



Harrisburg Area Community College
Senator Jeffrey E. Piccola Law Enforcement Training Complex

2023 Training Catalog

COURSES/PROGRAMS

****10/18/23 Ver.****

PROFESSIONALS TRAIN HERE!

Thank you for considering us, for your training needs. This catalog contains the PLEC (Piccola Law Enforcement Training Complex) training opportunities for 2023. If you have any questions, please email us at policetrng@hacc.edu or call us at 717-780-2593.

****VERSIONS OF OUR CATALOG – PAY ATTENTION!****

We began 2023 with the “01/01/23 Ver.” of the PLEC catalog.

We have re-designed our Training Catalog for 2023, and have diligently worked to put out the most detailed document ever produced by the PLEC. **PLEASE NOTE:** If corrections/updates are necessary, the “version” (ver.) will be noted at the top of the first page, AND the most current version will always be posted on our website - <https://www.hacc.edu/PublicSafetyCenter/LawEnforcement/upload/Piccola-Law-Enforcement-Training-Catalog.pdf>

We welcome feedback on how to improve our catalog; or, on errors if one is found. Thank you!

OUR INSTRUCTORS

Professionals Train Here...AND they teach here! The majority of our instructors have extensive experience in the following fields: law enforcement, military, competitive marksmanship, specialized tactics, and in the practice of law (attorneys in federal, county and private practices). We believe our instructors are the best you can find for your training needs, and they are passionate about their disciplines.

LOCATION OF OUR COURSES/PROGRAMS

The majority of our courses/programs are held at the HACC campus—Harrisburg—specifically, the Piccola Law Enforcement Training Complex (PLEC)/Public Safety Center (PSC) (Gate 4). When you receive your confirmation email from us, it will have the building and room number on it. Please pay close attention to these details. If a class is being held off-site, it will be noted in this catalog; however, you should always check your confirmation email closely.

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Municipal Police Academy (919-hours)

As the need for education and training of municipal police officers increases, the PLEC 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 offers a **full-time** Municipal Police Academy over a 25-27 week period. The full-time (919-hour) program consists of curriculum 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, which starts in January and runs until December, of the same year. The course of instruction for both programs consists of all major phases of police service, including a significant component of situational training. All curricula conforms to the MPOETC standards.

Registration Information:

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 HACC Police Academy on a space-available basis. In order to be eligible to apply for either the full-time or part-time program, you must attend a Zoom session with the Director. Dates and times for the Zoom sessions will be communicated via email with a prospective candidate, by the Director.

Full-Time and Part-Time Academy Dates and Information:

In 2023, we will only host two full-time police academies (the 122nd and 123rd), which will allow us to return to our traditional January and July start dates for full-time academies. You must attend an Act 120 Zoom information session in order to be able to apply for any of our academies. The next part-time class will start in January 2023, as well as the 122nd Academy. Please email policetrng@hacc.edu to register for one of the Zoom sessions listed below to obtain more information about the Act 120 program. Once you complete a Zoom session and decide you wish to be added to the list to receive an application packet via email, you will email this same address policetrng@hacc.edu. The cost to apply is \$50, which includes an application fee and your initial entrance PT testing fee.

Zoom Information Sessions for 2023:

The 123rd Academy (full-time) is tentatively scheduled to run July 5 thru December 21, 2023. That application process will begin on April 3, 2023. Zoom information sessions will begin in January for anyone interested in this class. These Zoom sessions are listed below:

1/16/23 - 4 p.m.
1/31/23 - 2 p.m.
2/15/23 - 10 a.m.
2/28/23 - 4 p.m.
3/16/23 - 2 p.m.
3/28/23 - 10 a.m.

Pre-service recruits are responsible for their own tuition and other expenses. Financial aid may be available for pre-service cadets. Contact the HACC Financial Aid Office at 717-780-2330 to determine eligibility. Contact the HACC Military and Veterans Affairs Office at 717-736-4148 or 717-736-4149 for information on Veterans Affairs benefits.

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

Municipal Police Academy Curriculum (919 hours)

MODULE 1
Volume 1 – Introduction to the Academy
Volume 2 – Introduction to Law Enforcement in PA
Volume 3 – Laws and Criminal Procedures

MODULE 2
Volume 4 – Juveniles
Volume 5 – Human Relations
Volume 6 – Responding to Special Needs
Volume 7 – Homeland Security
Volume 8 – Vehicle Code Enforcement
Volume 9 – Crash Investigation

MODULE 3
Volume 10 – Patrol Procedures and Operations

MODULE 3 (Cont'd)
Volume 11 – Criminal Investigations
Volume 12 – Drug Law Enforcement
Volume 13 – Case Preparation

MODULE 4
Volume 14 – Operation of Patrol Vehicles
Volume 15 – Physical and Emotional Readiness
Volume 16 – Control Tactics
Volume 17 – Firearms
Volume 18 – Emergency Response Training

MODULE 5
Volume 20 – Scenarios and Practical Exercises

Police Departments Reserving an Academy Position (In-Service Cadet):

Police departments may reserve a position(s) for the HACC Municipal Police Academy for in-service applicants by calling 717-780-2408. If a department decides to withdraw a registrant, the PLEC should be notified immediately. Departments must complete a Basic Act 120 application in the MPOETC TACS (Training and Certification System) system online. *They are no longer accepting paper applications.* All documents must be uploaded during the application process for each candidate. An approval email will be generated to both the department and to HACC.

An Individual Reserving an Academy Position (Pre-Service Cadet):

A pre-service cadet is someone who IS NOT hired by a police department. They must complete all pre-service applications and requirements to be accepted into the HACC Municipal Police Academy. Official confirmation requirements and additional information will follow.

Certification:

Each in-service police graduate will be eligible for certification by the MPOETC upon successful completion of the course and a passing score on the MPOETC certification exam. Pre-service graduates may take the MPOETC certification exam upon successful completion of the program at the same time as the in-service cadets. The fee is \$100 per candidate. There is an online application that must be completed and approved by MPOETC. However, certification will not be granted until employment is secured by a police department and that department completes an application for a Waiver of Training in TACS.

State Certification Requirements:

The certificate awarded is not one of attendance, but of successful completion. The MPOETC requires an average score of at least 80% in each of the 4 modules. Volume 5 is pass/fail with a required checklist. There is a total of twenty-six (26) tests throughout the program. Module 1 has seven (7) tests; Module 2 has seven (7) tests; Module 3 has seven (7) tests; Module 4 has five (5) tests. There are also tests given from the American Red Cross in Volume 18 for First Aid/CPR/AED, as well as a written exam for SFST Certification in Volume 8. These must be passed with at least a minimum score of 80%. There are several Pass/Fail portions: Volume 14 (Driving); Volume 15 (PT); Volume 16 (Control Tactics) and Volume 17 (Firearms.) All applicants, whether in-service or preservice, must comply with all MPOETC regulations and application procedures. Each applicant must successfully complete the Nelson-Denny Reading test and achieve a minimum score in the 30th percentile on the required MPOETC Fitness Standards test.

Faculty:

PLEC instructors are dedicated professionals who possess considerable academic and practical experience. In fact, approximately 90 percent of the faculty have served—or are serving—in law enforcement positions.

Pre-service Admission Requirements:

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

Cadets must:

1. A \$60.00 fee must be paid in order to apply which includes the \$30.00 application fee and the \$30.00 fee to take the required MPOETC Fitness Test.
 - a. In the event an individual does not attain qualifying score on the PT test, an additional fee will be charged each time tests are retaken (\$30 for the MPOETC Fitness Standard Test). All fees charged are nonrefundable.
2. Be a minimum of twenty-one (21) years of age at the conclusion of the training program, and preferably by the start of the Firearms instruction.
3. Applicants/Cadet must have a valid driver's license.
4. Attain a qualifying score on the Nelson-Denny Reading Test, which evaluates vocabulary and reading comprehension. If you fail Version H of the Nelson-Denny Reading Test, you may retest using Version G without a waiting period. If you fail both tests, there is a 3-month wait period to retest. This test is taken as part of the psychological exam performed by Dr. Louis Laguna. His contact information will be provided at the time of application.
5. Attain qualifying scores on the MPOETC Fitness Standard Test. This test consists of one-minute sit-ups, 300-meter timed run, one-minute push-ups, and a 1.5-mile timed run.
6. Report the day of scheduled testing as follows (a completed registration form is required.)
 - a. Possess the required MPOETC Physical Examination form in which a licensed Pennsylvania examining physician, physician assistant or certified nurse practitioner who is licensed in PA can verify that the individual is able to participate in the MPOETC Fitness Standard Test and that rigorous physical training is not prohibited. This MPOETC 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.
 - b. Be attired in gym clothing, including good quality running shoes. Bring water.
7. Submit results of drug screening (on an official form, which notes the laboratory.)

