.m.

**Culture and Character in Quantum Leadership: Unleashing The Power of Respect (Kebcor/Illinois)**

Tuesday/Wednesday, October 13-14, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**REGISTRATION DEADLINE: Friday, August 14, 2015**

**Cyber Crime Scene and Internet Investigations**

Tuesday, September 29, 2015 -- 9 a.m. to 4 p.m.

**Cyber Crime Scene and Internet Investigations**

Tuesday, October 6, 2015 -- 9 a.m. to 4 p.m.

**Defensive Tactics Evening Workshop: Intermediate Level Mixed Martial Arts & Boxing**

Four consecutive Monday evenings:

Monday, October 19 & 26, November 2 & 9, 2015 -- 7:45 p.m. to 9:45 p.m.

**Document Fraud for Law Enforcement including Facial Recognition Technology**

Thursday, November 5, 2015 — 9 a.m. to 4 p.m.

**DNA For First Responders and Investigators: *How To Get It Right The First Time***

Thursday, October 15, 2015 -- (HALF DAY) 1 p.m. to 4 p.m.

**DV PREP: Understanding The Victim**

**(Domestic Violence Police Response Enhancement Program)**

Tuesday, September 15, 2015 1:00 PM - 4:30 PM

OR

Thursday, November 12, 2015 10:00 AM - 2:00 PM

**DV PREP: Insights On Batterer Behavior**

**(Domestic Violence Police Response Enhancement Program)**

Monday, September 21, 2015 10:00 AM - 2:00 PM

OR

Tuesday, December 8, 2015 10:00 AM - 2:00 PM

**DV PREP: The Effects of Domestic Violence on Children**

**(Domestic Violence Police Response Enhancement Program)**

Thursday, October 8, 2015 10:00 AM - 2:00 PM

OR

Monday, November 30, 2015 10:00 AM - 2:00 PM

**DV PREP: Teen Dating Abuse**

**(Domestic Violence Police Response Enhancement Program)**

Monday, August 24, 2015 10:00 AM - 2:00 PM

OR

Thursday, October 22, 2015 10:00 AM - 2:00 PM

**ECO/EMD 8-Hour Recertification for Law Enforcement (Emergency Communications Operator/  
Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

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**ECO/EMD 8-Hour Recertification for Law Enforcement (Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Police Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Police Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Civilian Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Civilian Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**Emergency Communications Operator Certification for Law Enforcement and Police Telecommunicators**

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

**Emergency Communications Operator Certification for Civilian Telecommunicators**

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

**Emergency Communications Operator Certification for Non-Experienced Job-Seekers**

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

**Emergency Medical Dispatcher Certification for Law Enforcement and Police Telecommunicators**

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

**Emergency Medical Dispatcher Certification for Civilian Telecommunicators**

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

**Emergency Medical Dispatcher Certification for Non-Experienced Job Seekers**

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

**Essentials of Effective Supervision**

Thursday/Friday, September 3-4, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**FBI's Crisis Negotiation (Federal Bureau of Investigations)**

Monday through Friday, October 19-23, 2015-- (FIVE DAYS) 8:30 a.m. to 4:30 p.m.  
at the ESSEX COUNTY POLICE ACADEMY

**Female Officer Survival**

Wednesday through Friday, November 4-6, 2015 -- (THREE DAYS) 9 a.m. to 4 p.m.

**Field Training Officer (Penn State University's Justice & Safety Institute)**

Monday through Wednesday, November 16-18, 2015 -- (THREE DAYS) 8:30 a.m. to 4:30 p.m.

**Firearms Applicant Investigation & Laws**

Wednesday, September 30, 2015 -- 9 a.m. to 3 p.m.

---

**Firearms Instructor Certification**

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) -- 8 a.m. to 3 p.m.

**First Responder CBRNE (WMD) Level 1**

Monday, November 2, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**First Responder Recertification**

Thursday & Friday, October 1-2, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Forensic Anthropology & The Unidentified Body**

Friday, November 13, 2015 -- (HALF DAY) 9 a.m. to Noon

**Gang Awareness**

Wednesday, November 4, 2015 -- 9 a.m. to 4 p.m.

**Ground Fighting & Street Survival for Law Enforcement Officers**

Monday through Thursday, November 16-19, 2015 -- (THREE DAYS) 9 a.m. to 4 p.m.

**Hazard Communication (HAZ COM / Right To Know)**

Thursday, October 15, 2015 -- (FOUR HOURS) -- 9 a.m. to 1p.m.

**High-Impact Supervision (Penn State University's Justice & Safety Institute)**

Wednesday to Friday, October 21-23, 2015 -- (THREE DAYS) 8:30 a.m. to 4:30 p.m.

**Incident Command Systems ICS-300: Intermediate Incident Command System for Expanding Incidents**

Monday to Wednesday, November 16-18, 2015 -- (THREE DAYS) -- 9 a.m. to 4 p.m.

**Incident Command Systems ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents**

Tuesday/Wednesday, December 1-2, 2015 -- (TWO DAYS) -- 9 a.m. to 4 p.m.

**Insurance Fraud for Patrolmen (DCJ)**

Monday, November 2, 2015 -- 9:30 a.m. to 11:30 a.m.

**Interviews and Interrogations**

Thursday/Friday, November 5-6, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Leadership and Supervision**

Monday, September 28, 2015 -- 9 a.m. to 4:30 p.m.

**Management Of A Small Law Enforcement Agency (Kebcor/Illinois)**

Monday, November 30 & Tuesday, December 1, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

REGISTRATION DEADLINE: SEPTEMBER 1, 2015

**Managing the Police Training Function**

Friday, November 13, 2015 -- 9 a.m. to 4 p.m.

**Methods of Instruction**

Tuesday, October 13 through Tuesday, October 20, 2015 -- (SIX DAYS) 9 a.m. to 4 p.m.

**Monadnock Defensive Tactics System Instructor's Course**

Thursday and Friday, December 10-11, 2015 -- (TWO DAYS) 8:30 a.m. to 4:30 p.m.

**Narcotics I: Drug Identification including Arrest, Search & Seizure**

Tuesday, September 22, 2015 -- 9 a.m. to 4 p.m.

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**Narcotics II: Investigatory Techniques for Patrol, Juvenile & SRO Officers and Detectives**  
Wednesday, September 23, 2015 -- 9 a.m. to 4 p.m.

**O.C. Spray Instructor's Certification Course**  
Friday, October 2, 2015 -- 9 a.m. to 3 p.m.

**OPRA for Law Enforcement Agencies(Open Public Records Act)**  
Thursday, October 29, 2015 -- (HALF-DAY) 9 a.m. to 1 p.m.

**OPRA for Practitioners (Open Public Records Act) (Connell Consulting LLC)**  
Wednesday, December 16, 2015 -- 9 a.m. to 4 p.m.

**Performance Evaluation Process**  
Wednesday, September 9, 2015 -- 9 a.m. to 4 p.m.

**Police & Press Relations**  
Friday, November 13, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Police Press Relations In The Virtual Era (Connell Consulting LLC)**  
Thursday, December 17, 2015 -- 9 a.m. to 4 p.m.

**Police Response to Mental Illness & Excited Delirium**  
Monday and Tuesday, September 14-15, 2015 -- (ONE-AND-A-HALF DAYS) --  
Monday (9 a.m. to 4 p.m.); Tuesday (9 a.m. to 1 p.m.)

**Prevention of Sexual Harassment in the Law Enforcement Workplace**  
Monday, November 2, 2015 -- 9 a.m. to 4 p.m.

**Proactive Police Supervision (Connell Consulting LLC)**  
Monday to Wednesday, September 28-30, 2015 -- (THREE DAYS) 9 a.m. to 4:30 p.m.

**Radar Operator Certification**  
Tuesday, November 10, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Radar Operator Recertification**  
Thursday, December 10, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Radar Instructor Refresher (*NJ Division of Criminal Justice*)**  
Monday, November 9, 2015 -- (HALF DAY) 8 a.m. to 1 p.m.

**Railroad Safety for Police Investigations**  
Tuesday, October 13, 2015 -- (HALF-DAY) 9 a.m. to 1 p.m.

**ReEngineering Your Police Agency**  
Wednesday/Thursday, October 14-15, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Report Writing**  
Wednesday, September 16, 2015 -- 9 a.m. to 4 p.m.

**Retirement Planning -- Police & Fire -- PFRS**  
Wednesday, November 4, 2015 -- (TWO HOURS) -- 1:30 p.m. to 3:30 p.m.

**Risk Management for Command Personnel**  
Thursday, November 12, 2015 -- 9 a.m. to 4p.m.

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**Search Warrants Policy & Procedure**

Thursday, September 24, 2015 -- (HALF DAY) 9 a.m. to Noon

**Search Warrant Raid Entry and Building Searches for Patrol Officers (including Search Warrant Policy & Procedure)**

Thursday, & Friday, September 24-25, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Social Media For Law Enforcement and Educators**

Thursday, November 12, 2015 -- (HALF-DAY) 9 a.m. to Noon

**Spanish for Dispatchers**

Monday and Tuesday, September 21-22, 2015 -- (TWO DAYS) 9 a.m. to 4:30 p.m.

**Statement Taking**

Monday, September 21, 2015 -- 9 a.m. to 4 p.m.

**Suicide By Cop**

Thursday/Friday, October 29-30, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Update on Recent Case Law**

Wednesday, October 28, 2015 -- (HALF-DAY) 9:30 a.m. to 12:30 p.m.

**Verbal Judo**

Wednesday, September 23, 2015 -- (HALF-DAY) - 9 a.m. to 1 p.m.

**Computer Competency Courses (Microsoft 2010 Software)**

**Excel for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, October 23, 2015 -- 9:15 a.m. to 4:15 p.m.

**Excel for Law Enforcement II (Intermediate) -- Microsoft 2010**

Friday, October 30, 2015 -- 9:15 a.m. to 4:15 p.m.

**Excel for Law Enforcement III (Advanced) -- Microsoft 2010**

Friday, November 6, 2015 -- 9:15 a.m. to 4:15 p.m.

**PowerPoint for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, October 9, 2015 -- 9:15 a.m. to 4:15 p.m.

**Word for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, September 25, 2015 -- 9:15 a.m. to 4:15 p.m.

**Word for Law Enforcement II (Intermediate) -- Microsoft 2010**

Friday, October 2, 2015 -- 9:15 a.m. to 4:15 p.m.



# John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at <https://Stamler/GoSignMeUp.com>**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

## Fall 2015 Course Offerings: CHRONOLOGICAL

### AUGUST

**REGISTRATION DEADLINE: Friday, August 14, 2015**

Culture and Character in Quantum Leadership:  
Unleashing The Power of Respect (Kebcor/Illinois)

Tuesday/Wednesday, October 13-14, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m. --

DV PREP: Teen Dating Abuse

(Domestic Violence Police Response Enhancement Program)

Monday, August 24, 2015 -- 10:00 AM - 2:00 PM

Emergency Communications Operator Certification for Law Enforcement and Police  
Telecommunicators

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

Emergency Communications Operator Certification for Civilian Telecommunicators

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

Emergency Communications Operator Certification for Non-Experienced Job-Seekers

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8 a.m. to 4 p.m.

**REGISTRATION CLOSED:**

Firearms Instructor Certification

Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) -- 8 a.m. to 3 p.m.

### SEPTEMBER

**REGISTRATION DEADLINE: SEPTEMBER 1, 2015**

Management Of A Small Law Enforcement Agency (Kebcor/Illinois)

Monday/Tuesday, October 26-27, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

Emergency Medical Dispatcher Certification for Law Enforcement and Police  
Telecommunicators

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

Emergency Medical Dispatcher Certification for Civilian Telecommunicators

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

Emergency Medical Dispatcher Certification for Non-Experienced Job Seekers

Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8 a.m. to 4 p.m.

Essentials of Effective Supervision

Thursday/Friday, September 3-4, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.



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**Bias Crime**

Tuesday, September 8, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Performance Evaluation Process**

Wednesday, September 9, 2015 -- 9 a.m. to 4 p.m.

**Police Response to Mental Illness & Excited Delirium**

Monday and Tuesday, September 14-15, 2015 -- (ONE-AND-A-HALF DAYS) --  
Monday (9 a.m. to 4 p.m.); Tuesday (9 a.m. to 1 p.m.)

**DV PREP: Understanding The Victim****(Domestic Violence Police Response Enhancement Program)**

Tuesday, September 15, 2015 -- 1:00 PM - 4:30 PM

**Report Writing**

Wednesday, September 16, 2015 -- 9 a.m. to 4 p.m.

**An Officer's Response To Victims Of Crime**

Thursday, September 17, 2015 -- (HALF DAY) 1 p.m. to 4:30 p.m.

**Comprehensive Crime Scene Processing including Digital Photography**

Wednesday, September 9 through Friday, September 18, 2015 -- (EIGHT DAYS) 9 a.m. to 4 p.m.  
EXCEPT Monday, September 14 -- 1 p.m. to 9 p.m.

**Conducting Effective Pedestrian Stops**

Thursday, September 10, 2015 -- (HALF DAY) 9 a.m. to 12:30 p.m.

**DV PREP: Insights On Batterer Behavior****(Domestic Violence Police Response Enhancement Program)**

Monday, September 21, 2015 -- 10:00 AM - 2:00 PM

**Statement Taking**

Monday, September 21, 2015 -- 9 a.m. to 4 p.m.

**Spanish for Dispatchers**

Monday and Tuesday, September 21-22, 2015 -- (TWO DAYS) 9 a.m. to 4:30 p.m.

**Arrest, Search & Seizure**

Tuesday, September 22, 2015 -- 9 a.m. to Noon

**Community Policing Train The Trainer: Police & Teens Together (PATT) Program**

Tuesday, September 22, 2015 -- 9 a.m. to 4 p.m.

**Narcotics I: Drug Identification including Arrest, Search & Seizure**

Tuesday, September 22, 2015 -- 9 a.m. to 4 p.m.

**Narcotics II: Investigative Techniques for Patrol, Juvenile & SRO Officers and Detectives**

Wednesday, September 23, 2015 -- 9 a.m. to 4 p.m.

**Comprehensive Investigative Training including Arrest, Search & Seizure; Narcotics I & II :  
Drug Identification & Investigative Techniques; Search Warrant Policy Protocols, Raid Entry/  
Building Searches**

Tuesday through Friday, September 22-25, 2015 -- (FOUR DAYS) 9 a.m. to 4 p.m.

**Verbal Judo**

Wednesday, September 23, 2015 -- (HALF-DAY) 9 a.m. to 1 p.m.

---

**Search Warrants Policy & Procedure**

Thursday, September 24, 2015 -- (HALF DAY) 9 a.m. to Noon

**Search Warrant Raid Entry and Building Searches for Patrol Officers (including Search Warrant Policy & Procedure)**

Thursday, & Friday, September 24-25, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Critical Incident Stress Management**

Friday, September 25, 2015 -- 9 a.m. to 4 p.m.

**Word for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, September 25, 2015 -- 9:15 a.m. to 4:15 p.m.

**Leadership and Supervision**

Monday, September 28, 2015 -- 9 a.m. to 4:30 p.m.

**Bicycle Patrol I**

Monday, September 28 to Friday, October 2, 2015 -- (FIVE DAYS) -- 9 a.m. to 4 p.m.

**Cyber Crime Scene and Internet Investigations**

Tuesday, September 29, 2015 -- 9 a.m. to 4 p.m.

**Firearms Applicant Investigation & Laws**

Wednesday, September 30, 2015 -- 9 a.m. to 3 p.m.

**Proactive Police Supervision (Connell Consulting LLC)**

Monday to Wednesday, September 28-30, 2015 -- (THREE DAYS) 9 a.m. to 4:30 p.m.

**OCTOBER**

**First Responder Recertification**

Thursday & Friday, October 1-2, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**O.C. Spray Instructor's Certification Course**

Friday, October 2, 2015 -- 9 a.m. to 3 p.m.

**Word for Law Enforcement II (Intermediate) -- Microsoft 2010**

Friday, October 2, 2015 -- 9:15 a.m. to 4:15 p.m.

**Cell Phone Boot Camp: An Intensive Introduction to Cellular Telephone Technology in Criminal Investigations**

Monday, October 5, 2015 -- 9 a.m. to 4 p.m.

**Crisis Intervention Team (CIT) Training -- UNION COUNTY ONLY**

Monday through Friday, October 5-9, 2015 -- (FIVE DAYS) 8 a.m. to 5 p.m.

**Cyber Crime Scene and Internet Investigations**

Tuesday, October 6, 2015 -- 9 a.m. to 4 p.m.

**DV PREP: The Effects of Domestic Violence on Children  
(Domestic Violence Police Response Enhancement Program)**

Thursday, October 8, 2015 -- 10:00 AM - 2:00 PM

**PowerPoint for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, October 9, 2015 -- 9:15 a.m. to 4:15 p.m.

---

**Case Law Update for Canine Handlers**

Friday, October 9, 2015 -- (HALF DAY) -- 9 a.m. to Noon

**Railroad Safety for Police Investigations**

Tuesday, October 13, 2015 -- (HALF-DAY) 9 a.m. to 1 p.m.

**Methods of Instruction**

Tuesday, October 13 through Tuesday, October 20, 2015 -- (SIX DAYS) 9 a.m. to 4 p.m.

**Culture and Character in Quantum Leadership:**

**Unleashing The Power of Respect (Kebcor/Illinois)**

Tuesday/Wednesday, October 13-14, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

REGISTRATION DEADLINE: Friday, August 14, 2015

**ReEngineering Your Police Agency**

Wednesday/Thursday, October 14-15, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**DNA For First Responders and Investigators: *How To Get It Right The First Time***

Thursday, October 15, 2015 -- (HALF DAY) 1 p.m. to 4 p.m.

**Hazard Communication (HAZ COM / Right To Know)**

Thursday, October 15, 2015 -- (FOUR HOURS) -- 9 a.m. to 1p.m.

**Defensive Tactics Evening Workshop: Intermediate Level Mixed Martial Arts & Boxing**

Four consecutive Monday evenings:

Monday, October 19 & 26, November 2 & 9, 2015 -- 7:45 p.m. to 9:45 p.m.

**ECO/EMD 8-Hour Recertification for Law Enforcement**

**(Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Police Telecommunicators**

**(Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Civilian Telecommunicators**

**(Emergency Communications Operator/Emergency Medical Dispatcher)**

Monday, October 19, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**FBI's Crisis Negotiation (Federal Bureau of Investigations)**

Monday through Friday, October 19-23, 2015-- (FIVE DAYS) 8:30 a.m. to 4:30 p.m.  
at the ESSEX COUNTY POLICE ACADEMY

**High-Impact Supervision (Penn State University's Justice & Safety Institute)**

Wednesday to Friday, October 21-23, 2015 -- (THREE DAYS) 8:30 a.m. to 4:30 p.m.

**DV PREP: Teen Dating Abuse**

**(Domestic Violence Police Response Enhancement Program)**

Thursday, October 22, 2015 -- 10:00 AM - 2:00 PM

**Excel for Law Enforcement I (Basic) -- Microsoft 2010**

Friday, October 23, 2015 -- 9:15 a.m. to 4:15 p.m.

**Autism Spectrum Disorder: Police Officer Strategies for Interaction, Response & Safety**

Tuesday, October 27, 2015 -- 9 a.m. to 3 p.m.

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**Child Abduction and Missing Person Investigations (New Jersey State Police)**  
Tuesday, October 27, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Update on Recent Case Law**  
Wednesday, October 28, 2015 -- (HALF-DAY) 9:30 a.m. to 12:30 p.m.

**OPRA for Law Enforcement Agencies(Open Public Records Act)**  
Thursday, October 29, 2015 -- (HALF-DAY) 9 a.m. to 1 p.m.

**Suicide By Cop**  
Thursday/Friday, October 29-30, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Excel for Law Enforcement II (Intermediate) -- Microsoft 2010**  
Friday, October 30, 2015 -- 9:15 a.m. to 4:15 p.m.

## **NOVEMBER**

**ECO/EMD 8-Hour Recertification for Law Enforcement**  
(Emergency Communications Operator/Emergency Medical Dispatcher)  
Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Police Telecommunicators**  
(Emergency Communications Operator/Emergency Medical Dispatcher)  
Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**ECO/EMD 8-Hour Recertification for Civilian Telecommunicators**  
(Emergency Communications Operator/Emergency Medical Dispatcher)  
Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.

**First Responder CBRNE (WMD) Level 1**  
Monday, November 2, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

**Insurance Fraud for Patrolmen (DCJ)**  
Monday, November 2, 2015 -- 9:30 a.m. to 11:30 a.m.

**Prevention of Sexual Harassment in the Law Enforcement Workplace**  
Monday, November 2, 2015 -- 9 a.m. to 4 p.m.

**Anti-Smuggling / Anti-Terrorism**  
Wednesday, November 4, 2015 -- 9 a.m. to 4 p.m.

**Gang Awareness**  
Wednesday, November 4, 2015 -- 9 a.m. to 4 p.m.

**Retirement Planning -- Police & Fire -- PFRS**  
Wednesday, November 4, 2015 -- (TWO HOURS) -- 1:30 p.m. to 3:30 p.m.

**Female Officer Survival**  
Wednesday through Friday, November 4-6, 2015 -- (THREE DAYS) 9a.m. to 4 p.m.

**Document Fraud for Law Enforcement including Facial Recognition Technology**  
Thursday, November 5, 2015 -- 9 a.m. to 4 p.m.

**Interviews and Interrogations**  
Thursday/Friday, November 5-6, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

**Excel for Law Enforcement III (Advanced) -- Microsoft 2010**  
Friday, November 6, 2015 -- 9:15 a.m. to 4:15 p.m.

**Radar Instructor Refresher (*NJ Division of Criminal Justice*)**  
Monday, November 9, 2015 -- (HALF DAY) 8 a.m. to 1 p.m.

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### **Radar Operator Certification**

Tuesday, November 10, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

### **DV PREP: Understanding The Victim**

(Domestic Violence Police Response Enhancement Program)

Thursday, November 12, 2015 -- 10:00 AM - 2:00 PM

### **Risk Management for Command Personnel**

Thursday, November 12, 2015 -- 9 a.m. to 4p.m.

### **Social Media For Law Enforcement and Educators**

Thursday, November 12, 2015 -- (HALF-DAY) 9 a.m. to Noon

### **Forensic Anthropology & The Unidentified Body**

Friday, November 13, 2015 -- (HALF DAY) 9 a.m. to Noon

### **Police & Press Relations**

Friday, November 13, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

### **Managing the Police Training Function**

Friday, November 13, 2015 -- 9 a.m. to 4 p.m.

### **Incident Command Systems ICS-300: Intermediate Incident Command System for Expanding Incidents**

Monday to Wednesday, November 16-18, 2015 -- (THREE DAYS) -- 9 a.m. to 4 p.m.

### **Field Training Officer (Penn State University's Justice & Safety Institute)**

Monday through Wednesday, November 16-18, 2015 -- (THREE DAYS) 8:30 a.m. to 4:30 p.m.

### **Ground Fighting & Street Survival for Law Enforcement Officers**

Monday through Thursday, November 16-19, 2015 -- (THREE DAYS) 9 a.m. to 4 p.m.

### **DV PREP: The Effects of Domestic Violence on Children**

(Domestic Violence Police Response Enhancement Program)

Monday, November 30, 2015 -- 10:00 AM - 2:00 PM

### **Management Of A Small Law Enforcement Agency (Kebcor/Illinois)**

Monday, November 30 & Tuesday, December 1, 2015 -- (TWO DAYS) 9 a.m. to 4 p.m.

REGISTRATION DEADLINE: SEPTEMBER 1, 2015

## **DECEMBER**

### **Incident Command Systems ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents**

Tuesday/Wednesday, December 1-2, 2015 -- (TWO DAYS) -- 9 a.m. to 4 p.m.

### **DV PREP: Insights On Batterer Behavior**

(Domestic Violence Police Response Enhancement Program)

Tuesday, December 8, 2015 -- 10:00 AM - 2:00 PM

### **Radar Operator Recertification**

Thursday, December 10, 2015 -- (HALF DAY) 9 a.m. to 1 p.m.

