

## 2015 In-Service Training Announcement

Pursuant to the Act of December 21, 1988, P.L. 1865, No 180 (“Act 180”), all Municipal Police Officers in Pennsylvania are required to attend twelve hours of In-Service training every year to maintain their certification. Historically, the Municipal Police Officers’ Education and Training Commission has developed all 12 hours of In-Service Training to meet this requirement. For the 2015 training year, the Municipal Police Officers’ Education and Training Commission has developed nine hours of training towards this requirement. The remaining three hours of training for 2015 may be obtained through other approved training sources at the discretion of each officer’s agency head. The remaining three hours of training may be obtained through a variety of training resources to include, but not limited to:

- Approved Pennsylvania State Police Academy training courses listed in the Training Calendar.
- Approved Courses on the Pennsylvania Chiefs’ of Police PA VTN.
- Approved private vendor training.
- POLEX training.
- POSIT training.
- FBI National Academy.
- Northwestern School of Police Staff and Command.
- Approved in-service training offered by any of the Pennsylvania Municipal Police Training Academies.

- Approved training developed by a Municipal Police Department specifically designed for their officers and community.

Law enforcement agencies or in-service training providers who offer training courses to Pennsylvania law enforcement officers must register courses with the Municipal Police Officers' Education and Training Commission to ensure approval for training credit. Further information on becoming an authorized in-service training provider will be made available on the Municipal Police Officers' Education and Training Commission website.

The intent of this change is to provide discretion to officers and agency heads to determine the specific training needs of their personnel. The Municipal Police Officers' Education and Training Commission will maintain a registry of criminal justice in-service training programs offered. The registry will be a compilation of in-service training programs offered by training academies, colleges, universities, state and local governmental agencies, the PA VTN, and private training providers. The Municipal Police Officers' Education and Training Commission encourages active participation in using this resource for training Pennsylvania's law enforcement officers. The Municipal Police Officers' Education and Training Commission will consider training for approval upon submission of the following:

- **Course Title**
- **Course Description**
- **Instruction Hours**

- **Course Outline:** This should be a topical outline, listing the major points to be addressed in the training course. The items should also reflect the amount of time that will be spent on each area.
- **Instructional Objectives:** Instructional Objectives should be written as measurable, observable, and time specific. The objectives should be presented as an action statement, such as "At the completion of training, the trainee will be able to..."
- **Completion Requirements**
- **Point of Contact Information**
- **Instructor Information and Qualifications in the form of a Curriculum Vitae**
- **Dates & Locations of Training**

**\*Please verify with the appropriate training provider that courses have been submitted and approved through MPOETC before paying for the course. All dates are subject to change by the training provider.**

**\*\*Registration of a course does not imply endorsement of the training materials or vendor by the Municipal Police Officers' Education and Training Commission.**

**\*\*\*Sample Course Outline and Sample Instructional Objectives are attached for reference.**

## Sample Course Outline

The outlines must consist of a sequential enumeration of the main ideas and supporting details. It should also indicate the amount of time that will be spent on each main idea. Supporting details would include any pre-class reading assignments, homework assignments, training aids, and instructional methods that are used other than lectures. The following is an example of the detail that is required. The format used (Roman Numerals, indentation, etc.) is not mandatory.

---

---

### Locating and Lifting Latent Prints Using Powder

Pre-class reading assignment: A 12-page instructor prepared handout entitled “Locating and Lifting Latent Prints Using Powder.”

|        |   |                    |
|--------|---|--------------------|
| I.     | Protection of the crime scene                                     | 45 min.            |
|        | A. Determining what comprises the crime scene                     |                    |
|        | B. Alternative methods of protection                              |                    |
| II.    | Officer victim relationship                                       | 20 min.            |
|        | A. Have empathy even in small crimes                              |                    |
|        | B. Request permission if processing may cause damage              |                    |
| III.   | How to locate prints  | 30 min.            |
|        | A. Question victim and witnesses                                  |                    |
|        | B. Study M.O. of crime  |                    |
|        | C. Visual Inspection  |                    |
| IV.    | Identification of situations where powder can't be used           | 45 min.            |
|        | A. Limitations of powder  |                    |
|        | B. Identify other methods that are available                      |                    |
|        | C. Identify situations and objects where other methods are better |                    |
|        | D. Availability of services through MSP and/or major agencies     |                    |
| V.     | Demonstrate how to locate latent prints                           | 60 min.            |
|        | Slides of common and actual crime scenes will be used             |                    |
| VI.    | Demonstrate how to powder and lift prints                         | 90 min.            |
|        | Slide-tape and actual classroom demonstration                     |                    |
|        | Break   | 10 min.            |
| VII.   | Students practice locating and lifting latent prints              | 120 min.           |
|        | • Each student will work independently.                           |                    |
|        | • Performance will be evaluated by one of three evaluators        |                    |
| Total: |   | 420 min. (7 hours) |

## Sample Course Outline

The outlines must consist of a sequential enumeration of the main ideas and supporting details. It should also indicate the amount of time that will be spent on each main idea. Supporting details would include any pre-class reading assignments, homework assignments, training aids, and instructional methods that are used other than lectures. The following is an example of the detail that is required. The format used (Roman Numerals, indentation, etc.) is not mandatory.

---

---

### Locating and Lifting Latent Prints Using Powder

Pre-class reading assignment: A 12-page instructor prepared handout entitled “Locating and Lifting Latent Prints Using Powder.”

|        |   |                    |
|--------|---|--------------------|
| I.     | Protection of the crime scene                                     | 45 min.            |
|        | A. Determining what comprises the crime scene                     |                    |
|        | B. Alternative methods of protection                              |                    |
| II.    | Officer victim relationship                                       | 20 min.            |
|        | A. Have empathy even in small crimes                              |                    |
|        | B. Request permission if processing may cause damage              |                    |
| III.   | How to locate prints  | 30 min.            |
|        | A. Question victim and witnesses                                  |                    |
|        | B. Study M.O. of crime  |                    |
|        | C. Visual Inspection  |                    |
| IV.    | Identification of situations where powder can't be used           | 45 min.            |
|        | A. Limitations of powder  |                    |
|        | B. Identify other methods that are available                      |                    |
|        | C. Identify situations and objects where other methods are better |                    |
|        | D. Availability of services through MSP and/or major agencies     |                    |
| V.     | Demonstrate how to locate latent prints                           | 60 min.            |
|        | Slides of common and actual crime scenes will be used             |                    |
| VI.    | Demonstrate how to powder and lift prints                         | 90 min.            |
|        | Slide-tape and actual classroom demonstration                     |                    |
|        | Break   | 10 min.            |
| VII.   | Students practice locating and lifting latent prints              | 120 min.           |
|        | • Each student will work independently.                           |                    |
|        | • Performance will be evaluated by one of three evaluators        |                    |
| Total: |   | 420 min. (7 hours) |