8. Agree in writing on a form provided by the Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) to abide by all the General Orders established by the Academy administration. You must download the General Orders in the online process and print a copy for yourself to bring to the first day of class. You must also upload the last page, signing to acknowledge that you read and understood these.

9. A letter from the Chief of Police in the jurisdiction in which you reside is required (a local records check). The letter is to be addressed to the Director of Law Enforcement, Sen. 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 any additional information the Chief deems relevant for the applicant's admission to the Police Academy.

10. 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>

Please list yourself as the requestor. This must be dated within 6 months of the start date of the Academy that you plan to attend. You must submit the actual results, NOT the receipt.

11. Obtain an FBI Criminal History Check:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Additional information will be provided on how to obtain this via live scan.

12. Obtain a copy of the applicant's complete 10-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

This must be dated within 6 months of the start date of the Academy that you plan to attend.

13. Submit the following information:

a. An application for admission (4 pages) as provided by the Senator Jeffrey E. Piccola Law Enforcement Complex, HACC/Central Pennsylvania's Community College (PLEC/HACC)

b. Two (2) signed letters of reference from non-relatives

c. Two (2) signed letters of reference from former employers. In the event you do not have two (2) former employers, you may use a personal/non-relative reference for each employer that you may lack. You must have a total of four (4) references.

14. Complete a psychological examination MMPI (Minnesota Multiphasic Personality Inventory) and a clinical interview with a licensed Pennsylvania psychologist (Dr. Louis Laguna), along with Nelson-Denny Reading Test 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.

15. Show proof of graduation from high school or have a G. E. D (general educational development.) In addition, a copy of high school transcripts or G.E.D certificate must be attached/submitted.

16. Submit a copy of military discharge (DD214), if applicable

17. Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant

18. Successful completion of an oral interview conducted by three (3) members of the law enforcement community along with the MPOETC School Director and Director 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 three to four weeks prior to the Academy's starting date. The PLEC will schedule this interview and you will receive notification of the date and time by email, provided you have completed all application requirements.

19. Tuition for the full or part-time Police Academy will be \$5,750.00. Please be informed that every hour of the Academy is absolutely mandatory. While we understand that there are unavoidable situations that may arise, all missed hours must be made up at your expense at the rate of \$45.00/Hour.

20. There are two full-time Academies each year and one part-time Academy each year.

21. Proof of Citizenship is required. You must show Proof of Citizenship (a valid passport, or valid Driver's License and Social Security card or valid Driver's license and Certificate of Birth) when you arrive to your Oral Interview.

Note: The Application for Admission, MPOETC Fitness Standard Test and the Physical Examination Form, Drug Testing Results, Psychological Examination, State Criminal History Check, FBI Check and the Driving Record/History MUST be dated within 6 months of the start date of the Academy that you plan to attend.

Note: Full-time Pre-service cadets are encouraged not to hold employment while attending the Academy. The full-time Academy is primarily scheduled Monday through Friday; however, it involves some evenings, some Saturdays and possible Sundays. The part-time Academy is primarily Tuesday, Wednesday, Thursday evenings 6:00 pm – 10:00 pm and Saturdays 7:00 am – 5:00 pm. Additional evenings/days and time may be scheduled in order to accommodate completion of required hours for the program.

Enrollment: The College will assign a HACC ID number as your student identification for record keeping, identification and billing purposes.

Tuition: \$5,750 – Full and Part-time Academy. (Tuition is subject to change.)

For more information or questions on the HACC Police Academy (Act 120), please contact the MPOETC School Director at 717-780-2408.

Academy Entrance Testing:

All academy entrants must meet these standards:

1. Pass the Nelson-Denny Reading test
2. Pass the MPOETC Fitness Standards at the 30th percentile. This test consists of one-minute sit-ups, 300-meter timed run, one-minute push-ups, and a 1.5-mile timed run.

HACC will schedule and offer the written and physical testing on several Saturdays during the weeks leading up to the academy classes. Dates will be provided during the Zoom Information session.

Police departments can be direct billed. The applicant must have an authorization to bill in order to be tested. ALL applicants (both pre-service and in-service) must pass these tests for admission.

HACC Municipal Police Academy's Withdrawal and Tuition Refund Policy:

Fees and costs are not refundable to a student who ceases to attend classes without first notifying the HACC MPOETC Director of the Police Academy. A student who is asked to withdraw or leave the program because of misconduct or violation of General Orders will not receive a 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 third full week of class – 100-percent tuition refund
2. After the first week of class, cadets will be charged an hourly rate for their attendance up and until the point of withdrawal or dismissal, per the following: Cadets in the full-time and part-time Academy at 919 hours will be charged \$6.50* per hour (in full-hour increments) beginning the fourth full week of the program.
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, non-credit scholarship 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.

*These amounts are subject to change.

MIST – Mandatory In-Service Training

There will be a significant change for mandatory in-service classes for 2023. All officers will still be required to complete 12 hours of in-service training to maintain their Act 120 certification. Beginning January 2023, ALL 4 of the MPOETC courses will be provided by HACC, AT NO COST to certified municipal officers and/or county detectives (those whose records are maintained in TACS by MPOETC).

Departments will still register their officers for the MIST training as always, but there will be no charge and therefore, no billing for any of the four MPOETC in-service courses. Departments will not pay and will not be reimbursed for tuition for these four courses – all tuition reimbursement will be paid directly to HACC by MPOETC.

In 2023, Legal Updates and Tactical Communications are **mandatory** courses and must be taken by every certified municipal officer, AND they must be completed by June 30th. Criminal Investigations and Officer Wellness are the other two elective courses that can be taken to satisfy the yearly MIST requirement. Also, MPOETC-approved CLEE courses can be taken in place of the two elective courses.

Departments who are not maintained in TACS, but who are permitted to take the MPOETC courses will have to pay \$25.00 per officer for any of the four (4) courses for 2023. A Permission to Bill form must be completed for these officers.

Please Note: The Mandatory In-Service Training (MIST) requirement consists of 4 courses for 2023.

Legal Update 23-201 Mandatory (3 hrs MPOETC credit/mandatory) **\$25**

A three-hour course highlighting pertinent court decisions and significant pieces of legislation that affect police operations and investigations. Lessons will address changes and updates to the Pennsylvania Crimes Code, Vehicle Code, and Rules of Criminal Procedures as well as decisions from Pennsylvania's Commonwealth, Superior and Supreme Courts, various Federal Courts, and the United States Supreme Court. A final segment of the course will focus on topics such as the issue of excessive charging by police officers and the different jurisdiction and authority of the various law enforcement agencies and officers throughout the Commonwealth. The course will also take a thorough look at issues officers have faced which either helped or hindered court decisions and the outcomes concerning such decisions.

Tactical Communications 23-301 Mandatory (3 hrs MPOETC credit/mandatory)

\$25

A three-hour course that will help officers recognize and identify components of a crisis event. Lessons will focus on officer responses that help initiate safe resolution and de-escalation of aggressive actions, as well as communication methods and techniques which have proven effective in bringing a crisis event to a safe conclusion through voluntary compliance.

Criminal Investigations 23-401 (3 hrs MPOETC credit/elective)

\$25

A three-hour course, structured as three independent sections, that will provide an overview of investigations, including the concept of investigative sufficiency, evidence collection, report writing, and courtroom testimony, as well as an in-depth look at burglary and death investigations.

Officer Wellness 23-501 (3 hrs MPOETC credit/elective)

\$25

A three-hour course exploring the effects of trauma experienced by police officers in the line duty, with a focus on identifying successful coping strategies that can be incorporated into a personalized wellness plan and utilizing available resources. The course will take a close look at various obstacles impacting officers' ability and willingness to seek help when it is needed. Themes throughout the course will be the responsibility officers have to themselves, as well as to notice when their fellow officers are exhibiting signs of trauma and the appropriate intervention strategies they can use to help.