### **Monadnock Defensive Tactics System Instructor's Course**

Thursday and Friday, December 10-11, 2015 -- (TWO DAYS) 8:30 a.m. to 4:30 p.m.

### **OPRA for Practitioners (Open Public Records Act) (Connell Consulting LLC)**

Wednesday, December 16, 2015 -- 9 a.m. to 4 p.m.

### **Police Press Relations In The Virtual Era (Connell Consulting LLC)**

Thursday, December 17, 2015 -- 9 a.m. to 4 p.m.



# John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at <https://Stamler/GoSignMeUp.com>**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

## Fall 2015 Course Offerings: CATEGORICAL

### 1.0 PROFESSIONAL DEVELOPMENT

Critical Incident Stress Management  
Culture and Character in Quantum Leadership: Unleashing The Power of Respect  
(Kebcor/Illinois)  
Essentials of Effective Supervision  
Field Training Officer (Penn State University's Justice & Safety Institute)  
Firearms Applicant Investigation & Laws  
Hazard Communication (HAZ COM / Right To Know)  
High-Impact Supervision (Penn State University's Justice & Safety Institute)  
Incident Command Systems ICS-300: Intermediate Incident Command System for  
Expanding Incidents  
Incident Command Systems ICS-400: Advanced Incident Command System for  
Command and General Staff—Complex Incidents  
Leadership and Supervision  
Management Of A Small Law Enforcement Agency (Kebcor/Illinois)  
Managing the Police Training Function  
Methods of Instruction  
OPRA for Law Enforcement Agencies(Open Public Records Act)  
OPRA for Practitioners (Open Public Records Act) (Connell Consulting LLC)  
Performance Evaluation Process  
Prevention of Sexual Harassment in the Law Enforcement Workplace  
Proactive Police Supervision (Connell Consulting LLC)  
ReEngineering Your Police Agency  
Retirement Planning -- Police & Fire -- PFRS  
Risk Management for Command Personnel  
Social Media For Law Enforcement and Educators  
Suicide By Cop

### 3.0 POLICE COMMUNITY RELATIONS

An Officer's Response To Victims Of Crime  
Autism Spectrum Disorder: Police Officer Strategies for Interaction, Response & Safety  
Bias Crime  
Bicycle Patrol I  
Community Policing Train The Trainer: Police & Teens Together (PATT) Program  
Crisis Intervention Team (CIT) Training (UNION COUNTY ONLY)  
DV PREP: Domestic Violence Police Response Enhancement Program  
    Understanding The Victim                      Insights On Batterer Behavior  
    The Effects of Domestic Violence on Children      Teen Dating Abuse  
FBI's Crisis Negotiation (Federal Bureau of Investigations)  
Gang Awareness  
OPRA for Law Enforcement Agencies(Open Public Records Act)  
OPRA for Practitioners (Open Public Records Act) (Connell Consulting LLC)  
Social Media For Law Enforcement and Educators  
Spanish for Dispatchers  
Suicide By Cop



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## 4.0 CRIMINAL & UNLAWFUL ACTIVITIES & THE LAW

## 5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE & USE OF FORCE

Arrest, Search & Seizure  
Case Law Update for Canine Handlers  
Comprehensive Crime Scene Processing including Digital Photography  
Comprehensive Investigative Training: Arrest, Search & Seizure; Narcotics I & II :  
    Drug Identification & Investigatory Techniques; Search Warrant Policy Protocols,  
    Raid Entry/Building Searches  
DNA For First Responders and Investigators: *How To Get It Right The First Time*  
Narcotics I: Drug Identification including Arrest, Search & Seizure  
Narcotics II: Investigatory Techniques for Patrol, Juvenile & SRO Officers and Detectives  
Search Warrants Policy & Procedure  
Search Warrant Raid Entry and Building Searches for Patrol Officers (including Search  
    Warrant Policy & Procedure)  
Update on Recent Case Law

## 6.0 COMMUNICATIONS

Emergency Communications Operator Certification for Law Enforcement and Police  
    Telecommunicators  
Emergency Communications Operator Certification for Civilian Telecommunicators  
Emergency Communications Operator Certification for Non-Experienced Job-Seekers  
ECO/EMD 8-Hour Recertification for Law Enforcement (Emergency Communications  
    Operator/Emergency Medical Dispatcher)  
ECO/EMD 8-Hour Recertification for Police Telecommunicators (Emergency Communications  
    Operator/Emergency Medical Dispatcher)  
ECO/EMD 8-Hour Recertification for Civilian Telecommunicators (Emergency  
    Communications Operator/Emergency Medical Dispatcher)  
Emergency Medical Dispatcher Certification for Law Enforcement and Police Telecommunicators  
Emergency Medical Dispatcher Certification for Civilian Telecommunicators  
Emergency Medical Dispatcher Certification for Non-Experienced Job Seekers  
Report Writing  
Spanish for Dispatchers  
Statement Taking  
Verbal Judo

## 7.0 VEHICLE OPERATIONS

## 8.0 EMERGENCY MEDICAL CARE

Crisis Intervention Team (CIT) Training -- UNION COUNTY ONLY  
First Responder Recertification  
Police Response to Mental Illness & Excited Delirium

## 9.0 WEAPONRY AND UNARMED DEFENSE

Defensive Tactics Evening Workshop: Intermediate Level Mixed Martial Arts & Boxing  
Female Officer Survival  
Firearms Applicant Investigation & Laws  
Firearms Instructor Certification  
Ground Fighting & Street Survival for Law Enforcement Officers  
Monadnock Defensive Tactics System Instructor's Course  
O.C. Spray Instructor's Certification Course  
Verbal Judo



## 10.0 PATROL CONCEPTS

An Officer's Response To Victims Of Crime  
Anti-Smuggling / Anti-Terrorism  
Arrest, Search & Seizure  
Autism Spectrum Disorder: Police Officer Strategies for Interaction, Response & Safety  
Bias Crime  
Bicycle Patrol I  
Case Law Update for Canine Handlers  
Child Abduction and Missing Person Investigations (New Jersey State Police)  
Comprehensive Investigative Training: Arrest, Search & Seizure; Narcotics I & II :  
Drug Identification & Investigatory Techniques; Search Warrant Policy Protocols,  
Raid Entry/Building Searches  
Conducting Effective Pedestrian Stops  
DV PREP: Domestic Violence Police Response Enhancement Program  
Understanding The Victim Insights On Batterer Behavior  
The Effects of Domestic Violence on Children Teen Dating Abuse  
FBI's Crisis Negotiation (Federal Bureau of Investigations)  
First Responder CBRNE (WMD) Level 1  
Gang Awareness  
Hazard Communication (HAZ COM / Right To Know)  
Incident Command Systems ICS-300: Intermediate Incident Command System for  
Expanding Incidents  
Incident Command Systems ICS-400: Advanced Incident Command System for  
Command and General Staff—Complex Incidents  
Interviews and Interrogations  
Police & Press Relations  
Police Press Relations In The Virtual Era (Connell Consulting LLC)  
Police Response to Mental Illness & Excited Delirium  
Railroad Safety for Police Investigations  
Update on Recent Case Law

## 11. TRAFFIC

Insurance Fraud for Patrolmen (DCJ)  
 Radar Operator Certification  
 Radar Operator Recertification  
 Radar Instructor Refresher (NJ Division of Criminal Justice)

## 12.0 CRIMINAL INVESTIGATION

Cell Phone Boot Camp: An Intensive Introduction to Cellular Telephone Technology  
in Criminal Investigations  
Child Abduction and Missing Person Investigations (New Jersey State Police)  
Comprehensive Crime Scene Processing including Digital Photography  
Cyber Crime Scene and Internet Investigations  
DNA For First Responders and Investigators: *How To Get It Right The First Time*  
Forensic Anthropology & The Unidentified Body  
Insurance Fraud for Patrolmen (DCJ)  
Interviews and Interrogations  
Narcotics I: Drug Identification including Arrest, Search & Seizure  
Narcotics II: Investigatory Techniques for Patrol, Juvenile & SRO Officers and Detectives  
Search Warrants Policy & Procedure  
Search Warrant Raid Entry and Building Searches for Patrol Officers (including Search  
Warrant Policy & Procedure)  
Statement Taking

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## 14.0 DOMESTIC TERRORISM / HOMELAND SECURITY

Anti-Smuggling / Anti-Terrorism  
First Responder CBRNE (WMD) Level 1  
Railroad Safety for Police Investigations

## 19. CERTIFICATION / INSTRUCTOR TRAINING

Community Policing Train The Trainer: Police & Teens Together (PATT) Program  
Emergency Communications Operator Certification for Law Enforcement and Police Telecommunicators  
Emergency Communications Operator Certification for Civilian Telecommunicators  
Emergency Communications Operator Certification for Non-Experienced Job-Seekers  
ECO/EMD 8-Hour Recertification for Law Enforcement (Emergency Communications Operator/Emergency Medical Dispatcher)  
ECO/EMD 8-Hour Recertification for Police Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)  
ECO/EMD 8-Hour Recertification for Civilian Telecommunicators (Emergency Communications Operator/Emergency Medical Dispatcher)  
Emergency Medical Dispatcher Certification for Law Enforcement and Police Telecommunicators  
Emergency Medical Dispatcher Certification for Civilian Telecommunicators  
Emergency Medical Dispatcher Certification for Non-Experienced Job Seekers  
Firearms Instructor Certification  
First Responder Recertification  
Methods of Instruction  
Monadnock Defensive Tactics System Instructor's Course  
O.C. Spray Instructor's Certification Course  
Radar Operator Certification  
Radar Operator Recertification  
Radar Instructor Refresher (NJ Division of Criminal Justice)

## 20. COMPUTER COMPETENCY

Excel for Law Enforcement I (Basic) -- Microsoft 2010  
Excel for Law Enforcement II (Intermediate) -- Microsoft 2010  
Excel for Law Enforcement III (Advanced) -- Microsoft 2010  
PowerPoint for Law Enforcement I (Basic) -- Microsoft 2010  
Word for Law Enforcement I (Basic) -- Microsoft 2010  
Word for Law Enforcement II (Intermediate) -- Microsoft 2010



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# Fall 2015 Course Offerings

*Listed Alphabetically*

Online Registration  
at

[HTTPS://Stamler/GoSignMeUp.com](https://Stamler/GoSignMeUp.com)  
unless otherwise noted\*

\*For these courses, submit your registration directly to  
the outside provider noted in the course description

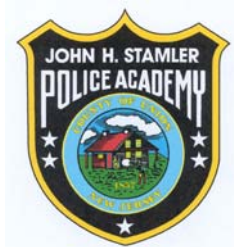
Course updates and other information  
can be found on our website:  
[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy).

Please do not hesitate to call for assistance in registering  
if you encounter any difficulties: 908-889-6112 / 908-889-9028

*Please Note:*

*We will strictly enforce our Dress Code Policy.  
Details are included in our appendix under 'Rules & Regulations,'  
and are also available on our website.*





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[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

## AT-A-GLANCE INSTRUCTIONS How To Register For A Course (Or Cancel My Course Registration)

- 1) Log on to the Police Academy's registration site:  
<https://Stamler.GoSignMeUp.com>
- 2) First time users must **CREATE AN ACCOUNT**.  
**PLEASE NOTE: If you have already received a email confirmation for a Fall 2015 course offering, the Police Academy has set up an account for you. LOGON using your first/last name and change your password.**  
(You must agree to our Registration Policy to proceed.)  
Once you've created your account, simply **LOGON** using your USERNAME and PASSWORD.
- 3) On the HOME PAGE, **search for courses** by
  - (a) scrolling through the boxed listings
  - (b) search by course name or key word(s)
  - (c) use the gray "Categories" menu to view "1.0 All Courses" or look at courses in a specific category.  
(Double-click on the category on the HOME PAGE;  
Double-click again on the sub-category on the next page and wait for the courses to load.)
- 4) Click on the **Course Name** to see more detail about the course.
- 5) **TO REGISTER:**  
Step 1 -- Click the **REGISTER** bar to add the course to your **Shopping Cart**. You can add one or more courses to your Shopping Cart before "checking out."  
Step 2 -- **Review your Shopping Cart** to see the courses you have selected. Click the **X** to **DELETE** any courses; or **EMPTY CART** to delete all of them. You can **ADD MORE COURSES**.  
When you are ready to submit your order, click on **CHECKOUT**.  
Step 3 -- **PROCEED TO PAYMENT**.  
Select your Payment type (Purchase order or check/money order.)

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Step 4 -- You will also have to check the **PREREQUISITE** box if any additional information has been provided about course prerequisites or notes about Mandatory Equipment or Attire.

Step 5 -- Click **PLACE ORDER NOW** to register.

6) **COURSE REGISTRATION STATUS:**

- (a) You will be REGISTERED, with a confirmed seat.
- (b) You will be WAITLISTED because the course is full. Or,
- (c) You will be WAITLISTED because the Police Academy controls the course registration. (We reserve the right to limit registration to one slot per department/agency for courses with limited seating and other special offerings (e.g., Methods of Instruction, Comprehensive Crime Scene Processing.) We will notify you of your final registration status several weeks prior to the course start date.)

**CHECKING AND MANAGING**  
**Your Course Registrations Using THE COURSE WIDGET**

When you log onto your account, the COURSE WIDGET (to the far left of the screen) will display all of the courses you have submitted a registration for, and your registration status.

**CANCELLING**  
**Your Course Registration Using THE COURSE WIDGET**

You can use THE COURSE WIDGET to cancel your registration, as well.

- 1) Click in THE COURSE WIDGET to display the courses you have submitted.
- 2) Under the section entitled COURSES, use the arrow to the RIGHT of the course name to drop down an action menu.
- 3) Select CANCEL COURSE.

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## **SUBSTITUTING A REGISTERED OFFICER WITH ANOTHER OFFICER**

### **CONTACT THE POLICE ACADEMY TO MAKE ANY REGISTRATION CHANGES!**

**If you are replacing a confirmed officer with another officer,  
ONLY THE POLICE ACADEMY STAFF CAN MAKE THAT CHANGE.  
EMAIL or CALL IN THE REQUESTED CHANGE.**

If a course is FULL, once you cancel an officer's registration, that seat will go to the next person/department on the waiting list, and you will lose your confirmed seat in that class.

## **DETAILED INSTRUCTIONS**

Detailed step-by-step instructions, with illustration, are available as follows:

- ♦ Instructions: **How Do I Register For Courses?** (Addendum 2)
- ♦ Instructions: **How Do I Cancel My Course Registration?** (Addendum 3)
- ♦ Basic Introduction: **Training Officer Site Management** and Training Officer Registration Form (Addendum 4)

**If you require additional assistance,  
please reach out to the John H. Stamler Police Academy staff  
by telephone or email:**

**Karen E. Positan, In-Service Training Coordinator**  
**908-889-9028 [kpositan@ucnj.org](mailto:kpositan@ucnj.org)**

**Marguerita Sanchez, In-Service Training Assistant**  
**908-889-6112 [msanchez@ucnj.org](mailto:msanchez@ucnj.org)**







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## Fall 2015 Course Offerings (*Listed Alphabetically*)

### **An Officer's Response To Victims of Crime**

**Thursday, September 17, 2015 -- (HALF DAY) 1PM to 4:30PM**

*Instructor: Maria Reynolds, MA, Victim Witness Coordinator, Union County Prosecutor's Office*

In serving the community, police officers are often the first point of contact for victims and witnesses of crime. The care and response to these individuals can greatly impact the outcome of an investigation, the legal process and how the community feels about law enforcement.

In this training we will review helpful guidelines in responding to victims of crime, trauma and appropriate referrals for victims. This training is not a basic introduction to services, but rather a secondary more in-depth training to offer officers understanding of symptoms of traumatic response, vicarious trauma and secondary trauma. We will review indicators and helpful responses in cases when an officer is responding to a victim and/or witness who has experienced a traumatic event. Furthermore, we will review the impact of vicarious trauma in the field of law enforcement.

**Attire:** Uniform/Professional

**Cost:** \$30 for out-of-county personnel. No charge for Union County personnel.  
Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL CONCEPTS

### **Anti-Smuggling / Anti-Terrorism**

**Wednesday, November 4, 2015 -- 9AM to 4PM**

*Instructor: Daun White, Supervisory Special Agent, Homeland Security Investigations*

This class will begin with an introduction to the way the DHS/ICE and CBP targets the smuggling of contraband into the United States. Class discussion will demonstrate how electronic intelligence collected by the DHS/ICE and CBP can be used by other law enforcement agencies to assist in broadening the scope of their investigative cases. Also discussed will be various methods of concealment used by smugglers within sea cargo, air cargo, and the air passenger environment. Threats to the law enforcement officer from the smuggling of chemical, biological and nuclear weapons will also be addressed.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

10.0 PATROL CONCEPTS; 14.0 DOMESTIC TERRORISM / HOMELAND SECURITY

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## **Arrest, Search & Seizure**

**Tuesday, September 22, 2015 -- 9AM to Noon**

*Instructor: Assistant Prosecutor Deborah White, Union County Prosecutor's Office*

This course will explore recent developments in the area of arrest, search and seizure, as applied in the state of New Jersey. The search and seizure component of the course will emphasize the developments in automobile searches in New Jersey, as well as other recent court decisions. The arrest component of the course will address recent New Jersey decisions on arrest practices and Miranda requirements. Because this course involves a case law update, it is recommended for law enforcement officers of any experience level seeking information on how recent decisions from New Jersey courts affects how they do their jobs.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE; 10.0 PATROL CONCEPTS

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## **Autism Spectrum Disorder:**

**Police Officer Strategies for Interaction, Response & Safety**

**Tuesday, October 27, 2015 -- 9AM to 3PM**

*Instructors: Adrienne Robertiello, Autism Educator, Children's Specialized Hospital  
Officer Joseph Carratella, Elizabeth Police Department*

The CDC estimates the current prevalence of autism spectrum disorder (ASD) in the United States at 1 in 68, with New Jersey reported as having the nation's highest rate at 1 in 45. It is critical that officers have ample knowledge of ASD as they are likely to encounter those with the disorder in the course of public safety efforts, crime prevention and response, and general community interactions. This course supplements the *New Jersey Developmental Disabilities Awareness Training for NJ First Responders* which is mandated by Public Law 2008, Chapter 80. Participants will obtain comprehensive information about individuals with ASD including communication, social skills, sensory issues, unpredictable responses, meltdowns, self-injurious behaviors, aggression, reduced understanding of danger, and more. The presenters will provide strategies for interacting and responding to calls related to those who may have this disorder, methods to address safety challenges, and tools to develop community relationships to aid in the prevention of negative outcomes and injuries. Topics will include recognizing characteristics of ASD; personal and community safety; modified response techniques; neglect, abuse, bullying, and harassment; crisis intervention; transportation, travel, and vehicular safety; medical emergencies; search and rescue, and emergency management.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS, 10.0 PATROL CONCEPTS

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## **Bias Crime**

**Tuesday, September 8, 2015 -- (HALF DAY) 9AM to 1PM**

*Instructor: Detective Rudy Correia, Union County Prosecutor's Office*

A bias incident can affect an entire community. Because the investigation and prosecution of bias crime is a top priority, law enforcement officers must be especially trained to detect, report and intervene when a bias crime occurs.

This course is designed to assist both the patrol officer and detective with an understanding of what constitutes a bias crime, the surrounding legal issues, past and pending legislation, the patrol response, investigative methods, intelligence gathering, reporting requirements, organized hate groups and responding to the needs of the victims and community.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No charge.  
Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS, 10.0 PATROL CONCEPTS

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## **Bicycle Patrol I**

**Monday, September 28 to Friday, October 2, 2015 --  
(FIVE DAYS) -- 9 AM to 4PM**

*Instructor: Detective Mark Stallone, Berkeley Heights Police Department*

Officers will learn basic bicycle patrol techniques in this course. Instruction will include safe bicycle operation, laws governing bicycles as vehicles, nomenclature, riding techniques, defensive cycling, nutrition, first aid, fitness, equipment repair and maintenance. Students will demonstrate competency through practical application of basic riding skills.

**Mandatory Equipment:** Mountain bike (duty bike preferred) with foot retention device;  
approved ANSI and/or Snell bicycle helmet;  
shatter resistant eye protection; a pair of bicycle gloves;  
water bottle.

**Mandatory Attire:** Appropriate duty uniform, rain gear (optional), tee shirt,  
sweatshirt, sweatpants, lightweight pants,  
shorts (weather permitting), sneakers, riding shoes (optional)  
and a pair of latex gloves.

**Cost:** Out-of-county Personnel: \$150. Union County Personnel: No charge.  
Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS, 10.0 PATROL CONCEPTS

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## **Case Law Update for Canine Handlers**

**Friday, October 9, 2015 -- (HALF DAY) 9AM to Noon**

*Instructor: Assistant Prosecutor Julie Peterman, Union County Prosecutor's Office  
Sergeant Brian Howarth, Union County Sheriff's Office*

This course is part of the training for canine handlers and is sponsored by the Union County Sheriff. The course includes instruction on recent search and seizure cases, as well as a review of cases that apply specifically to canine handlers in the context of narcotics investigations, other criminal investigations, correctional facilities, explosives and school searches. The course is designed to give canine handlers a thorough understanding of case law so that when they are called for assistance, they can effectively assess the legality of using a canine partner to participate in the investigation. Past attendees include officers from the New Jersey State Police, the New Jersey Department of Corrections, the Federal Park Police (assigned to patrol Liberty State Park), and dozens of county and municipal officers.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel and Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE; 10.0 PATROL CONCEPTS

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## **Cell Phone Boot Camp:**

### **An Intensive Introduction to Cellular Telephone Technology in Criminal Investigations**

**Monday, October 5, 2015 -- 9AM to 4PM**

*Instructors: Assistant Prosecutor Julie Peterman and Sergeant Gregory Masterson  
of the Union County Prosecutor's Office  
Guns, Gangs, Drugs and Violent Crimes Task Force/Electronic Surveillance Unit*

This course is intended for Detectives and Supervisors who conduct criminal investigations. Cell phone technology can be involved in nearly every criminal investigation. Some examples include: Using call detail records to prove that a phone call took place between two suspects planning to commit a crime; Using cell site data to prove that a suspect's phone was in the area of the crime; Using call detail records to demonstrate a lack of calls on the suspect's phone at the time of the crime; Tracking a suspect's current location in order to effectuate his/her arrest; Searching a suspect's phone for text messages. The course content will include applying for call detail records and cell site data; interpreting call detail and cell site data from the phone company; expediting requests for subscriber information and phone records from the phone company; tracking cell phones in real time to locate suspects; obtaining text messages from the phone and/or the phone company and searching cell phone handsets. The instructors emphasize an informal, question and answer format and provide handouts specifically tailored to this course. All attendees will receive a binder of sample affidavits to use as well as an electronic copy. Attendees will also receive emergency contact information for each phone company.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Purchase Order/Check payable to UCPO Police Academy Training Account.

12.0 CRIMINAL INVESTIGATION

FALL 2015 -- 10

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## **Child Abduction and Missing Person Investigations** **(presented by the New Jersey State Police)** **Tuesday, October 27, 2015 -- (HALF DAY) 9AM to 1PM**

*Instructor: DSGT Stephen Urbanski, New Jersey State Police Missing Persons Unit*

Reports of missing and/or abducted children can be among the most difficult, challenging and emotionally charged cases experienced by an officer or an agency. This course is designed to assist patrol officers, detectives and supervisors with their response to an investigation of missing or abducted persons. The main focus of the course is that of a missing and/or abducted child. This course will cover patrol officer, detective and supervisor responsibilities during the initial response, AMBER Alert, the role of the Child Abduction Response Team (CART), interviewing, neighborhood canvass, roadblock canvass, search, recovery, sources of information and includes three abduction case studies. This course will also provide law enforcement with information to assist with the investigation and search for missing persons with special needs including Autism, Alzheimer's and Dementia.

Attire: Uniform / Professional

Cost: Out-of-county Personnel and Union County Personnel: No Charge.

