

GENERAL NOTICE 16-02

To: Chief Law Enforcement Officers
Training Officers
Protective Services
Resident Troopers

From: Thomas E. Flaherty
Police Academy Administrator

Date: June 1, 2016

Subject: **Increase in Tuition and Fees for Training, Education Programs and Sessions At The Police Officer Standards and Training Council Connecticut Police Academy**

Sec. 7-294p of the General Statutes of Connecticut requires the “Department of Emergency Services and Public Protection in consultation with the Police Officer Standards and Training Council to maintain and operate the Connecticut Police Academy to offer training for municipal police officers.” “The Department in consultation with the Police Officer Standards and Training Council shall fix tuition and fees for training, education programs and sessions and for such other purposes as the Commissioner of Emergency Services and Public Protection deems necessary for the operation and support of the academy. Such fees shall be used solely for training and educational purposes.”

At the regular May 12, 2016 meeting of the Police Officer Standards and Training Council, the Council in consultation with Commissioner Dora Schiro voted to adopt and implement increases in tuition in the Basic Training Program and fees for in-service training and education programs.

Tuition and fees for new recruits attending the Basic Training Recruit program shall be increased from \$1,500 per recruit to \$2,000 per recruit.

Tuition and fees for Field Services courses shall be based on a sliding scale as defined below:

Classes of one full day or less - \$75 per attendee

Classes of two days to five days - \$200 per attendee

Classes of six days to ten days - \$300 per attendee

Please note that the increases shall become **effective on September 1, 2016.** The first reporting Basic Training Recruit Class that will be included in the new tuition rate is due to report on October 7, 2016.

The increase in tuition for the Basic Training program is almost exclusively due to the increase in providing food service to our attendees.

The increase in tuition for the In-Service programs is due to increased costs to host these programs and to continue to provide the best quality advanced training to Connecticut's Police Officers.

Invoicing Procedures

Invoicing Procedures will remain the same and is reiterated from the Addendum to General Notice #12-01 issued May 21, 2012.

I. Invoicing for Basic Training attendees:

A. At the conclusion of the first five full days of attendance for each new class, a class roster will be forwarded to Fiscal Services at the Department of Emergency Services and Public Protection containing the names of each Recruit, the Department they represent and the mailing address of the Chief of Police or Commanding Officer of each respective agency. Fiscal Services will then generate invoices for each Recruit and forward them to their agencies. The \$2,000 for each Recruit must then be remitted directly to Fiscal Services. There will be no refund should a Recruit fail to complete the full Academy.

II. Invoicing for Field Services attendees:

A. The Field Services Training Division will post courses on line, advertising each program with a "Course Announcement." This announcement will incorporate all program details including: course date, time, location, a description of the course, pre-requisites for the

course (if applicable), training credits provided and the tuition fee if applicable. If no tuition is required the Course Announcement will indicate, "No Tuition".

B. The Field Services Training Division will provide departments an application form that is attached to this General Notice and available at our website at www.ct.gov/post.

C. This Application form will be the ONLY form accepted for application for courses or classes beginning on Sept. 1, 2016 and thereafter. Any self-generated forms will NOT be processed and the applicant will NOT be registered.

D. One course registration form is required for EACH single applicant. We will NOT accept a single form with multiple names.

E. The Course Registration form will require the applicants **Authorizing Official** to complete the form and require all billing information be included on the bottom of the registration form as indicated. Incomplete forms will NOT be processed.

F. The Field Services Training Division will approve/deny all course requests, advise the agency's training office of these responses and create an approved course list and denial (waiting) list.

G. The DESPP Fiscal Staff will be responsible for billing departments for tuition.

H. When the Course or Class has been completed, a roster of attendees and accompanying course information will be forwarded to Fiscal Services at the Department of Emergency Services and Public Protection containing the names of each attendee, the Department or Agency they represent and the mailing address of the Chief of Police or Commanding Officer of each respective agency. Fiscal Services will then generate invoices for each attendee in the amount required and forward them to their respective agencies. The fees due must then be remitted directly to Fiscal Services, Department of Emergency Services and Public Protection at 1111 Country Club Rd. Middletown, CT 06457.

DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
 CONNECTICUT POLICE ACADEMY
 POLICE OFFICER STANDARDS & TRAINING COUNCIL

COURSE REGISTRATION FORM

ONE FORM PER APPLICANT

AUTHORIZED OFFICIAL _____

(PLEASE PRINT)

AGENCY _____

TELEPHONE _____ EMAIL _____

SIGNATURE _____

****I HAVE ADVISED STAFF OF APPROPRIATE DRESS CODE FOR THIS COURSE.**

Title of Course _____

Location of Course _____

Dates of Course _____

Applicant Name: _____ Rank: _____

POST I.D. #: _____ ADMIT _____ DENY _____

Prerequisite Information _____

Refer to course announcement for information

Attention POST Staff (circle one): **RAINVILLE** **COON** **FULLENWILEY**

Mail **or** Fax to:
 Field Services Training Division
 Connecticut Police Academy
 Police Officer Standards & Training Council
 285 Preston Avenue
 Meriden, CT 06450-4891

Questions:
 Director of Field Services, Susan E. Rainville
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Curriculum Manager, Timothy Coon
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(203) 238-6119 Field Services FAX
 (203) 238-6643 Agency FAX

Secretary, Barbara Fullenwiley
Barbara.Fullenwiley@ct.gov 203-427-2622

BILLING INFORMATION TO BE COMPLETED BY APPLICANT

CHIEF OF POLICE OR COMMANDING OFFICER OF AGENCY:

AGENCY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE #: _____

P.O.# (if applicable): _____

**TUITION (PER APPLICANT)
 TO BE COMPLETED BY APPLICANT**

\$75 _____ 1 day or less

\$200 _____ 2-5 days

\$300 _____ 6-10 days

No tuition required: _____