Mandatory In-Service Training Schedule

January 2023

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Nothing Scheduled				

February 2023

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
81069	Legal Update	2/06	8am-12pm	Lancaster Co. Public Safety Training Center
81070	Tactical Communications	2/06	1230pm-430pm	Lancaster Co. Public Safety Training Center
81071	Criminal Investigations	2/07	8am-12pm	Lancaster Co. Public Safety Training Center
81072	Officer Wellness	2/07	1230pm-430pm	Lancaster Co. Public Safety Training Center
81073	Legal Update	2/27	8am-12pm	HACC/Piccola Law Enforcement Complex
81074	Tactical Communications	2/27	1230pm-430pm	HACC/Piccola Law Enforcement Complex
81075	Criminal Investigations	2/28	8am-12pm	HACC/Piccola Law Enforcement Complex
81076	Officer Wellness	2/28	1230pm-430pm	HACC/Piccola Law Enforcement Complex

March 2023

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
81077	Legal Update	3/07	8am-12pm	Hanover Fire & Rescue Station
81078	Tactical Communications	3/07	1230pm-430pm	Hanover Fire & Rescue Station
81079	Criminal Investigations	3/08	8am-12pm	Hanover Fire & Rescue Station
81080	Officer Wellness	3/08	1230pm-430pm	Hanover Fire & Rescue Station

81081	Legal Update	3/20	8am-12pm	Lancaster Co. Public Safety Training Center
81082	Tactical Communications	3/20	1230pm-430pm	Lancaster Co. Public Safety Training Center
81083	Criminal Investigations	3/21	8am-12pm	Lancaster Co. Public Safety Training Center
81084	Officer Wellness	3/21	1230pm-430pm	Lancaster Co. Public Safety Training Center
81085	Legal Update	3/23	8am-12pm	Branch Township Municipal Building
81086	Tactical Communications	3/23	1230pm-430pm	Branch Township Municipal Building
81087	Criminal Investigations	3/24	8am-12pm	Branch Township Municipal Building
81088	Officer Wellness	3/24	1230pm-430pm	Branch Township Municipal Building
81089	Legal Update	3/27	8am-12pm	HACC/Piccola Law Enforcement Complex
81090	Tactical Communications	3/27	1230pm-430pm	HACC/Piccola Law Enforcement Complex
81096	Criminal Investigations	3/28	8am-12pm	HACC/Piccola Law Enforcement Complex
81097	Officer Wellness	3/28	1230pm-430pm	HACC/Piccola Law Enforcement Complex

April 2023

Section	Title	Date	Time	Location
81095	Legal Update	4/04	8am-12pm	Hanover Fire & Rescue Station
81098	Tactical Communications	4/04	1230pm-430pm	Hanover Fire & Rescue Station
81100	Criminal Investigations	4/05	8am-12pm	Hanover Fire & Rescue Station
81101	Officer Wellness	4/05	1230pm-430pm	Hanover Fire & Rescue Station
81102	Legal Update	4/24	8am-12pm	Destination Gettysburg, 1560 Fairfield Rd, Gettysburg, PA
81103	Tactical Communications	4/24	1230pm-430pm	BOTH DAYS
81104	Criminal Investigations	4/25	8am-12pm	BOTH DAYS
81105	Officer Wellness	4/25	1230pm-430pm	BOTH DAYS

May 2023

Section	Title	Date	Time	Location
81106	Legal Update	5/08	8am-12pm	Lancaster Co. Public Safety Training Center
81048	Tactical Communications	5/08	1230pm-430pm	Lancaster Co. Public Safety Training Center
81049	Criminal Investigations	5/09	8am-12pm	Lancaster Co. Public Safety Training Center
81050	Officer Wellness	5/09	1230pm-430pm	Lancaster Co. Public Safety Training Center
81051	Legal Update	5/22	8am-12pm	HACC/Piccola Law Enforcement Complex
81052	Tactical Communications	5/22	1230pm-430pm	HACC/Piccola Law Enforcement Complex
81053	Criminal Investigations	5/23	8am-12pm	HACC/Piccola Law Enforcement Complex
81054	Officer Wellness	5/23	1230pm-430pm	HACC/Piccola Law Enforcement Complex
81055	Legal Update	5/25	8am-12pm	Bucknell University
81056	Tactical Communications	5/25	1230pm-430pm	Bucknell University
81058	Criminal Investigations	5/26	8am-12pm	Bucknell University
81059	Officer Wellness	5/26	1230pm-430pm	Bucknell University

June, July and August 2023

Section	Title	Date	Time	Location
Nothing Scheduled				

September 2023

Section	Title	Date	Time	Location
90071	Criminal Investigations	9/26	8am-12pm	Hanover Fire & Rescue Station
90072	Officer Wellness	9/26	1230pm-430pm	Hanover Fire & Rescue Station
90070	Tactical Communications	9/27	8am-12pm	Hanover Fire & Rescue Station
90075	Criminal Investigations	9/28	8am-12pm	Lancaster Co. Public Safety Training Center
90076	Officer Wellness	9/28	1230pm-430pm	Lancaster Co. Public Safety Training Center
90074	Tactical Communications	9/29	8am-12pm	Lancaster Co. Public Safety Training Center

October 2023

Section	Title	Date	Time	Location
90079	Criminal Investigations	10/16	8am-12pm	HACC/Piccola Law Enforcement Complex
90080	Officer Wellness	10/16	1230pm-430pm	HACC/Piccola Law Enforcement Complex
90078	Tactical Communications	10/17	8am-12pm	HACC/Piccola Law Enforcement Complex

November 2023

Section	Title	Date	Time	Location
90083	Criminal Investigations	11/06	8am-12pm	Lancaster Co. Public Safety Training Center
90084	Officer Wellness	11/06	1230pm-430pm	Lancaster Co. Public Safety Training Center
90082	Tactical Communications	11/07	8am-12pm	Lancaster Co. Public Safety Training Center

December 2023

Section	Title	Date	Time	Location
90087	Criminal Investigations	12/04	8am-12pm	HACC/Piccola Law Enforcement Complex
90088	Officer Wellness	12/04	1230pm-430pm	HACC/Piccola Law Enforcement Complex
90086	Tactical Communications	12/05	8am-12pm	HACC/Piccola Law Enforcement Complex

PFTP – PLEC Firearms Training Program

The PFTP (Piccola Law Enforcement Complex Firearms Training Program) provides Lethal Weapons Act 235 agents, security personnel, law enforcement, persons interested in self-protection, firearm marksmen and enthusiasts with a wide selection of training.

Our courses can train the beginner and assist the experienced firearm owner—and any level in-between. The PFTP firearm instructors have extensive law enforcement, military and/or competitive marksmanship experience—which allows us to provide very dynamic, insightful training. We have also consulted practicing, Pennsylvania assistant district attorneys on some of our courses; such as the Basic PA Law for Handgun Ownership, Use and Liability.

Our range classes are held on our state-of-the-art indoor range. Some of our classes will be held in real world environment; such as our Active Shooter Response – Best Practices, where the student will train in one of our actual campus buildings.

We believe in professional training, by professionals, to assist our students in becoming responsible, well-informed firearm users. ***The ultimate responsibility of carrying/using a firearm will always rest with the individual.***

Remember our motto: Professionals Train Here!

(and now you know they teach here!)

Basic Pennsylvania Law for Handgun Ownership, Use and Liability
(2-hr Online) - \$30

This 2-hour online course is highly recommended for any civilian who intends on possessing a handgun for self-protection.

This course will provide the civilian handgun owner with basic knowledge regarding the laws of Pennsylvania as it pertains to handgun ownership, use and liability. This course is appropriate for yearly attendance—as the course material will be reviewed and updated annually (in November), with updates released in January of the new year.

Section 80710 is open for on-line enrollment now. Click on the following link to register:
https://onlinewfd.hacc.edu/product?catalog=CRN_80710_202390

Contact our offices at 717-780-2593 with any questions.