10. PATROL CONCEPTS; 12.0 CRIMINAL INVESTIGATION

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## **Community Policing Train The Trainer: Police & Teens Together (PATT) Program** **Tuesday, September 22, 2015 -- 9AM to 4PM**

*Instructors: Lt. Theresa Gazaway and Sgt. Dennis Carovillano, New Providence Police Department  
Karen E. Positan, Assistant Public Information Officer, Union County Prosecutor's Office  
& Union County Human Relations Commissioner*

Certain police procedures carried out as part of normal investigations, police stops and questionings can easily be misunderstood by citizen residents, and can therefore result in confrontation and dispute. These misunderstandings in turn can escalate into various levels of criminal offenses which otherwise were not the purpose of the original stop and investigation. In 1999, amidst a national controversy surrounding events much like today's headlines about Ferguson, North Carolina, and Miami, Union County Human Relations Commissioners agreed that steps needed to be taken to forestall these scenarios from occurring whenever possible.

In Spring 2000, the Union County Human Relations Commission and law enforcement community piloted the four-session Police & Teens Together (PATT) Program, and since then have delivered it at every Union County high school with excellent results and documented success. The simple format provides an open forum for teens and police to share concerns and upsets, ask questions, exchange viewpoints, and "trade places" in a dynamic role play scenario that delivers impactful results in a fun-filled educational setting, with the benefits of the students sharing their "lessons learned" with classmates, friends and family.

Officers who deal with juveniles, community policing and school resource officers are invited to learn how to implement this user-friendly program in your high schools, to increase the level of respect and cooperation and add "voices of reason" that can be heard in your schools and community.

Attire: Uniform/Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Purchase Order/Check payable to UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS; 19. CERTIFICATION / INSTRUCTOR TRAINING

FALL 2015-- 11

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## **Comprehensive Crime Scene Processing including Digital Photography**

**Wednesday, September 9 through Friday, September 18, 2015 --  
(EIGHT DAYS) 9AM to 4PM  
EXCEPT Monday, September 14 -- 1PM to 9PM**

*Instructors: Union County Sheriff's Office: Lieutenant Melissa Fernandez  
Sergeant David Krill, Detective Ed Suter, Sheriff's Officer Anastasio Anastasatos*

Detectives and officers will be taught a comprehensive overview of crime scene documentation and processing. Students will focus on the functions of a digital camera including evidentiary photography, images to submit into AFIS, and proper scene documentation for court purposes. This will be done concurrently with instruction on evidence recognition, collection and packaging. The importance of bloodstain patterns and shooting trajectory will also be discussed. Each step of instruction will be followed with hands-on practical exercises to demonstrate student's ability.

**REQUIRED EQUIPMENT:** Each officer is **REQUIRED** to bring the following equipment to class:

- ♦ A Digital SLR Camera wa separate flash unit for the camera
- ♦ at least 1 memory card
- ♦ a tripod
- ♦ the instruction manuals for the camera and equipment.

While a digital camera is preferred, if unavailable, the student will be allowed to bring:

- ♦ a 35mm SLR camera capable of manual operation
- ♦ a dedicated flash
- ♦ a tripod
- ♦ the instruction manuals for the camera and equipment.

**PLEASE NOTE:** There will be one evening class.

**Attire:** Business Casual. Dress code will be observed.

**Cost:** Out-of-county Personnel: \$240. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

### **PLEASE NOTE:**

**THE POLICE ACADEMY CONTROLS THE REGISTRATION FOR THIS COURSE.  
THE COURSE REGISTRANT WILL BE NOTIFIED OF WAITLIST ONLY STATUS  
UNTIL CONFIRMED BY THE POLICE ACADEMY  
SEVERAL WEEKS PRIOR TO THE COURSE START DATE.**

*You can register multiple officers for this training.*

*However, based upon demand for the course, the Police Academy reserves the right  
to limit one officer per agency if necessary.*

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE; 12.0 CRIMINAL INVESTIGATION



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**Comprehensive Investigative Training: Arrest, Search & Seizure;  
Narcotics I & II : Drug Identification & Investigatory Techniques;  
Search Warrant Policy/Protocols, Raid Entry/Building Searches\*  
Tuesday through Friday, September 22-25, 2015 --  
(FOUR DAYS) 9 AM to 4PM**

*Instructors: Union County Prosecutor's Office:  
Assistant Prosecutor Deborah White; Assistant Prosecutor Julie Peterman  
Detective Gary Webb; Detective Dennis Donovan  
Union County Sheriff's Office: Lieutenant Dennis Burke*

This four-day comprehensive training will provide officers with a legal overview with regard to search warrants and arrest, search and seizure, as well as the opportunity to become familiar with the many facets of investigation, search warrant application, and the practical execution and takedown of an investigation.

**Mandatory Equipment for Wednesday and Thursday:**

Bring equipment normally worn or carried during warrant executions, including body armor.

**Attire:** Monday and Tuesday: Business Casual.  
Wednesday and Thursday: Casual clothing as per Academy Dress Code  
(no jeans, t-shirts).

**Cost:** Out-of-county Personnel: \$120 Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE; 10.0 PATROL CONCEPTS

*\*These courses, bundled for this comprehensive training, are also offered individually.*

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**Conducting Effective Pedestrian Stops  
Thursday, September 10, 2015 -- (HALF DAY) 9AM to 12:30PM**

*Instructors: Officer Kevin O'Brien, Plainfield Police Division  
Lieutenant Michael Caspersen, Plainfield Police Division*

This course is designed for patrol officers and detectives who conduct low risk and high risk pedestrian stops. Included in the course will be an explanation of the legal justification for conducting such stops, best patrol tactics, and hands on instruction for conducting low risk and high risk stops.

**Attire:** Uniform / Professional.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

10. PATROL CONCEPTS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **Crisis Intervention Team (CIT) Training (UNION COUNTY ONLY)**

**Monday through Friday, October 5-9, 2015 -- (FIVE DAYS) 8AM to 5PM**

*Instructors include Lt. Abdul Williams, Linden Police Department  
Detective Raffaella Vastola, Hunterdon County Prosecutor's Office  
Maureen O'Brien, Esq., Union County Prosecutor's Office (ret.)  
Dr. Amy Spagnolo, Ph.D., Rutgers University*

This course is open to UNION COUNTY LAW ENFORCEMENT AND MENTAL HEALTH PROFESSIONALS ONLY. Established in Memphis in 1988, CIT is an innovative police based first responder program that has become internationally known as the "Memphis Model," providing law enforcement based crisis intervention training to help individuals suffering from mental illness. CIT is typically based in the patrol division of the police department. In addition, CIT works in partnership with those in mental health professions to promote collaborative efforts to create and sustain more effective interaction among law enforcement, mental health providers, individuals with mental illness, and their families. CIT has been shown to help reduce the stigma of mental illness. **Most significantly, CIT has been shown to reduce injury and death to both officers and individuals with mental illness.** Topics of instruction include recognizing and responding to mental illness, de-escalation techniques, tactical skills when words don't work and legal issues such as warrantless entry under emergency aid and community caretaker function and officer responsibility/liability under the psychiatric screening law.

**Attire:** Uniform/Professional

**Cost:** No Charge.

**TO REGISTER:** EMAIL REGISTRATION TO [mobrienjd@gmail.com](mailto:mobrienjd@gmail.com); FAX 908-537-0873

3.0 POLICE COMMUNITY RELATIONS; 8.0 EMERGENCY MEDICAL CARE

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## **Critical Incident Stress Management**

**Friday, September 25, 2015 — 9AM to 4PM**

*Instructor: Captain Mark Edwards, Plainfield Police Department (Retired)*

This is an introductory course designed to provide insight and understanding into the stresses and pressures inherent in law enforcement, with specific attention given to critical incident stress management. We will examine the causes, signs and potential consequences of critical incident stress. There will be discussion about coping techniques along with available follow-up resources. This course is designed to assist all law enforcement officers, including supervisors.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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**REGISTRATION DEADLINE: Friday, August 14, 2015**

**REGISTER DIRECTLY WITH PROVIDER**

**Culture and Character in Quantum Leadership:**

**Unleashing The Power of Respect (Kebcor/Illinois)**

**Tuesday/Wednesday, October 13-14, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Captain Charles Huth, Kansas City, Missouri Police Department*

Every day, police officers face challenges ranging from petty annoyances to the risk of death in the line of duty. This innovative program for administrative, executive, command, supervisory and operational personnel addresses the range of police challenges and contacts, as well as high profile issues, and expands beyond correcting personnel. It explores issues of courage, integrity, leadership, character and respect. It examines ways to effect organizational change that helps police officers inspire community trust and support with every citizen contact by illustrating ways to build relationships of mutual respect. It presents a proven, well thought out training and communication plan to develop and improve culture, character and quantum leadership through methods of teaching, building understanding, building relationships, and building a personal anima that sees all people as people, is rooted in integrity, buttressed by courage and expressed as unconditional respect for all people. This will enhance professionalism and the law enforcement mission to build partnership with communities and to leverage that partnership to instill safety, security and prosperity. A workbook will be provided to guide discussion.

Topics include 1) Identification and mitigation of factors that link the task of law enforcement to complaints, litigation, loss of community trust and support, internal cynicism, damage and destruction of equipment and resources, injuries, deaths, riots and catastrophes. 2) Agency High Core Values and Tactics of Regard. 3) Why do intelligent officers, with no significant history of disciplinary action calmly and intentionally do what turns out to be a career-ending act in front of their in-car video camera? 4) What are the long term costs and root causes of these enduring problems?

Presenter Captain Charles Huth, Kansas City, Missouri Police Department currently serves as the Watch Commander for the Central Patrol Division and has served as a team leader for the Street Crimes Unit Tactical Enforcement Squad, where he coordinated and executed over 1700 high-risk operations. He is the co-author of the book *Unleashing the Power of Unconditional Respect*.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel and Union County Personnel: \$295.

Make check payable to KEBCOR and send payment to

Burnetti and Associates, Inc./Kebcor.com, P. O. Box 7703, Gurnee, Illinois 60031

Include your purchase order number.

**REGISTER ONLINE:** [www.kebcor.com/course-registration.htm](http://www.kebcor.com/course-registration.htm)

FAX 847-816-3503 OR MAIL Kebcor.com, P. O. Box 7703, Gurnee, Ill. 60031

Please include your purchase order number, fax, and email address for confirmation of enrollment.

New Jersey Business Registration Taxpayer ID #364-430-491/000.

For more information, please call 847-362-5144.

1.0 PROFESSIONAL DEVELOPMENT

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**SEPTEMBER REGISTRATION CLOSED. OCTOBER CLASS ADDED.**  
**Cyber Crime Scene and Internet Investigations**  
**Tuesday, September 29, 2015 -- 9AM to 4PM**

*Instructors: Sergeant Gerard Quinn, Cranford Police Department  
(Union County High Tech Task Force)  
Sergeant James Scannell, Scotch Plains Police Department  
(Union County High Tech Task Force)*

This class will increase a detective's knowledge in the investigation of high technology crime. Topics will include executing a search warrant where a computer exists, proper handling of electronic equipment, computer and Internet basics, and descriptions of common computer related crimes, such as harassment, stalking, threats, child endangerment and fraud.

The second portion of the class will show the investigator how to follow the trail of a computer literate suspect through cyberspace. Attendees will be introduced to email, message groups, newsgroups, and common social media platforms. They will be able to access the Internet in order to utilize resources that are available to the law enforcement officer for investigative purposes. They will also be shown how to identify the sender or poster of Internet messages or emails, and will learn the legal processes to obtain information from Internet Service Providers.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

12.0 CRIMINAL INVESTIGATION

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**Cyber Crime Scene and Internet Investigations**  
**Tuesday, October 6, 2015 -- 9AM to 4PM**

*Instructors: Sergeant Gerard Quinn, Cranford Police Department  
(Union County High Tech Task Force)  
Sergeant James Scannell, Scotch Plains Police Department  
(Union County High Tech Task Force)*

This class will increase a detective's knowledge in the investigation of high technology crime. Topics will include executing a search warrant where a computer exists, proper handling of electronic equipment, computer and Internet basics, and descriptions of common computer related crimes, such as harassment, stalking, threats, child endangerment and fraud.

The second portion of the class will show the investigator how to follow the trail of a computer literate suspect through cyberspace. Attendees will be introduced to email, message groups, newsgroups, and common social media platforms. They will be able to access the Internet in order to utilize resources that are available to the law enforcement officer for investigative purposes. They will also be shown how to identify the sender or poster of Internet messages or emails, and will learn the legal processes to obtain information from Internet Service Providers.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

12.0 CRIMINAL INVESTIGATION

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**Defensive Tactics Evening Workshop:  
Intermediate Level Mixed Martial Arts & Boxing  
Four consecutive Monday evenings:  
Monday, October 19 & 26, November 2 & 9, 2015 -- 7:45PM to 9:45PM**

*Instructors: Fernando Munoz, Champion Kick Boxer, Certified Boxing Coach  
Captain Martin Mogensen, Union County Police Department*

Registrant must not have any medical restrictions.

This one day course will provide criminal justice personnel basic defensive unarmed tactics and techniques which will help enable them to defend themselves and others. This hands-on class will include the correct use of hand wraps; boxing techniques; proper stance; jabs, cross, hook, combinations; Pad work; kick boxing and Tai boxing techniques; jiu-jitsu basics; offense and defensive drills; and core strength training. This course is designed as an introduction to Mixed Martial Arts (MMA)/ boxing. Fernando Munoz is a certified boxing coach with 28 years of experience in Boxing, Kickboxing, Jiu-Jitsu, Tai Boxing, Law Enforcement training. Mr. Munoz, who has had 150 professional fights in several disciplines, was a Champion Kick Boxer. He has spent years in several local gyms training those interested in boxing and mixed martial art disciplines. Captain Martin Mogensen is a senior Safariland instructor in defensive tactics.

**Mandatory Equipment:** Mouthpiece, handwraps, towel, water bottle.

**Attire:** Tactical uniform or suitable athletic clothing.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

9.0 WEAPONRY AND UNARMED DEFENSE

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**DNA FOR First Responders and Investigators:  
How To Get It Right The First Time  
Thursday, October 15, 2015 -- (HALF DAY) 1PM to 4PM**

*Instructor: Monica Ghannam, DNA Technical Leader,  
Union County Prosecutor's Office Forensic Laboratory*

This training is open to all law enforcement personnel. It is imperative for all Union County law enforcement personnel who wish to submit biological evidence for DNA analysis to the accredited Union County Prosecutor's Office Forensic Laboratory.

This training course details the proper procedures for the handling of biological evidence from its collection at the crime scene until its submission to the laboratory for analysis. This training will address common issues related to submission of evidence, including proper sealing, taking inventory and utilizing the BEAST evidence tracking system. The attendee will be made aware of how their actions as evidence handlers can affect the ability to obtain results through DNA analysis.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, AND USE OF FORCE; 12.0 CRIMINAL INVESTIGATION

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## **Document Fraud for Law Enforcement including Facial Recognition Technology**

**Thursday, November 5, 2015 — 9AM to 4PM**

*Instructor: Lt. Mark Cushing, (ret.) New Jersey State Police  
Investigator for the New Jersey Motor Vehicle Commission Document Fraud Unit*

This course will enhance the ability of patrol officers and detectives to recognize and identify the universe of identity-related documents issued by and relied upon by the Motor Vehicle Commission (MVC) and the factors that motivate fraudsters. With emerging technology it has become increasingly difficult to identify fraudulent documents. Officers will learn what tools are available to assist them in identifying counterfeit documents by providing "hands on" training and experience in recognizing fraud as it pertains to documents including driver licenses, green cards, passports, birth certificates and social security cards. Participants will learn the newest trends in the counterfeiting of drivers licenses by "online" 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.

This class will also review facial recognition technology as it is used by the Motor Vehicle Commission on all images captured -- including the process that is used to submit 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.

*Mark Cushing is an investigator with the New Jersey Motor Vehicle Commission's Fraudulent Documents Training Unit in Trenton, N.J. His current duties consist of those related to forensics document examination and document fraud training. Prior to his current assignment he was assigned to the Facial Recognition Program where he conducted investigations of individuals found to have multiple identities for various reasons, including but not limited to MVC suspensions, immigration issues, homeland security threats, and access to unauthorized government subsidies. During his tenure with the New Jersey State Police he successfully led and conducted thousands of auto theft, document fraud, and insurance fraud official investigations. He acted as subject matter expert and lead instructor/facilitator to federal, state, county and local law enforcement schools in auto theft, vehicle identification and alteration, document fraud and insurance fraud investigations. Additionally, he provided informational support to field detectives and acted as a liaison to out-of-state Motor Vehicle Offices and all other agencies entitled to vehicle history information from New Jersey.*

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

12.0 CRIMINAL INVESTIGATION



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## **REGISTER DIRECTLY WITH PROVIDER**

### **DV PREP: Understanding The Victim**

#### **(Domestic Violence Police Response Enhancement Program)**

**Tuesday, September 15, 2015 -- 1PM to 4:30PM**

**OR**

**Thursday, November 12, 2015 -- 10AM to 2PM**

Focus is on the emotional and behavioral impact of abuse on victims; issues that prevent victims from leaving; risk assessments; safety planning; and a review of local resources for referral and support.

PREP classes are designed to help law enforcement personnel effectively identify and respond to victims of domestic violence. PREP is NOT a technical legal training. PREP IS a program that addresses the issue from a victim's perspective, and provides practical information for effective intervention and resources for support.

*Note: Each four (4) hour class fulfills the mandatory AG requirement for domestic violence training.*

Cost: FREE of charge. Materials, certificate and light refreshments provided.

REGISTRATION is REQUIRED.

TO REGISTER: Send an email to [PREP@APartnershipForChange.org](mailto:PREP@APartnershipForChange.org).

In the email, provide your name, phone, department, and date of class you want to attend.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL TACTICS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **DV PREP: Insights On Batterer Behavior**

#### **(Domestic Violence Police Response Enhancement Program)**

**Monday, September 21, 2015 -- 10AM to 2PM**

**OR**

**Tuesday, December 8, 2015 -- 10AM to 2PM**

Class includes a discussion of how battering is used to maintain power and control over a victim; standard characteristics of a batterer; a review of batterer intervention programs; and theories regarding batterers who murder their partners.

PREP classes are designed to help law enforcement personnel effectively identify and respond to victims of domestic violence. PREP is NOT a technical legal training. PREP IS a program that addresses the issue from a victim's perspective, and provides practical information for effective intervention and resources for support.

*Note: Each four (4) hour class fulfills the mandatory AG requirement for domestic violence training.*

Cost: FREE. Materials, certificate and light refreshments provided.

REGISTRATION is REQUIRED.

TO REGISTER: Send an email to [PREP@APartnershipForChange.org](mailto:PREP@APartnershipForChange.org).

In the email, provide your name, phone, department, and date of class you want to attend.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL TACTICS



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## **REGISTER DIRECTLY WITH PROVIDER**

### **DV PREP: The Effects of Domestic Violence on Children (Domestic Violence Police Response Enhancement Program)**

**Thursday, October 8, 2015 -- 10AM to 2PM**

**OR**

**Monday, November 30, 2015 -- 10AM to 2PM**

We'll review the emotional and developmental impact of domestic violence on children; appropriate intervention techniques to use with children; how to support the non-offending parent; and resources for referral.

PREP classes are designed to help law enforcement personnel effectively identify and respond to victims of domestic violence. PREP is **NOT** a technical legal training. PREP **IS** a program that addresses the issue from a victim's perspective, and provides practical information for effective intervention and resources for support.

*Note: Each four (4) hour class fulfills the mandatory AG requirement for domestic violence training.*

Cost: FREE. Materials, certificate and light refreshments provided.

REGISTRATION is REQUIRED.

TO REGISTER: Send an email to [PREP@APartnershipForChange.org](mailto:PREP@APartnershipForChange.org).  
In the email, provide your name, phone, department, and date of class you want to attend.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL TACTICS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **DV PREP: Teen Dating Abuse (Domestic Violence Police Response Enhancement Program)**

**Monday, August 24, 2015 -- 10AM to 2PM**

**OR**

**Thursday, October 22, 2015 -- 10AM to 2PM**

We'll review the warning signs that a teen may be a victim or an abuser; unique barriers teen face concerning disclosure; effective intervention techniques to help teens (victims and abusers); and resources for teens.

PREP classes are designed to help law enforcement personnel effectively identify and respond to victims of domestic violence. PREP is **NOT** a technical legal training. PREP **IS** a program that addresses the issue from a victim's perspective, and provides practical information for effective intervention and resources for support.

*Note: Each four (4) hour class fulfills the mandatory AG requirement for domestic violence training*

Cost: FREE. Materials, certificate and light refreshments provided.

REGISTRATION is REQUIRED.

TO REGISTER: Send an email to [PREP@APartnershipForChange.org](mailto:PREP@APartnershipForChange.org).  
In the email, provide your name, phone, department, and date of class you want to attend.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL TACTICS

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## **ECO/EMD 8-Hour Recertification for (1) Law Enforcement** **Monday, October 19, 2015 -- (EIGHT HOURS) 8AM to 5PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Cost:** Out-Of County Personnel: \$30. Union County Personnel: No charge.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **ECO/EMD 8-Hour Recertification for (1) Law Enforcement** **Monday, November 2, 2015 -- (EIGHT HOURS) 8 a.m. to 5 p.m.**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Cost:** Out-Of County Personnel: \$30. Union County Personnel: No charge.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **ECO/EMD 8-Hour Recertification for (2) Police Telecommunicators**

### **Monday, October 19, 2015 -- (EIGHT HOURS) 8AM to 5PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Cost:** Out-Of County Personnel: \$60. Union County Personnel: \$30.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **ECO/EMD 8-Hour Recertification for (2) Police Telecommunicators**

### **Monday, November 2, 2015 -- (EIGHT HOURS) 8AM to 5PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Cost:** Out-of-County Personnel: \$60. Union County Personnel: \$30.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **ECO/EMD 8-Hour Recertification for (3) Civilian Telecommunicators** **Monday, October 19, 2015 -- (EIGHT HOURS) 8AM to 5PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Civilian Telecommunicators will be permitted to attend the class when space permits.**

**Cost:** \$100.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **ECO/EMD 8-Hour Recertification for (3) Civilian Telecommunicators** **Monday, November 2, 2015 -- (EIGHT HOURS) 8AM to 5PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**Required: Emergency Communications Operator Basic Training Course and/or any emergency dispatch-training program approved by OETS.**

This one-day tactical communications course will better equip telecommunicators (police and civilian) for their crucial role of assisting police officers in the field with critical incidents. This course of instruction meets the Office of Emergency Telecommunications Services annual In-Service training requirement pursuant to 17:24-2.2-2.

**Attire:** Uniform/Professional

**Civilian Telecommunicators will be permitted to attend the class when space permits.**

**Cost:** \$100.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Emergency Communications Operator Certification for (1) Law Enforcement and Police Telecommunicators**

**Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

This NECI course provides the basic level of certification required by the state for personnel working for a police department or other dispatch agency where 9-1-1 calls are answered. 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 dispatcher experience is required. COURSE CONTENT: 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 the New Jersey 9-1-1 System. This course includes a full day of role playing involving simulated 9-1-1 calls.

**Attire:** Uniform/Professional

**Cost:** Out-Of County Personnel: \$280. Union County Personnel: \$130  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Emergency Communications Operator Certification for (2) Civilian Telecommunicators**

**Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

This NECI course provides the basic level of certification required by the state for personnel working for a police department or other dispatch agency where 9-1-1 calls are answered. 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 dispatcher experience is required. COURSE CONTENT: 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 the New Jersey 9-1-1 System. This course includes a full day of role playing involving simulated 9-1-1 calls.

**Attire:** Uniform/Professional

**Cost:** \$380.  
Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Emergency Communications Operator Certification for (3) Non-Experienced Job-Seekers**

**Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

This NECI course provides the basic level of certification required by the state for personnel working for a police department or other dispatch agency where 9-1-1 calls are answered. 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 dispatcher experience is required. **COURSE CONTENT:** 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 the New Jersey 9-1-1 System. This course includes a full day of role playing involving simulated 9-1-1 calls.

**Attire:** Professional

**Non-experienced JOB-SEEKERS** will be permitted to attend the class when space permits.

**Cost:** \$475.

Cost includes payment for the manual and certification.

Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Emergency Medical Dispatch Certification for (1) Law Enforcement and Police Telecommunicators**

**Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**REQUIRED: 9-1-1 Basic Telecommunicator Certification from one of these state-approved vendors: A.P.C.O., N.A.E.D or N.E.C.I. and a valid CPR card recognized by the Department of Health Office of Emergency Medical Services (OEMS) (e.g., from the American Red Cross or the American Heart Association.)**

This course provides the next level of New Jersey certification for personnel already certified as a basic 9-1-1 telecommunicator (A.P.C.O., N.A.E.D. or N.E.C.I.). This is a required course for anyone working for a police department or other agency that receives 9-1-1 medical calls. Topics covered include: responsibilities of EMD, legal/liability issues, giving medical instructions by telephone, and the use of emergency medical dispatch guidecards. The 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 necessary to handle 9-1-1 medical calls.

**Attire:** Uniform/Professional

**Cost:** Out-Of County Personnel: \$250. Union County Personnel: \$130

Cost includes payment for the manual and certification.

Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING



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## **Emergency Medical Dispatcher Certification for (2) Civilian Telecommunicators**

**Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**REQUIRED: 9-1-1 Basic Telecommunicator Certification from one of these state-approved vendors: A.P.C.O., N.A.E.D or N.E.C.I. and a valid CPR card recognized by the Department of Health Office of Emergency Medical Services (OEMS) (e.g., from the American Red Cross or the American Heart Association.)**

This course provides the next level of New Jersey certification for personnel already certified as a basic 9-1-1 telecommunicator (A.P.C.O., N.A.E.D. or N.E.C.I.). This is a required course for anyone working for a police department or other agency that receives 9-1-1 medical calls. Topics covered include: responsibilities of EMD, legal/liability issues, giving medical instructions by telephone, and the use of emergency medical dispatch guidecards. The 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 necessary to handle 9-1-1 medical calls.

**Attire:** Uniform/Professional

**Civilian Telecommunicators will be permitted to attend the class when space permits.**

**Cost:** \$350 Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Emergency Medical Dispatcher Certification for (3) Non-Experienced Job Seekers**

**Tuesday to Friday, September 1-4, 2015 -- (FOUR DAYS) 8AM to 4PM**

*Instructors: Sgt. Richard Vitale, Cranford Police Department  
Dispatcher Robert Quirk, Berkeley Heights Police Department  
Dispatcher William Griffin, New Providence Police Department*

**REQUIRED: 9-1-1 Basic Telecommunicator Certification from one of these state-approved vendors: A.P.C.O., N.A.E.D or N.E.C.I. and a valid CPR card recognized by the Department of Health Office of Emergency Medical Services (OEMS) (e.g., from the American Red Cross or the American Heart Association.)**

This course provides the next level of New Jersey certification for personnel already certified as a basic 9-1-1 telecommunicator (A.P.C.O., N.A.E.D. or N.E.C.I.). This is a required course for anyone working for a police department or other agency that receives 9-1-1 medical calls. Topics covered include: responsibilities of EMD, legal/liability issues, giving medical instructions by telephone, and the use of emergency medical dispatch guidecards. The 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 necessary to handle 9-1-1 medical calls.

**Attire:** Uniform/Professional

**Non-experienced JOB-SEEKERS will be permitted to attend the class when space permits.**

**Cost:** \$450. Cost includes payment for the manual and certification.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Essentials of Effective Supervision**

**Thursday/Friday, September 3-4, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

This two-day course is designed for veteran as well as newly appointed supervisors. Those personnel currently awaiting or expecting to be promoted should also attend. This course will focus upon the dynamics of supervision and leadership, with specific content designed to prepare supervisors to adjust to the complicated demands of expanding roles and responsibilities. The course content includes: Transition from Officer to Sergeant; Organizational Structure; Styles of Leadership; Role and Responsibilities of Supervisors; Supervisory Accountability; Communications Strategies; Stress Management; Sexual Harassment; Multicultural Sensitivities; Evaluation and Assessment of Employees; Ethics for Law Enforcement Supervisors; Discipline; and Leadership.

**Attire:** Uniform/Professional

**Cost:** \$170

Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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## **FBI's Crisis Negotiation (Federal Bureau of Investigations)**

**Monday through Friday, October 19-23, 2015**

**(FIVE DAYS) 8:30AM to 4:30PM**

**at the ESSEX COUNTY POLICE ACADEMY**

*Instructors: Federal Bureau of Investigation*

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 the criminal, mentally ill, or fanatic hostage taker. Instruction stresses the goal of approach in dealing with the hostage taker. During the course, all officers are exposed to negotiation situations using practical problems. Students should be patrol officers or detectives who will act as negotiators during actual crisis situations. (LIMITED TO 24 STUDENTS.)

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel / Union County Personnel: No Charge.

**OPEN TO THE FOLLOWING COUNTYS ONLY:  
ESSEX, PASSAIC, BERGEN, HUDSON and UNION.**

**Contact your County Academy to register.**

**UNION COUNTY REGISTRATION CLOSED: WAITLIST ONLY.**

**Essex County Police Academy: 973-877-4350**

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL CONCEPTS

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**FBI's Interview & Interrogation (Federal Bureau of Investigations)**  
**Monday/Tuesday, October 13-14, 2015 -- (FIVE DAYS) 8:30AM to 4:30PM**  
**at the BERGEN COUNTY POLICE ACADEMY**

*Instructors: Federal Bureau of Investigation*

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. (LIMITED TO 24 STUDENTS)

Attire: Uniform/Professional

Cost: Out-of-county Personnel / Union County Personnel: No Charge.

**OPEN TO THE FOLLOWING COUNTYS ONLY:**  
**BERGEN, ESSEX, HUDSON, PASSAIC, and UNION.**  
**Contact your County Academy to register.**

**UNION COUNTY LAW ENFORCEMENT:**  
**Call 908-889-9028 or email [kpositan@ucnj.org](mailto:kpositan@ucnj.org) for registration instructions.**

**Bergen County Police Academy: 973-877-4350**

12.0 CRIMINAL INVESTIGATION

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## **Female Officer Survival**

**Wednesday through Friday, November 4-6, 2015 -- (THREE DAYS)  
9AM to 4PM**

*Instructors: Detective Paul Marinaccio, Union County Prosecutor's Office  
Detective Stephen Carro, Union County Prosecutor's Office  
Sergeant Allan Griffin, Parsippany Police Department  
Officer Donald DeFilipis, Summit Police Department*

**Registrant must not have any medical restrictions.**

This course is designed specifically for the female officer to deal with resistant subjects, using skills ranging from control techniques to combative techniques. This intense course will cover combative mindset, functional fitness, as well as techniques which maximize the officers ability to counter opponents of a larger size. The officer will be introduced to various combative skills such as escaping holds, fighting from the ground and fighting in confined spaces. Classroom instruction will cover Mindset ( Being Switched On), Fear management, and proper use of force. This is an active course which will require that the officer be in good physical health.

**Mandatory Equipment:** PT Gear (recommend BDU's), Duty Belt (No Live Firearms), Body Armor, Mouth Guard, Towel, Water Bottle. Also, if accessible, Padded Knuckle Gloves, Boxing Head Gear, Blue/Red Training Gun.

**Attire:** Gym clothes.

**Cost:** Out-of-county Personnel: \$90. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

9.0 WEAPONRY AND UNARMED DEFENSE

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## **REGISTER DIRECTLY WITH PROVIDER**

### **Field Training Officer**

*presented by Penn State University's Justice & Safety Institute*

**Monday through Wednesday, November 16-18, 2015 --**

**(THREE DAYS) 8:30AM to 4:30PM**

This powerful three-day program is designed to prepare officers for field-training responsibilities. The future of a police department is significantly impacted by the field training officer (FTO). The FTO is a vital member of the department, responsible for training new recruits and determining the viability of these recruits as law enforcement officers. When FTOs are properly trained, they can help make sound personnel decisions and avoid future performance and legal issues. Rather than using a previously formulated method of instruction, we teach what we believe to be the best of each method, and then allow trainees to devise their own program. This highly interactive class places an emphasis on imparting the knowledge and skills needed to properly train and mentor recruits for work as law enforcement officers. All of our courses are instructed by current practitioners or recently retired executives. Key concepts and topics include Elements of the Communication Process, Adult Learning Concepts, Concepts of Appraisal, Evaluating Training Performance, Ethical Issues, and Job-Task Analysis and Patrol Function.

**Attire:** Uniform/Professional

**Cost:** \$450 per person

**TO REGISTER:** Download the Registration Form at [www.jasi.outreach.psu.edu](http://www.jasi.outreach.psu.edu).

Completed registration forms can be faxed to 814-863-3108  
or mailed to Penn State Justice & Safety Institute,  
The 329 Building, Suite 222, University Park, PA 16802.

Phone: 814-863-0079

E-mail: [jasiinquiry@outreach.psu.edu](mailto:jasiinquiry@outreach.psu.edu)

1.0 PROFESSIONAL DEVELOPMENT

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## **Firearms Applicant Investigation & Laws**

**Wednesday, September 30, 2015 -- 9AM to 3PM**

*Instructors: Detective Sergeant Keith Roslin, New Jersey State Police  
Detective Lieutenant Joseph Genova, New Jersey State Police Firearms Investigation Unit*

This lecture is open to all sworn police officers and any clerical staff involved with the processing of applications.

This course has been created to respond to the increased number of requests for instructional training regarding handling, investigating and processing firearm applications submitted by local citizens. The course will also cover Title 2C, Chapters 39 & 58, the New Jersey Administrative Code, Title 13, identifying assault firearms, the one-gun-a-month law, and how to thoroughly investigate applicants.

**Attire:** Uniform / Business Professional.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 9.0 WEAPONRY AND UNARMED DEFENSE

FALL 2015 -- 30

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## **REGISTRATION CLOSED.**

### **Firearms Instructor Certification**

**Monday through Friday, August 24-28, 2015 -- (FIVE DAYS) 8AM to 3PM**  
**First Day is at the Union Range!**

*Instructor: Range Master Ernst Schmidt, Berkeley Heights Police Department*

Attending officers must have an HQC of 90% or better to attend. Please submit your score prior to attending class.

This class, coupled with completing a Methods of Instruction course, will provide officers with the appropriate Police Training Commission mandated training to instruct and certify officers in the use and safe handling of firearms. Topics covered will include instructional methodology, firearms policy, testing and operation of a firearms range.

**FIRST DAY IS AT THE UNION RANGE! DIRECTIONS TO THE UNION RANGE** can be found online at [www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

**Mandatory equipment:** Duty handgun, belt, holster, shotgun, ballistic vest, eye and hearing protection, night qualification goggles, flashlight, approximately 50 CARDBOARD FBI-Q targets, 1000 rounds of handgun ammunition, 25 rounds 00 buck and 5 rounds of rifled slugs. All ammunition must be non-toxic (lead-free.)

**Attire:** Range wear/Uniform, Baseball Cap

**Cost:** Out-of-county Personnel: \$150. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

You can register multiple officers for this training.

However, based upon demand for the course, the Police Academy reserves the right to limit one officer per agency if necessary. We will notify you several weeks prior to the course start date as to the status of your registration(s).

9.0 WEAPONRY AND UNARMED DEFENSE; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **First Responder CBRNE (WMD) Level 1**

**Monday, November 2, 2015 -- (HALF DAY) 9AM to 1PM**

*Instructor: Michael Urbanski, Communications Officer, Cranford Police Department*

**PREREQUISITE:** HazMat Awareness

This is a four hour course that will be presented as a classroom lecture. It is designed for first responders who operate at the awareness level. The lecture will familiarize students with the recognition of weapons of mass destruction, terrorism and the defensive actions they may use in a response to a terrorist incident. The course will review basic awareness level response principles.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

10.0 PATROL CONCEPTS; 14.0 DOMESTIC TERRORISM

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## **First Responder Recertification**

**Thursday & Friday, October 1-2, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Sergeant Michael Gennero, Hillside Police Department*

**PREREQUISITE: Attending officers must be CPR certified.**

This course is designed to teach students the knowledge, skills and confidence they need to care for victims of sudden illness and accidents. The program meets and exceeds US Department of Transportation National First Responder Curriculum and satisfies recertification requirements of the Police Training Commission for firearms instructors who must periodically be recertified. This course is open to ALL officers. Firearms instructors would especially benefit greatly from this training.

**Requested Material:** A first responder textbook would be helpful, but is not mandatory.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$70. Union County Personnel: \$10.  
Cost includes certification processing fee.  
Checks payable to: UCPO Police Academy Training Account.

8.0 EMERGENCY MEDICAL CARE ; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Forensic Anthropology & The Unidentified Body**

**Friday, November 13, 2015 -- (HALF DAY) 9AM to Noon**

*Instructor: Donna A. Fontana, M.S., Forensic Anthropologist, New Jersey State Police*

This training will introduce the detective to the responsibilities of the forensic anthropologist in the identification process of unidentified human skeletal remains. In addition, this training will provide the detective a review of the Unidentified Persons Report Form for National Crime Information Center (NCIC) record entry along with the proper protocol for entering this information into the NCIC computer database. Operational and dental coding will also be reviewed.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No charge.  
Cost includes certification processing fee.  
Checks payable to: UCPO Police Academy Training Account.

12.0 CRIMINAL INVESTIGATION

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## **Gang Awareness**

**Wednesday, November 4, 2015 -- 9AM to 4PM**

*Instructor: Senior Investigator Alixa Lamboy, NJ Department of Corrections*

This course will focus on the recognition and identification of the major gangs operating in New Jersey, both on the streets and within the prison system. We will familiarize students with the methods used by the New Jersey Department of Corrections to identify, monitor, and manage violent gangs. Attendees will also learn ways in which information gathered within prisons can assist everyone in the law enforcement community.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS; 10.0 PATROL TACTICS

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## **Expanded Four Day Training!**

### **Ground Fighting & Street Survival for Law Enforcement Officers**

**Monday through Thursday, November 16-19, 2015 -- (THREE DAYS)  
9AM to 4PM**

*Detective Paul Marinaccio, Union County Prosecutor's Office  
Detective Stephen Carro, Union County Prosecutor's Office  
Sergeant Allan Griffin, Parsippany Police Department  
Officer Donald DeFilipis, Summit Police Department*

**REQUIREMENT:** Registrant must not have any medical restrictions.

Approximately 90% of all police altercations wind up on the ground. In this class you will learn the essence of law enforcement ground fighting. We will concentrate on arm locks, leg locks, compliance techniques, weapon retention, and break falls. You will also learn ground striking defense drills. This class is a definitive reference for all Law Enforcement Officers from beginning to advanced levels.

**Mandatory Equipment:** Towel, water bottle.

**Attire:** Gym clothes.

**Cost:** Out-of-county Personnel: \$120. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

9.0 WEAPONRY AND UNARMED DEFENSE



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## **Hazard Communication (HAZ COM / Right To Know)**

**Thursday, October 15, 2015 -- (FOUR HOURS) -- 9AM to 1PM**

*Instructor: Michael Urbanski, Communications Officer, Cranford Police Department*

Each employer is required to provide each of its employees specific training in the handling and potential exposure to hazardous chemical/materials in the work place. This course will address that, and will include Hazardous Communication Setup which help an agency conduct a hazardous assessment to setup HazCom program inside of their own agency.

**MANDATORY EQUIPMENT:** Each student must bring a flash drive to class to accommodate gathering course materials, presented in PDF format.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT ; 10.0 PATROL CONCEPTS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **High-Impact Supervision**

*presented by Penn State University's Justice & Safety Institute*

**Wednesday to Friday, October 21-23, 2015 -- (THREE DAYS) 8:30AM to 4:30PM**

*Instructor: Penn State University's Justice & Safety Institute*

Designed for frontline supervisors and middle-level managers, this three-day workshop offers intensive training in the skills that supervisors need most to capably manage and supervise in the arena of contemporary policing environments. As police environments, managerial practices and effective policing approaches change, so does supervision. The responsibilities and demands facing police supervisors are daunting. New employees have different value systems, workplaces and communities are increasingly diversified, and the expectation for problem-solving has been pushed downward while the risk of liability has increased.

The program instructors are uniquely qualified teachers whose backgrounds combine academic know-how and professional experience as command officers in law enforcement agencies. They have taught both nationally and internationally.

**Cost:** \$450

**TO REGISTER:** Download the Registration Form at [www.jasi.outreach.psu.edu](http://www.jasi.outreach.psu.edu).

Completed registration forms can be faxed to 814-863-3108  
or mailed to Penn State Justice & Safety Institute,  
The 329 Building, Suite 222, University Park, PA 16802.

Phone: 814-863-0079

E-mail: [jasiInquiry@outreach.psu.edu](mailto:jasiInquiry@outreach.psu.edu)

1.0 PROFESSIONAL DEVELOPMENT

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**Incident Command Systems ICS-300:  
Intermediate Incident Command System for Expanding Incidents  
Monday to Wednesday, November 16-18, 2015 -- (THREE DAYS) --  
9AM to 4PM**

*Instructor: Michael Urbanski, Communications Officer, Cranford Police Department*

**REQUIRED PREREQUISITES:**

IS-0100.b, Introduction to the Incident Command System,  
ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents;  
IS-0700.a, National Incident Management System, An Introduction; and  
IS-0800.b, National Response Framework, An Introduction.

*NOTE: Online classes can be found on the EMA Independent Study Website:  
<http://www.training.fema.gov/IS/NIMS.aspx>*

This course is designed to address the need for law enforcement agencies to have a system for managing incidents. Officers and supervisors who are responsible for the use, deployment and implementation of resources should attend. This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses. The course objectives include describing how the National Incident Management System Command and Management component supports the management of expanding incidents, and the Incident/ Event Management process for supervisors and expanding incidents as prescribed by the ICS; implementing the Incident Management process on a simulated Type 3 incident, and developing an Incident Action Plan for a simulated incident. Registrants must pass the examination given at the end of the course in order to receive certification.

**MANDATORY EQUIPMENT:** Each student must bring a flash drive to class to accommodate gathering course materials distributed by the instructor, presented in PDF format.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$90. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 10.0 PATROL CONCEPTS

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## **Incident Command Systems ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents**

**Tuesday/Wednesday, December 1-2, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Michael Urbanski, Communications Officer, Cranford Police Department*

### **REQUIRED PREREQUISITES:**

IS-0100.b, Introduction to the Incident Command System,  
ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents;  
ICS-300: Intermediate Incident Command System for Expanding Incidents;  
IS-0700.a, National Incident Management System, An Introduction; and  
IS-0800.b, National Response Framework, An Introduction.

*NOTE: Online classes can be found on the EMA Independent Study Website:  
<http://www.training.fema.gov/IS/NIMS.aspx>*

This course provides training for personnel who require advanced application of the Incident Command System (ICS) within a Type 1 or Type 2 level incident or event. This course expands upon information covered in the ICS-100 through ICS-300 courses. The course objectives include to explain how major incidents engender special management challenges, describe the circumstances in which an Area Command is established, and describe the circumstances in which Multi-Agency Coordination Systems are established. Registrants must pass the examination given at the end of the course in order to receive certification.

**MANDATORY EQUIPMENT:** Each student must bring a flash drive to class to accommodate gathering course materials distributed by the instructor, presented in PDF format.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 10.0 PATROL CONCEPTS

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## **Interviews and Interrogations**

**Thursday/Friday, November 5-6, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructors: Sergeant Patricia G. Gusmano, Union County Prosecutor's Office  
Lieutenant Harvey A. Barnwell, Union County Prosecutor's Office  
Lieutenant Jorge R. Jimenez, Union County Prosecutor's Office  
Detective Andy Dellaquila, Union County Prosecutor's Office*

Victims, witnesses, suspects and arrestees make up the main portion of the daily activities of law enforcement officers. We spend countless hours talking to them and they are often reluctant to tell the truth. How can we determine if they are being truthful? What can we do to make it easy for them to tell us the truth?

This two-day course geared toward detectives and investigators -- will bring to light several techniques to detect deception, illicit truthful and complete answers, develop skills necessary to communicate with people effectively and obtain information which benefits in successful investigations.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

10.0 PATROL CONCEPTS; 12.0 CRIMINAL INVESTIGATION

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## **Insurance Fraud for Patrolmen presented by the Division of Criminal Justice**

**Monday, November 2, 2015 -- 9:30AM to 11:30AM**

*Class Coordinators: New Jersey Division of Criminal Justice  
Detective Sergeant Jon Powers, Office of the Insurance Fraud Prosecutor,  
Supervising Special Agent Terri DiGiorgio, National Insurance Crime Bureau (NICB),  
and other instructors.*

This two-hour course will provide first responders and patrol officers with tested insurance fraud knowledge to assist in the detection of insurance fraud schemes at the first contact. The possibility of using insurance fraud criminal codes as part of the approach to combating fraud will reinvigorate LE interest in insurance fraud investigations. ISO and NICB uses will be explored in-depth. Topics include VIN index search and available support to law enforcement. Student officers who attend will be provided with information and resources to recognize questionable claims or staged accidents.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Purchase Order/Check payable to UCPO Police Academy Training Account.

11.0 TRAFFIC; 12.0 CRIMINAL INVESTIGATIONS

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## **Leadership and Supervision**

**Monday, September 28, 2015 -- 9AM to 4:30PM**

*Instructor: Captain Guy Patterson, Cranford Police Department*

This one-day course has been designed for newly promoted first line supervisors to provide an understanding of issues of leadership and to examine applications of leadership principles to the field of law enforcement. While defining leadership and identifying roles, supervisors will be able to discuss their role from several perspectives. The course will also provide the opportunity to explore and discuss values, ethical standards and principles of leadership relating to law enforcement supervisory conduct and decision making. In addition to examining various types of leadership styles, the course will include communication, including the importance of verbal and nonverbal communication skills, and various leadership models, including Theory X versus Theory Y, the Situational Leadership Model, and characteristics and traits of an effective leader. The course will also cover the importance of counseling, enabling the student supervisor to describe the process of discussing work issues with subordinates (including performance problems, employee grievances or complaints, and resolving conflicts with employees).

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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**REGISTRATION DEADLINE: SEPTEMBER 1, 2015**  
**REGISTER DIRECTLY WITH PROVIDER**

**Management Of A Small Law Enforcement Agency  
(Kebcor/Illinois)**

**Monday, November 30 and Tuesday, December 1, 2015 (TWO DAYS)**  
**9AM to 4PM**

*Instructor: Chief Paul Schultz, Canon City, Colorado Police Department*

This two-day course, presented by Kebcor.com, will provide current and future Small Agency Executives, Commanders and Supervisors of agencies less than fifty sworn officers, the information necessary to be an effective, efficient and contemporary leader, by discussing current issues and solutions to salient and difficult agency problems. Supervisors from any size Law Enforcement Agency, who desire to become Chief of a Small Agency, can benefit from attending. Students will outline how to create an early warning system for small agencies, provide training to reduce liability, utilize effective liability management and communication techniques, identify how to stretch their budget, and be proactive in identifying future trends in Small Agency Policing. Students will identify, outline and discuss how to utilize Internal Affairs effectively without damaging morale, how to Avoid Votes of No Confidence, Enhance Career Survival, and implement Innovative Enforcement and Community Programs for the Small Agency. Students who attend this program not only become more comfortable in their role, but also lengthen their tenure, reduce internal agency conflict, and turnover, find funding for new and innovative programs, successfully resolve and mitigate internal affairs issues, reduce agency and personal liability and communication problems, and successfully improve and plan for future events. These outcomes are achieved by discussing the contemporary issues and solutions to the difficult problems, so relevant to the Small Law Enforcement Agency.

**Attire:** Uniform/Professional

**Cost:** **Out-of-county Personnel and Union County Personnel: \$295.**

Please send payment to Burnetti and Associates, Inc./Kebcor.com, P. O. Box 7703, Gurnee, Illinois 60031 and include your purchase order number.

New Jersey Business Registration Taxpayer Identification is # 364-430-491/000.

Payment can be made by check prior to class, on site, or upon receipt of invoice.

REGISTER TODAY at [www.kebcor.com/course-registration.htm](http://www.kebcor.com/course-registration.htm)  
Click on link Future Kebcor.com courses  
Click on Request Registration Link for this offering.  
Complete and submit the registration form online to confirm enrollment.

