

The following course descriptions represent all mandatory In-Service Courses offered to date. All courses, excluding Legal Update courses and courses provided during 1991, may be available for instruction through a certified academy. Please contact a certified academy in your geographic area for specific information on availability.

08-201 – Legal Update. This is a three-hour mandatory course discussing legal issues affecting municipal police officers throughout the Commonwealth. This course, a staple in the MIST curriculum, will cover new criminal and traffic laws, Rules of Criminal Procedure updates, and changes in other statutes related to law enforcement. In addition, the 2008 course addresses landmark United States Supreme Court opinions and key Pennsylvania court decisions regarding Search and Seizure, and other pertinent criminal and traffic case law.

08-202 – Radical Islam: A Law Enforcement Primer.

This three-hour mandatory course provides an overview of factors and issues relating to a radical view of Islam. Topical areas include:

- roots of radical ideology
- principles, justification, and concepts of radical Islam and what they mean to the police officer
- concepts of Jihad, and martyrdom and their implications for law enforcement activities
- recognizing groups that follow a radical philosophy

08-327 – Street Encounters - Investigatory Detention and Warrantless Searches. This is a three-hour elective, scenario-based block of instruction aimed at the officer on the street. Legal concepts that will be addressed include: Reasonable Suspicion, Probable Cause, "Terry" Stops, Car Stops, Investigatory Detention vs. Arrest, and Exceptions to Search Warrant Requirements. The scenario based training is based on video clips depicting common "street encounters" and allow student/instructor interaction which will reinforce an officer's knowledge of the topic and allow for officer input and discussion while adhering to pertinent case holdings.

08-328 – "Games Criminals Play": Unusual Weapons & Concealment (3-hour elective course)

Criminals can be quite innovative in their attempts to conceal their illegal activities, to evade detection and arrest from law enforcement. They routinely have secret compartments built into their attire, vehicles and homes to hold weapons, contraband and currency.

This course is designed to inform and alert law enforcement officers to the items available to suspects that pose a risk to officer safety and to the creativity of suspects. It is imperative that police officers learn and adapt to new tricks and techniques that endanger police officers across the Commonwealth. This course will focus on officer safety issues while examining tricks and techniques criminals use to:

- Resist arrest,
- Hide weapons and contraband on their bodies,
- Hide weapons and contraband in their vehicles and homes,
- Escape from controlled custody,
- Disarm police officers,

- Attack and assault police officers,
- Gather intelligence on police officers, and
- Train with firearms.

(07 – 201) Legal Update (3 hour required) - This is a three-hour mandatory course that covers legal issues affecting municipal police officers throughout the Commonwealth. This course covers new criminal and traffic laws, Rules of Criminal Procedure updates, and changes in current statutes related to law enforcement. The 2007 course also addresses United States Supreme Court opinions and Pennsylvania court decisions regarding Search and Seizure as well as other pertinent case law.

(07 – 326) Gang Awareness/Identification (6 hour) - Gang violence is a growing concern for law enforcement in Pennsylvania, not only in the larger cities, but in many smaller communities as well. The gang phenomena is not exclusive to the west coast, and "super" gangs such as the Bloods, Crips, Netas, Latin Kings, and MS-13's have settled in PA. Outlaw Motorcycle Gangs such as the Pagans and Warlocks have a much longer history in the state and are still very active. More recently, groups such as the Outlaws and the Hells Angel's, as well as smaller "duck" clubs showing allegiance to the larger clubs, are presenting challenges to law enforcement. With the expansion of gangs, more and more Law Enforcement Officers will come in contact with these individuals. In order to protect themselves and others from potential violence, officers should be able to identify gang members and be familiar with the numerous criminal activities in which they are involved. This six hour course is designed primarily to provide law enforcement officers with the necessary skills to recognize gang members, to include both street and motorcycle gang members. This presentation will also examine how to safely interact with these individuals and recognize their dangerous verbal and non-verbal communications.