Basic Handgun Marksmanship and Safety for Civilian
(2-hr Online) - \$30

This 2-hour online course is designed for the civilian who is brand new to handgun ownership or a novice. It provides basic knowledge about handguns.

Students will be provided with instruction about the nomenclature of the pistol and handgun, firearms safety and storage. Course content will also show proper loading and unloading of firearms, along with the fundamentals of marksmanship. After completing this course, it is recommended that the student schedule the Basic Handgun Marksmanship and Safety for Civilian (In-person Range) course immediately to get the most out of each “basic” course.

Section 80711 is open for on-line enrollment now. Click on the following link to register:
https://onlinewfd.hacc.edu/product?catalog=CRN_80711_202390

Contact our offices at 717-780-2593 with any questions.

Basic Handgun Marksmanship and Safety for Civilian
(3-hr In-Person Range) - * \$165

**** \$195 w/gun & ammo rental OR ammo only rental**

This “hands-on” course will take place on our state-of-the-art indoor range. This 3-hour course will cover the basic fundamentals of shooting by exercising safety rules, learning proper stance, proper grip, correct sighting and trigger control. They will practice dry fire, proper loading and unloading, and live firing of their hand gun. They will also learn how to complete a basic field cleaning of their handgun upon completion of the course of fire.

Although not required, if a student is brand new to handgun ownership or a novice, we recommend taking the Basic Handgun Marksmanship and Safety for Civilian (2-hr Online) before signing up for this course.

Class sizes are generally limited to a ratio of 1 instructor to 3 students to optimize the student's experience. Students may also receive a pre-class phone call from their instructor to talk about the class.

***Students who bring their own handgun and ammo:** must possess a handgun less than .50 cal AND bring 50 rounds of commercially manufactured ammunition—NO RELOADED ammunition allowed, and a basic cleaning kit for their handgun. NOTE: Instructors will make a safety examination of the student's handgun (and other items), and have the sole discretion to deny any of its use.

****Students who rent our handgun & ammo:** will be provided one of our 9 mm Glock range pistols and sufficient ammunition to complete the course successfully (up to 50 rounds). A basic cleaning kit will be provided for your use.

****Students who rent our ammo:** will be provided with sufficient ammunition to complete the course successfully (up to 50 rounds). The ammunition available is: .38 spl, 9 mm, .380 acp, .40 cal and .45 acp.

ALL STUDENTS need the following: proper hearing and eye protection (can be provided to the student) and a baseball-style hat (student must provide this).

MUST BE AT LEAST 21 YEARS OLD TO REGISTER

If you bring a personal handgun, it **MUST** be unloaded when you report for class.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
Scheduled upon request	Varies	Varies	Varies	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Personal Pistol Trainer (PPT) (Costs - see below)

The PPT course will take up where the basic ends, and is designed for one-on-one instruction with an expert firearms instructor—to expand a student's knowledge, skill and performance. Instructors will speak with the perspective student and design a training session to suit their exact needs and skill level. Furthermore, the instructor has the ability to adjust the skills taught during the session as progress is made. This all results in a more immersive and satisfying range experience for the student, as each session is "tailor made." Possible training topics, as determined by the instructor: marksmanship, loading and reloading, drawing from the holster, stoppage and malfunction clearing, and shooting from cover.

Students are required to provide the following: their own handgun that is less than .50 caliber, at least two magazines/speed loaders, at least 50 rounds (per hour of instruction) of manufacturer-approved ammunition—NO RELOADED ammunition allowed, belt and holster, proper hearing and eye protection, and a baseball-style hat.

Note: Instructors will make a safety examination of the student's handgun (and other items), and have the sole discretion to deny any of its use.

Costs:

- **Individual - \$80 first hr**
(additional hrs are \$55/hr, max of 2 additional hrs)
- **Couple/two students - \$135.00/hour**
(additional hrs are \$110/hr, max of additional 2 hrs)

MUST BE AT LEAST 21 YEARS OLD TO REGISTER

Your handgun must be unloaded when you report to the range.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
Scheduled upon request	Varies	Varies	Varies	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

LADIES ONLY FIREARM TRAINING (LOFT)

*** \$150**

(\$180 w/gun & ammo rental OR ammo only rental)**

This is a new offering for 2023!

This 4-hours course is designed specifically for the female shooter and **is led and taught by a female instructor**, who is a certified firearms and defensive tactics instructor. Students will be taught basic handgun safety, how to load and unload a pistol or revolver and how to properly clear the weapon. Students will be taught about the different types of handguns, ammunition and how they operate. Students will learn the 7 fundamentals of shooting, culminating with live fire on our state-of-the-art indoor range.

***Students who bring their own handgun and ammo:** must possess a handgun less than .50 cal AND bring 50 rounds of commercially manufactured ammunition—NO RELOADED ammunition allowed, and a basic cleaning kit for their handgun. NOTE: Instructors will make a safety examination of the student's handgun (and other items), and have the sole discretion to deny any of its use.

****Students who rent our handgun & ammo:** will be provided one of our 9 mm Glock range pistols and sufficient ammunition to complete the course successfully (up to 50 rounds). A basic cleaning kit will be provided for your use.

****Students who rent our ammo:** will be provided with sufficient ammunition to complete the course successfully (up to 50 rounds). The ammunition available is: .38 spl, 9 mm, .380 acp, .40 cal and .45 acp.

ALL STUDENTS need the following: proper hearing and eye protection (can be provided to the student) and a baseball-style hat (student must provide this).

MUST BE AT LEAST 21 YEARS OLD TO REGISTER

If you bring a personal handgun, it **MUST** be unloaded when you report for class.

NOTE: Minimum enrollment per class is 4 and the maximum is 10.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81022 <i>Gun and ammo provided BY student</i>	Jan 29	Su	12pm-4pm	HACC/PLEC
81260 <i>With gun & ammo rental OR ammo only rental</i>	Jan 29	Su	12pm-4pm	HACC/PLEC
81047 <i>Gun and ammo provided BY student</i>	Feb 26	Su	12pm-4pm	HACC/PLEC
81261 <i>With gun & ammo rental OR ammo only rental</i>	Feb 26	Su	12pm-4pm	HACC/PLEC

The following is the link to register:

<https://onlinewfd.hacc.edu/catalog?pagename=1672871558mJsv5>

Questions? Email us at policetrng@hacc.edu or call us at 717-780-2593.

Introduction to Modern Sporting Rifle

(Armalite/AR platform)

*** \$150**

(\$180 w/gun & ammo rental OR ammo only rental)**

This is a new offering for 2023!

Beginning in 2020, the sales of modern sporting rifles (AR15 platform) has increased, with many consumers being a “first-time” rifle owner. In response to this fact, we created this course to assist these new owners with the SAFE and PROPER operation and maintenance of their new rifle.

This 4-hour course is an introduction to the Modern Sporting Rifle—focused on the AR15 platform. Topics covered will include: the 4 basic safety rules for handling

firearms, disassembly cleaning and reassembly of the modern sporting rifle. The student will learn how to safely properly load and unload the rifle using the proper techniques. The student will learn how to identify malfunctions and perform immediate actions to overcome those malfunctions. The range portion of this course will teach the student how to zero the sights on the rifle, while focusing on developing basic marksmanship skills with the rifle.

***Students who bring their own rifle and ammo:** must possess an AR15 BASED RIFLE and bring 40 rounds of commercially manufactured ammunition—NO RELOADED ammunition allowed, and a basic cleaning kit for their rifle. NOTE: Instructors will make a safety examination of the student’s rifle (and other items), and have the sole discretion to deny any of its use.

****Students who rent our rifle & ammo:** will be provided one of our .223 range rifles and sufficient ammunition to complete the course successfully (up to 40 rounds). A basic cleaning kit will be provided for your use.

****Students who rent our ammo:** will be provided with sufficient ammunition to complete the course successfully (up to 40 rounds). The ammunition available is: .223 cal.

ALL STUDENTS need the following: proper hearing and eye protection (can be provided to the student) and a baseball-style hat (student must provide this).

MUST BE AT LEAST 21 YEARS OLD TO REGISTER

If you bring a personal rifle, it MUST be unloaded when you report for class.