For more information, please contact Kebcor.com at 847-362-5144  
or by fax at 847-816-3503.

1.0 PROFESSIONAL DEVELOPMENT

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## Managing the Police Training Function

**Friday, November 13, 2015 -- 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

Training and development of personnel is one of the most critical functions in public safety venues and serves to enhance overall professionalism while providing a defense against civil litigation. Supervisory, command, and executive level personnel, as well as instructors, field training officers, and those interested in the training function, should attend this seminar. This seminar addresses the training function as a primary duty and responsibility of agency managers. Discussions include: Police Training Commission requirements, in-service educational programs that integrate mandated and elective curriculums, documentation and record keeping, instructor ethics, and supervising and managing the Field Training Officer Program.

**Attire:** Uniform/Professional

**Cost:** Out-of-county and Union County Personnel: \$85  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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## Methods of Instruction

**Tuesday through Tuesday, October 13-20, 2015--(SIX DAYS) 9AM to 4PM**

*Instructors: Lieutenant James Schneider (ret.), Westfield Police Department*

*Captain Christopher Battiloro, Westfield Police Department*

*Sergeant Robert Dudash, Edison Police Department*

*Lieutenant Stephen Wilde, Cranford Police Department*

*Lieutenant Leo Lugo, Westfield Police Department*

*Sergeant Lou Forst, Newark Police Department*

*Asst. Public Information Officer Karen Positan, Union County Prosecutors Office*

**PREREQUISITE: Microsoft Word I (Basic). Microsoft PowerPoint I (Basic) a plus.**

This course is intended for officers who will require Police Training Commission (PTC) certification to instruct in the Basic Police Recruit Academy and/or who will be instructing PTC-governed in-service training classes. It is a student-participatory course designed to develop an understanding of learning principles, performance objectives, purpose and structure of lesson plans, effective use of training aids, student testing and evaluation.

**Mandatory Materials:** Please bring to class a ScanDisk camera card (at least 8G) for your recorded presentations, and a 4G USB flash drive.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$180. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

**PLEASE NOTE: THE POLICE ACADEMY CONTROLS THE REGISTRATION FOR THIS COURSE. THE COURSE REGISTRANT WILL BE NOTIFIED OF WAITLIST ONLY STATUS UNTIL CONFIRMED BY THE POLICE ACADEMY**

**SEVERAL WEEKS PRIOR TO THE COURSE START DATE.**

***You can register multiple officers for this training.***

***However, based upon demand for the course, the Police Academy reserves the right to limit one officer per agency if necessary.***

1.0 PROFESSIONAL DEVELOPMENT ; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

FALL 2015 -- 40

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## **Monadnock Defensive Tactics System Instructor's Course\***

**(\*Current MDTS instructors may also re-certify at this time.)**

**Thursday/Friday, December 10-11, 2015 -- (TWO DAYS) 8:30AM to 4:30PM**

*Instructors: Chief Michael S. Zarro, Jr., Spotswood Police Department  
Detective Doug Sprague, Sayreville Police Department  
Captain Martin Mogensen, Union County Police Department*

**PLEASE NOTE:** Any brand name expandable baton may be used to attend this course.

**\*Current MDTS Instructors may also re-certify at this time.\*\***

This course provides an ideal foundation for departments initiating a defensive tactics program for their officers.

The Monadnock Defensive Tactics System (MDTS) is a principle-based defensive tactics program. MDTS was created to give the officer a base system for Personal Defense and Restraint Techniques that easily "transitions" into handcuffing. The "principle-based" concept identifies a problem or action and then concentrates on easily-identified principles to define or solve the problem. This method of training allows for flexibility when trying to "meld" this program with the many systems already established within the law enforcement defensive tactics field. It is also designed to accentuate and compliment the Monadnock Expandable Baton (MEB) and PR-24 Control Baton Programs. The MDTS Program will cover basic blocking skills, counter-strikes, control holds, handcuffing and weapon awareness/reaction.

**Mandatory Equipment:** Duty gear with practice firearm, handcuffs and key.

**Attire:** Tactical Uniform or suitable athletic clothing.

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

9.0 WEAPONRY AND UNARMED DEFENSE; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Narcotics I: Drug Identification including Arrest, Search & Seizure**

**Tuesday, September 22, 2015 -- 9AM to 4PM**

*Instructors: Union County Prosecutor's Office, Narcotic Strike Force  
Assistant Prosecutor Deborah White, Detective Gary Webb and Detective Dennis Donovan*

Members of the Union County Narcotic Strike Force designed this course for patrol officers and detectives assigned to narcotic squads, and juvenile and D.A.R.E. officers. Assistant prosecutors, along with experienced narcotic officers, will discuss the importance of the initial and follow-up report to a successful narcotic investigation and prosecution. The morning's discussion will include the legal impact of arrest, search and seizure as they apply to narcotic investigations. The legal and practical requirements of a search warrant affidavit will also be reviewed. The afternoon's drug identification course is taught by experienced narcotics detectives who will concentrate on drug identification and terminology, methods of concealment, and current drug trends including pricing and use. The detectives will describe the appearance and packaging of those illegal narcotics most commonly found in the Union County/northern NJ area, including how these drugs are ingested, and their effects on the user.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE ; 12.0 CRIMINAL INVESTIGATION

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## **Narcotics II: Investigatory Techniques for Patrol, Juvenile & SRO Officers and Detectives**

**Wednesday, September 23, 2015 -- 9AM to 4 PM**

*Instructors: Union County Prosecutor's Office, Narcotic Strike Force  
Detective Gary Webb and Detective Dennis Donovan*

**PREREQUISITE: NARCOTICS I: DRUG IDENTIFICATION including Arrest, Search & Seizure**

Members of the Union County Guns, Gangs, Drugs, and Violent Crimes Task Force designed this course for patrol officers and detectives assigned to narcotics units, and DARE, SRO and Juvenile Officers. Assistant Prosecutors and experienced narcotics detectives from the county Task Force will discuss the elements of a successful narcotics investigation from inception through prosecution. The experienced officers will discuss networking, the gathering of intelligence, the use of informants and developing and handling confidential sources, crafting affidavits for search warrants, surveillance, suspect interviews, report writing, and courtroom testimony.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE ; 12.0 CRIMINAL INVESTIGATION

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## **O.C. Spray Instructor's Certification Course**

**Friday, October 2, 2015 -- 9AM to 3PM**

*Instructors: Chief Joseph S. Marswillo, Lieutenant Mark Cyr,  
Sergeant Michael Villani, and Sergeant Josh Sanders, NJIT Police Department  
Police Officer John Padilla, Summit Police Department*

This course is designed to certify the police trainer in the history, function and procedures for the safe, effective use of aerosol Oleoresin Capsicum. This course will also provide some tactical considerations when utilizing O.C. Spray as a method of non-lethal force. The course includes Level 2 O.C. Spray exposure.

**Attire:** BDU Tactical. Optional: Change of clothing at end of class.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

9.0 WEAPONRY AND UNARMED DEFENSE; 19. CERTIFICATION / INSTRUCTOR TRAINING

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## **OPRA for Law Enforcement Agencies (Open Public Records Act)**

### **Thursday, October 29, 2015 -- (HALF-DAY) 9AM to 1PM**

*Instructor: Dawn SanFilippo, Senior Counsel, State of New Jersey Government Records Council*

This course is designed to assist law enforcement personnel in better understanding the mandatory requirements of the Open Public Records Act (OPRA). Topics will include exemptions to public access contained in OPRA that specifically pertain to police records, as well as exemptions contained in other legal authorities. This course will also review rulings of the Government Records Council and the New Jersey Superior Court regarding the disclosure of police records. Additionally, this course will review the difference between OPRA requests and other records requests common to law enforcement agencies, such as discovery.

**Attire:** Uniform / Professional.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 3.0 POLICE COMMUNITY RELATIONS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **OPRA for Practitioners (Open Public Records Act)**

*presented by Connell Consulting LLC*

**Wednesday, December 16, 2015 -- 9AM to 4PM**

*Instructors: Robert O'Leary, Esq., Union County Executive Assistant Prosecutor and Public Information Officer for the Union County Prosecutor's Office (ret.)*

*Chief Denis E. Connell, Ed.D., Former Public Information Officer, custodian of Police Records and Chief of the Clark Police Department (ret.)*

When enacted in 2002, the Open Public Records Act (OPRA) was designed to provide greater access to government records maintained by public agencies. This one-day course is designed as a practical, knowledge-centered curriculum for police officials, records clerks, and other government officials designated as record custodians. With a combined experience of 65 years in the law enforcement profession, these veteran instructors provide practical advice on a wide range of Open Public Records Act (OPRA) topics including Title 47, Definition of Government Records; Common Law Doctrine vs. Statutory Doctrine; Executive Orders 9, 11, 69, 123, 21 and 26; Role and function of the GRC; synopsis of selected GRC rulings; OPRA fees and related litigation: Fee shifting; Records redaction: DARM Records Retention Schedule; Time Constraints: Three Thresholds; Privacy Issues: Connell's Gatekeeper Theory; OPRA's 24 exemptions from disclosure; Civil/Administrative Liability for police, records custodians, government supervisors and law enforcement executives; OPRA requests -- citizens and the media, and special topics including 9-1-1 tapes, Use of Force forms, Taped phones at headquarters, Emails, Cameras in cars, MDT's, School bus routes, OPRA vs. Discovery; Case Law (Bent vs. Stafford and new! Alfano vs. Margate City), NJ Press Shield Law 2A:84a-21. **NOTE: Municipal Clerks: Approved for 6 CEUs by the NJ Division of Local Government Services. All others approved for 4 CEUs. DLGS - Connell - 1**

**Attire:** Uniform / Professional.

**Cost:** Out-of-county and Union County Personnel: \$119

Agency PO or check to Connell Consulting LLC, 257 Oak Ridge Road, Clark, New Jersey 07066

**TO REGISTER:** RESERVE SEATING BY EMAIL: [railpace@comcast.net](mailto:railpace@comcast.net)

FAX: 732-388-4984

For more information, call 732-713-4449.

1.0 PROFESSIONAL DEVELOPMENT; 3.0 POLICE COMMUNITY RELATIONS

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## **Performance Evaluation Process**

**Wednesday, September 9, 2015 -- 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

This one-day overview is designed for executive, command and supervisory level personnel. The course will prepare individuals to assess the current performance appraisal program that exists in their agency and to modify or develop an employee performance evaluation and assessment program. Course content includes the "How To" issues of mechanics of employee evaluation, policy review and redevelopment, the developmental task force concept, designing an agency specific job task analysis, design and selection of evaluation criteria, rating and scoring system issues, common rating and scoring errors, an overview of a modern employee evaluation system and a review of organizational structure and culture.

**Attire:** Uniform/Professional

**Cost:** \$85

Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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## **Police & Press Relations**

**Friday, November 13, 2015 -- (HALF DAY) 9AM to Noon**

*Instructor: Mark Spivey, Director of Communications, Union County Prosecutor's Office*

This course, especially designed for superior officers and police executives, will explore established methods that can improve the relationship between law enforcement and the working press. We will present new case law, along with suggested techniques for providing information to the print, broadcast, and Internet media. The course will detail several real life scenarios and how to best to respond for maximum press impact while maintaining the sanctity of an investigation.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.

Checks payable to: UCPO Police Academy Training Account.

10. PATROL CONCEPTS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **Police Press Relations In The Virtual Era**

***presented by Connell Consulting LLC***

**Thursday, December 17, 2015 -- 9AM to 4PM**

*Instructors: Robert O'Leary, Esq., Union County Executive Assistant Prosecutor  
and Public Information Officer for the Union County Prosecutor's Office (ret.)  
Chief Denis E. Connell, Ed.D., Former Public Information Officer, custodian of Police Records  
and Chief of the Clark Police Department (ret.)*

Modern technology offers the media immediate access to breaking events in real time. The First Amendment guarantee of a free press is a bedrock principle of American democracy. Government officials have an obligation to provide the media with accurate information under the rule of law. Relevant materials gathered over decades of experience will provide each student with a practical, commonsense approach to guide the student through the day-to-day interaction with media representatives. This one day seminar is designed as a practical, knowledge-centered curriculum for those tasked with managing agency relations with the media including police and civilian public information officers, prosecutors, police chiefs and command staff, mayors and business administrators, fire and EMS commanders. Topics include Title 47, privacy issues, OPRA requests, interagency collaboration during multijurisdictional incidents, juvenile information (2A: 4A-60), domestic violence records and information (2C: 25-33), the "no comment" minefield, bloggers as journalists, NJ Press Shield Law (2A:84a-21), common law vs. statutory doctrine, exemptions from disclosure, and civil/administrative liability.

**Attire:** Uniform/Professional

**Cost:** Out-of-county and Union County Personnel: \$139

Agency PO or check to Connell Consulting LLC, 257 Oak Ridge Road, Clark, New Jersey 07066

**TO REGISTER:** RESERVE SEATING BY EMAIL: [railpace@comcast.net](mailto:railpace@comcast.net)

FAX: 732-388-4984

For more information, call 732-713-4449.

10. PATROL CONCEPTS

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## **REGISTER DIRECTLY WITH PROVIDER**

### **Police Response to Mental Illness & Excited Delirium**

**Monday and Tuesday, September 14-15, 2015 -- (ONE-AND-A-HALF DAYS) -- Monday (9AM to 4PM); Tuesday (9AM to 1PM)**

*Instructors: Victor Lloyd, Independent Mental Health Professional  
Assistant Prosecutor Tiffany Wilson, Union County Prosecutor's Office  
Lieutenant Abdul Williams, Linden Police Department*

**Special presentation by highly-esteemed presenter  
Victor Lloyd, Mental Health Educator and Trainer**

This special one-day PRACTICUM is open to police, corrections, probation and parole officers. The purpose of this training is to educate police officers on best practices and available resources to assist law enforcement in diverting individuals with mental illness away from our jails and courts to those who can evaluate them and provide proper treatment/care. In addition to gaining an educational perspective, attendees will be able to witness actual role plays of various encounters with individuals known or not known to have mental illness. Additional topics to be covered include: Signs and Symptoms of Mental Illness; Mobile Screening; Jail Diversion; Do's & Don't's for Law Enforcement.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

**TO REGISTER:** Send an email to Christine Nicole-Peters at [cnicole-peters@ucnj.org](mailto:cnicole-peters@ucnj.org).  
Please provide your rank, first and last name, department, phone number, email address.

8.0 EMERGENCY MEDICAL CARE; 10. PATROL CONCEPTS

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## **Prevention of Sexual Harassment in the Law Enforcement Workplace**

**Monday, November 2, 2015 -- 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

This one-day insightful course is designed for supervisory, command, and executive level personnel, as well as selected members of organizations and agencies. Focus is upon definitions of sexual harassment and proceeds to what to do and not to do if it occurs, methods utilized to prevent occurrences in the workplace, development of a reliable and functional agency policy regarding sexual harassment in the workplace, and current legal issues.

**Attire:** Uniform/Professional

**Cost:** \$80 per person  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT



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## **REGISTER DIRECTLY WITH PROVIDER**

### **Proactive Police Supervision**

***presented by Connell Consulting LLC***

**Monday to Wednesday, September 28-30, 2015 -- (THREE DAYS)  
9AM to 4:30PM**

*Instructor: Chief Denis E. Connell, Ed.D., (ret., Clark Police Department)*

This course is a three (3) day seminar designed for sergeants and lieutenants assigned as patrol supervisors, and is recommended for recently promoted first line supervisors; for veteran supervisors in search of substantive procedural review; and for those police officers anticipating promotion from existing promotional lists. The course focuses on the operational aspects of first line supervision with special emphasis on those likely supervisory challenges one may expect to encounter. It fuses the actual practice of law enforcement with its theoretical foundation by integrating relevant New Jersey case law, court rules, statutory law and Attorney General guidelines. Included are reviews of Supervisory Responsibilities, Investigative Stops/Detentions, Identification Issues, Municipal Ordinance Enforcement, Summons/Warrant Criteria, ATRA, Involuntary Commitment, Juveniles, Eviction, Jurisdiction, Selected Statutory and Common Law, Civil Liability, AG Guidelines, Ministerial/Discretionary Acts, Emergency Response Driving, Fire Scene Authority, Bounty Hunters, Election Law, Civil Repossession, Workplace Harassment and Risk Management.

**Attire:** Uniform/Professional

**Cost:** Out-of-county and Union County Personnel: \$275.

Agency PO or check to Connell Consulting LLC, 257 Oak Ridge Road, Clark, New Jersey 07066

**TO REGISTER:** RESERVE SEATING BY EMAIL: [railpace@comcast.net](mailto:railpace@comcast.net)

FAX: 732-388-4984

For more information, call 732-713-4449.

1.0 PROFESSIONAL DEVELOPMENT

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## **Radar Operator Certification**

**Tuesday, November 10, 2015 -- (HALF DAY) 9AM to 1PM**

*Instructor: Sergeant Jason McErlean, Westfield Police Department*

This PTC-certified course is designed for officers who need to become certified in radar operations, providing the four required hours of hands-on instruction. Registrants in this class are expected to have already met the Police Training Commission's four hours classroom instruction and eighty hours departmental speed observation requirements. The purpose of this hands-on instruction is to improve the effectiveness of speed enforcement through the proper and efficient use of police traffic radar. It is hoped that every officer who completes this course will become a better enforcer of traffic laws governing vehicle speed. This recertification is valid a three-year period.

**Attire:** Uniform / Professional.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

11.0 TRAFFIC; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Radar Operator Recertification**

**Thursday, December 10, 2015 -- (HALF DAY) 9AM to 1PM**

*Instructor: Sergeant Jason McErlean, Westfield Police Department*

This course is designed for officers who are already certified, but need a refresher course need to be recertified. The purpose of this course is to improve the effectiveness of speed enforcement through the proper and efficient use of police traffic radar. It is hoped that every officer who completes this course will become a better enforcer of traffic laws governing vehicle speed. This recertification is valid a three-year period.

Attire: Casual.

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

11.0 TRAFFIC; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **REGISTER DIRECTLY WITH PROVIDER**

### **Radar Instructor Refresher**

*presented by the NJ Division of Criminal Justice*

**Monday, November 9, 2015 -- (HALF DAY) 8AM to 1PM**

*Instructor: New Jersey Division of Criminal Justice*

This refresher course is intended for instructors whose instructor certification expires in 2014.

Attire: Uniform / Professional.

Cost: Union County and Out-of-county Personnel: No Charge.

TO REGISTER: Visit [www.njdcj.org](http://www.njdcj.org) and click on the DCJ Academy Course Catalog, or call (732) 282-6060.

11.0 TRAFFIC; 19.0 CERTIFICATION / INSTRUCTOR TRAINING

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## **Railroad Safety for Police Investigations**

**Tuesday, October 13, 2015 -- (HALF-DAY) 9AM to 1PM**

*Instructor: Special Agent Thomas Jedic, Norfolk Southern Railroad Police Department*

This course will supplement your investigative skills with railroad related information needed to perform your duties accurately and efficiently. You may be surprised to learn more people are killed while trespassing on the railroad property than die in grade crossing collisions. Better understanding of railroads and associated safety issues will aid you in your response and enable you to work safely while on railroad property.

Attire: Uniform / Professional

Cost: Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

10.0 PATROL CONCEPTS; 14.0 DOMESTIC TERRORISM

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## **ReEngineering Your Police Agency**

**Wednesday/Thursday, October 14-15, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

This two-day course is designed for senior and mid-level supervisory/managerial personnel who are looking to revisit the focus, mission and direction of their law enforcement agency. Discussions will focus on mission & vision, organizational structure, leadership, organizational culture and sub-cultures, policy review, and methods to achieve change.

**Attire:** Uniform/Professional

**Cost:** \$170 per person

Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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## **Report Writing**

**Wednesday, September 16, 2015 -- 9AM to 4PM.**

*Instructor: Lt. Jeffrey Plum, Plainfield Police Division*

An officer's official report is the document that memorializes their observations and actions. Depending upon how the report is written, it can be used to either help or hurt the officer and/or the efforts of a prosecuting attorney in a court of law. Course content will include use of good, simple English, proper sentence structure, and organizing the elements of a report.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.

Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS

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## **Retirement Planning -- Police & Fire -- PFRS**

**Wednesday, November 4, 2015 -- (TWO HOURS) -- 1:30PM to 3:30PM**

*Instructor: Peter Andreyev, President, New Jersey State PBA*

Officers in the Police & Fire Retirement System (PFRS) who are planning for retirement can benefit greatly from attending this two-hour seminar. In addition to providing pertinent information and answers to the most frequently asked questions, the New Jersey PBA Pension Consultant's presentation will also address preparing the retirement application; Certification of Service and Salary; State Health Benefits Plan (Chapter 330); Social Security; Federal and State taxes; Cost of Living Adjustment (COLA); breakdown of retiree and survivor benefits; Pension Loans; Group Life Insurance; survivor information relating to important documents; determining the cost of purchasing PFRS Service Credit; Supplement Annuity Compensation Trust Fund; and benefits under the Parity Bill. Retirees' spouses are also invited to attend.

**Attire:** Uniform/Professional

**Cost:** Union County and Out-of-county Personnel: No Charge.

1.0 PROFESSIONAL DEVELOPMENT

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## **Risk Management for Command Personnel**

### **Thursday, November 12, 2015 -- 9AM to 4PM**

*Instructor: Dr. Michael J. Renahan, New Jersey Division of Criminal Justice (ret.)*

This intensive, yet comprehensive, one-day course is designed for Management, Command and Mid-level personnel. This course will focus upon key areas of Human Resources Management that are critical to a positive work environment and will significantly help reduce exposure to Personnel Litigation. The course content includes: Discrimination in the Workplace, the Americans with Disabilities Act, Hostile work Environment and Sexual Harassment; Evaluation and Assessment of Employees; Discipline; Employment Practices assessment; and Policy Development.

**Cost:** \$80 per person  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT

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## **Search Warrants Policy & Procedure**

### **Thursday, September 24, 2015 -- (HALF DAY) 9AM to Noon**

*Instructors: Assistant Prosecutor Julie Peterman, Union County Prosecutor's Office, and other members of the Guns, Gangs, Drugs and Violent Crimes Task Force*

This course will provide investigators with the resources to apply for and maximize the effectiveness of a search warrant. Taught by attorneys, it focuses on the legal requirements for applying for and executing warrants. While the primary focus is on narcotics search warrants, instructors will also provide information on search warrants for suspect's blood in DUI cases, vehicles, violent crimes, and other warrants. Content includes who can apply for search warrants, i.e., officers vs. detectives, affiants with firsthand information vs. secondhand information; the elements of a written search warrant affidavit; what is probable cause; developing probable cause to search for non-traditional evidence; how information is weighed when it comes from an anonymous source, a concerned citizen, a confidential informant, etc.; protecting the informant's identity in the affidavit; the concept of "staleness"/timeliness; multiple locations/targets in one investigation; requirements for a "no-knock" or forced entry; "knock and announce" warrant vs. "no-knock" warrant; and oral applications for emergent search warrants. This course material is specific to search warrants, and does not cover the topics discussed in the Arrest, Search and Seizure or Cell Phone Boot Camp courses. It is recommended for narcotic investigators and investigators who conduct general criminal investigations, and criminal investigation, narcotic unit and patrol supervisors who are responsible for deciding when an officer or detective should request a search warrant.

**Attire:** Uniform / Professional / Business Casual

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE; 12.0 CRIMINAL INVESTIGATION

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## **Search Warrant Raid Entry and Building Searches for Patrol Officers (including Search Warrant Policy & Procedure)**

**Thursday & Friday, September 24-25, 2015 -- (TWO DAYS) 9AM to 4PM**  
**Day 1: John H. Stamler Police Academy; Day 2: Off-site**

*Instructor: Lieutenant Dennis Burke, Union County Prosecutor's Office*

Members of the Union County Prosecutor's Office developed this course for patrol officers and detectives. Instruction will include discussion about the tactical aspects of safe raid preparation. We will also discuss and practice exercises for entry techniques.

