



Law Enforcement Training Unit January – July 2014 Training Calendar

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Visit our web site www.hacc.edu
<http://www.hacc.edu/publicsafetycenter/index.cfm>

Law Enforcement Training

For information or suggestions for future courses, please contact:

Beth Dombrowsky, Managing Director of the Shumaker Public Safety Center and Director of Law Enforcement Training at 717-780-2408, e-mail pbdombro@hacc.edu

Joseph Hogarth, Education Specialist at 717-780-2637, e-mail: jnhogart@hacc.edu

Cindy Shirk, Education Specialist at 717-780-2559, e-mail: clshirk@hacc.edu

For more information or questions on the Municipal Police Academy (Act 120), please call

Margaret (Margie) Santo 717-780-2562 or e-mail: mcsanto@hacc.edu

For more information or questions on Lethal Weapons (Act 235), please call

Diane Scott 717-780-2638 or e-mail: descott@hacc.edu

Fax numbers for registration: 717-780-1920 or 717-780-2643

To register via e-mail: spscinfo@hacc.edu

The Law Enforcement Training Unit at the Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) of HACC, Central Pennsylvania's Community College, continues to strive to offer new training programs. The Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) continues to provide lethal weapons, and probation and parole training as needed by our law enforcement community. We also provide entry level or promotional examinations and oral interview boards. We also offer testing services for the Nelson-Denny Reading Test and Police Academy MPOETC Fitness Standard Test. These tests are now required for Municipal Police Academy applicants. Please contact us with any suggestions that would assist you in your educational endeavors. Your ideas are important to us.

Course Schedule Legend

Location: Courses are held at HACC's Senator Piccola Law Enforcement Complex (HACC PLEC) and off-campus at numerous locations. Please refer to your confirmation letter for more specific information regarding class locations.

Day(s): M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday; U = Sunday

Municipal Police Academy

As the need for education and training of municipal police officers increases, the Piccola Law Enforcement Complex at HACC continues to meet this need as a certified law enforcement training center under the Municipal Police Officers' Education and Training Commission (MPOETC), ACT 120.

The HACC Police Academy offers a 20-week full-time 754-hour course of instruction designed to provide the recruit with the initial skills and information necessary to begin his/her police career. There is also a year-long part-time program. The course of instruction consists of all major phases of police service and includes a significant component of *situational* training. The curriculum conforms to the MPOETC standards that became effective January 1, 2001.

Registration

Who

All municipal officers and county detectives must complete the basic training program prior to performing any police-related duty within their department. A number of pre-service recruits may attend the Academy on a space-available basis.

When

105th Police Academy January 21, 2014 – June 5, 2014 – Section # 90293

For those accepted into the Academy, there will be a Mandatory Academy Orientation on Friday, January 17, 2014 at the Senator Jeffrey E. Piccola Law Enforcement Complex in Room 109 from 6:00 p.m. – 10:00 p.m.

15th Part-time Police Academy January 21, 2014 – December 12, 2014 – Section # 90294

For those accepted into the Academy, there will be a Mandatory Academy Orientation on Friday, January 17, 2014 at the Senator Jeffrey E. Piccola Law Enforcement Complex in Room 109 from 6:00 p.m. – 10:00 p.m.

106th Police Academy July 7, 2014 – November 19, 2014 – Section # 50145

For those accepted into the Academy, there will be a Mandatory Academy Orientation on Monday, June 30, 2014 at the Senator Jeffrey E. Piccola Law Enforcement Complex in Room 109 from 6:00 p.m. – 10:00 p.m.

Tuition \$3,600*

The registration fee for in-service personnel is paid by the registering agency. MPOETC will not pay these fees due to budget cuts. Pre-service recruits are responsible for their own tuition and other expenses. Financial aid may be available for pre-

service cadets. Contact HACC's Financial Aid Office at 717-780-2330 to determine eligibility. Contact HACC's Military and Veterans Affairs Office at 717-221-1300 x1680 or x1681 for information on VA benefits.

** Dates, topic outline and tuition amounts are tentative and subject to change.*

HACC, Central Pennsylvania's Community College, in full accordance with the law, does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women. Inquiries should be directed to the Assistant to the President/College Diversity Officer, One HACC Drive, Harrisburg, PA 17110, Telephone (717) 221-1300 ext. 1537.

Municipal Police Academy

- | | |
|--|----------------------------------|
| 1. Introduction to the Academy | 10. Human Relations |
| 2. Introduction to Law Enforcement in Pennsylvania | 11. Crisis Management |
| 3. Physical and Emotional Readiness | 12. Families in Crisis |
| 4. Laws and Procedures | 13. Basic Firearms |
| 5. Defensive Tactics | 14. Operation of Patrol Vehicles |
| 6. Motor Vehicle Law/Accident Investigation | 15. Report Writing |
| 7. Motor Vehicle Collision Investigation | 16. Case Preparation |
| 8. Patrol Procedures and Operations | 17. First Aid and CPR |
| 9. Principles of Criminal Investigation | 18. Handling Arrested Persons |

Please Note: Police departments may reserve a position or positions for the Police Academy for in-service applicants by phoning 717-780-2562. If a department decides to withdraw a registrant, the Senator Jeffrey E. Piccola Law Enforcement Complex should be notified immediately.

Pre-service recruits must complete all pre-service applications and requirements to be accepted into the Academy. Official confirmation requirements and additional information will follow.

Certification: Each in-service police graduate will be eligible for certification by the Municipal Police Officers' Education and Training Commission upon successful completion of the course. **Pre-service** graduates must make application to the MPOETC when they are hired by a police department. Pre-service graduates are not certified police officers until they receive their certification from the MPOETC.

GRADUATES WILL BE REQUIRED TO PASS A STATE CERTIFICATION EXAMINATION BEFORE BEING CERTIFIED AS POLICE OFFICERS.

The certificate awarded is not one of attendance, but of successful completion. The MPOETC requires a score of seventy-five percent (75%) or higher in each of the modules of instruction, with the exception of First Aid and CPR, which is an eighty percent (80%) minimum score. All in-service applicants must comply with the MPOETC application procedures. Forms will be supplied by the MPOETC upon request of the police agency. The MPOETC regulations require all police academy applicants to successfully complete the Nelson-Denny Reading Test and attain a minimum score of the 30th percentile in the required MPOETC Fitness Standard Test.

Faculty

PLEC instructors are dedicated professionals possessing considerable academic and practical experience. Ninety percent of the faculty have served or are serving in law enforcement positions.

Pre-service Admission Requirements

Pre-service Cadets are accepted into the Academy on a space-available basis. Completing the admission requirements does not guarantee admission into the Academy.

1. A \$40 fee must be paid in order to take the required Nelson-Denny Reading Test and the MPOETC Fitness Standard Test. In the event an individual does not attain qualifying scores on either or both of the tests, each time tests are retaken, additional fees will be charged, i.e. \$15 for the Nelson-Denny Reading Test and \$25 for the MPOETC Fitness Standard Test. All fees charged are non-refundable.
2. Be a minimum of twenty-one (21) years of age by the last day of the training program.
3. Attain a qualifying score on the Nelson-Denny Reading Test, which evaluates reading comprehension and vocabulary. There is a 3-month wait period to retake the Nelson-Denny Reading Test.
4. Attain qualifying scores on the MPOETC Fitness Standard Test. This test consists of a 300 meter timed run, bench press (weights), one minute sit-ups and a 1½-mile timed run.