NOTE: Minimum enrollment per class is 4 and the maximum is 10.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81169 <i>Rifle and ammo provided BY student</i>	Apr 29	S	8am-12pm	HACC/PLEC
81262 <i>With rifle & ammo rental OR ammo only rental</i>	Apr 29	S	8am-12pm	HACC/PLEC
90115 <i>Rifle and ammo provided BY student</i>	Oct 28	S	8am-12pm	HACC/PLEC
90120 <i>With rifle & ammo rental OR ammo only rental</i>	Oct 28	S	8am-12pm	HACC/PLEC

The following is the link to register:
<https://onlinewfd.hacc.edu/catalog?pagename=1672871913rrtHu>

Questions? Email us at policetrng@hacc.edu or call us at 717-780-2593.

LETHAL WEAPONS TRAINING (Act 235) – General Information

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.

HOW TO REGISTER – Before you can register you must do the following:

- **Receive an approval letter from the PSP for this training**
- **You must send the letter to our office via email – policetrng@hacc.edu**
- **You will then be contacted by our office with registration instructions!**

The certification is not one of attendance, but of successful completion. Please be advised that all forms are available through the Lethal Weapons website at www.psp.pa.gov/lethalweapons.

NOTE: If enrollment numbers are insufficient, or an emergency situation should occur, courses may be canceled with limited notice.

Lethal Weapons Act 235 Certification (40 hrs) **\$350**

Act 235 is a certification class. Students taking this class should already be proficient in using a firearm—as this **IS NOT** a beginner's course for new shooters.

The purpose of this course is to develop knowledge of the critical nature of the use of force as applied to Certified agents. Justification of use of force in the protection of life and property will be included. The student will learn safe handling of firearms and fire a familiarization course with a 12-gauge shotgun and meet qualification standards with a handgun.

This course consists of 24-hours of classroom instruction, 4-hours of armed and unarmed defense, and 12-hours of firearms training. Participants must successfully pass a written examination and a firearms qualification.

Students must have the ability to safely participate in the firearms course required for Lethal Weapons, Act 235 certification. One of the timed stages of this course requires kneeling and rising unassisted.

Required equipment for this course: A handgun that is at least a .38 or 9mm caliber and less than .50 caliber—which must be in good, operable condition as determined by HACC Range Instructors; at least two (2) magazines for semi-automatic pistols or at least one (1) speed loader for revolvers; 250 rounds of FACTORY ammunition (5 boxes of 50) for your weapon (NO RELOADS!); a “strong-side” hip holster; a cleaning kit and rags; eye and ear protection, and a baseball-style hat.

HACC will provide the use of a shotgun and ammunition during the shotgun familiarization portion of the course.

NOTE: An accidental discharge or an unsafe range incident as determined by our instructor/s; which results in the student being dismissed from the range is considered a failure of the firearms portion.

NOTE: Do not bring firearms to the classroom portions of this course.

NOTE: Minimum enrollment per class is 8 and the maximum is 15.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80243	Feb 11, 12, 18, 19	S/Su	8am-7pm	HACC/PLEC
80244	Mar 13 – 17	M – F	8am-7pm	HACC/PLEC
80245	Apr 15, 16, 22, 23	S/Su	8am-7pm	HACC/PLEC
80246	May 13, 14, 20, 21	S/Su	8am-7pm	HACC/PLEC
80247	Jun 10, 11, 17, 18	S/Su	8am-7pm	HACC/PLEC
90041	Jul 15, 16, 22, 23	S/Su	8am-7pm	HACC/PLEC
90052	Aug 12, 13, 19, 20	S/Su	8am-7pm	HACC/PLEC
90051	Sep 9, 10, 16, 17	S/Su	8am-7pm	HACC/PLEC
90053	Oct 9 – 13	M – F	8am-7pm	HACC/PLEC
90054	Nov 11, 12, 18, 19	S/Su	8am-7pm	HACC/PLEC

Lethal Weapons Act 235 Certification – Academic-Only
\$190

Individuals who are interested in certification without firearms are required to attend a 26-hour course, which includes 22-hours of classroom instruction and 4-hours of armed and unarmed defense. Participants must successfully pass a written examination.

The Academic-Only Certification will be scheduled during a “regular” 40-hour Lethal Weapons class.

Lethal Weapons Act 235 Recertification (8 hrs)
\$190

Individuals are required to successfully complete the recertification course every 5 years.

The purpose of this course is to provide an update and refresher of those sections of the PA Crimes Code which are most applicable to certified agents. The student will learn how a pistol, revolver, and shotgun operate and safe handling techniques. The student will be required to demonstrate proficiency in the use of a handgun and safe handling and firing of a 12-gauge shotgun.

This course consists of 4-hours of classroom instruction and 4-hours of firearms training. Participants must successfully pass a written examination and a firearms qualification.

Required equipment for this course: A handgun that is at least a .38 or 9mm caliber and less than .50 caliber—which must be in good, operable condition as determined by HACC Range Instructors; at least two (2) magazines for semi-automatic pistols or at least one (1) speed loader for revolvers; 150 rounds of FACTORY ammunition (3 boxes of 50) for your weapon (NO RELOADS!); a “strong-side” hip holster; a cleaning kit and rags; eye and ear protection, and a baseball-style hat.

HACC will provide the use of a shotgun and ammunition during the shotgun familiarization portion of the course.

NOTE: An accidental discharge or an unsafe range incident as determined by our instructor/s; which results in the student being dismissed from the range is considered a failure of the firearms portion.

NOTE: Do not bring firearms to the classroom portions of this course.

NOTE: Minimum enrollment per class is 4 and the maximum is 15.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80237	Jan 21	S	8am-5pm	HACC/PLEC
80238	Feb 25	S	8am-5pm	HACC/PLEC
80239	Mar 18	S	8am-5pm	HACC/PLEC
80240	Apr 12	W	8am-5pm	HACC/PLEC
80241	May 6	S	8am-5pm	HACC/PLEC
80242	Jun 3	S	8am-5pm	HACC/PLEC
90055	Jul 8	S	8am-5pm	HACC/PLEC
90056	Aug 23	W	8am-5pm	HACC/PLEC
90057	Sep 20	W	8am-5pm	HACC/PLEC
90058	Oct 21	S	8am-5pm	HACC/PLEC
90059	Nov 15	W	8am-5pm	HACC/PLEC
90060	Dec 16	S	8am-5pm	HACC/PLEC

Lethal Weapons Act 235 Recertification – Academic-Only
\$95

This course consists of 4-hours of classroom instruction. Participants must successfully pass a written examination.

The Academic-Only Recertification will be scheduled during a “regular” 8-hour Lethal Weapons Recertification class.

Lethal Weapons Act 235 - Class failure of either part of the 40-hr class
\$190

To repeat either the academic or firearms portion of the 40-hr class.

Participants must successfully pass a written examination on the classroom portion or a firearms qualification on the range—whichever is applicable.

The “repeat” of either the academic or firearms portion will be scheduled during a “regular” 40- hour Lethal Weapons class.

NOTE: An accidental discharge or an unsafe range incident as determined by our instructor/s; which results in the student being dismissed from the range is considered a failure of the firearms portion.

Note: You must repeat the course at the same location.

Lethal Weapons Act 235 - Class failure of either part of
the 8-hr recertification class
\$95

To repeat either the academic or firearms portion of the 8-hr class.

Participants must successfully pass a written examination on the classroom portion or a firearms qualification on the range—whichever is applicable.

The “repeat” of either the academic or firearms portion will be scheduled during a “regular” 8- hour Lethal Weapons Recertification class.

NOTE: An accidental discharge or an unsafe range incident as determined by our instructor/s; which results in the student being dismissed from the range is considered a failure of the firearms portion.

Note: You must repeat the course at the same location.

