



## DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION POLICE OFFICER STANDARDS & TRAINING

285 PRESTON AVE, MERIDEN, CT 06450 • (203) 427-2622

To: Chiefs of Police  
Police Training Officers  
State Police Resident Troopers  
CSP Training Academy

From: William E. Tanner, III  
Field Services Training Division

Date: February 27, 2025

Subject: **Basic Instructor Development (BID/MOI)**

Tuition: **No Cost**

### **COURSE ANNOUNCEMENT**

The Department of Emergency Services and Public Protection, Police Officer Standards and Training Council's Field Services Training Division, is offering a five-day training seminar titled ***"Basic Instructor Development."*** This training is scheduled for **Monday, June 2, 2025, to Friday, June 6, 2025**, at the Connecticut Police Academy, 285 Preston Avenue, Meriden, 06450. Course hours will be from 8:30 a.m. to 5:00 p.m. Monday through Thursday and from 8:30 a.m. to 12:00 p.m. on Friday. The instructors for this course will be Lt. Matthew Solak, Willimantic Police Department and Lt. Thomas Wardowski, Milford Police Department.

This training program is an approved "methods of instruction" course qualifying those that successfully complete it to apply for POST instructor certification. Applicants must have at least three years of satisfactory experience as a law enforcement officer as a prerequisite for this course.

**Because of a limited number of BID courses available, preference will be given to candidates already holding a "provisional" law enforcement instructor certificate. Be sure to note this on your registration.** Any explanation for preferred designation, for any reason, should be articulated in a separate letter accompanying the application.

To receive a course certificate, students will be required to demonstrate effective training skills during a ten-minute videotaped presentation. Enrolled students should **plan a training topic prior to class** and expect to construct a lesson plan and teach that topic. Students will be completing both oral and written presentations during this training program.

All students must successfully complete all work assignments, including homework, and all other components of this training program within the time allowed. Students are expected to be punctual for all class meeting times and assignments.

Computers will be used in this course. **Students must bring their own laptop.**

The class is limited to Forty-five (45) attendees. Please complete the attached registration form and email it to William Tanner at [William.tanner@ct.gov](mailto:William.tanner@ct.gov) **no later than close of business Monday, May 12, 2025.** If you have any questions, please contact the Field Services Division at 203-427-2625.

Students successfully completing the course will receive Review Training Credit in the following areas:

- Area 300 Practical Skills (16 hours)
- Area 400 Human Relations (8 hours)

**NOTE: Substitution of registrants, once accepted, will not be permitted.**

**There is no tuition for this course.** Lunch may be purchased at local restaurants. The uniform Dress Code for POST In-Service training (General Notice 23-02) will be in effect. We ask that all training supervisors inform assigned personnel that they are required to dress accordingly.

**Training Officers:** Please be sure to include your department email address and the **email AND POST ID (Sworn personnel) of the student to be enrolled** on all applications to ensure prompt communications of all in-service training matters.

**DISCLAIMER:** The Police Officer Standards and Training Council (POSTC) makes every effort, within its ability and resources, to provide the highest quality, most relevant in-service training programs available at minimum cost to all Connecticut police officers and agencies. However, POSTC does not provide legal advice, and does not endorse the accuracy or completeness of specific in-service training programs provided by each of its many contractors and training providers. The materials and opinions of individual providers offered during in-service training are those of the instructor alone, and do not necessarily represent the position of the Police Officer Standards and Training Council or the State of Connecticut. Given the multitude of disparate factual scenarios with which law enforcement personnel are presented in the discharge of their official duties, students and sponsoring agencies are strongly advised and encouraged to seek the advice and counsel of their own legal advisors before implementing concepts or adopting specific measures discussed or recommended during in-service training sessions.

Training on the Web: [www.ct.gov/POST](http://www.ct.gov/POST)