5. Report the day of scheduled testing as follows:
 - a. must have photo identification
 - b. possess the required HACC Physician's Statement form in which a licensed Pennsylvania examining physician and a licensed Pennsylvania eye doctor verifies the individual is able to participate in the MPOETC Fitness Standard Test and rigorous physical training is not prohibited. This HACC Physician's Statement form must be completed and dated within six (6) months of the start date of the Academy that you plan to attend.
 - c. be attired in gym clothing to include good quality running shoes.
6. Agree in writing on a form provided by the Senator Jeffrey E. Piccola Law Enforcement Complex to abide by all rules and regulations established by the Center.
7. Show proof of medical insurance. The coverage must run for the duration of the training.
8. A letter of recommendation from the Chief of Police in the jurisdiction in which you reside is mandatory. The letter is to be addressed to the Director of Law Enforcement, Senator Jeffrey E. Piccola Law Enforcement Complex and should include the following:
 - a. a statement indicating the chief is unaware of any arrest record for the applicant, which would preclude him/her from being employed as a police officer.
 - b. provide additional information the chief deems important to the applicant's admission to the Police Academy.
9. Obtain a Criminal History Check through the Pennsylvania State Police. For ONLINE application for the Criminal History Report (CHRI), go to <https://epatch.state.pa.us/Home.jsp>
10. Obtain a copy of the applicant's complete ten-year driving record from the Pennsylvania Department of Transportation. License Messenger Services are also authorized to conduct this check. For online application go to: www.dmv.state.pa.us
11. Submit the following information:
 - a. An application for admission as provided by HACC/PLEC.
 - b. Three (3) letters of reference from non-relatives.
 - c. Three (3) letters of reference from former employers. If you do not have three (3) former employers, you may use a personal/non-relative reference for each employer that you may lack. You must have a total of six (6) references.
12. Complete a Psychological Examination (MMPI: Minnesota Multiphasic Personality Inventory) and a clinical interview with a licensed Pennsylvania psychologist with the written report to be submitted by the psychologist to the Director of Law Enforcement Training. This must be dated within six (6) months of the start date of the Academy that you wish to attend.
13. Show proof of graduation from high school or have a G.E.D. In addition, a copy of high school transcripts **must** be attached.
14. Submit a copy of military discharge (DD214) if applicable.
15. Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant.
16. Successful completion of an oral interview conducted by three members of the law enforcement community along with the Director and Coordinator of Law Enforcement Training. Successful completion of the oral interview will have been accomplished if the members, by majority, vote to admit the candidate to the Police Academy. The oral interview will occur approximately two to three weeks prior to the Academy's start date. The PLEC will schedule this interview and you will receive notification of the date and time by mail, provided you have completed all application requirements.
17. Cost for the 20-week full-time program, as well as the year-long part-time program is \$3,600.
18. There are two full-time Academies each year, one beginning in January and the other in July, plus a part-time Academy beginning in January and ending in December. The part-time Academy will generally operate on Tuesday and Thursday evenings, as well as all day Saturday.

***For more information or questions on the Police Academy (Act 120), please call
Margaret (Margie) Santo 717-780-2562 or e-mail: mcsanto@hacc.edu***

The HACC Police Academy hereby establishes a Withdrawal and Tuition Refund Policy:

Fees and costs are not refundable to a student who ceases to attend classes without first notifying the Director of Law Enforcement Training. A student who is asked to withdraw or leave the program because of misconduct or violation of Rules and Regulations will receive no refund.

A cadet finding it necessary to withdraw from the Academy for legitimate reasons shall receive refunds as outlined below.

1. Until the end of the first full week of class - 100% tuition refund.
2. Beginning the second full week of the program, cadets will be charged an hourly rate for their attendance up and until the point of withdrawal or dismissal, at the rate of \$4.75/hour.
3. Tuition must be paid in FULL at the start of the Academy, unless a Department or Agency is being billed, or unless Financial Aid or Veterans' benefits have been properly applied for and are anticipated to be received. In that case, tuition must be paid in FULL by graduation date. If not, certificate of completion and grade sheet will not be issued until payment is made.

Mandatory In-Service Training

Important Information for 2014

The following programs are not funded by the Municipal Police Officers' Education and Training Commission. They are only available to municipal police officers and county detectives in the Commonwealth of Pennsylvania, unless permission is granted by the MPOETC. Call 717-346-7754 for information on attendance.

The cost of the courses is listed below. You will be required to complete the Permission to Bill Form on page 17 in order to register your officers. This will allow us to bill your agency upon completion of these courses by your officers. Agencies should send one 'Permission to Bill' form to cover their officers for 2014. Please attach a roster of all officers (include name, date of birth and last four (4) digits of their Social Security number.) We are not permitted to invoice individual police officers. Any questions about billing, please call 717-780-2562.

Legal Updates 14-201 (3 hours MPOETC credit) **\$14.85**

This is a three-hour Mandatory In-Service Training (MIST) Program course. The block of training is a staple in the MPOETC MIST Program and will cover important legal issues affecting and important to municipal police officers throughout the Commonwealth. This training program will cover topics such as: Changes and updates to the Crimes Code; Changes and updates to the Vehicle Code; Changes and updates to the Rules of Criminal Procedures; and Changes to other statutes related to law enforcement.

Invisible Wounds: Traumatic Brain Injury & Post-Traumatic Stress 14-337 (3 hours MPOETC credit) **\$14.85**

In the fall of 2012, the Pennsylvania Legislature passed a law that required the Commission, in cooperation with the Department of Military and Veterans Affairs, the Department of Health, and other agencies with expertise in the field of traumatic brain injury (TBI) and post-traumatic stress disorder (PTSD), to assess the training needs of police officers in recognizing and interacting with veterans and other individuals suffering from TBI and PTSD. The legislation also stipulated that if the Commission determined that training was needed in this area, the Commission would develop a training program to be available to all police officers in Pennsylvania. This training course is the result of that legislative initiative.

This three-hour course will provide instruction on the nature, prevalence, and indicators of traumatic brain injury and post-traumatic stress disorder, and offer preferred ways to respond to such individuals.

Crimes against the Elderly: Transient Criminal Groups 14-421 (3 hours MPOETC credit) **\$14.85**

Every week we see cases where senior citizens and other vulnerable people are victimized. Many of these crimes are committed by transient criminals who specifically target vulnerable victims. The crimes may take the form of an elderly person being "scammed" on home repairs, driveway work or chimney repairs. Many times while the transient criminal is scamming the victim on the repairs, they also keep them occupied while an unseen accomplice slips into the house and steals the victim's jewelry and life savings. In other cases, the crime starts with a knock on the door and the victim answers to see someone who appears to be a utility worker. This "worker" may have a hard hat on, a safety vest and even some sort of ID card attached to his clothing. The "worker" tells the victim that he works for the water company and that there is a "leak down the street" and he needs to test his/her water to make sure it hasn't become contaminated. The victim allows the "worker" into the house and then follows him into the basement. Once in the basement, the "worker" has the victim turning the water faucet off and on while he talks on a

phone or radio. What the “worker” is doing is telling his accomplice that he left the door unlocked and that he has the victim occupied in the basement. The accomplice then enters and steals their valuables.