(07 – 415) Identity Crimes (3 hour) - This class will examine the nature, extent, and impact of Identity Crimes including Identity Theft, access device fraud, and check fraud. Course content will address common methods of committing ID crimes including: dumpster diving; credit card skimming; mail theft; the use of pre-approved credit card applications, phishing, and pharming. Discussions will address common activities that use identity crimes such as individual criminals, criminal enterprises, and terrorist groups. Investigative procedures will be examined including the filing of an initial police report, filing an FTC Identity Theft Affidavit, and working with Credit Bureaus. Investigative resources that will be discussed include the Role of Financial Crimes Enforcement Network (FINCEN) and its 'Project Gateway,' the Federal Trade Commission and its 'Consumer Sentinel,' and the U.S. Secret Service and its 'E-Information Network.'

(06-202) Current Issues in Homeland Security – 6 hour course – This course will cover the following topics:

- Consular Notification and Access??? and? Counter-terrorism resources – Approximate – 1 hour
 - o Police officers in the USA are governed by procedures relating to notifying foreign consulates when detaining or arresting foreign nationals. This section would review the procedures and requirements pertaining to this type of notification. This section will also address counterterrorism initiatives such as the Terrorism Screening Center – description of center, component systems, capabilities, and access procedures, the Strategic National Stockpile, and the Pre-Positioned Equipment Program.

- Introduction to Suicide & Homicide Bombings – Approximate – 2 hours
 - o Examines issues pertaining to responding to suspected suicide bombing incidents. This section can also discuss issues related to profiling, use of force, as well as identification of countermeasures.
- National Incident Management System – Approximate – 3 hours
 - o Examines the NIMS system, structure, and its various components.

(06-201) Legal Issues – 6 hour course – expands beyond the traditional legal update course to include more in-depth information in some areas such as the ones listed below.

- Legal changes affecting municipal police officers including new criminal and traffic laws, changes in criminal and traffic laws, juvenile law, general case law and vehicle case law
- Law Enforcement Officer s Safety Act (LEOSA)
- Crime Victims Act
- Use of Force Update

(05-201) Legal Update (3 hour required)

This is a 3 hour mandatory in-service course that covers legal changes affecting municipal police officers. This will cover new criminal and traffic laws, changes in criminal and traffic laws, search and seizure case law, general case law and vehicle case law.

(05-325) Recognition of Explosive Devices and Components (3 hour elective)

Terrorist activities both domestically and internationally have included the use of explosives and improvised explosive devices.

While most police officers are not trained to defuse or dispose of explosive devices, they should be trained to recognize essential components of explosive devices. Such recognition would be beneficial in detecting thefts of explosives and explosive components, recording information when preparing search warrants, and recognizing such items while conducting arrests, searches, vehicle stops, and investigatory detentions.

(05-323) Clandestine Methamphetamine Labs (3 hour elective)

According to the Drug Enforcement Administration (DEA), "Meth" is a growing domestic threat in the United States . It is illegally produced by "cooks" who make powder methamphetamine in small independently operated makeshift or tabletop laboratories. These labs have been described as extremely dangerous "chemical time bombs".

This is a suggested course from the PSP - Bureau of Drug Law Enforcement. PSP is experiencing the yearly "doubling effect" of illegal methamphetamine laboratories in Pennsylvania , consistent with the National trend. The likelihood of a police officer encountering a clan lab during a routine traffic stop or a domestic service call is a real possibility in policing today. This course was designed to train police officers to recognize the signs and potential dangers of clandestine methamphetamine lab.

(05-324) Officer Safety XII – Accidental Line-of-Duty Deaths (3-Hour elective)

Over the years, many courses have been given to ensure that officers conduct felony car stops in a prescribed manner; handcuff unruly offenders according to safety policies and retain their weapons when dealing with dangerous criminals. However, officers have received little or no training explaining the forces and circumstances that contribute to accidental deaths.