Firearms Qualification - Retired Law Enforcement Officers

\$80

This 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 following required documents:

- Retired Officer Concealed Carry Acknowledgement Form—which can be printed from the MPOETC website www.mpoetc.state.pa.us
- Two forms of identification (your retired officer identification card and photo identification such as a driver's license)

Required equipment for this course: A handgun that is at least a .38, .380 or 9mm in caliber and less than .50 caliber—which must be in good, operable condition as determined by HACC Range Instructors; at least two (2) magazines for semi-automatic pistols or at least one (1) speed loader for revolvers; 150 rounds of FACTORY ammunition for your handgun (NO RELOADS!); a holster; eye and ear protection, and a baseball-style hat.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81041	Jan 14	S	8am-12pm	HACC/PLEC
81042	Feb 25	S	8am-12pm	HACC/PLEC
81043	Mar 18	S	8am-12pm	HACC/PLEC
81044	Apr 12	W	8am-12pm	HACC/PLEC
81045	May 6	S	8am-12pm	HACC/PLEC
81046	Jun 3	S	8am-12pm	HACC/PLEC
90063	Jul 8	S	8am-12pm	HACC/PLEC
90064	Aug 23	W	8am-12pm	HACC/PLEC
90065	Sep 20	W	8am-12pm	HACC/PLEC
90066	Oct 21	S	8am-12pm	HACC/PLEC
90067	Nov 15	W	8am-12pm	HACC/PLEC
90068	Dec 16	S	8am-12pm	HACC/PLEC

The following is the link to register:

<https://onlinewfd.hacc.edu/catalog?pagename=1646152599P3Zcz>

Questions? Email us at policetrng@hacc.edu or call us at 717-780-2593.

Active Shooter Response – Best Practices
(for certified Lethal Weapons Act 235 agents AND LE officers)
\$190 – per agent
\$170 per agent – Agency Pricing at 5 or more

This is a new offering for 2023!

This 8-hour class (4-hrs classroom/4-hrs practical) is highly interactive and designed to train armed security personnel (active, certified Lethal Weapons—Act 235 agents) who may find themselves responding to an active shooter event in the course of their employment; and active law enforcement officers.

Attention Agencies – we believe the best way for teams to perform optimally, is to train together! Thus, we are pleased to offer agency pricing (see above) for your personnel if you bring 5 or more of your agents to train with us!

Topics include: history of active shooters, best practices for response, recognizing signs of potential violence, the four types of threats, threat assessment, types of attacks, first responders (police) tactics for active shooters, tactical room entry, navigating stairs and other movements—plus much more.

During the practical portion of this course, students will train inside one of our campus buildings, which will allow for a very realistic experience. They will learn how to properly navigate stairwells, hallways, bathrooms and rooms; in a tactical manner. Student will be utilizing our CoolFire© Trainer system, which will allow them to engage targets that are placed in the training environment.

Student are NOT required to bring any equipment to this training. They will be equipped with our CoolFire© Trainer system and a duty belt with holster.

NOTE: You will be REQUIRED to submit a copy of your valid Lethal Weapons—Act 235 Certification Card to our office before you are allowed to schedule with us OR your official law enforcement credentials.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81038	Feb 12	Su	8am-430pm	HACC/PLEC
81039	Apr 16	Su	8am-430pm	HACC/PLEC
90061	Sep 3	Su	8am-430pm	HACC/PLEC
90062	Sep 10	Su	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Custom Qualification for Firearms

\$210 – per student

\$190 per student – Agency Pricing at 5 or more

Not sure if this 4-hour course is for your organization—if your church has an armed security team, if your organization provides security for display shows, if your organization provides security for parking at events, **if your organization works mainly at night (night fire instruction available)**—or if your organization does anything similar; you should take a look at this course. It will provide your organization with an extra level of professionalism, as it establishes a level of weapon proficiency that you can easily display.

This 4-hour course was specifically designed for any organization who wants to develop a “custom qualification course” for their particular needs. Our professional instructors will work with your personnel to create a unique course of fire, within best industry practices, that becomes your “official” qualification course—it all is driven by your needs. On the range, our instructors will work with the students, with the end-goal being a successful qualification at the end of the session.

Attention Agencies – we believe the best way for teams to perform optimally, is to train together! Thus, we are pleased to offer agency pricing (see above) for your personnel if you bring 5 or more of your employees to train with us!

Required equipment for this course: A handgun that is at least a .38 or 9mm caliber and less than .50 caliber—which must be in good, operable condition as determined by HACC Range Instructors; at least two (2) magazines for semi-automatic pistols or at least one (1) speed loader for revolvers; 300 rounds of FACTORY ammunition (6 boxes of 50) for your weapon (NO RELOADS!); a “strong-side” hip holster; a cleaning kit and rags; eye and ear protection, and a baseball-style hat.

Note: Minimum enrollment per class is 4 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
Scheduled upon request	Varies	Varies	Varies	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Firearm Competency Evaluation

\$235 – per student

\$225 per student – Agency Pricing at 5 or more

This 4-hour course will allow an organization to assess the competency of persons that will carry a firearm while they perform their duties. Organizations who require, or who will require, personnel to carry a firearm must be trained responsibly and properly, and this course is the “First Step.”

The course is designed in a manner where the student and organization will receive a written report (Firearm Competency Evaluation) on the competency/skill of the student regarding safe firearm handling skills and marksmanship. The report will also contain recommendations on future training needed, to accomplish the stated goal of the organization, for the student.

Attention Agencies – we believe the best way for teams to perform optimally, is to train together! Thus, we are pleased to offer agency pricing (see above) for your personnel if you bring 5 or more of your employees to train with us!

Required equipment for this course: A handgun that is at least a .38 or 9mm caliber and less than .50 caliber—which must be in good, operable condition as determined by HACC Range Instructors; at least two (2) magazines for semi-automatic pistols or at least one (1) speed loader for revolvers; 100 rounds of FACTORY ammunition (2 boxes of 50) for your weapon (NO RELOADS!); a “strong-side” hip holster; a cleaning kit and rags; eye and ear protection, and a baseball-style hat.

NOTE: Minimum enrollment per class is 4 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
<u>Scheduled upon request</u>	Varies	Varies	Varies	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Critical Incident Scenario Training **(Laser Shot® Simulator)**

Law enforcement and security officers make many decisions every day, some of which can involve the use of force. De-escalation is always the goal, but officers must be prepared to make the proper decisions surrounding the use of the appropriate level of force.

Our Laser Shot® Simulator provides realistic scenarios where officers will experience the sights and sounds of a “real life situation,” where they must make the second-to-second decisions required during a critical incident, all while using their verbalization skills.

Our professional Laser Shot® operator will run each scenario and work with your staff to structure a customized training experience. Complimentary, pre-training communication with our operator is also offered, so that we may understand your training needs prior to your training date.

We offer hundreds of scenarios, which provide a vast array of training scenarios; to include: “shoot-don’t-shoot” incorporating de-escalation, various target practice courses, Close-Quarter-Combat and the use of OC spray and Taser® simulations—the possibilities are nearly endless. All scenarios are approximately 2.5 minutes in length, thus the number of participants, along with any debriefing time necessary, should be considered by your staff.

A training area/room at least 20’ x 20’ with electrical access, which can be reasonably darkened, is strongly suggested to enable our system to be set up properly. Other training areas/locations can be considered—on a case-by-case basis.

Cost is determined on the following:

- **System reservations are in four (4) hour blocks**
- **At HACC/PLEC – 4 hours: \$400 / 4 to 8 hours: \$650**
- **At your location – will be based on travel distance to your training location (if not at our facility/HACC)**

NOTE: This training is very cost effective for agencies, as there is no expenditure of ammunition to accomplish the training goals surrounding de-escalation and decision making. Additionally, an officer can experience EXACTLY the same scenario repeatedly if your trainer wants to re-enforce a particular scenario.

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Law Enforcement Firearms Instructor Development

This course will not be offered in 2023. We anticipate it to return in 2024. Thank you!

This 40-hr course is taught by two lead firearms instructors and successful completion of this course will allow the student to be certified by the MPOETC as a department or academy firearms instructor. This course will instruct students in the theory and practice of firearms training in order to prepare them to effectively instruct law enforcement officers. Students will learn: the theories of adult learning, coaching, legal concerns, fundamentals of marksmanship, tactical concepts, and selection/preparation of course materials such as lesson plans and supporting job aids. Students will actually prepare and deliver several lessons on which they will be evaluated. Students will need to have a laptop or other computer device with USB drive access. Students should also have a level of competency with firearms that allows the safe handling and manipulation of the handgun. **This is a “pistol only” course.**

NOTE: Minimum enrollment per class is 8 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
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N/A

Law Enforcement Elective Training

Programs are available to all law enforcement agencies, as well as individual officers, with payment of tuition.