These crimes have a devastating effect on senior citizens. Some have lost their life savings in this manner and jewelry that they accumulated over a lifetime. Even more devastating than the economic loss is the loss of their sense of security. No longer do they feel safe in their own homes and they fear the loss of their independence. They don’t understand how they could have been “so stupid” and all too often this initiates a downward spiral that ends with their demise.

This course will identify the victims and their perpetrators of these crimes, how to identify and investigate these crimes, and resources that patrol officers and detectives can use in their investigations.

Technology Update: Introduction to Social Media 14-422 (3 hours MPOETC credit) **\$14.85**

This 2014 course will address many of the topics that were requested in our 2012 Training Needs Survey as well as those suggested during our discussion at the MPOETC Training Committee meeting on December 5, 2012. This Technology Update will address Internet Crimes, Online Investigations for Patrol Officers, Social Networking, and Facebook and Twitter Investigations. It will look at the positive influence of using Social Networking as a law enforcement tool.

The evolution in consumer electronics has caused an exponential growth in the amount of most mobile digital data storage devices such as cell phones, digital cameras, iPods, BlackBerrys, and GPS units. The intentional or inadvertent recording and storage of digital data can be the subject of forensic investigation. This course is not designed to instruct patrol officers and investigators in the recovery of such data but rather provide them with information as to what data may exist on a variety of devices and the techniques designed to preserve this information. This class will address technology, crime trends, terminology, and applicable Pennsylvania and Federal statutes and cases. It will also address search and seizure issues related to the seizure of and the retrieval of information contained within these devices.

Mandatory In-Service Training

January 2014

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
90971	Legal Updates	1/21	8am-12pm	Lancaster Co. Public Safety Training Center
90972	Invisible Wounds	1/21	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
90973	Crimes against the Elderly	1/22	8am-12pm	Lancaster Co. Public Safety Training Center
90974	Technology Update	1/22	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
91296	Legal Updates	1/27	8am-12pm	Bucknell University
91297	Invisible Wounds	1/27	12:30pm-4:30pm	Bucknell University
91298	Crimes against the Elderly	1/28	8am-12pm	Bucknell University
91299	Technology Update	1/28	12:30pm-4:30pm	Bucknell University

February 2014

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
91365	Legal Updates	2/3	8am-12pm	Fountain Springs Fire Co. (Ashland)
91366	Invisible Wounds	2/3	12:30pm-4:30pm	Fountain Springs Fire Co. (Ashland)
91367	Crimes against the Elderly	2/4	8am-12pm	Fountain Springs Fire Co. (Ashland)
91368	Technology Update	2/4	12:30pm-4:30pm	Fountain Springs Fire Co. (Ashland)
91216	Legal Updates	2/6	8am-12pm	Carlisle Police Department
91217	Invisible Wounds	2/6	12:30pm-4:30pm	Carlisle Police Department
91218	Crimes against the Elderly	2/7	8am-12pm	Carlisle Police Department
91219	Technology Update	2/7	12:30pm-4:30pm	Carlisle Police Department
91220	Legal Updates	2/10	8am-12pm	HACC/Piccola Law Enforcement Complex
91221	Invisible Wounds	2/10	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
91222	Crimes against the Elderly	2/11	8am-12pm	HACC/Piccola Law Enforcement Complex
91223	Technology Update	2/11	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
90976	Legal Updates	2/18	8am-12pm	Lancaster Co. Public Safety Training Center
90977	Invisible Wounds	2/18	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
90978	Crimes against the Elderly	2/19	8am-12pm	Lancaster Co. Public Safety Training Center
90979	Technology Update	2/19	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
91224	Legal Updates	2/24	8am-12pm	Adams County 911 Center
91225	Invisible Wounds	2/24	12:30pm-4:30pm	Adams County 911 Center
91226	Crimes against the Elderly	2/25	8am-12pm	Adams County 911 Center
91227	Technology Update	2/25	12:30pm-4:30pm	Adams County 911 Center

March 2014

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
91062	Legal Updates	3/3	8am-12pm	Penn Township Dept Emerg Services Hanover
91063	Invisible Wounds	3/3	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
91064	Crimes against the Elderly	3/4	8am-12pm	Penn Township Dept Emerg Services Hanover
91065	Technology Update	3/4	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
91228	Legal Updates 2013 Makeup	3/10	8am-12pm	HACC/Piccola Law Enforcement Complex
91230	Threat Assessment/Mgmt 2013 Makeup	3/10	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
91232	Managing Public Events 2013 Makeup	3/11	8am-12pm	HACC/Piccola Law Enforcement Complex
91234	Emerg. Veh. Operation 2013 Makeup	3/11	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
91236	Legal Updates	3/12	8am-12pm	Schuylkill Haven Senior Center
91238	Invisible Wounds	3/12	12:30pm-4:30pm	Schuylkill Haven Senior Center
91239	Crimes against the Elderly	3/13	8am-12pm	Schuylkill Haven Senior Center
91242	Technology Update	3/13	12:30pm-4:30pm	Schuylkill Haven Senior Center

March 2014 continued

Section	Title	Date	Time	Location
91302	Legal Updates	3/20	8am-12pm	Branch Township Municipal Building
91303	Invisible Wounds	3/20	12:30pm-4:30pm	Branch Township Municipal Building
91304	Crimes against the Elderly	3/21	8am-12pm	Branch Township Municipal Building
91305	Technology Update	3/21	12:30pm-4:30pm	Branch Township Municipal Building
91066	Legal Updates	3/24	8am-12pm	Lincoln Way Fire Department
91067	Invisible Wounds	3/24	12:30pm-4:30pm	Lincoln Way Fire Department
91068	Crimes against the Elderly	3/25	8am-12pm	Lincoln Way Fire Department
91069	Technology Update	3/25	12:30pm-4:30pm	Lincoln Way Fire Department

April 2014

Section	Title	Date	Time	Location
91369	Legal Updates	4/9	8am-12pm	Carroll Township Police Department
91370	Invisible Wounds	4/9	12:30pm-4:30pm	Carroll Township Police Department
91371	Crimes against the Elderly	4/10	8am-12pm	Carroll Township Police Department
91372	Technology Update	4/10	12:30pm-4:30pm	Carroll Township Police Department
91070	Legal Updates	4/22	8am-12pm	Penn Township Dept Emerg Services Hanover
91071	Invisible Wounds	4/22	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
91072	Crimes against the Elderly	4/23	8am-12pm	Penn Township Dept Emerg Services Hanover
91073	Technology Update	4/23	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
90983	Legal Updates	4/23	8am-12pm	Lancaster Co. Public Safety Training Center
90984	Invisible Wounds	4/23	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
90985	Crimes against the Elderly	4/24	8am-12pm	Lancaster Co. Public Safety Training Center
90986	Technology Update	4/24	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
91306	Legal Updates	4/29	8am-12pm	North Lebanon Township Police Department
91307	Invisible Wounds	4/29	12:30pm-4:30pm	North Lebanon Township Police Department
91308	Crimes against the Elderly	4/30	8am-12pm	North Lebanon Township Police Department
91309	Technology Update	4/30	12:30pm-4:30pm	North Lebanon Township Police Department

May 2014

Section	Title	Date	Time	Location
91243	Legal Updates	5/1	8am-12pm	HACC/Piccola Law Enforcement Complex
91245	Invisible Wounds	5/1	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
91246	Crimes against the Elderly	5/2	8am-12pm	HACC/Piccola Law Enforcement Complex
91247	Technology Update	5/2	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
90988	Legal Updates	5/13	8am-12pm	Lancaster Co. Public Safety Training Center
90989	Invisible Wounds	5/13	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
90990	Crimes against the Elderly	5/14	8am-12pm	Lancaster Co. Public Safety Training Center
90991	Technology Update	5/14	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center

Law Enforcement Elective Training

For departments who prefer to prepay for Law Enforcement Elective & Forensic classes, we accept Visa, MasterCard, Discover, Checks and Money Orders. Thank you.

