



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Police Officer Standards and Training Council
Connecticut Police Academy

ADDENDUM TO GENERAL NOTICE 12-01

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

From: Thomas E. Flaherty
Police Academy Administrator

Date: May 21, 2012

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

Procedures for Invoicing Municipal Law Enforcement Agencies, Protective Services Agencies, State Agencies and University and College Law Enforcement Agencies

As noted in General Notice 12-01, pursuant to Sec. 97 of Public Act 11-61, tuition and fees for training, education programs and sessions has been established, effective July 1, 2012. Tuition and fees for new recruits attending the Basic Training program shall be \$1,500 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 - \$50 per attendee
- Classes of two days to five days - \$100 per attendee
- Classes of six days to ten days - \$200 per attendee

- 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 \$1,500 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.

CALEA Internationally Accredited Public Safety Training Academy
285 Preston Avenue • Meriden, Connecticut 06450-4891
An Affirmative Action/Equal Opportunity Employer

II. Invoicing for Field Service attendees:

Procedures:

- a. The Fields 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 a NEW 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 July 1, 2012, 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.
- III. When the Course or Class has been completed, a roster of attendees and accompanying course registration forms 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.

TEF:nd
Attachment

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
Susan.Rainville@po.state.ct.us 203-427-2621

Curriculum Manager, Timothy Coon
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(203) 238-6119 Field Services FAX
 (203) 238-6643 Agency FAX

Secretary, Barbara Fullenwiley
Barbara.Fullenwiley@po.state.ct.us 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**

\$50 _____ 1 day or less

\$100 _____ 2-5 days

\$200 _____ 6-10 days

No tuition required: _____