**Mandatory Equipment:** Bring equipment normally worn or carried during warrant executions, including body armor.

**Attire:** Casual clothing as per Academy Dress Code. (no jeans, t-shirts.)

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE ; 12.0 CRIMINAL INVESTIGATION

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## **Social Media For Law Enforcement and Educators**

**Thursday, November 12, 2015 -- (HALF-DAY) 9 a.m. to Noon**

*Instructor: Sergeant Gerard Quinn, Cranford Police Department  
(Union County High Tech Task Force)*

This course presents an introduction to the various social media applications and platforms in use by preteens, teens and young adults in their everyday interactions. Topics will include definitions related to social media use, discussion of the age/generational gap regarding technology, identification and explanation of specific applications (apps) and programs, connections between social media and selected crimes or incidents commonly reported to law enforcement (including cyberbullying), mobile technology, positive vs. negative use of technology, and safety strategies that can be used by all social media participants. Although investigative steps will be briefly introduced, this class is intended to provide information that will be useful in interaction with youth and the public, and will provide a knowledge base to use during initial school investigations, police responses to incidents, and investigatory/criminal reports.

Please encourage your school counterparts to attend, as well. A PDU certificate will be issued to educators.

**Attire:** Uniform / Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Purchase Order/Check payable to UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 3.0 POLICE COMMUNITY RELATIONS

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## **Spanish for Dispatchers**

**Monday and Tuesday, September 21-22, 2015 --(TWO DAYS)**

**9AM to 4:30PM**

*Instructor: Detective Alejandro Kuga, North Plainfield Police Department (ret.)*

This course is open to law enforcement officers and dispatchers who have been assigned dispatch duty. Knowledge of the Spanish language or culture is not a prerequisite for this course. Officers attending this course will learn tactics, techniques and communication skills that are essential when interacting with members of the Latino community. Students who successfully complete this course will possess the fundamental skills required to handle emergency and routine calls with a Spanish-speaking caller.

Topics covered will include an overview of Latino culture, dispatch procedures, legal and liability issues, techniques for answering 9-1-1 calls, handling the caller with a language barrier.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$80. Union County Personnel: \$20.

Cost includes course materials.

Checks payable to: UCPO Police Academy Training Account.

3.0 POLICE COMMUNITY RELATIONS; 6.0 COMMUNICATIONS

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## **Statement Taking**

**Monday, September 21, 2015 -- 9AM to 4PM**

*Instructors: Detective Kevin Grimmer, Union County Prosecutor's Office*

*Lieutenant Jorge Jiminez, Union County Prosecutor's Office*

*Detective Andrew Dellaquila, Union County Prosecutor's Office*

*Detective Janet Lopez, Union County Prosecutor's Office*

The focus of this course is on the dynamics of taking a written investigative statement. Instructors will discuss the transition from the interview process to the statement taking process and what material should or should not be included. What is admissible in court and what assistant prosecutors look for in a statement will also be included in course content.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.

Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATION; 12.0 CRIMINAL INVESTIGATION

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## **Suicide By Cop**

**Thursday/Friday, October 29-30, 2015 -- (TWO DAYS) 9AM to 4PM**

*Instructor: Officer Jason McErlean, Westfield Police Department*

The class is designed for all members of the law enforcement community. The following will be addressed: Concepts for desk personnel, issues for responding officers, concerns for "road" supervisors, approaches for watch commanders, training and policy points for administration, as well as topics for union delegates. The class will focus on the areas represented by the parties in attendance, but all areas will be discussed.

In recent years, a phenomenon has emerged as a new method of suicide, which law enforcement officers call Suicide by Cop or SBC. This term describes an incident in which a suicidal individual intentionally engages in life-threatening behavior. It generally involves a lethal weapon or what appears to be a lethal weapon directed towards police officers or civilian in an attempt to provoke a shooting. Suicide by Cop is becoming a reoccurring event in New Jersey. This course will explore the many variables that lead to an SBC incident, including deinstitutionalization, criminal past and present criminal action, and drug and/or alcohol use. We will also examine the concept of less than lethal force, concerns of crisis management, legal defense for law enforcement, and recent studies conducted on the subject.

**Cost:** Out-of-county Personnel: \$60. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

1.0 PROFESSIONAL DEVELOPMENT; 3.0 POLICE COMMUNITY RELATIONS

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## **Update on Recent Case Law**

**Wednesday, October 28, 2015 -- (HALF-DAY) 9:30AM to 12:30PM**

*Instructor: Assistant Prosecutor Kimberly Donnelly, Union County Prosecutor's Office*

This half-day seminar presents an overview of cases decided since January 1, 2010 that impact the day-to-day actions of police officers. We will focus on Fourth Amendment cases, including those dealing with search warrants, warrantless car searches, and warrantless entries into dwellings, as well as cases relating to statements of defendants. In addition, we will touch upon cases that set forth the permissible bounds of officer testimony, for both fact and expert witnesses.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

5.0 LEGAL REQUIREMENTS OF ARREST, SEARCH, SEIZURE, EVIDENCE, & USE OF FORCE ; 10.0 PATROL CONCEPTS

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## **Verbal Judo**

**Wednesday, September 23, 2015 -- (HALF-DAY) – 9AM to 1PM**

*Instructors: Lieutenant James Schneider (ret.), Westfield Police Department  
Lieutenant David Doherty, Bergenfield Police Department*

This course is designed to increase officer safety, enhance professionalism, decrease citizen complaints and vicarious liability along with alleviating personal stress on the job and at home. This is done by redirecting behavior with words. *Verbal Judo* teaches the student to turn aggressiveness aside and to use the other's energies to achieve positive goals.

**Attire:** Uniform/Professional

**Cost:** \$30 for out-of-county personnel. No charge for Union County personnel.  
Checks payable to: UCPO Police Academy Training Account.

6.0 COMMUNICATIONS; 9.0 WEAPONRY AND UNARMED DEFENSE

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## **Computer Competency Courses -- Microsoft 2010 Software**

### **Fall 2015 Schedule**

WORD Basic	Friday, September 25
WORD Intermediate	Friday, October 2
POWERPOINT Basic	Friday, October 9
EXCEL Basic	Friday, October 23
EXCEL Intermediate	Friday, October 30
EXCEL Advanced	Friday, November 6

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## **Excel for Law Enforcement I (Basic) -- Microsoft 2010**

**Friday, October 23, 2015 -- 9:15AM to 4:15PM**

*Instructor: William Kornecki, Union County College*

Learn the different parts of the Excel 2010 interface, including navigation through spreadsheets and entering labels and values. Formulas are used to perform arithmetic on spreadsheets and are explored in depth. Also includes formatting to improve appearances. Learn how to edit a spreadsheet to copy, move, and delete groups of data, add columns and rows to the workbook, work with large worksheets, and graph data into bar and pie charts.

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY



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## **Excel for Law Enforcement II (Intermediate) -- Microsoft 2010**

### **Friday, October 30, 2015 -- 9:15AM to 4:15PM**

*Instructor: William Kornecki, Union County College*

A workbook can contain a large number of worksheets. Learn how to navigate through the multiple sheets, including inserting, copying, renaming, moving, and deleting worksheets in a workbook. Explore formulas that link across multiple worksheets as well as the links between workbooks and web pages. Microsoft refers to the database capabilities of Excel as List Management. Learn how to sort and filter databases in Excel using small and large worksheets.

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY

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## **Excel for Law Enforcement III (Advanced) -- Microsoft 2010**

### **Friday, November 6, 2015 -- 9:15AM to 4:15PM**

*Instructor: William Kornecki, Union County College*

Using Functions in Excel greatly speeds the task of performing calculations. Explore the functions used to lookup tables, perform loan calculations, and do analytical tasks such as scenarios and solving for multiple unknowns. Perform pivot table analysis on larger worksheets and create pivot charts which swivel or rotate your data.

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY

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## **PowerPoint for Law Enforcement I (Basic) -- Microsoft 2010**

### **Friday, October 9, 2015 -- 9:15AM to 4:15PM**

*Instructor: William Kornecki, Union County College*

Creating an effective and high-impact presentation is the focus of this course, and a slideshow is the product of this program. A slideshow is a collection of individual slides that contain objects with text, drawings, or pictures that convey a message. The course will also explore the many features of PowerPoint 2010.

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY

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## **Word for Law Enforcement I (Basic) -- Microsoft 2010**

**Friday, September 25, 2015 -- 9:15 a.m. to 4:15 p.m.**

*Instructor: William Kornecki, Union County College*

Become familiar with this widely-used word processing program and the different parts of the Word 2010 interface. Learn navigating through documents, text selection techniques, and how to copy or cut and paste. Explore page layout, which includes margins and tabs, while creating a short business letter, including the search and replace functions. In addition, learn how to incorporate tables and graphics as well as how to use the software to proof your document for spelling errors.

**Attire:** Uniform/Professional

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY

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## **Word for Law Enforcement II (Intermediate) -- Microsoft 2010**

**Friday, October 2, 2015 -- 9:15AM to 4:15PM**

*Instructor: William Kornecki, Union County College*

The tables feature is explored in depth at the beginning of this Intermediate level word processing class. A concept similar to tables called columns are examined as well as creating section breaks. Page headers and footers assist readers in longer documents. You will create and edit headers and footers, add document backgrounds, watermarks, and borders. Creating envelope and mailing label formats is also included in this class.

**Mandatory Materials:** Please bring a flash drive and a pad and pen to the class.

**Attire:** Uniform/Professional

**Cost:** Out-of-county Personnel: \$30. Union County Personnel: No Charge.  
Checks payable to: UCPO Police Academy Training Account.

20.0 COMPUTER COMPETENCY



## **John H. Stamler Police Academy**

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at <https://Stamler/GoSignMeUp.com>**

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

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# **ADDENDUM**

**<https://Stamler.GoSignMeUp.com>**

## **Additional Course Offerings**

**These courses have been added to the schedule after our initial publication of the course catalog released on Thursday, August 6, 2015.**



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**Catalog Publication Date: Thursday, August 6, 2015**

**No courses have been added at this time.**



## **John H. Stamler Police Academy**

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# **APPENDICES**

<b>Rules &amp; Regulations Including Dress Code.....</b>	<b>3</b>
<b>In Case Of Inclement Weather.....</b>	<b>5</b>
<b>Directions to the John H. Stamler Police Academy.....</b>	<b>6</b>
<b>Directions to the Union Range.....</b>	<b>7</b>







# John H. Stamler Police Academy

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## Rules & Regulations for Training Participants

### DRESS CODE

#### Males

- Conservative casual business attire
- Regular department uniform
- Sport jacket, trousers
- All shirts must have collars
- Civilian ties and/or suits are optional

#### Females

- Conservative casual business attire
- Regular department uniform
- Casual suit
- Skirt, blouse and/or sweater
- Pants, slacks, blouse and/or sweater

#### Exceptions and adjustments to the standard dress code:

- Dress may be modified at the request of the instructors
- Trainees in the Basic Course training
- Persons attending physical courses such as firearms, side-handle baton, defensive tactics, etc.
- Other classes/courses as determined by the Director of the Police Academy

#### Prohibited full-time attire:

- Jeans
- Shorts
- Sweats/workout clothing
- Sneakers, sandals, moccasins, flip-flops
- Shirts without collars
- Any clothing displaying advertising, cartoons, slogans or humor
- Any sexually provocative or otherwise inappropriate attire

**Any person(s) not complying with the dress code(s) will be refused admittance to a class/course.**

#### Firearms

Firearms may be worn.

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## REGISTRATION

### Attendance

Complete class attendance is required to obtain a certificate. Attendance is taken and reported each day the class is in session. If possible, certificates will be distributed at the conclusion of each class.

### Course Confirmation/Cancellation

We do not confirm class registrations. You will only hear from us if a class is full or cancelled. However, if you register for a class and you are unable to attend, you must notify us as soon as possible.

### Payment

Checks or vouchers should be payable to the Union County Police Academy Training Account and submitted prior to the day of class.

### Refund Policy

A refund will NOT be issued for failure to attend a course. A credit will be applied only if class cancellation is received two weeks prior to the course starting date or, if the class date is changed and the registrant is unable to attend.

### Registration

The course description pages in this catalog also serve as applications for attendance.

## ON-SITE CONSIDERATIONS

### Accident/Injuries

All accidents or injuries occurring on Academy grounds must be reported immediately to the attending instructor and to the administrative office. An incident form must then be completed.

### Cell Phones

The use of cell phones during course instruction is prohibited. Phones and beepers may only be used during class breaks.

### Classroom Demeanor

Students are expected to treat instructors with courtesy and respect.

### Eating/Drinking

Food and beverage are not allowed in the classrooms.

### Food Service

Vending and coffee machines are located within the 1<sup>st</sup> floor cafeteria. Academy lunchroom tables are available for use unless occupied by recruits.

### Order

In-Service students are expected to set an example for the Basic Academy recruits by refraining from using profane, loud or offensive language. Students are not permitted to interact with any recruit while on Academy property.

### Parking

*Reserved* parking spaces are for Chiefs, instructors and administrative personnel only. Students should park in spaces designated by yellow lines.

### Smoking

Smoking is not permitted inside the Academy.

### Telephone Messages

No phone messages will be delivered during class except in emergent situations.

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**In Case of Inclement Weather  
or other emergency,  
information about closure or a late opening  
for the County of Union,  
including the John H. Stamler Police Academy,  
will be available as follows. Please...**



**Log onto [www.ucnj.org](http://www.ucnj.org)  
or  
[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)  
or  
[www.NJ1015.com](http://www.NJ1015.com)  
for posted announcements.**

**Tune in your radio to  
1010 WINS AM, 880 WCBS AM, or 101.5 FM,**

**Tune your TV to Channel 7.**



# John H. Stamler Police Academy

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[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

## Directions to the Academy

### GSP Traveling South

Take Parkway exit #135. Bear right down the ramp onto Central Avenue.

Turn left at the first light (Raritan Road in CLARK).

Turn right onto Lake Avenue.

Turn left onto Raritan Road/Scotch Plains. (Center for Hope Hospice is on your left.)

About 1/4 mile up, enter the Union County Vo-Tech campus by turning left into the first driveway (located immediately past the School Administration building.)

### Location of the Police Academy on the UC Vo-Tech Campus

The campus has a one-way traffic pattern.

Enter the campus by turning left into the driveway (located to the left of the school buildings).

Continue straight through the parking lot all the way to the back.

Turn right. Drive behind all of the buildings into the main parking lot on the opposite side.

As you emerge into the main parking lot, the Police Academy is the stand-alone building on your left.

Please park in the YELLOW LINED parking spaces closest to the Police Academy.

### GSP Traveling North

Take Parkway exit #135. Stay left to go UNDER the overpass.

Bear right onto Central Avenue.

Turn left at the first light (Raritan Road in CLARK).

Turn right onto Lake Avenue.

Turn left onto Raritan Road/Scotch Plains. (Center for Hope Hospice is on your left.)

About 1/4 mile up, enter the Union County Vo-Tech campus by turning left into the first driveway (located immediately past the School Administration building.)

Follow the **bold directions** above to the Academy.

### Route 22 East or West

Take the Terrill Road exit off of Route 22 (Sears is your landmark). Continue on Terrill for several miles.

Terrill Road bears to the left and becomes Raritan Road.

The Union County Vo-Tech campus entrance driveway is approximately a half-mile down on the right (immediately past the front of the main Union County Vo/Tech School buildings.)

Follow the **bold directions** above to the Academy.

### Route 78 East or West

Take Berkeley Heights/Scotch Plains exit #41.

From 78 Eastbound: At the top of the ramp, make a left at intersection (Drift Road).

From 78 Westbound: At the top of the ramp, make a right onto Drift Road.

At the traffic light (Bonnie Burn Road), turn right.

Go to second traffic light and bear right, which will take you over the Route 22 overpass.

(If you miss the turn, follow Route 22 directions above.)

At the bottom of the overpass, bear right onto Park Avenue.

Proceed straight for about three miles, following the road to as it curves to the left.

which becomes Raritan Road. The UC Vo-Tech campus will be on your right.

Follow the **bold directions** above to the Academy.



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# **Directions to the Union Range** **990 Jefferson Avenue, Union**

## **From the John H. Stamler Police Academy, Scotch Plains**

Turn LEFT out of the complex onto Raritan Road.  
At the curve, Raritan Road becomes Terrill Road.  
Continue on Terrill Road to the end, where it intersects with Route 22 East.  
Turn RIGHT onto Route 22 EAST.  
Follow directions below "From Route 22 East."

## **From Route 22 East**

From Scotch Plains, travel on Route 22 East for approximately 5 miles, through Mountainside and Springfield.

You will know you are getting close when you see the Autoland Car Dealership on your right.  
Pass the Target complex.

Turn RIGHT onto Jefferson Avenue. You will be in the Home Depot parking lot.  
Follow the road around to the right rear of the building.  
The range will be directly in front of you, in the rear right corner.

## **From Route 22 West**

From Newark, take Route 22 WEST through Hillside into Union.  
As you move further into Union, the cement median on your left will be replaced by a center isle with various businesses.  
When you see the IHOP in the center isle, be sure to get into the left lane.  
Make the first U-turn after the IHOP, onto Route 22 East.  
Immediately but safely proceed into the right lane.  
Turn RIGHT onto Jefferson Avenue. You will be in the Home Depot parking lot.  
Follow the road around to the right rear of the building.  
The range will be directly in front of you, in the rear right corner.





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# **ADDENDUM 1**

<https://Stamler.GoSignMeUp.com>

## **AT-A-GLANCE Online Registration Instructions**



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# John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone 908.889.6112 ♦ FAX 908.889.6359

Register at <https://Stamler/GoSignMeUp.com>

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

## AT-A-GLANCE INSTRUCTIONS How To Register For A Course (Or Cancel My Course Registration)

- 1) Log on to the Police Academy's registration site:  
<https://Stamler.GoSignMeUp.com>
- 2) First time users must **CREATE AN ACCOUNT**.  
**PLEASE NOTE: If you have already received a email confirmation for a Fall 2015 course offering, the Police Academy has set up an account for you. LOGON using your first/last name and change your password.**

(You must agree to our Registration Policy to proceed.)

Once you've created your account, simply **LOGON** using your USERNAME and PASSWORD.

- 3) On the HOME PAGE, **search for courses** by
  - (a) scrolling through the boxed listings
  - (b) search by course name or key word(s)
  - (c) use the gray "Categories" menu to view "1.0 All Courses" or look at courses in a specific category.  
(Double-click on the category on the HOME PAGE;  
Double-click again on the sub-category on the next page and wait for the courses to load.)

- 4) Click on the **Course Name** to see more detail about the course.

### 5) **TO REGISTER:**

Step 1 -- Click the **REGISTER** bar to add the course to your **Shopping Cart**. You can add one or more courses to your Shopping Cart before "checking out."

Step 2 -- **Review your Shopping Cart** to see the courses you have selected. Click the **X** to **DELETE** any courses; or **EMPTY CART** to delete all of them. You can **ADD MORE COURSES**.

When you are ready to submit your order, click on **CHECKOUT**.

Step 3 -- **PROCEED TO PAYMENT.**

Select your Payment type (Purchase order or check/money order.)

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Step 4 -- You will also have to check the **PREREQUISITE** box if any additional information has been provided about course prerequisites or notes about Mandatory Equipment or Attire.

Step 5 -- Click **PLACE ORDER NOW** to register.

6) **COURSE REGISTRATION STATUS:**

- (a) You will be REGISTERED, with a confirmed seat.
- (b) You will be WAITLISTED because the course is full. Or,
- (c) You will be WAITLISTED because the Police Academy controls the course registration. (We reserve the right to limit registration to one slot per department/agency for courses with limited seating and other special offerings (e.g., Methods of Instruction, Comprehensive Crime Scene Processing.) We will notify you of your final registration status several weeks prior to the course start date.)

**CHECKING AND MANAGING**  
**Your Course Registrations Using THE COURSE WIDGET**

When you log onto your account, the COURSE WIDGET (to the far left of the screen) will display all of the courses you have submitted a registration for, and your registration status.

**CANCELLING**  
**Your Course Registration Using THE COURSE WIDGET**

You can use THE COURSE WIDGET to cancel your registration, as well.

- 1) Click in THE COURSE WIDGET to display the courses you have submitted.
- 2) Under the section entitled COURSES, use the arrow to the RIGHT of the course name to drop down an action menu.
- 3) Select CANCEL COURSE.

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## **SUBSTITUTING A REGISTERED OFFICER WITH ANOTHER OFFICER**

### **CONTACT THE POLICE ACADEMY TO MAKE ANY REGISTRATION CHANGES!**

**If you are replacing a confirmed officer with another officer,  
ONLY THE POLICE ACADEMY STAFF CAN MAKE THAT CHANGE.  
EMAIL or CALL IN THE REQUESTED CHANGE.**

If a course is FULL, once you cancel an officer's registration, that seat will go to the next person/department on the waiting list, and you will lose your confirmed seat in that class.

### **DETAILED INSTRUCTIONS**

Detailed step-by-step instructions, with illustration, are available as follows:

- ♦ Instructions: **How Do I Register For Courses?** (Addendum 2)
- ♦ Instructions: **How Do I Cancel My Course Registration?** (Addendum 3)
- ♦ Basic Introduction: **Training Officer Site Management** and Training Officer Registration Form (Addendums 3/4)

**If you require additional assistance,  
please reach out to the John H. Stamler Police Academy staff  
by telephone or email:**

**Karen E. Positan, In-Service Training Coordinator**  
**908-889-9028 [kpositan@ucnj.org](mailto:kpositan@ucnj.org)**

**Marguerita Sanchez, In-Service Training Assistant**  
**908-889-6112 [msanchez@ucnj.org](mailto:msanchez@ucnj.org)**

---



## **John H. Stamler Police Academy**

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone 908.889.6112 ♦ FAX 908.889.6359

**Register at <https://Stamler/GoSignMeUp.com>**

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

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# **ADDENDUM 2**

<https://Stamler.GoSignMeUp.com>

## **Instructions: How Do I Register For Courses?**



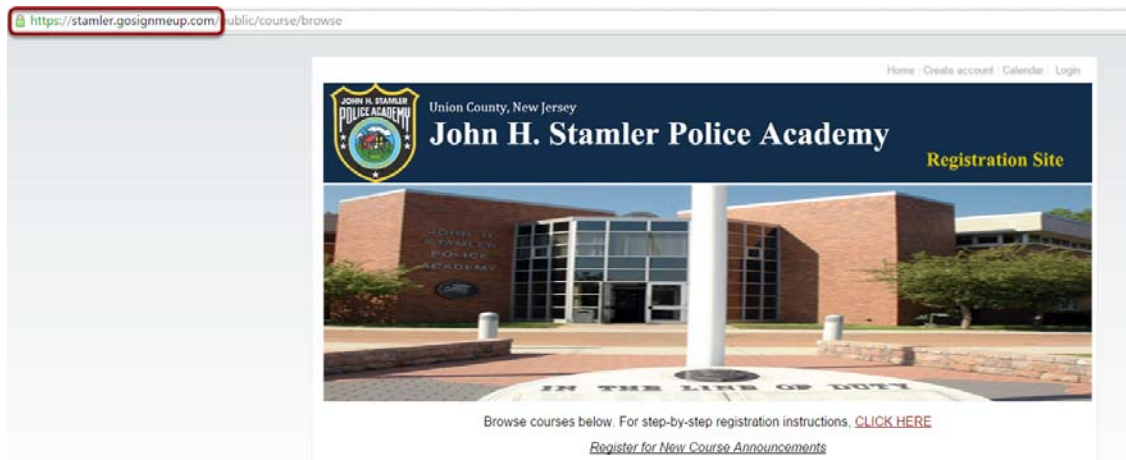


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# How To Register for a Course at the John H. Stamler Police Academy

This lesson will show you how to use our GoSignMeUp registration software.

1) Make sure you are on the Police Academy's registration site at: <https://stamler.gosignmeup.com>



2) To begin, you must create an account. Once you have created one, you simply need to LOGIN using the Username and Password you chose.



---

3) To create an account, please fill in all required information.  
Click on “Agree and Create Account” to proceed.

Please enter information required.