TUITION – Those programs which are available to all law enforcement agencies with payment of tuition. Registration is made to the HACC Shumaker Public Safety Center along with a tuition payment or authorization to bill your agency on company letterhead. A Registration Form is found on page 18 or complete a Registration with Permission to Bill Form, located on page 17.

Please be advised that confirmation letters will be faxed to police departments or other agencies no later than one week prior to the start date of each class. Individual confirmation letters will not be mailed. **Once your registration has been received, you can assume you are registered. You will be notified within 48 hours if the class is full and your registration is not accepted.**

Bike Officer I (Basic)

\$400

This five-day course includes effective cycling, group riding, hazard recognition, basic bike maintenance, traffic laws and legal issues, uniforms and equipment, patrol tactics and maneuvers, and several other topics designed for bike patrol officers to maximize their effectiveness and, most importantly, to keep them safe. Officers will be certified by the International Police Mountain Bike Association upon successful completion of the course.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
90993	5/19-5/23	M-F	8am-4:30pm	Erb	Lancaster Co. Public Safety Trng. Center

EVOC (Emergency Vehicle Operator Course) Driving (Police)

\$190

This course will provide training in evasive driving under emergency conditions. Officers are instructed in techniques that will enable them to be safer and more efficient drivers, even under emergency conditions. Vehicles will be provided by the Shumaker Public Safety Center.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
90980	3/5-3/7	W/R/F	8am-4:30pm	Means/Groff	Lancaster Co. Public Safety Trng. Center
90982	4/1-4/3	T/W/R	8am-4:30pm	Means/Groff	HACC/PLEC
90994	6/2-6/4	M/T/W	8am-4:30pm	Means/Groff	Lancaster Co. Public Safety Trng. Center

EVOC Driving Update (Police)

\$85

This course will provide updates and retesting of officers who have taken the EVOC Driving at Shumaker Public Safety Center (SPSC.) **Only those officers who have completed the N.A.P.D. Tactical Driving Course may enroll.** The update course is recommended to be taken annually, and the full 3-day course repeated every 3 years. Vehicles will be provided by SPSC. Act120 Driving Module does NOT satisfy the N.A.P.D. prerequisite.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
90987	5/9	F	8am-4:30pm	Means/Groff	HACC/PLEC

Firearms Qualification for Retired Law Enforcement Officers

\$75

This four (4) hour program is designed to authorize retired law enforcement officers to carry concealed weapons from state to state in accordance with Act 79, the Retired Law Enforcement Identification Act (RLEIA.) Admission to the course will not be permitted unless applicants report on the scheduled training date with the required documents in their possession. Complete the retired Officer Concealed Carry Acknowledgement Form. It can be printed from the MPOETC website www.mpoetc.state.pa.us The completed Acknowledgement Form must be presented the day of training along with two forms of identification (your retired officer identification card and photo identification such as a driver's license.) Participants will need a revolver no less than .38 calibers or a semi-automatic pistol no less than 9mm, three (3) boxes (150 rounds) of factory ammunition and for semi-automatic pistols, no less than two (2) magazines.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91281	1/24	F	1:00-5:00pm	Clements	HACC/PLEC
91282	2/21	F	1:00-5:00pm	Clements	HACC/PLEC
91284	3/22	S	1:00-5:00pm	Clements	HACC/PLEC
91285	4/18	F	1:00-5:00pm	Clements	HACC/PLEC
91286	5/16	F	1:00-5:00pm	Clements	HACC/PLEC
91288	6/14	S	1:00-5:00pm	Clements	HACC/PLEC

Firearms Qualification**\$65**

Lethal Weapons Refresher – This course is offered to persons already certified to carry a firearm under the Lethal Weapons Training Act 235. The course is designed to provide the student with a review of firearms safety rules and techniques for handling firearms. At the conclusion of this course the student will have the option to fire a course of qualification. A minimum score of 75% has been established as a qualifying score.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91283	3/22	S	8am-12:00pm	Resser	HACC/PLEC
91287	6/14	S	8am-12:00pm	Resser	HACC/PLEC

FTO (Field Training Officer)**\$200**

This three-day program is designed to assist the field training officer in developing the skills necessary to train a probationary officer. It is also helpful for departments establishing a new program. The course emphasizes proper supervision and documentation and is a HACC designed course.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91021	1/29-1/31	W/R/F	8am-4:30pm	Downing/Crawmer	Lincoln Way Fire Company
91022	5/5-5/7	M/T/W	8am-4:30pm	Downing/Crawmer	Lincoln Way Fire Company

Laser Shot ® Judgmental Training – 8 hour course**\$100**

This course is for Law Enforcement Officers. It is designed to review Use of Force issues, case law and liability, and judgmental skills. Officers will participate in scenarios involving the force continuum and threat assessment by using lethal and less lethal equipment. This will be accomplished with the Laser Shot ® simulator and role playing exercises.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91747	1/15	W	8am-4:30pm	Resser	HACC/PLEC
91748	2/18	T	8am-4:30pm	Resser	HACC/PLEC
91749	3/12	W	8am-4:30pm	Resser	HACC/PLEC
91750	4/14	M	8am-4:30pm	Resser	HACC/PLEC
91751	5/14	W	8am-4:30pm	Resser	HACC/PLEC

Laser Shot ® Judgmental Training – 4 hour training**\$100**

This course is for Law Enforcement Officers and can be brought to your department. It is designed to review Use of Force issues, case law and liability, and judgmental skills. Officers will participate in scenarios involving the force continuum and threat assessment by using lethal and less lethal equipment. This will be accomplished with the Laser Shot ® simulator.

Off site: Department would need one (1) room that can be darkened. Max: 12 Students per class

Laser Shot ® Rental with HACC Facilitator**\$50/Hour**

Police departments can request the Laser Shot ® and a facilitator for their own training at their sites. The facilitator can work with your training staff to accomplish the best results and to help assure your officers understand your department's policies and techniques. We can also assist in providing documentation for your records. Any rentals over 50 miles from the school would require additional travel cost for the facilitator.

Off site: Department would need one (1) room that can be darkened. Max: 12 Students per class

Law Enforcement Ground Fighting**\$225**

This program is developed using the G.R.A.C.I.E. defensive tactics and weapon retention system. The GRACIE system incorporates a comprehensive training course for law enforcement and military personnel. (This system is currently used by the U.S. Army.) Too often, defensive tactics programs are unavailable or ineffective forcing officers to use brute strength and sheer power to overcome a suspect resulting in injury and death of the officer. In this program technique is emphasized instead of strength so ALL officers can accomplish suspect compliance no matter the size, strength or gender of the officer. The program instills automatic rapid responses officers need to make during altercations.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91552	3/27-3/28	R/F	8am-4:30pm	Millward	HACC/PLEC

Instructor Bio:

Ron Millward has 29 years of law enforcement experience and is currently a supervising agent for Centre County Probation & Parole. Among his many instructor certifications, he's been a master defensive tactics instructor for 22 years, a knife defense instructor for 18 years, a high school wrestling coach for 17 years and holds a level 2 instructor rating from the GRACIE Law Enforcement Combative School.