Indeed, the number of officers who die accidentally on duty has surpassed the number of officers killed with criminal intent in some years. These numbers become more disturbing and of even greater concern when seen in a broader context. Many officers are involved in various types of on duty accidents that do not result in their death. Unacceptable numbers of these officers are confined to beds, wheelchairs, or otherwise totally disabled.

Module 1 contains the course introduction and will examine the circumstances that contribute to an officer's accidental death involving vehicle crashes during emergency response, and pursuit driving situations. This section will also discuss strategies for preventing or reducing crashes.

Module 2 will examine traffic stops and situations in which officers are struck by vehicles. This section will also include recommendations for officer safety on traffic stops using the acronym "S.T.O.P." as a reminder to take safety precautions to prevent accidental deaths and injuries on vehicle stops.

Module 3 will provide information on officer safety issues related to subject contacts and health hazards.

Module 4 will discuss behavioral descriptors that contribute to accidental deaths among officers such as, the "Invincibility Syndrome" - *It will never happen to me!* These officers seemed to possess an increasing feeling of invincibility when inside a departmental vehicle. A sense of invincibility often accompanies a higher level of risk-taking behavior.

Module 5 will address officer injuries and deaths in training accidents.

(04-201) Legal Update (3 hour required)

This course will maintain the format and focus of previous Legal Update courses by addressing changes in Criminal Statutory Law, Rules of Criminal Procedure, and the Vehicle Code. Pertinent Case Law pertaining to the above issues will also be discussed.

(04-321) Crimes Against Children (3 hour elective)

Child victims are increasingly common place; particularly child victims of sexual related crimes. The contact the child has with law enforcement can be extremely traumatic and law enforcements response must be appropriate to minimize the trauma and present a defensible case to the court.

This course will focus on basic child development issues, understanding a child's response to trauma, what questions to ask (and not ask), how to advise the parents/caretakers of the child, the officer/investigator's role in the physical examination of the child, the role of child advocacy centers, how to prepare a child for the court process and how to win such a case from the preliminary hearing through the appeal process.

This course will also have a video produced by MPOETC that depicts an appropriate interview with a young child. Resources will also be provided that officers/departments can copy and give to parents and children.

(04-322) Incident Command System (3 hour elective)

This course will examine the essential components of the Incident Command System as it pertains to critical incidents such as acts of terrorism. Although other MPOETC courses have briefly mentioned Incident Command, they have not provided a formal and structured treatment of this subject. Officers will receive instruction in the operational components, necessity, and benefits of functioning within a unified command structure, and will be a logical follow-up to the 2003 Terrorism course.

(04-414) Investigative Analysis (3 hour elective)

Each crime scene provides many clues to the identity of the responsible actor. Recognizing the nature of evidence, scene characteristics, and the nature of acts taken at the crime scene, officers can begin to gather information that can assist in formulating inferences, as well as identifying and apprehending an individual. Many criminal investigation courses focus on identifying, collecting, and handling physical evidence. This course will presume that the attendee has some level of competence in these functions. This course will NOT provide instruction in basic or advanced evidence collection. Rather, it will address the behavioral and evidentiary aspects related to Modus Operandi, motive, and "signature." By adding this focus to the traditional tasks of identifying and collecting evidence, violent crime scenes such as homicides and sexual assaults can be handled in a more effective manner. A video production supports this class.

(03-201) Legal Update (3 hour required)

This three-hour required course will provide students with updated information on: Significant changes in Pennsylvania's Crimes Code and Vehicle Code; Significant changes in the Rules of Criminal Procedure; Significant changes in Pennsylvania's Rules of Evidence; A review of pertinent case law from the US Supreme Court, Pennsylvania's Supreme Court, Superior Court, and Commonwealth Court in the areas of Search and Seizure as well as Vehicle-related and General Case Law; Additional topics and content will be addressed as course design permits.