Agency Registration: To complete the registration, fill out the "Permission to Bill" form (on the last page of this document) and email it to policetrng@hacc.edu

Individual Officer Registration: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information. NOTE: You may be required to provide official agency identification.

Please be advised that confirmation letters will be emailed 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 that you are registered. You will receive a confirmation email approximately one (1) week prior to the class start date.

For departments who prefer to prepay for law enforcement elective and forensic classes, we accept credit cards (Visa, MasterCard or Discover), checks and money orders.

Please Note: Courses with a CLEE number listed **MAY BE APPROVED** by the Municipal Police Officers' Education and Training Commission (MPOETC) for credit toward an officer's continuing law enforcement education requirement. Please maintain a copy of your certificate from these courses to offer as proof of attendance at the end of the certification period. Some courses are not yet CLEE approved; please check the MPOETC website for courses approved after this calendar was released. Departments will have the responsibility to report this information to MPOETC at the end of the certification period, not HACC.

Advanced Interview and Interrogation
(CLE00013)
\$200

The 24-hr/3-day course will be offered only once in 2023.

Our course is taught by retired ***FBI Agent Pat Kelly**, a national expert in interview and interrogation methods, and statement analysis techniques.

This intensive course covers kinesics and other behavioral interviewing techniques. NOTE: If a student intends on taking the Statement Analysis course, it is recommended to take this course first. Material from this course is built upon in the Statement Analysis course.

This course is extremely popular, and it is highly suggested that if you plan on attending—you reserve your slot now!

NOTE: Minimum enrollment per class is 8 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80969	May 30, 31 Jun 1	T – Th	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

*Patrick J. Kelly is from Brooklyn, N.Y. and received a BA from St. Francis College in 1965. He then entered the US Army and attended Officer Candidate School, receiving a commission as a 2nd Lieut. He was then assigned to a Special Forces Unit and received additional training as a Ranger. He separated from the Army in 1969 and entered the FBI as a Special Agent serving in Savannah, GA. and Philadelphia, PA. Mr. Kelly was assigned to the Harrisburg Resident Agency from 1976 until his retirement in 2001. Mr. Kelly was selected to attend the US Army Polygraph School in 1981 and worked as a polygraph examiner for the FBI. Additionally, he has worked as a consultant on polygraph matters to the CIA, DEA and numerous other Federal Agencies. He has also been an adjunct instructor at the Department of Defense Polygraph School, specializing in Interviewing and Interrogation courses. During the course of his FBI career Mr. Kelly attended graduate schools at the University of Virginia and Shippensburg University, and was the primary international instructor for the FBI in Interviewing and Interrogation, and Statement Analysis. He has conducted training for hundreds of prosecutors and investigators throughout the U.S., and overseas.

Statement Analysis
(CLE00029)
\$200

The 24-hr/3-day course will be offered only once in 2023.

Our course is taught by retired ***FBI Agent Pat Kelly**, a national expert in interview and interrogation methods, and statement analysis techniques.

Students will learn how to determine the veracity of written statements. This course is best taken as a follow-up to the Advanced Interview and Interrogation Course, as it continues to build upon topics covered in that course. However, it can be a stand-alone course.

This course is extremely popular, and it is highly suggested that if you plan on attending—you reserve your slot now!

NOTE: Minimum enrollment per class is 8 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80970	Jun 27 – 29	T – Th	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

*Patrick J. Kelly is from Brooklyn, N.Y. and received a BA from St. Francis College in 1965. He then entered the US Army and attended Officer Candidate School, receiving a commission as a 2nd Lieut. He was then assigned to a Special Forces Unit and received additional training as a Ranger. He separated from the Army in 1969 and entered the FBI as a Special Agent serving in Savannah, GA. and Philadelphia, PA. Mr. Kelly was assigned to the Harrisburg Resident Agency from 1976 until his retirement in 2001. Mr. Kelly was selected to attend the US Army Polygraph School in 1981 and worked as a polygraph examiner for the FBI. Additionally, he has worked as a consultant on polygraph matters to the CIA, DEA and numerous other Federal Agencies. He has also been an adjunct instructor at the Department of Defense Polygraph School, specializing in Interviewing and Interrogation courses. During the course of his FBI career Mr. Kelly attended graduate schools at the University of Virginia and Shippensburg University, and was the primary international instructor for the FBI in Interviewing and Interrogation, and Statement Analysis. He has conducted training for hundreds of prosecutors and investigators throughout the U.S., and overseas.

Effective Communication
(CLE00034)
\$70

This course teaches officers to communicate professionally and effectively on the street, in public and with peers. The officer will use professional skills to gain respect and manage conflict in a diverse society.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81180	Apr 5	W	8am-12pm	HACC/PLEC
90116	Oct 2	M	8am-12pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Report Writing

(CLE00026)

\$70

This course of instruction is designed to improve officers' skills in report writing. This course teaches officers the basics of report writing and will prepare officers to communicate effectively in writing.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81181	Apr 5	W	1230pm-430pm	HACC/PLEC
90117	Oct 2	M	1230pm-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

EVOC Driving – Police

(Emergency Vehicle Operator Course)

(CLE00018)

\$250

This 24-hr course will provide training in evasive driving under emergency conditions. It features two (2) driving instructors per class, in order to give personalized instruction.

Officers will receive instruction on techniques that will enable them to be safer and more efficient drivers, even under emergency conditions. Vehicles will be provided by the Sen. Jeffrey E. Piccola Law Enforcement Complex.

Departments who wish to have their officers train in department vehicles must provide proof of liability insurance, adding HACC as a rider - \$1,000,000, and proof of Workman's Comp insurance.

These classes fill quickly – register early to ensure your training slot!

NOTE: Minimum enrollment per class is 8 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80499	Apr 25 – 27	T – Th	8am-430pm	HACC/PLEC
80502	May 09 – 11	T – Th	8am-430pm	HACC/PLEC
90037	Sep 12 – 14	T – Th	8am-430pm	HACC/PLEC
90040	Oct 10 – 12	T – Th	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

EVOC Driving Update – Police
(Emergency Vehicle Operator Course Update)
(CLE00019)
\$150

This course will provide updates and retesting of officers who have taken the EVOC Driving course at the Sen. John J. Shumaker Public Safety Center (SPSC). Only those officers who have completed the three-day Tactical Driving Course may enroll. The updated course is recommended to be taken annually, and the full 3-day course repeated every three years. Vehicles will be provided by Sen. Jeffrey E. Piccola Law Enforcement Complex.

Departments who wish to have their officers train in department vehicles must provide proof of liability insurance, adding HACC as a rider - \$1,000,000, and proof of Workman's Comp insurance.

NOTE: Minimum enrollment per class is 5 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
80501	Apr 28	F	8am-430pm	HACC/PLEC
80503	May 12	F	8am-430pm	HACC/PLEC
90038	Sep 15	F	8am-430pm	HACC/PLEC
90039	Oct 13	F	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

FTO (Field Training Officer)

(CLE00023)

\$270

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.

NOTE: Minimum enrollment per class is 8 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81037	Apr 4 – 6	T – Th	8am-430pm	Lincoln Fire Co Roosevelt Ave York
90049	Jul 18 – 20	T – Th	8am-430pm	Lincoln Fire Co Roosevelt Ave York
90050	Oct 17 – 19	T – Th	8am-430pm	Zoom Session

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Law Enforcement Instructor Development

(CLE00024)

This course will not be offered in 2023. We anticipate it to return in 2024. Thank you!

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.

NOTE: Minimum enrollment per class is 10 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
N/A				

Street Level Drug Investigation

(CLE00030)

\$70

This four-hour course examines the importance of street level drug enforcement and the challenges and pitfalls that exist in this enforcement strategy.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81171	May 10	W	0800am-1200pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Spanish for Law Enforcement

(Online)

(CLE00028)

\$50

This 16 hour online course is designed for Police Officers wanting to gain basic knowledge of essential words and phrases to assist officers in communicating with Spanish-speaking people. Course content will include common real-life situations, including emergencies, that police would routinely encounter during interaction with Spanish-speaking people.