Law Enforcement Instructor Development

\$325

This course will instruct students in the theory and practice of adult education in order to prepare them to effectively instruct law enforcement officers. The theories of adult learning, instructor attributes, instructor ethics, class environment demeanor, effective objective writing, and selection/preparation of course materials such as lesson plans and supporting job aids will be taught. Students will actually prepare and deliver several lessons on which they will be evaluated.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
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91386	4/21-4/25	M-F	8am-4:30pm	Apgar	HACC/PLEC
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Forensic Class Information

Crime Scene Technology Series

This series of modules is designed for the student who desires to become a certified crime scene technician. The series is designed for the student to take all modules in the sequence offered. Class sizes are limited; therefore, students should prepare to enroll in all modules. Preference for future registrations will be given to those who have successfully completed the **Crime Scene Management** module. Only when all modules are successfully completed or an authorized waiver* is given, plus successful score achieved on the final exam, will the student be awarded the Certificate of Completion. **The following courses will be offered in 2014.**

* *Public Safety Training Center administrator must approve applicant's completed course outline with attached photocopy of training certificate. This application process should be completed prior to module being offered.*

- Crime Scene Management and Documentation
- Crime Scene Photography
- Death Investigation
- Fingerprinting I: Rolled Prints
- Fingerprinting II: Latent Prints (*Prerequisite: Fingerprinting I*)
- Firearms and Trace Evidence
- Crash & Arson Investigation – Forensic Concerns
- Mock Crime Scenes (*should have completed most of the other courses before enrolling in this module*)
- Shoe, Foot and Tire Marks

Crime Scene Management and Documentation (2 Days)

\$175

Students will learn to properly manage and document a crime scene; including proper assessment, control, search techniques, walkthrough techniques, crime scene sketching, evidence documentation, chain of custody, and the legal requirements of evidence. This course includes hands-on exercises that will involve physical evidence recognition, collection, and documentation.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91301	1/22-1/23	W/R	8am-4:30pm	Steinhart/McCormack	HACC/PLEC

Crime Scene Photography

\$175

This 3-day course provides training in the use of a digital camera, lighting techniques, macro-photography and storage of digital files. Training will include the basic principles of forensic, crime scene, evidentiary, and flash photography. Practical sessions will be utilized daily. **A digital camera is required.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91457	4/8-4/10	T/W/R	8am-4:30pm	Johns	HACC/PLEC

Death Investigation

\$200

This class covers issues regarding responsibilities of first responders and processors at death scenes. Methods for determining approximate time of death, forensic evidence in a death investigation and subsequent determination of manner of death from that evidence will be discussed. It includes information about the role of the coroner/forensic pathologist and autopsy.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91392	4/21-4/22	M/T	8am-4:30pm	Winters/Berkihiser	HACC/PLEC

Fingerprinting I: Rolled Prints

\$150

This course is designed for officers, who have limited experience in rolling fingerprints, pattern recognition, major case printing, palm printing, cadaver printing, and electronic fingerprinting. The bulk of time will be devoted to hands-on laboratory sessions offering practice in all the above procedures.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91393	5/12	M	8am-4:30pm	Eelman	HACC/W202

Fingerprinting II: Latent Prints (3 Days)

\$250

This 3-day course is designed to fulfill the needs of officers who have limited knowledge and experience in the collection of latent fingerprints. Officers will be informed about methods of lifting latents such as powders, Ninhydrin, Iodine, and Silver Nitrate. Also Cyanoacrylate and various dyes will be discussed. Approximately 50% of the time will be allocated to experiments with officers conducting challenging latent print recoveries.

Prerequisite: Fingerprint I.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91394	5/19-5/21	M/T/W	8am-4:30pm	Eelman	HACC/W202

Shoe, Foot and Tire Marks

\$135

Students will learn the importance of shoe, foot and tire impressions left behind at crime scenes and how this particular type of evidence can be beneficial to a criminal investigation. The course material will involve lecture on the various types of impressions, their causation, and uses in identification. Upon completion of the lecture portion of the course, students will receive practical training on impression identification, photography and collection.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91395	6/13	F	8am-4:30pm	Steinhart	HACC/W202

Basic Handgun Marksmanship & Safety for Civilians & Laser Shot for Civilians

Basic Handgun Marksmanship and Safety for Civilians (8 hours)

\$150

This class is designed for the civilian wanting to gain basic knowledge and hands on experience with a handgun. The 8 hour course will cover legal topics, such as chapter 5 of the PA Crimes Code and Pennsylvania's Castle Doctrine, nomenclature, cleaning, safe handling and storage of the handgun. The live fire portion will cover basic fundamentals such as proper stance, grip, sighting and trigger control. Students are required to provide their own handgun and 100 rounds of manufacture's approved ammunition (No re-loaded ammunition allowed). Students are also required to provide proper hearing protection, eye protection and a baseball style hat. **Must be 21 years old to register.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91248	3/8 – 3/9	SU	1pm-5pm	Olsen	HACC/PLEC
91250	4/7 & 4/9	MW	6pm-10pm	Olsen	HACC/PLEC
91251	5/17 – 5/18	SU	1pm-5pm	Olsen	HACC/PLEC
91252	6/16 & 6/18	MW	6pm-10pm	Olsen	HACC/PLEC

Intermediate Handgun for Civilians – (8 hours)

\$150

This class is designed for the civilian who already has a good foundation in handgun safety, handling and marksmanship and wants to further their knowledge and skill. The eight-hour course will review, but not go into, detail legal topics, such as Chapter 5 of the PA crimes Code and Pennsylvania's Castle Doctrine, nomenclature, cleaning, safe handling and storage of the handgun. The live fire portion will cover marksmanship, loading and reloading, drawing from the holster, stoppage and malfunction clearing and shooting from cover. Students are required to provide their own handgun and 100 rounds of manufacture's approved ammunition (No re-loaded ammunition allowed.) Students are also required to provide proper hearing protection, eye protection and a baseball style hat. A practical skills test will be given to assess the student's ability to remain in the class. **Must be 21 years old to register. Must be able to qualify at the below standards before continuing in the class.**

The standards are done from the 7 yard line from an un-holstered ready position and are as follows:

- 1 shot in an 8 inch target in 2 seconds or less
- 1 shot, reload and 1 shot into an 8 inch target in 6 seconds or less
- 6 shots into an 8 inch target 10 seconds or less

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91253	6/28 – 6/29	SU	1pm-5pm	Olsen	HACC/PLEC

Laser Shot ® for Civilians - 8 hour Course

\$100

This course is available for citizens who have had at least a basic course in safe firearms handling and are considering using these firearms for their defense in the home as well as in public. It will include evaluating the various types of firearms used and the special considerations when deploying them. There will be discussion on the most efficient way to deploy the weapons within the confines of the home. It will also touch on escape plans, dealing with the police response, as well as a discussion on dealing with threats in public while armed. The Laser Shot ® simulator will be used as well as simulated firearms.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91659	1/18	S	8am-4:30pm	Resser	HACC/PLEC
91660	2/1	S	8am-4:30pm	Resser	HACC/PLEC
91661	3/1	S	8am-4:30pm	Resser	HACC/PLEC
91662	4/12	S	8am-4:30pm	Resser	HACC/PLEC
91663	5/31	S	8am-4:30pm	Resser	HACC/PLEC
91664	6/21	S	8am-4:30pm	Resser	HACC/PLEC