Student Information	TRAINING OFFICER INFORMATION
First Name * : <input type="text"/>	First Name: <input type="text"/>
Middle Initial: <input type="text"/>	Middle Initial: <input type="text"/>
Last Name, Suffix * : <input type="text"/>	Last Name, Suffix: <input type="text"/>
Rank: <input type="text"/>	Rank: <input type="text"/>
Cell Phone: <input type="text"/>	Direct Telephone: <input type="text"/>
Email * : <input type="text"/>	Cell Phone: <input type="text"/>
Confirm Email * : <input type="text"/>	Email: <input type="text"/>
Username * : <input type="text"/>	
Password * : <input type="password"/>	
Confirm Password * : <input type="password"/>	

Affiliation	DIRECTOR / CHIEF INFORMATION
County * : <input type="text" value="Select only from the list"/>	First Name: <input type="text"/>
Department/Agency * : <input type="text" value="Select only from the list"/>	Middle Initial: <input type="text"/>
Address, City, State, Zip: <input type="text" value="Select only from the list"/>	Last Name, Suffix: <input type="text"/>
Department/Agency Address: <input type="text"/>	Rank: <input type="text" value="Select only from the list"/>
Department/Agency City : <input type="text"/>	Email: <input type="text"/>
Department/Agency State * : <input type="text"/>	
Department/Agency Zip: <input type="text"/>	
Department Telephone * : <input type="text"/>	
Direct Telephone: <input type="text"/>	
Date of Appointment: <input type="text"/>	

Registration Policy

**REGISTRATION POLICY**

Unless otherwise noted, our in-Service Course Offerings can ONLY be attended by sworn law enforcement officers for municipal, county, state and federal agencies. Accepting our registration policy indicates that registrants will adhere to our Rules and Regulations. It also certifies that the registrant is protected for both workers compensation and liability coverage under that registrant's department/agency's insurance program, and that a certificate of insurance outlining that coverage will be furnished upon request.

[CLICK HERE TO READ OUR RULES & REGULATIONS FOR TRAINING PARTICIPANTS](#)

PLEASE NOTE: The Police Academy Dress Code will be strictly enforced.

Do you agree to the terms and conditions of our [Registration Policy](#)?

**Agree and Create account**

You must agree to our Registration Policy to continue.

#### 4) On the home page, you can search for courses in different ways.

The screenshot shows a web interface for searching and browsing courses. At the top, there is a search bar (1) and a shopping cart icon labeled 'Empty'. Below the search bar, the text 'Welcome Visitor' is on the left and 'Browse Courses' is on the right. On the left side, there is a 'Show All' button (2) and a list of course categories: 1.0 ALL COURSES, 12.0 CRIMINAL INVESTIGATION, 1.0a PROFESSIONAL DEVELOPM..., 3.0 POLICE COMMUNITY RELATI..., 5.0 LEGAL REQUIREMENTS ARR..., 6.0 COMMUNICATIONS, 8.0 EMERGENCY MEDICAL CARE, 9.0 WEAPONRY & UNARMED DEF..., 10.0 PATROL CONCEPTS, 11.0 TRAFFIC, 14.0 DOMESTIC TERRORISM, 19.0 CERTIFICATION / INSTRUCT..., and 20.0 COMPUTER COMPETENCY. The main area displays a grid of course listings. Each listing includes a title, a brief description, dates, pricing, and location. At the bottom of the grid, there is a pagination bar (3) with the text '<< Previous 1 of 16 Next >> Total: 95 Page size: 6'.

1) Use the SEARCH BAR to search for specific courses. The system will search all course names and course descriptions for the word(s) you type in, so be as specific or vague as you need to be.

2) Use the gray CATEGORIES MENU on the left side to view ALL COURSES (1.0), or search for courses by the specific categories they fall under. Double click the lower-case heading and wait for it to load.

3) Scroll down through the COURSE LISTING BOXES. You can move through the pages (in this diagram, 16), or, if you prefer, change the PAGE SIZE at the bottom of the listings to display all of the courses at once (in this diagram, change the 6 to the total number, 95).

5) Click on the Course Name to view the course details.

To register, you have to first add the course to your Shopping Cart.

Click on “REGISTER” to add it to your Shopping Cart.

Don't forget, you have to CHECK OUT the items in your shopping cart to submit your registration(s).

Search

Welcome Visitor

Empty

Browse Courses

From

Until

Sort by: Default | Course name | Course start | Location | Course time | Course date

**An Officer's Response To Victims Of Crime**  
In serving the community, police officers are often the first point of contact for victims and witnesses of crime. The...  
Dates: (HALF DAY) 1 p.m. to 4:30 p.m.  
Pricing: \$30.00 (Out of County)  
Location: John H. Stamler Police Academy  
Register

**Anti-Smuggling / Anti-Terrorism**  
This class will begin with an introduction to the way the DHS/ICE and CBP targets the smuggling of contraband into the...  
Starts: Wed, 11/4/2015 9:00 AM  
Session: 1  
Pricing: \$30.00 (Out of County)  
Location: John H. Stamler Police Academy  
Register

**Arrest, Search & Seizure**  
This course will explore recent developments in the area of arrest, search and seizure, as applied in the state of New...  
Starts: Tue, 9/22/2015 9:00 AM  
Session: 1  
Pricing: \$30.00 (Out of County)  
Location: John H. Stamler Police Academy  
Register

6) You can also “Register” from the course detail page.

ARREST 100b: Arrest, Search & Seizure

This course will explore recent developments in the area of arrest, search and seizure, as applied in the state of New Jersey. The search and seizure component of the course will emphasize the developments in New Jersey, as well as other recent court decisions. The arrest component of the course will address recent New Jersey decisions on arrest practices and Miranda requirements. Because this course involves a case law update, it is recommended for law enforcement officers of any experience level seeking information on how recent decisions from New Jersey courts affects how they do their jobs. Instructor: Assistant Prosecutor Deborah White, Union County Prosecutor's Office

Karen E. Poston  
908-689-9126, 908-689-6112

Location

Starts: Tue, Sep 22, 2015 9:00 AM  
Sessions: Tue, Sep 22, 2015 9:00 AM - 4:00 PM  
Registration closes: Tue, Sep 22, 2015 9:00 AM

Instructor(s)  
Deborah White

Register

Pricing: \$30.00 - Out of County

Prerequisite: NONE for this example. (I have completed the prerequisite(s) above.)

1) Course Name. The icons above the name can link you with social media and email to share the course information with others. HOME brings you back to the course listings.

2) The course description follows the course name.

3) Next are the course dates/times, and the registration deadline.

4) Course location (almost exclusively, our Police Academy)

5) Instructors and, if available, their bio

6) Click REGISTER to add the course to your Shopping Cart.



7) You can continue adding courses to your Shopping Cart, or click on the Shopping Cart icon to review your selections and submit your registrations.

NOTE: Once you click on the black REGISTER box, the box will convert to a green CHECKOUT box. Once you finish checking out, that box will then read REGISTERED.

The screenshot shows a web interface for course registration. At the top, there is a search bar and a shopping cart icon labeled '1 item'. Below the search bar, the text 'Welcome Visitor' is on the left and 'Browse Courses' is on the right. A sidebar on the left lists course categories: 'Show All', '+ 1.0 ALL COURSES', '+ 12.0 CRIMINAL INVESTIGATION', '+ 1.0a PROFESSIONAL DEVELOPM...', '+ 3.0 POLICE COMMUNITY RELATI...', '+ 5.0 LEGAL REQUIREMENTS ARR...', '+ 6.0 COMMUNICATIONS', and '+ 8.0 EMERGENCY MEDICAL CARE'. The main area displays three course cards: 'An Officer's Response To Victims Of Crime', 'Anti-Smuggling / Anti-Terrorism', and 'Arrest, Search & Seizure'. Each card includes a description, dates, pricing (\$30.00 Out of County), and location (John H. Stamler Police Academy). Below each card are 'Register' and 'Checkout' buttons. The 'Checkout' button for the 'Arrest, Search & Seizure' course is highlighted with a red box.

8) The CHECKOUT SECTION first allows you to review the selections in your current order and make any necessary changes.

This screenshot shows the same course registration interface as before, but with a checkout overlay. The overlay is a dark grey box that appears when the 'Checkout' button is clicked. It contains the text 'Arrest, Search & Seiz...' and '\$30.00' with a close icon. Below this, it says 'Sub-total: \$30.00'. At the bottom of the overlay are two buttons: 'Empty cart' and 'Checkout'. The 'Checkout' button is highlighted with a red box. The background shows the same course cards as in the previous screenshot.


You will still have a chance to review and edit your course selection during the CHECKOUT PROCESS before you actually submit your request to REGISTER the student(s.)

---

Click on your Shopping Cart to see the list of courses you have selected, and the total price.

- To delete a specific course, click on the "X."
- To delete all of the selected courses, click **EMPTY CART**.
- You can also select **"ADD MORE COURSES."**
- To finalize registration, click **"CHECKOUT."**

If any prerequisite information needs to be provided, materials are needed, or any questions need to be answered, you will have to check that box before you proceed.

 1 item

Welcome Visitor

✓

2


3

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Add more courses

Review your current order

Course Name	Date(s)	Time(s)	Price	
ARRESS 100b Arrest, Search & Seizure - 2582 <i>Out of County</i>	9/22/2015	9:00 AM - 4:00 PM	\$30.00	

Course Prerequisite(s)  
PREREQUISITES/MANDATORY ATTIRE: NONE for this example. ☒

Sub-total:

\$30.00

Discount:

\$0.00

Sales Tax:

\$0.00

Total:

\$30.00

Proceed to Payment

---

(9) Once you are satisfied, click on **PROCEED TO PAYMENT**.

There are two possibilities:

- (1) If there is no charge to attend this course, your course registration for the course(s) will be submitted.
- (2) Choose the correct payment method you want to use to pay for this course – Purchase Order or Check/Money Order.

Click on “Place Order Now” to register.

The screenshot shows a registration page for 'Anthony Test'. At the top right, there is a shopping cart icon with '1 item'. Below the header, a progress bar shows four steps: 'Log in/ Create Account' (completed with a green checkmark), 'Review' (completed with a green checkmark), 'Payments' (current step, highlighted with a green circle and the number 3), and 'Receipt & Confirmation' (next step, highlighted with a grey circle and the number 4). Below the progress bar, there is a section for sending a check or money order to 'John H. Stamler Police Academy' at '1776 Raritan Road, Scotch Plains, NJ 07076'. Under 'Payment methods', there is a dropdown menu with 'Select Payment Type' selected, and a list of options: 'Select Payment Type', 'Purchase Order', and 'Check/Money Order'. To the right of the dropdown, there is a red-bordered button labeled 'Place Order Now'. Above this button, a message states: 'You must press the button below to complete registration.'



---

## 10) Registration Status:

### (a) YOU ARE REGISTERED! Your seat is reserved and confirmed.

You will be taken to the Order Confirmation Page, which you can print for your records.

You will also receive a confirmation email.

**JOHN H. STAMLER POLICE ACADEMY** Union County, New Jersey  
**John H. Stamler Police Academy** Registration Site

Welcome Visitor

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

**Participant Information:**  
Anthony Test  
NA  
city , ca , 92626  
[anthony@gosignmeup.com](mailto:anthony@gosignmeup.com)  
5555555555

**Enrollment Details:**  
Date: 5/13/2015 1:13 PM  
Registration number: CQYY15P19446660  
Username: anthony@gosignmeup.com

**Payment Details:**  
Purchase Order TEST

Course name	Course#	Dates	Status	Price
An Officer's Response To Victims Of Crime	ANOF-300	(HALF DAY) 1 p.m. to 4:30 p.m.	Enrolled	\$30.00
Total:				\$30.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

**Print Receipt**

**Continue Shopping For Courses** **Back To User Home**

### (b) YOU ARE WAITLISTED BECAUSE THE COURSE IS FULL.

If a confirmed registrant cancels, you will be moved from WAITLIST to REGISTERED, and will receive a confirmation email.

---

## **(c) YOU ARE WAITLISTED BECAUSE THE POLICE ACADEMY CONTROLS THE COURSE REGISTRATION:**

You can register multiple officers for certain courses, such as Methods of Instruction, Comprehensive Crime Scene Processing, P.A.T.R.I.O.T., Cyber Crime Scene and other courses with limited enrollment.

However, based upon demand for the course, the Police Academy reserves the right to limit one officer per agency if necessary.

We will notify you several weeks prior to the course start date as to the status of your registration(s).

### **Your Personal Course Registration Overview: THE COURSE WIDGET**

When you log onto your account, there is a COURSE WIDGET which displays all of the courses you have submitted a registration for, and your registration status.

Please see the next section (HOW TO CANCEL MY REGISTRATION FOR A COURSE...) for details on accessing and managing this section.

### **CONTACT THE POLICE ACADEMY TO MAKE ANY REGISTRATION CHANGES!**

**If you are replacing a confirmed officer with another officer,  
ONLY THE POLICE ACADEMY STAFF CAN MAKE THAT CHANGE.  
EMAIL or CALL IN THE REQUESTED CHANGE.**

If a course is FULL, once you cancel an officer's registration, that seat will go to the next person/department on the waiting list, and you will lose your confirmed seat in that class.

**If you require additional assistance,  
please reach out to the John H. Stamler Police Academy staff  
by telephone or email:**

**Karen E. Positan, In-Service Training Coordinator**  
**908-889-9028   [kpositan@ucnj.org](mailto:kpositan@ucnj.org)**

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**908-889-6112   [msanchez@ucnj.org](mailto:msanchez@ucnj.org)**





## **John H. Stamler Police Academy**

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at <https://Stamler/GoSignMeUp.com>**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

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# **ADDENDUM 3**

**<https://Stamler.GoSignMeUp.com>**

## **Instructions: How Do I Cancel My Course Registration?**



# How To Cancel My Registration for a Course at the John H. Stamler Police Academy

This lesson will show you how to use our GoSignMeUp software registration software to cancel a registration.

(1) To cancel a registration, sign onto your account by clicking on “My Account” in the top right corner.



(2) Click in the “Course Widget” which will display all of the courses you have submitted a registration form, and your registration status. Under the section entitled COURSES, use the arrow to the RIGHT of the course to drop down an action menu. Select CANCEL COURSE.

The screenshot displays the user's profile and course management section. On the left, the 'Affiliation' section lists details for the Atlantic County Absecon Police Department, including address, city, state, zip, and phone numbers. On the right, the 'Received Email' section shows a list of emails with dates and subjects. Below these is the 'Courses' section, which is highlighted with a red box. It contains a table with columns for course status (Enrolled, Waiting, Past, Transcribed, Cancelled, Multiple) and a table of courses. The first course listed is 'An Officer's Respo...' with a start date of 09-17-2015. An action menu is open for this course, showing options: 'Select...', 'Select...', 'Cancel Course' (highlighted with a red arrow), 'Print Receipt', and 'View Coursework'. The 'Total Paid' amount is shown as \$0.00.

---

**CONTACT THE POLICE ACADEMY  
TO MAKE ANY REGISTRATION CHANGES!**

**If you are replacing a confirmed officer with another officer,  
ONLY THE POLICE ACADEMY STAFF CAN MAKE THAT CHANGE.  
EMAIL or CALL IN THE REQUESTED CHANGE.**

If a course is FULL, once you cancel an officer's registration, that seat will go to the next person/department on the waiting list, and you will lose your confirmed seat in that class.

**If you require additional assistance,  
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[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

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# **ADDENDUM 4**

<https://Stamler.GoSignMeUp.com>

## **Basic Introduction: Training Officer Site Management**



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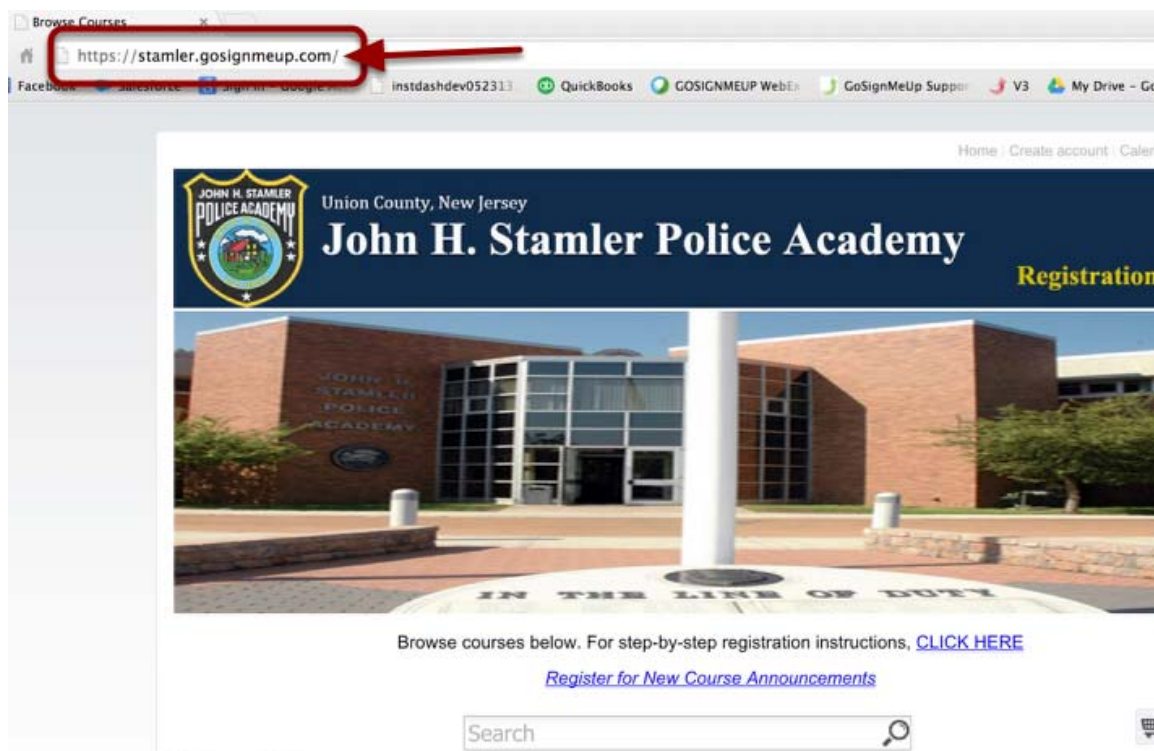
# John H. Stamler Police Academy

## Training Officer Instructions:

*We are pleased to introduce our new online In-Service Course Registration! Once you begin to use it, we believe you will find it much easier to manage both the registration process and record keeping.*

*We trust that the step-by step instructions contained in this document are easy to follow but of course, if you have any questions or need assistance, be sure to reach out to us to make sure everything is in order! Our website uses "GoSignMeUp" Software.*

**Go to <https://Stamler.GoSignMeUp.com>**



Find the "Login" Tab at the top and select "Training Officer"



Enter your User Name and Password

A screenshot of the "Training Officers Login" page. The header is identical to the previous screenshot. Below the header, there are navigation links: "Home", "My Account", "Instructors Login", and "Training Officers Login". A search bar is present, followed by links for "Browse Courses and Programs", "Calendar", and "Catalog". The main heading is "Training Officers Login" with the instruction "Please enter a login and password." Below this are two input fields: "User Name:" and "Password:". Red arrows point to each of these fields. Below the fields is a blue "LOGIN" button, also indicated by a red arrow. A link for "Forgot your password?" is located below the login button.

[Click HERE to go the PUBLIC Page](#)

Copyright 1999-2015 GoSignMeUp™ Online Class Registration Software | [Browser Requirements](#)

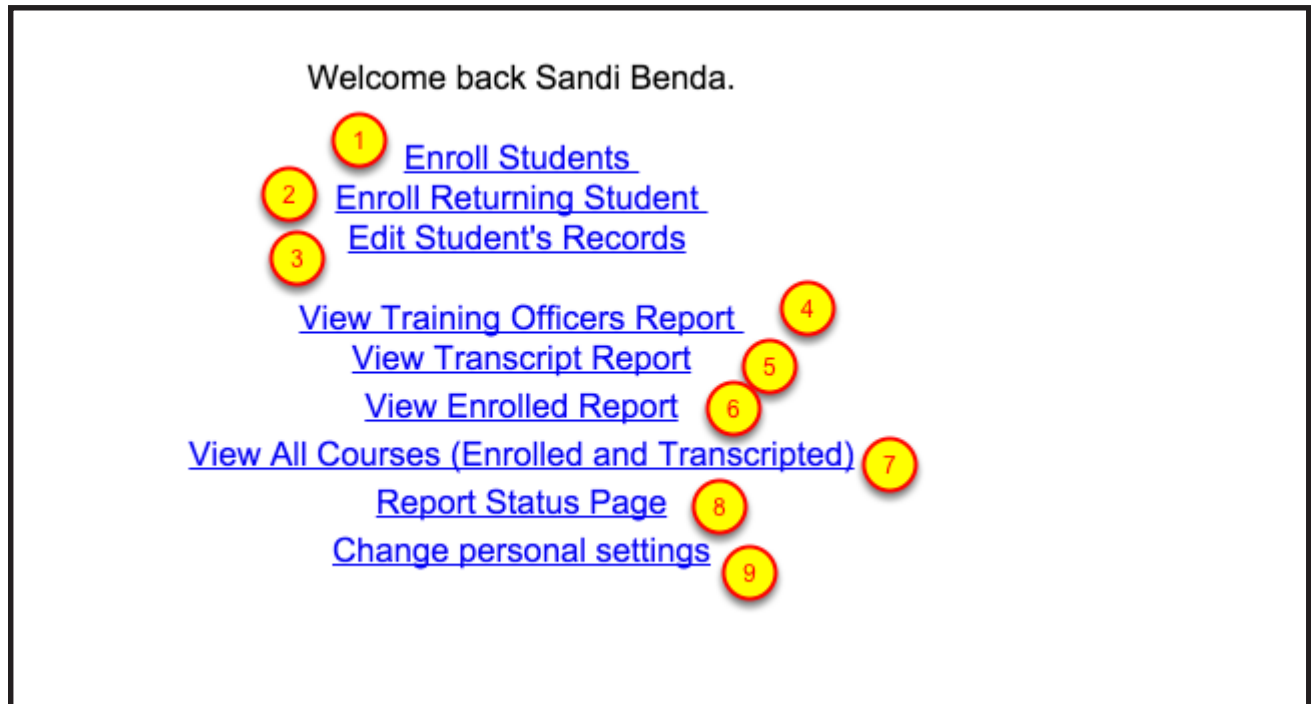
Enter your **User Name** and **Password** and then click the **Login** button

If the Police Academy has created an account for you, simply type in your Police Department's User Name and Password.

If your department does **NOT** have an account, contact the Police Academy's In-Service Training staff to set one up. (908-889-9028; 908-889-6112)

---

## Training Officer's Main Menu



When you have logged in, you will see the Training Officer Menu. A Training Officers can enroll students in their department, edit those student account records, run a variety of reports and can receive an e-mail if a student enrolls or cancels any courses.

Each of the items on the Training Officer menu is described in more detail on the following pages.

---

## 1. Enrolling Students (Creating New Student Accounts)

First Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name, Suffix: *	<input type="text"/>
Rank:	<input type="text"/>
County: *	Select County ▾
Department/Agency: *	Select Department/Agency ▾
Address, City, State, Zip:	Select Address, City, State, Zip ▾
Department/Agency Address:	<input type="text"/>
Department/Agency City: *	<input type="text"/>
Department/Agency State: *	<input type="text"/>
Department/Agency Zip:	<input type="text"/>
Department Telephone: *	<input type="text"/> (###) ###-####
Direct Telephone:	<input type="text"/> (###) ###-####
Cell Phone:	<input type="text"/>
Email: *	<input type="text"/>
Verify Email: *	<input type="text"/>
Username: *	<input type="text"/>
Password: *	<input type="password"/>
Date of Appointment:	<input type="text"/> MM/DD/YYYY
Training Officer Info: (Only shows in Admin Area)	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name, Suffix:	<input type="text"/>
Rank:	<input type="text"/>
Direct Telephone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Email:	<input type="text"/>
Director/Chief Info: (Only shows in Admin Area)	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name, Suffix:	<input type="text"/>
Rank:	CHIEF ▾
Email:	<input type="text"/>
InActive?	No

A Training Officer can create new student account records by entering the student's personal information.