Topics covered:

- Understand the basic Spanish language and culture
- Utilize communication strategies for greeting, speaking, gaining control and or making an arrest of a Spanish speaking person
- Use personal exchanges and commands with basic Spanish words and phrases
- Communicate during a vehicle stop to obtain necessary information
- Handle basic medical emergencies

Section 80689 is open for on-line enrollment now. Click on the following link to register:
https://onlinewfd.hacc.edu/product?catalog=CRN_80689_202390

Contact our offices at 717-780-2593 with any questions.

Pennsylvania Act 120 Prep Course I (Laws and Criminal Procedure)
(Online)
\$50

The Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC) requires anyone eligible to be certified as a police officer in the Commonwealth of Pennsylvania, take and pass a 200-question multiple choice question exam after a cadet completes a Basic Recruit Curriculum for Municipal Police Officers.

This course is designed as a prep course covering one section of the exam (Laws and Criminal Procedure). 59 of the 200 questions come from this section. This course will cover three areas that make up Laws and Criminal Procedure: Criminal Law, Criminal Procedure and Search & Seizure.

This is a condensed review. In addition to the review we have added numerous sample questions to help you "brush-up" on the topics in preparation for the MPOETC exam. As a caveat, HACC does not know what questions are asked on the MPOETC exam. We use the learning objectives provided by MPOETC to teach this review. Harrisburg Area Community college is a Certified Police Training Academy. Our Academy and staff have been successful in preparing police cadets to take this exam for many years.

Others that could benefit from this course: Law Enforcement Officer Refresher, Law students, Law Enforcement promotional testing, or Criminal Justice Students.

Section 80709 is open for on-line enrollment now. Click on the following link to register:
https://onlinewfd.hacc.edu/product?catalog=CRN_80709_202390

Contact our offices at 717-780-2593 with any questions.

Crime Scene Technology Series – Forensic Classes

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.

(**A Sen. Jeffrey E. Piccola Law Enforcement Complex administrator must approve the applicant's completed course outline with attached photocopy of the training certificate. This application process should be completed prior to the module being offered.)

The following courses will be offered in 2023:

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

Crime Scene Management and Documentation (2 Days)

(CLE00015)

\$210

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.

NOTE: Minimum enrollment per class is 7 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81033	Mar 20 – 21	M – T	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Crime Scene Photography
(CLE00016)
\$235

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.

NOTE: Minimum enrollment per class is 6 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81034	Mar 6 – 8	M – W	8am-430pm	HACC/PLEC
90046	Aug 7 - 9	M – W	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Fingerprinting I: Rolled Prints
(CLE00020)
\$235

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.

NOTE: Minimum enrollment per class is 4 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81030	Apr 18	T	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Fingerprinting II: Latent Prints (3 Days)

(CLE00021)

\$360

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 latent prints; 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.

NOTE: Minimum enrollment per class is 6 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81031	May 15 – 17	M – W	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Death Investigation

(CLE00017)

\$210

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.

NOTE: Minimum enrollment per class is 5 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81032	Jun 8 – 9	Th – F	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Firearms and Trace Evidence

(CLE00022)

\$110

This class addresses the issues regarding responsibilities of first responders and crime scene processors. Students will learn the evidentiary value and methods of collection of trace and firearms evidence. Emphasis is on the importance of proper collection of blood evidence, semen, saliva, hair, fibers, DNA, firearms and casings. Legal and proper procedures of collection will be emphasized. Materials taught will be consistent with the requirements of the Pennsylvania State Police laboratory.

NOTE: Minimum enrollment per class is 5 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
90045	Aug 31	Th	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Shoe, Foot and Tire Marks

(CLE00027)

\$160

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.

NOTE: Minimum enrollment per class is 5 and the maximum is 12.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
90044	Aug 22	T	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Crash, Arson and Electronics Investigation - Forensic Concerns

(CLE00012)

\$120

Students will learn to respond to the special considerations of the vehicle accident crime scene. They will review the special needs of this scenario, including measurements, photographs, evidence collection and management of the scene. They will learn what is necessary to assist a reconstructionist. Additionally, a bonus session on responding to a fire scene will be included.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
90042	Nov 6	M	8am-230pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Mock Crime Scenes - Forensic Concerns

(CLE00025)

\$170

The student should have completed most of the other forensic courses before enrolling in this module: This course provides practical application of crime scene processing skills. It is designed to teach the proper techniques of securing, documenting, preserving, and collecting physical evidence at a crime scene for courtroom presentation. Upon completion of this course, the student should be able to understand the role of team members in processing a crime scene. Students should know proper methods of securing a scene, locating evidence and collecting and packaging evidence. The students will be evaluated on proper collection and chain of custody requirements.

NOTE: Minimum enrollment per class is 5 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
90043	Nov 13	M	8am-430pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Safety and Security Classes

(only for certified Lethal Weapons Act 235 agents and LE officers)

Handcuffing – (4 hrs)

\$100

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

NO FIREARMS are to be brought to this training.

Students are required to provide the following: duty belt with handcuff case and handcuffs—with key (it is permissible to have an OC holster and an expandable baton holster on the belt). Comfortable clothing should be worn (e.g. tactical pants, T-shirt, sneakers, etc.). Note: Instructors will make a safety examination of the student's equipment, and have the sole discretion to deny any of its use.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81179	Apr 11	T	7am-11am	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Expandable Baton Training – (4 hrs)

\$100

This course trains security and police officers on how to properly use the expandable baton.

NO FIREARMS are to be brought to this training.

Students are required to provide the following: duty belt with expandable baton holster and baton (it is permissible to have an OC holster and a handcuff case on the belt). Comfortable clothing should be worn (e.g. tactical pants, T-shirt, sneakers, etc.) Note: Instructors will make a safety examination of the student's equipment, and have the sole discretion to deny any of its use.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81178	Apr 11	T	11am-3pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

Oleoresin Capsicum Training – (4 hrs)

\$100

This program presents all of the skills and knowledge necessary for security and police officers to become certified/recertified in the use of oleoresin capsicum (OC), or pepper spray, as it is commonly known. 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), use of force considerations and threat recognition are all covered.

NO FIREARMS are to be brought to this training.

Students are required to provide the following: duty belt with OC holster (it is permissible to have a handcuff case and an expandable baton holster on the belt). Comfortable clothing should be worn (e.g. tactical pants, T-shirt, sneakers, etc.) Note: Instructors will make a safety examination of the student's equipment, and have the sole discretion to deny any of its use.

NOTE: Minimum enrollment per class is 4 and the maximum is 20.

<u>Section</u>	<u>Date/s</u>	<u>Day/s</u>	<u>Time</u>	<u>Location</u>
81177	Apr 11	T	3pm-7pm	HACC/PLEC

To Schedule: Email us at policetrng@hacc.edu or call us at 717-780-2593, to start the process or for more information.

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

This document serves as authorization to charge the Vendor for the individual(s) to attend the course listed below.

To: HACC LAW ENFORCEMENT ONE HACC DR, PLEC HARRISBURG PA 17110 PHONE #717-780-2593 FAX TO: 717-780-1920 OR E-MAIL: POLICETRNG@HACC.EDU (if applicable) (required signature)	BILL TO: VENDOR: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____ FAX: _____ E-MAIL: _____ VENDOR P.O.# _____ AUTHORIZED BY: _____ TITLE: _____	H# _____ DATE: _____
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Course Title	Section #	Start Date	End Date	Cost

Student Name:	Student ID (If known)	Birth Date	<input type="checkbox"/> Requires accessibility accommodations
Home Mailing Address (required)	Phone	E-Mail Address	
City	State	Zip	

Student Name:	Student ID (If known)	Birth Date	<input type="checkbox"/> Requires accessibility accommodations
Home Mailing Address (required)	Phone	E-Mail Address	
City	State	Zip	

Student Name:	Student ID (If known)	Birth Date	<input type="checkbox"/> Requires accessibility accommodations
Home Mailing Address (required)	Phone	E-Mail Address	
City	State	Zip	

Payment is due upon receipt of the invoice. For questions, please call 717-780-2593.

WFD Refund Policy

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than one (1) calendar day prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable. Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete the class. Students receiving Title IV Financial Aid will be subject to the federal regulations regarding withdrawal of classes. Financial Aid eligibility will be recalculated based on dates of participation in financial aid eligible programs.

Institutional Use Only:
 Approval: _____
 Dept AOS: _____
 Welcome Center: _____
 WFD Invoicing: _____