Security Elective Training

Practical and Tactical Handcuffing (PATH)

\$100

This course trains security officers/police officers on practical and tactical aspects of handcuffing. It explains the proper application of handcuffing, handcuffing of compliant and noncompliant offenders, wrist locks and double locking procedures.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91254	3/22	S	8am-4:30pm	Hogarth	HACC/PLEC
91258	6/14	S	8am-4:30pm	Hogarth	HACC/PLEC

OCAT® “Oleoresin Capsicum Aerosol Training”

\$100

This program presents all of the skills and knowledge necessary for one to become certified/recertified in the use of OC “pepper” spray. The program begins with an introduction to OC, and its basic principles of use. Lectures on the effects of OC, how to use OC, general after use guidelines, when to use (and when not to use OC), use of force considerations, and threat recognition are all covered.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91255	3/23	U	8am-12:00pm	Hogarth	HACC/PLEC
91259	6/15	U	8am-12:00pm	Hogarth	HACC/PLEC

Expandable Baton Training

\$100

This course trains security professionals to properly use the expandable baton. **Will not receive a manufacturer certification card.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91256	3/23	U	1:00-5pm	Hogarth	HACC/PLEC
91260	6/15	U	1:00-5pm	Hogarth	HACC/PLEC

Personal Protection Expandable Baton™ In-House Instructor Course

\$299

Tuesday, **April 8, 2014** - Class Times 8:00 a.m.- 5:00 p.m. Course Instructors: Personal Protection Consultants, Inc. Register via the web at www.ppcitraining.com or e-mail: info@ppcitraining.com for further information. This course will be held at the Park Inn, 5401 Carlisle Pike-Mechanicsburg, PA 17050

PATH® “Practical and Tactical Handcuffing” In-House Instructor Course

\$299

Wednesday, **April 9, 2014** - Class Times 8:00 a.m.- 5:00 p.m. Course Instructors: Personal Protection Consultants, Inc. Register via the web at www.ppcitraining.com or e-mail: info@ppcitraining.com for further information. This course will be held at the Park Inn, 5401 Carlisle Pike-Mechanicsburg, PA 17050

OCAT® “Oleoresin Capsicum Aerosol Training” In-House Instructor Course

\$299

Thursday, **April 10, 2014** - Class Times 8:00 a.m.- 5:00 p.m. Course Instructors: Personal Protection Consultants, Inc. Register via the web at www.ppcitraining.com or e-mail: info@ppcitraining.com for further information. This course will be held at the Park Inn, 5401 Carlisle Pike-Mechanicsburg, PA 17050

Lethal Weapons Training

Lethal Weapons Training

The PLEC of HACC, Central Pennsylvania's Community College, is a certified center as specified by the Pennsylvania Lethal Weapons Training Act 235. Each participant who receives an approval letter from the Pennsylvania State Police (PSP) to attend this course, and successfully completes the program, will be certified by the PSP, Lethal Weapons Certification section. This training is designed for an individual, 18 years or older, who is employed for the purpose of providing security, protective patrol, detective or criminal investigative services for a fee and who carries a firearm, baton or other lethal weapon in the course of his/her employment. In order to be certified, the applicant must pass a physical, psychological examination, and a criminal history check. Appropriate PSP application forms must be completed by the applicant. Forms are available at any PSP Barracks except turnpike and interstate installations.

You must receive an approval letter from the PSP prior to attending training.

The certification is not one of attendance, but of successful completion. Please be advised that there are forms and services available through the Lethal Weapons Web site: www.lethalweapons.state.pa.us NOTE: If the number of enrollment is insufficient or an emergency situation should occur, courses may be cancelled with limited notice.

Firearms Qualification

\$65

Lethal Weapons Refresher – This course is offered to persons already certified to carry a firearm under the Lethal Weapons Training Act 235. The course is designed to provide the student with a review of firearms safety rules and techniques for handling firearms. At the conclusion of this course the student will have the option to fire a course of qualification. A minimum score of 75% has been established as a qualifying score.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
91283	3/22	S	8am-12:00pm	Resser	HACC/PLEC
91287	6/14	S	8am-12:00pm	Resser	HACC/PLEC

Lethal Weapons (40 hours)

\$325

The Lethal Weapons Training Program consists of twenty-two (22) hours of classroom instruction, four (4) hours of Armed and Unarmed Defense, plus fourteen (14) hours of firearms training. Participants must successfully pass a written examination on the classroom program and a firearms qualification on the range. Students must have the ability to safely participate in the firearms course required for Lethal Weapons, Act 235 certification. One of the time stages of this course requires kneeling and rising unassisted. **Do not bring firearms to the classroom.**

Section	Date(s)	Day(s)	Time	Location
NO JANUARY 2014 CLASS				
90616	02/03-02/07	M-F	8am-4:30pm	HACC/ PLEC
90618	03/03-03/07	M-F	8am-4:30pm	HACC /PLEC
90619	04/07-04/11	M-F	8am-4:30pm	HACC /PLEC
90620	05/03,05/04,05/10,05/11, 05/17	SU	8am-4:30pm	HACC /PLEC
90621	06/09-06/13	M-F	8am-4:30pm	HACC /PLEC

Lethal Weapons Recertification (8 hours)

\$175

Individuals are required to successfully complete the Recertification Course every five (5) years. This course consists of three (3) hours of classroom instruction and five (5) hours of firearms training/qualification. **Do not bring firearms to the classroom.**

Section	Date(s)	Day(s)	Time	Location
90622	01/22	W	8am-5pm	HACC /PLEC
90623	02/12	W	8am-5pm	HACC /PLEC
90626	03/19	W	8am-5pm	HACC /PLEC
90627	04/26	S	8am-5pm	HACC /PLEC
90628	05/21	W	8am-5pm	HACC /PLEC
90629	06/25	W	8am-5pm	HACC /PLEC

Academic-Only Certification

\$175

Individuals who are interested in certification without firearms are required to attend a twenty-six (26) hour course, which includes twenty-two (22) hours of classroom instruction and four (4) hours of Armed and Unarmed Defense. The Academic Only Certification is available during one of the specified forty (40) hour programs.

Class Failures - Lethal Weapons (40 hours)

Tuition to repeat the Academic Segment is **\$175**. Tuition to repeat the Firearms Segment is **\$175**.

Lethal Weapons Recertification (8 hours) The full tuition of **\$175** will be charged in the event the firearms and/or Academic portion is repeated. **You must repeat the course at the same location.**

Academy Entrance Testing

The Municipal Police Officers' Education and Training Commission has changed the regulations concerning academy entrance. All academy entrants must:

1. Pass the Nelson-Denny Reading test.
2. Pass the MPOETC Fitness Standards at the 30th percentile (300 meter run, bench press, one minute sit-ups, and 1 ½ mile run.)

The regulation changes will not allow academy entrance for any applicant not meeting these standards.

Departments can do this testing. They are not required to use the Police Academy to proctor the tests. The Police Academy requires documentation of this testing prior to admission of a cadet candidate into a cadet class. HACC is offering the written and physical testing on a scheduled Saturday in March, April, May, June, October, November, December & January, from 8 am to approximately 1 pm. Call 717.780.2562 for test dates and to register for testing. The fee for both tests is \$40. The cost of the Nelson-Denny test is \$15 per applicant; the cost of the physical testing is \$25 per applicant. Police Departments can be direct billed. The applicant must have an **authorization to bill** in order to be tested. Pre-service applicants must pass these tests for entrance. To schedule attendance at the training and receive a HACC physical exam form and packet, call Margie Santo at 717-780-2562.