## 2. Enroll Returning Students (For Students Who Already Have An Account)

**Enroll a Returning Student**

**BROWSE STUDENTS**

[Find All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

**SEARCH by:**

**First Name:**

**Last Name:**

**Phone (Work or Home):**

**USERNAME:**

**Find By Member Type:**

Once a student record has been created (**STEP 1: Enroll Student**), a Training Officer can access that record to register a student for a course.

To find the student's record, either select a letter to search by last name, or enter in any of the search criteria (first name OR last name, etc.).

**Click on the name of the student to select that record.**

Transcript	Username	Student Name	Student Address(Telephone)
<a href="#">View</a>	badan	<a href="#">Adams, Bill</a> <a href="#">[Edit]</a>	22672 Lambert Lake Forest CA 92630 (949-951-8701,949-951-8701)
<a href="#">View</a>	malan	<a href="#">Alan, Michael</a> <a href="#">[Edit]</a>	(949-951-8701,949-951-8701)

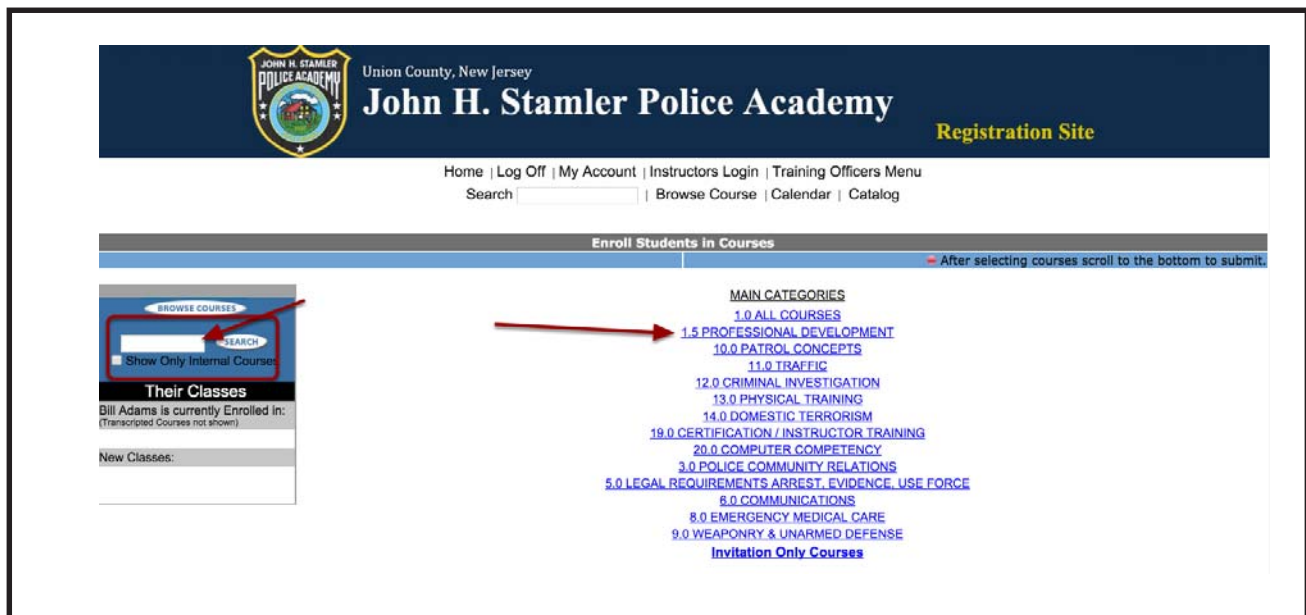


To select the course you want to enroll the student in:

- (1) Choose a category, review the course list to select the one you want

OR

- (2) Type the course name in the "Search" box on the right



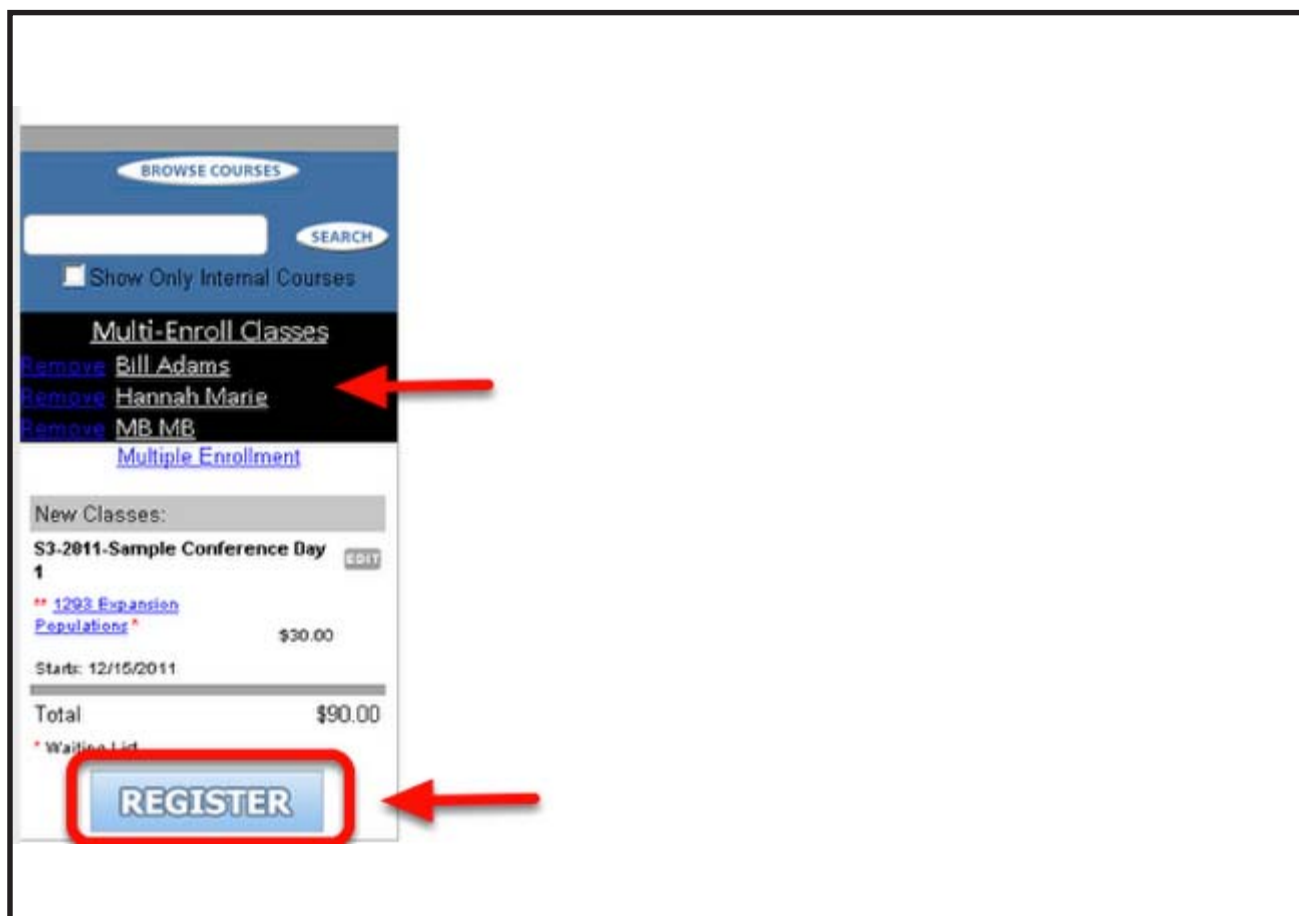
To enroll this one student, select the "ADD TO CART" Button.

To enroll additional students in this SAME course, select MULTIPLE ENROLL.



---

View your “SHOPPING CART” to review your order and submit the registration(s).



Your shopping cart on the left of the screen will list all of the students you have selected to register for this course (in the BLACK BOX at the top of the shopping cart).

You can still make adjustments here by canceling a student if necessary by clicking the blue “**CANCEL**” button to the left of the student’s name.

The final step of the registration process is to hit the “**REGISTER**” button. This will officially enroll the student(s) in the selected course(s).

You will then see a registration confirmation listing all the students you have registered for this course. In addition, each student will receive automatic registration confirmation via e-mail.

### 3. Edit Student's Records

Edit Student Record	
First Name: *	Bill
Middle Initial:	A
Last Name, Suffix: *	Adams
Rank:	
County: *	Union
Department/Agency: *	Union County Police Department
Address, City, State, Zip:	Select Address, City, State, Zip
Department/Agency Address:	Sample 3
Department/Agency City: *	City
Department/Agency State: *	Ca
Department/Agency Zip:	92618
Department Telephone: *	949-951-8701 (###) ###-####
Direct Telephone:	949-951-8701 (###) ###-####
Cell Phone:	9499518701
Email: *	Tanja@gosignmeup.com
Verify Email: *	Tanja@gosignmeup.com
Username: *	badams
Password: *	duke
Date of Appointment:	MM/DD/YYYY
Training Officer Info: (Only shows in Admin Area)	para
First Name:	
Middle Initial:	

When necessary, a Training Officer can edit a student's personal profile to update any of the information listed – such as a student's rank, phone number, e-mail, etc.).

## 4. View Training Officer's Report

Training Officers Report

Search:  Class Date Range:   [Export to excel](#) [Export to PDF](#)

Training officer Name	Student Name	Email	Course ID	Course Number	Class Name	Class Dates
Benda, Sandi	Adams, Bill	Tanja@gosignmeup.com	2650	Sort Ascending	Insurance Fraud for Patrolmen (DCJ)	11/2/2015
Benda, Sandi	Benda, Sandi	sandi@gosignmeup.com	2650	Sort Descending	Insurance Fraud for Patrolmen (DCJ)	11/2/2015
Benda, Sandi	Morrison, Tanja	tanja@gosignmeup.com	2650	Columns	Insurance Fraud for Patrolmen (DCJ)	11/2/2015
Benda, Sandi	Nelson, Becky	becky@gosignmeup.com	2650	INSUR 100	Insurance Fraud for Patrolmen (DCJ)	11/2/2015

Page 1 of 1 Record 1 - 4 of 4 Clear Filter

The Training Officer's report will provide you with much of the information you need, including what courses your students are enrolled in and which courses they have completed successfully.

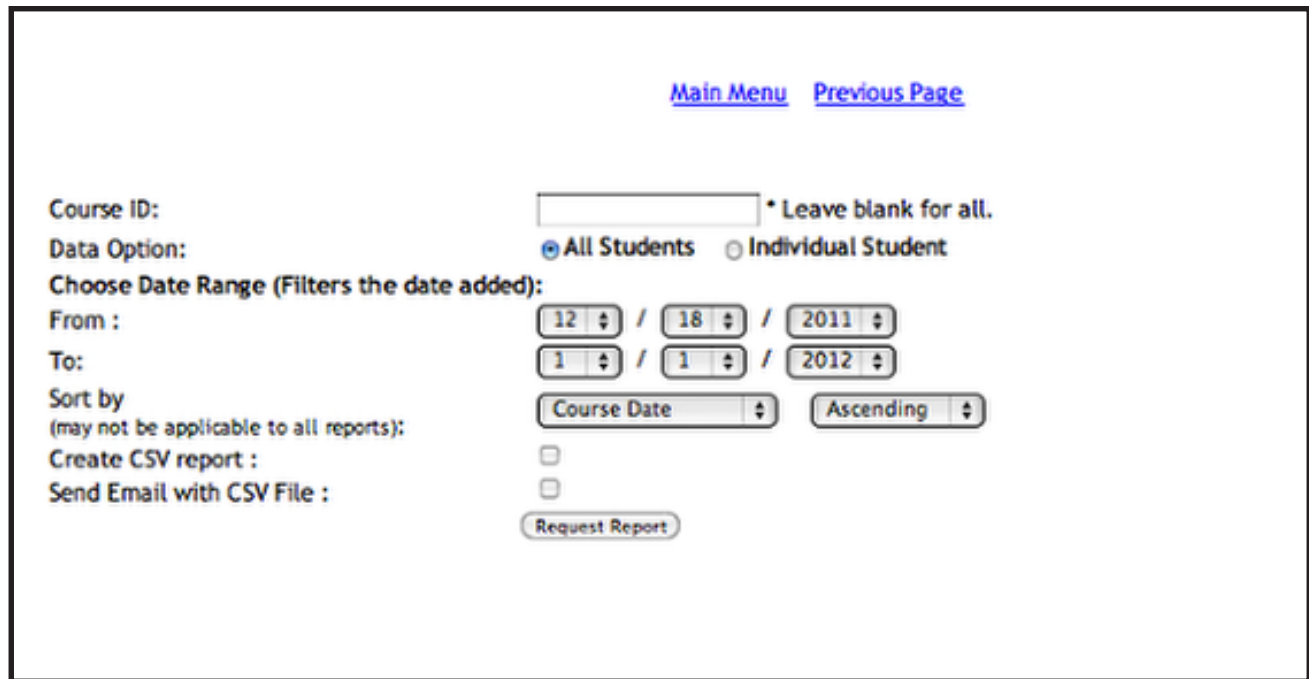
You can customize the date range and search by specific student names.

Under the COURSE ID menu tab, you can customize this report using the Columns Fly-Out Menu, which will allow you to select which columns you want to display. Simply uncheck the columns that you do not wish to display by clicking on the down arrow next to the column names and then selecting the columns you want to show.

To save or print this information, you can export this report into either a **.csv file** or a **PDF** by clicking the buttons at the top right of the page ("Export To Excel" OR "Export To PDF.")

---

## 5. View Transcript Report



The screenshot shows a web form for generating a transcript report. At the top right, there are two links: [Main Menu](#) and [Previous Page](#). The form fields are as follows:

- Course ID:** A text input field followed by the instruction "\* Leave blank for all."
- Data Option:** Two radio buttons: "All Students" (selected) and "Individual Student".
- Choose Date Range (Filters the date added):**
  - From :** Three dropdown menus showing "12", "18", and "2011".
  - To:** Three dropdown menus showing "1", "1", and "2012".
- Sort by** (may not be applicable to all reports):
  - A dropdown menu showing "Course Date".
  - A dropdown menu showing "Ascending".
- Create CSV report :** An unchecked checkbox.
- Send Email with CSV File :** An unchecked checkbox.
- Request Report**: A button at the bottom.

Transcripts are records of courses that students have completed successfully. A Training Officer can run a report on an individual student, or on all of their students in a specific date range.

To save or print this report, it can be created as a csv file and can be e-mailed, as well.

---

## 5. View Enrolled Report

[Main Menu](#) [Previous Page](#)

\* For Sonoma County Only.

### View Registered Report

Course ID:  \* Leave blank for all.

Data Option: ☒ All Students ☐ Individual Student

Choose Date Range (Filters the date added):

From :  /  /

To:  /  /

Sort by  
(may not be applicable to all reports):

Create CSV report : ☐

Send Email with CSV File : ☐

A Training Officer can also run a report to view which courses a student (or all students) are registered for and enrolled in.

"Individual" or "All Students" can be selected within a specific date range with a specific sort order.

## 6. View All Courses (Enrolled and Transcribed)

[Main Menu](#) [Previous Page](#)

Course ID:  \* Leave blank for all.

Data Option: ☒ All Students ☐ Individual Student

**Choose Date Range (Filters the date added):**

From :  /  /

To:  /  /

Sort by

(may not be applicable to all reports):

Create CSV report : ☐

Send Email with CSV File : ☐

A combined report of the enrolled and completed (transcribed) courses can also be run.

## 7. Report Status Page

[Main Menu](#) [Previous Page](#)

Report Name	Request Date	% Complete	Actions
ALL COURSES REPORT	12/15/2013 9:00:27 AM	0	<a href="#">Delete Request</a>
ENROLLED REPORT	7/22/2011 10:08:07 AM	0	<a href="#">Delete Request</a>
ENROLLED REPORT	5/24/2011 8:08:58 AM	0	<a href="#">Delete Request</a>
ALL COURSES REPORT For: Adams, Bill	1/11/2013 10:59:35 PM Time Spent: 0.0 minutes	100	<a href="#">PDF Version</a> <a href="#">HTML Version</a> <a href="#">Delete Request</a>
ALL COURSES REPORT	6/11/2013 8:55:43 AM	0	

The Report Status Page shows you the status of all the reports you have requested and allows you to easily view them in either PDF or HTML versions.



## 8. Change personal settings

Update Training Officers Information	
* First Name	Jack
* Last Name (User Name for Log In)	Crawford
* Username	Jack
* Password for Log In	password
* Confirm Password for Log In	password
Title	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
* Email Address	jack@gosignmeup.com
County	WA
Department/Agency	Civilian
<input type="button" value="Submit"/>	

A Training Officer can update his/her personal settings in this area.

**PLEASE UPDATE YOUR PASSWORD HERE!**





## **John H. Stamler Police Academy**

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone **908.889.6112** ♦ FAX **908.889.6359**

**Register at [HTTPS://Stamler/GoSignMeUp.com](https://Stamler/GoSignMeUp.com)**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

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# **Training Officer Registration Form**





# John H. Stamler Police Academy

1776 Raritan Road, Scotch Plains, New Jersey 07076

Telephone 908.889.6112 ♦ FAX 908.889.6359

Register at <https://Stamler/GoSignMeUp.com>

[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)

## Departmental Training Officer Registration Form

The John H. Stamler Police Academy is pleased to launch our ONLINE REGISTRATION effective with our Fall 2015 In-Service Course Catalog.

We respectfully request your assistance in this process,  
and look forward to partnering with you to ensure a smooth launch.

.....

Please submit this form to the Police Academy ASAP so that we can set up an account for each department's training officer/manager who would like to receive email confirmations for your department's officers and other in-service information.

**Please submit this form ONLY if you manage your department's training.**

Please forward the information below to us as soon as possible!

VIA EMAIL -- [msanchez@ucnj.org](mailto:msanchez@ucnj.org)

VIA FAX -- 908-889-6359

We will contact you by email once we have set up your account to provide additional information.

.....

## TRAINING OFFICER / TRAINING DEPARTMENT REGISTRATION FORM

County \_\_\_\_\_  
Department/Agency \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Main Phone Number \_\_\_\_\_

First Name, Middle Initial \_\_\_\_\_  
Last Name, Suffix \_\_\_\_\_  
Rank/Title \_\_\_\_\_  
Direct Office Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

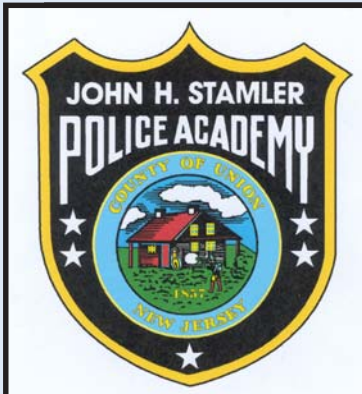
*For our records only:*

Chief's Name \_\_\_\_\_  
Chief's Email \_\_\_\_\_  
Chief's Phone \_\_\_\_\_



# **Additional Law Enforcement Training Resources**

Atlantic County Police Training Center (Egg Harbor Township, NJ)	609-407-6715 <a href="http://www.aclink.org/ptc">www.aclink.org/ptc</a>
Bergen County Law & Public Safety Institute (Mahway, NJ)	201-785-6029 <a href="http://www.co.bergen.nj.us/bclpsi/">www.co.bergen.nj.us/bclpsi/</a>
Camden County College Police Academy (Blackwood, NJ)	856-374-4950 <a href="http://www.camdencc.edu/policeacademy/">www.camdencc.edu/policeacademy/</a>
Cape May County Police Academy (Cape May Court House, NJ)	609-465-1134 <a href="http://www.cmcpoliceacademy.com">www.cmcpoliceacademy.com</a>
Essex County College Public Safety Academy (Cedar Grove, NJ)	973-877-4350 <a href="http://www.essex.edu/pacademy/">www.essex.edu/pacademy/</a>
Gloucester County College Police Academy (Sewell, NJ)	856-415-2266 <a href="http://www.gccnj.edu/academics/police_academy">www.gccnj.edu/academics/police_academy</a>
Mercer County Police Academy (West Windsor, NJ)	609-584-2301 <a href="http://www.mccc.edu/policeacademy/">www.mccc.edu/policeacademy/</a>
Monmouth County Police Academy (Freehold, NJ) 732-577-8710	<a href="http://www.monmouthcountypoliceacademy.com">www.monmouthcountypoliceacademy.com</a>
Morris County Public Safety Training Academy (Morristown, NJ)	973-285-2979 <a href="http://www.morrisacademy.org/police">www.morrisacademy.org/police</a>
Ocean County Police Academy (Lakewood, NJ)	732-363-8715 <a href="http://www.ocpoliceacademy.com">www.ocpoliceacademy.com</a>
Passaic County Police Academy (Wayne, NJ)	973-595-6411 <a href="http://www.passaiccountynj.org/Departments/Police_Academy/">www.passaiccountynj.org/Departments/Police_Academy/</a>
Somerset County Police Academy (Somerville, NJ)	908-527-1200 x8480 <a href="http://www.raritanval.edu/Police/">www.raritanval.edu/Police/</a>
New Jersey Division of Criminal Justice Training Academy (Sea Girt, New Jersey)	732-282-6060 <a href="http://www.state.nj.us/lps/dcj">www.state.nj.us/lps/dcj</a>
New Jersey Office of the Attorney General – Department of Law & Public Safety	<a href="http://www.state.nj.us/lps/dcj/academy">www.state.nj.us/lps/dcj/academy</a> <a href="http://www.nj.gov/lps/hts/policeresources">www.nj.gov/lps/hts/policeresources</a>
New Jersey State Association of Police Chiefs (NJSACOP)	<a href="http://www.njscops.org">www.njscops.org</a>



## **John H. Stamler Police Academy**

**1776 Raritan Road**

**Scotch Plains, New Jersey**

(located on the Union County Vo-Tech campus)

**908.889.6112 FAX 908.889.6359**

**[www.ucnj.org/policeacademy](http://www.ucnj.org/policeacademy)**

### **A Brief History of the John H. Stamler Police Academy**

The Union County Police Chiefs Association founded the Union County Police Academy in 1946. Since that time, the Police Academy continually operated at various sites throughout Union County, producing qualified law enforcement officers for municipal, county and state agencies.

The Basic Police Training curriculum meets the strict requirements of the New Jersey Police Training Commission. The instructional staff is comprised of experts in various areas of law enforcement, thus assuring the academy graduates have the desire, ability and judgment to serve the public and honor their oath of office.

Since July 1986, the Union County Police Chiefs Association forged a "Unique Partnership" with the Union County Prosecutor's Office in the overall operation of the Police Academy. This enabled broader opportunities for the basic and in-service training programs, and ensures maintaining the highest standards of training, competence and professionalism. It is the totality of this "Unique Partnership" that produces successful law enforcement officers to protect and serve our citizens, and provides continual education to assist them in honing their knowledge and skills. Two former prosecutors were instrumental in working closely with the Police Chiefs to form this endeavor: the late John H. Stamler and the late Andrew K. Ruotolo, Jr.



*Aerial Photograph by  
Hillside Police Chief Robert Quinlan*



*Academy photo by Dan Lockwood, JHSPA*

In March 1989, construction began on a permanent home for the Police Academy, located on the grounds of the Union County Vocational-Technical School in Scotch Plains. The present state-of-the-art facility was dedicated on November 18, 1991, and named the John H. Stamler Police Academy of Union County, in honor of the late Prosecutor whose vision and determination served as the catalyst for bringing this project to fruition.

The new Academy officially opened its doors for operation and greeted the members of the 66<sup>th</sup> Session of the Basic Police Training Class on January 31, 1992. The Academy is offered without a fee to all Union County law enforcement agencies.

Acting Union County Prosecutor Grace H. Park and the Union County Police Chiefs Association, through its Education Committee, work closely with the Academy staff to continue the tradition of high standards of quality education that has become the hallmark of the Academy.

Chief Anthony Buccelli of the New Providence Police Department serves as Superintendent for the Police Academy; Eric G. Mason is the Police Academy Director.