

2011 Registration Form

Essentials in Police Operations

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name

Name

Position/Title

Municipality and County

Address

City State Zip Code

Daytime Telephone No. Fax

*Evening Telephone No.

E-mail

Accessibility & Other Needs

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Course Locations:

Please be sure to mark the session you wish to attend.

May 18-19/Lehigh County

Both Days Day I Day II

May 24-25/Cumberland County

Both Days Day I Day II

June 7-8/Westmoreland County

Both Days Day I Day II

Registration Fees:

(includes tuition, materials, breaks, and lunch)

\$120 – Both Days

\$80 – Day 1

\$80 – Day 2

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to PSATS) to:

Pennsylvania State Association
of Township Supervisors
4855 Woodland Drive
Enola, PA 17025

Dates & Locations

If you need directions to any of the locations, please visit the facility's Web site or call the facility at the telephone number listed below.

■ May 18-19, 2011

LEHIGH COUNTY

Holiday Inn Conference Center
7736 Adrienne Drive
Breinigsville, PA 18301
(610) 391-1000
www.hilehighvalley.com

■ May 24-25, 2011

CUMBERLAND COUNTY

PSATS Educational Center
4855 Woodland Drive
Enola, PA 17025
(717) 763-0930
www.psatsmeetingcenter.com

■ June 7-8, 2011

WESTMORELAND COUNTY

Four Points Sheraton Greensburg
100 Sheraton Drive
Greensburg, PA 15601
(724) 836-6060
www.starwoodhotels.com

PRESORTED
FIRST-CLASS MAIL
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HARRISBURG, PA
PERMIT NO. 996

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

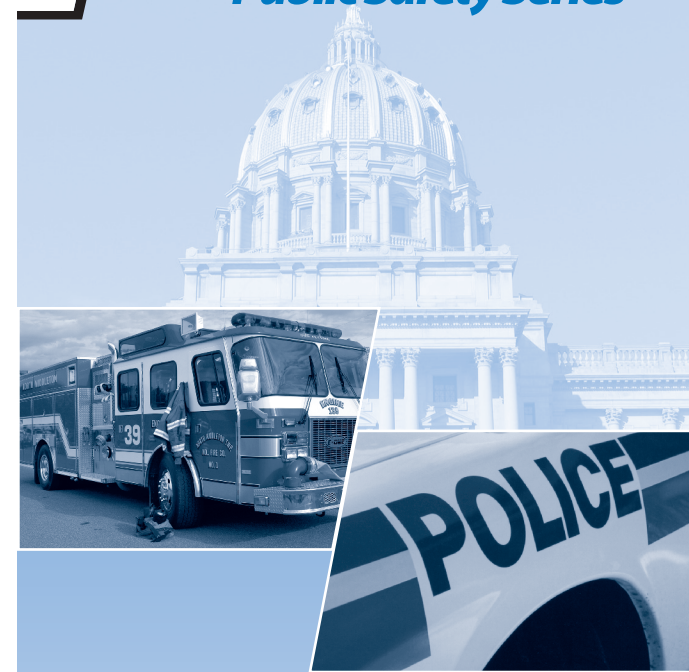
County Commissioners Association of Pennsylvania
Pennsylvania League of Cities and Municipalities
Pennsylvania Municipal Authorities Association
Pennsylvania State Association of Boroughs
Pennsylvania State Association of Township Commissioners
Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

Governor's Center for Local Government Services

TRAINING PROGRAM

Public Safety Series



Essentials in Police Operations

May - June 2011

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



Essentials in Police Operations

This two-day course will cover four essential topics, each presented as half-day sessions. While attendance at both days is not mandatory, it is strongly recommended.

Rules and Regulations

Employees often view rules and regulations as discipline tools. This session, however, will demonstrate that an effective policy manual actually protects the employees. The discussion will focus on why an up-to-date manual is essential to your police department and who should be responsible for maintaining it. Attendees will also learn the differences between policies, procedures, and defined rules as well as strategies for including commonly required policies and laws in their manual. The session will end with an in-depth review of Pennsylvania's vehicle pursuit policy. Participants are encouraged to bring a copy of their

police department's policy manual. Example policies and resources will be provided to each participant.

Staffing and Structure

How many men do I need? How many sergeants, lieutenants, and captains are enough for good supervisory coverage? How do we create an organized chain of command? This session will cover the basic organizational structure of a police department and the principles that can help you achieve a professionally organized department. Supervisory requirements, police specialization, civilian support staff, and police organization categories will be detailed. The session will end with discussion and formulas used to determine the size of your patrol force.

Police Hiring and Promoting

The success or failure of your police department may very well depend on your personnel and how they carry out their functions. This session

will deal with the hiring and promoting of your officers and will include an overview of the Police Tenure Act, Civil Service requirements, and other laws that regulate the hiring and promotion process. Participants are encouraged to bring a copy of their hiring/employment application. Examples of a hiring process, a promotion process, and sample job descriptions will be provided to each participant.

Training

Training is one of the most important aspects of your police department. However, it is often the most overlooked. This session will tie all of the sessions together by explaining the different types of training that are available for full- and part-time officers and recruits. A discussion about contract issues, training budgets and resources, and liability will end the session and the seminar.

Registration Information

The registration fee for this workshop is \$120 per person for both days and \$80 per person for one day. Both registration fees include tuition, materials, breaks, and lunch.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

**PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732**

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellation/No-Show Policy

A cancellation received less than 10 business days before the session you are registered for, is subject to a \$20 processing fee for refunds. Those who cancel within two business days of the session, forfeit the full registration fee and if unpaid, will be invoiced.

Accessibility & Other Needs

All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.

Inclement Weather

In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.

Instructors

■ **John Pushak**, Chief of Police
*Cecil Township Police Department,
Washington County*

■ **Attorneys from Ballard Spahr**

Outline

Day I

■ Rules and Regulations (Morning)

- Cases
- Vicarious Liability
- Authority of Elected Officials
- Mission Statement
- Written Directives
- Structure of a Manual

- Commonly Required Policies
- Laws Regulating Policies
- Vehicle Pursuit Policy

■ Staffing and Structure (Afternoon)

- Organization of a Police Agency
- Purpose of an Effective Organization
- Structuring Principles
- Supervision Requirements
- Police Specialization – Factors to Consider
- Activities and Functions Removed from Police Work
- Activities and Functions of Police Officers
- Civilian Support
- Police Organization Categories
- Determining Manpower

Day II

■ Police Hiring and Promoting (Morning)

- Laws and Regulations
- The Hiring Process
- Why Promote?
- The Promotion Process
- Resources
- Pension Plans

■ Training (Afternoon)

- Recruit Training
- In-Service Training
- Training Part-Time Officers
- Contract Issues
- Budgets
- Resources
- Liability

Who Should Attend

This course is recommended for chiefs, deputy chiefs, captains, lieutenants, mayors, council members, township supervisors, and municipal managers.

Schedule

Day I and II Schedule

- 8:30 a.m. Registration
- 9:00 a.m. Program Begins
- Noon Lunch (provided)
- 4:00 p.m. Program Adjourns