Police Agency Testing

The Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) develops and administers the following examinations for police agencies upon request:

- Police Entrance Written Examinations Fee: \$20 per test or minimum of \$500 (includes DAT and Nelson Denny)
- Police Entrance Oral Board Examinations Fee \$1,250 (one day); \$2,500 (two day)
- Police Promotional Written Examinations – Department Specific Fee \$1,250 (one session)
- Police Promotional Oral Board Examinations Fee \$1,250 (one day); \$2,500 (two day)
- Police Physical Agility Tests (Cooper Standards) Fee \$25 per applicant; minimum of \$500 Tests are not civil service tests. Testing can be conducted at the Piccola Law Enforcement Complex or at your Department. Fees may be increased beyond a 60-mile radius of the SPSC. Contact Joseph Hogarth or Cindy Shirk at 717-780-2510 to schedule the testing.

Career Training Opportunities at HACC's Shumaker Public Safety Center

www.hacc.edu Under Quick Links select Public Safety Center

To receive instant notification, from the HACC Shumaker Public Safety Center, on class announcements, events and notification, click here to subscribe <http://www.hacc.edu/PublicSafetyCenter/index.cfm>

For general requests, e-mail the Shumaker Public Safety Center at spscinfo@hacc.edu

Fire Rescue and Emergency Medical Services Training

The Shumaker Public Safety Training Center provides a full range of training options for firefighters and EMS providers. Our curriculum includes entry level and advanced fire training, hazardous materials operations and technician training, basic vehicle rescue, rope rescue and various technical rescue courses. We also host national certification exams. HACC EMS training offers the 140-hour Emergency Medical Technician course that meets all Pennsylvania Department of Health standards. Other courses include CPR, advanced cardiac life support, basic trauma life support and many others. For more information please contact (717) 780-2510 or via e-mail at firetrng@hacc.edu

Mike Tonkay – 717-780-1969 or matonkay@hacc.edu EMS/HC Coordinator

Rob Bernini – 717-780-3255 or r9bernin@hacc.edu EMS/HC Coordinator

Randy Padfield – 717-780-1968 or drpadfie@hacc.edu Fire Education Specialist

Perry Pierich – 717-780-2537 or plpieric@hacc.edu Senior Education Specialist

Jeff Snyder – 717-780-2585 or jssnyder@hacc.edu Fire Training Coordinator for Industry

Rick Orange – 717-780-1119 or rsorange@hacc.edu Fire Science/Fire Training Coordinator

Nurse Aide Training

The Nurse Aide Training Unit provides a Department of Education approved certification program for nurse aides. The 104-hour program is offered at numerous locations across the state, and day and evening hours are available. For more information on locations, dates, and tuition, please contact: Marie Johnston – 717-221-1356 or mejohnst@hacc.edu Nurse Aide Coordinator

Other Opportunities

In addition to these careers, HACC provides training in management, computer technology, industrial skills, culinary arts, and many other career skills. *Please call 1-800-ABC-HACC (222-4222) for more information and for a list of HACC's available programs of study, or visit the website at www.hacc.edu*

Want to Advance in Your Job or Explore New Job Opportunities Start with an Associate's Degree at HACC

HACC offers a number of Associate Degree programs including one of the best Criminal Justice programs in the country. Daytime and evening classes are available and the tuition is the lowest in the area. Best of all, **students who successfully completed the HACC Police Academy may have from 12 to 21 credits applied toward their requirements for graduation in HACC's Criminal Justice Program.** Criminal Justice programs transfer to many four-year universities, including Shippensburg University, York College, Central Penn College, and Penn State University. **Students may elect a concentration in Corrections, Law Enforcement, or Security. The following courses are available in the program: Financial aid is available to students who qualify.** HACC now offers courses at Penn Center (former Education Building of Polyclinic Medical Center) Fourth Street and Wiconisco, Harrisburg. More courses are offered at HACC's Midtown site, which includes the Community Center for Technology and Arts, Fourth and Reily streets, Harrisburg. *Please call 1-800-ABC-HACC (222-4222) for more information or visit our web site at www.hacc.edu.*

Career Opportunities

- Introduction to Criminal Justice
- Principles of Security and Loss Prevention
- Police Operations
- Police Organization and Administration
- Introduction to Corrections
- Criminology
- Instrumentation and Technologies
- Crime Prevention and Control
- Criminal Investigation
- Criminal Evidence
- Traffic Administration
- Criminalistics
- Community Policing and Crime Prevention
- Intermediate Criminalistics
- Institutional Treatment of Offenders
- Non-Institutional Treatment of Offenders
- Juvenile Delinquency
- Criminal Law and Procedure
- Advanced Criminology
- Criminal Justice Organization and Administration
- Physical Security and Control Retail Security and Safety
- Industrial Security and Safety
- Loss Prevention Issues
- Ethics and Diverse Cultures
- Criminal Justice Seminar in London
- Criminal Justice Internship

Withdrawal and Refund Policy

The Senator Jeffrey E. Piccola Law Enforcement Complex hereby establishes a Withdrawal and Tuition Refund Policy in keeping with the academic policy of the College. Tuition refunds are available according to the following schedule where official withdrawal is completed within the equivalent of the first twenty (20) percent of the total program. Fees and costs are not refundable to a student who ceases to attend classes without first notifying the Director of Law Enforcement Training, except as specified below. A student who is asked to withdraw or leave a course program because of misconduct or violation of Rules and Regulations will receive no refund. A student or recruit finding it necessary to withdraw from an Institute Program for legitimate reasons shall receive refunds as outlined below.

No fees will be refunded except as specified.

1. Until the end of the third day of regularly scheduled class 100%
2. Until the end of the fifth day of regularly scheduled class 66.6%
3. Until the end of the fifteenth day of regularly scheduled classes or when twenty percent (20%) of the course is completed, whichever is later 50%
4. After the fifteenth day or after twenty percent (20%) of the course is completed NO REFUND

Update your skills, discover a new talent, or chart a career path at your own pace and convenience. From classes that provide personal enrichment in history, art, languages, travel, gardening and more to professional classes in management, computers and the trades—HACC offers an array of choices to meet your diverse needs.

For information on noncredit courses or go to vc.hacc.edu for a list of current offerings and online registration.

Student Rights under FERPA

The Family Educational Rights and Privacy Act mandates colleges to safeguard the confidentiality of student records. With certain limited exceptions as outlined in FERPA, HACC will not release non-directory information to anyone outside the college without the student's written consent. FERPA also ensures that students are permitted to view their educational records and to request amendment of their records. For more detailed information on FERPA please contact the Records Office.

HACC, Central Pennsylvania's Community College
Noncredit Registration with Permission to Bill

To:
HARRISBURG AREA COMMUNITY COLLEGE
SHUMAKER PUBLIC TRAINING SAFETY CENTER
ONE HACC DR
HARRISBURG PA 17110

717-780-2510 OR
800-222-4222 x2510

FAX TO: 717-780-2643
OR EMAIL: SPSCINFO@HACC.EDU

BILL TO:
SPONSOR: _____
ADDRESS: _____
CITY _____
STATE _____ ZIP CODE _____
PHONE _____
FAX _____
EMAIL _____

(if applicable) SPONSOR P.O.# _____

REQUEST _____

(required handwritten signature) AUTHORIZED BY: _____

PRINT NAME & TITLE _____

DATE _____

This letter serves as authorization to bill the above Sponsor for the following individual(s) to attend the course(s) listed below.

Name	Student ID	Birth Date	<input type="checkbox"/> M <input type="checkbox"/> F
Home Mailing Address (required)	Phone	Email Address	
City	State	Zip	<input type="checkbox"/> Pennsylvania Resident <input type="checkbox"/> Requires accessibility accommodations
Course Title	Date	Section #	Cost

Name	Student ID	Birth Date	<input type="checkbox"/> M <input type="checkbox"/> F
Home Mailing Address (required)	Phone	Email Address	
City	State	Zip	<input type="checkbox"/> Pennsylvania Resident <input type="checkbox"/> Requires accessibility accommodations
Course Title	Date	Section #	Cost

Refund Policy

Students who request refunds three (3) working days prior to the first class meeting will receive a 100% refund. No refund of tuition or fees will be made if the request is made less than three (3) days before the start of class. If you fail to cancel your registration three (3) working days prior to the start of class or fail to attend the class, your department or bill to sponsor will be invoiced accordingly.

If a student has already received any additional items that are included in the tuition cost (i.e. textbook, etc.), they may be entitled to a full refund upon the return of the unopened and/or unused item(s). Should the item(s) be opened or used, the student may receive a refund amount minus the cost of that item(s).
To cancel your registration, please call 717-780-2510 or email spscinfo@hacc.edu.



Senator Jeffrey E. Piccola Law Enforcement Complex; Attn: Law Enforcement Unit
One HACC Drive, PLEC/106; Harrisburg, PA 17110-2999
Continuing Education/Noncredit Courses Only

Please Print:

Name: _____

HACC ID: _____ DOB: _____

Indicate ONLY the last 4 digits of your Social Security Number: _____

Address: _____

City: _____

State: _____ Zip Code _____

Day Phone: _____

Evening Phone: _____

Name of Police Department: _____

Police Dept. Fax Number: _____

Section # _____ Starting Date: _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ Starting Date: _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ Starting Date: _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ Starting Date: _____

Course Title: _____

Cost:(if applicable) _____

Check one:

Method of Payment: Visa _____ MasterCard _____

Account # _____

Expiration Date: _____

Authorized Signature: _____

Enrollees may request their company/agency forward the registration fee and completed registration form. A "Letter of Authorization to Bill" may be submitted on company/agency letterhead, and it should be signed by an official authorized to encumber funds. Please include course title, section #, date, time, name, address, and phone number of enrollee(s).

Mail (address above) or Fax to: 717-780-1920 or 717-780-2643

Directions to HACC/Senator Jeffrey E. Piccola Law Enforcement Complex

Directions from West Shore or Carlisle: Take I-81 north to Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to Entrance #5 (Public Safety Training Center). If traveling north on Route 11, continue on Routes 11-15 north to I-81 (north of Enola). Follow I-81 north across the Susquehanna River, then take Cameron Street Exit 67A. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Downtown Harrisburg: Take Second Street north to the 2100 block and turn right onto Maclay Street. Follow Maclay Street east across the railroad bridge to the traffic light at the Farm Show Building. Turn left onto Cameron Street and travel north to the second traffic light. Turn left and go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from the North: Take Routes 11-15 south following the Susquehanna River to I-81. Follow I-81 north across the river then take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Upper Dauphin Area: Take Route 147 south or Route 225 south to Route 322 (River Relief Route). Route 322 becomes Cameron Street after crossing I-81. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Lancaster: Take I-283 north toward Harrisburg to I-83. Follow I-83 north and merge with I-81 south. Take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from York: Take I-83 north across the Susquehanna River to the east shore of Harrisburg. Follow I-83 to the north and merge with I-81 south. Take Cameron Street Exit 67A. Turn right at the first traffic light, go through the next traffic light and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from the Pennsylvania Turnpike: If traveling **WEST** on the turnpike, take Exit 19. Travel north on I-283 which becomes I-83. Follow I-83 north and merge with I-81 south. Take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex). If traveling **EAST** on the turnpike, take exit 17. Take I-81 north to Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Accommodations Convenient to HACC SPSC/PLEC

For directions and reservations, please call the hotel directly

Best Western Harrisburg 300 North Mountain Road Harrisburg, PA 17112 (800) 780-7234
Candlewood Suites Harrisburg/Hershey 504 North Mountain Road Harrisburg PA 17112 (717) 652-7800
Comfort Inn East Harrisburg 4021 Union Deposit Rd Harrisburg 17109 (717) 561-8100
Comfort Inn Riverfront Harrisburg 525 S. Front St Harrisburg 17104 (717) 233-1611
Crown Plaza Hotel 23 South Second Street Harrisburg, PA 17101 (888) 897-0084
Days Inn Harrisburg East 800 Eisenhower Boulevard Middletown, PA 17057 (717) 939-4147
Days Inn Harrisburg North 3919 North Front Street (Exit 66 off I-81) Harrisburg, PA 17110 (717) 233-3100
Econo Lodge 495 Eisenhower Boulevard Harrisburg, PA 17111 (866) 969-8065
Best Western Premier 800 East Park Drive Harrisburg, PA 17111 (717) 561-2800 (I-83@ Union Deposit Rd Exit 48)
Hampton Inn & Suites 30 Capital Dr. Harrisburg 17110 (717) 540-0900
Harrisburg Hilton & Towers 1 N 2nd St Harrisburg 17101 (717) 237-6408
Holiday Inn Harrisburg East 4751 Lindle Road Harrisburg PA 17111 (717) 939-7841
Howard Johnson Harrisburg/Hershey 473 Eisenhower Boulevard Harrisburg, PA 17111 (717) 564-6300
International House 29 South Third Street Harrisburg, PA 17101 (717) 724-2846 (*Stays of one week or longer*)
Marriott Hotel Harrisburg 4650 Lindle Rd Harrisburg (283, Exit 2) (717) 564-5511
Red Roof Inn Harrisburg/Hershey 950 Eisenhower Boulevard Harrisburg, PA 17111 (717) 939-1331
Red Roof Inn Harrisburg North 400 Corporate Circle Harrisburg, PA 17110 (717) 657-1445
Sheraton Harrisburg/Hershey Hotel 4650 Lindle Road Harrisburg, PA 17111 (717) 564-5511
Spring Hill Suites (Harrisburg/Hershey) 15 Capital Dr (at I81 Progress Exit 69) Harrisburg 17110 (888)236-2427
Staybridge Suites 920 Wildwood Park Drive Harrisburg PA 17110 (717) 233-3304 (*Accommodation closest to HACC*)
Wyndham Garden Hotel 765 Eisenhower Boulevard Harrisburg, PA 17111 (717) 558-9500

Accommodations Convenient to Lancaster County Public Safety Training Center

Country Inns & Suites by Carlton 1475 Lancaster Road Manheim, PA 17545 (717) 665-5440
Fairfield Inn by Marriott 150 Granite Run Drive Lancaster, PA 17601 (717) 581-1800
Heritage Hotel Lancaster 500 Centerville Road Lancaster, PA 17601 (800) 223-8963
Holiday Inn Express 147 Merts Drive Elizabethtown, PA 17022 (717) 367-4000