(03-319) Terrorism and Law Enforcement (6 hour elective)

This six-hour course will examine issues relating to terrorism. It will present information regarding: nuclear, biological, and chemical threats, present initial response guidelines for first responding officers who must function within the emergency management system. The course can provide threat and vulnerability-assessment information that can be used to identify potential targets. Issues such as antiterrorism intelligence sources and interdiction efforts can be addressed. This will be a timely course in light of recent events. This will be an optional course.

(03-320) Stalking (3 hour elective)

This class will examine the crime of stalking, its nature and prevalence, various methods of stalking behavior, and the types of stalkers as delineated by their motivation. This course can also examine the nature of cyber stalking. An essential aspect of this course will be to present recommendations for the law enforcement response to and investigation of the crime of stalking. This course will examine an issue not systematically addressed in prior MPOETC training and will be an optional course.

(03-412) Crimes Against the Elderly (3 hour elective)

This course is an inclusive study of the various types of abuse, frauds, and thefts of the elderly and their property. Recognize the growing attention of the physical abuse of the elderly by family, friends and caretakers. Show how the interpretation of §2713 PCC have changed to include "loved ones" that care for the elderly and steal their assets. Recognized not only the "Organized Transient Groups" that prey on the elderly, but also local criminals who target the elderly. Students will familiarize themselves with local, state, and national organizations that deal with elder abuse. This course is being developed by the City of Philadelphia .

(02-201) Legal Update (3 hour required)

Significant changes in Pennsylvania's Crimes Code; Vehicle Code; Rules of Criminal Procedure occurring between July 1, 2000 and June 30, 2001.

(02-202) Police Encounters With the Mentally Ill (3 hour required)

Police Encounters With the Mentally Ill is a follow-up to the 2001 Special Needs Mandatory In-Service Course. This course will examine Civil Rights Laws as they pertain to police encounters with mentally ill (PEMI), Use of Force case law, and statutes that apply to PEMI, Recognizing Impairment and possible causes.

The course will present selected impairments such as Psychotic Episodes, Schizophrenia, Affective Episodes, Bipolar Depression, Personality disorders such as antisocial paranoid and borderline, and substance induced mental impairments.

Finally this course will look as use of force options such as less lethal force options, alternative options such as 302 commitments and referrals, and how to determine which option is appropriate.

(02-318) Health and Fitness for Law Enforcement (3 hour elective)

The course will consist of an introduction, Fitness and Law Enforcement, Fitness Lifestyle Area Planning and Exercise Planning.

(02-411) Technology and the First Responding Law Enforcement Officer (3 hour elective)

Technology has made rapid advancements in recent years, but the problem is that criminals are using computers and other high-tech means, such as Internet storage sites, Personal Digital Assistants, micro hard drives, and other media to commit crimes, exploit children, deny services, steal data, and conduct industrial espionage.

This program is designed for first responders and will address Crime Trends, Technology, Terminology, and applicable Pennsylvania statutes. The course will also discuss Search and Seizure issues and provide officers with resources to assist them with investigating computer crimes. A list of Dos and Don'ts when seizing computers and handling an electronic crime scene are key components of this course.

Although the course will be taught in a traditional classroom setting, a variety of teaching methods will be used to enable officers to recognize and seize high-tech devices.

(02-512) Leadership for Law Enforcement (3 hour elective)

Leadership for Law Enforcement is a three-hour course for individuals from non-supervisory and supervisory levels within the police organization. Leadership concepts will be revisited and new concepts introduced; example, the department's responsibility to train and discipline, communication, liability assessed on leadership and futuristic leadership.

(01-201) Legal Update (3 hour required)

As in prior years, this required course will address law changes and recent court decisions impacting on police officers.

(01-202) Law Enforcement and Special Needs Populations (3 hour required)

This course will provide awareness level training to enable police officers to recognize the nature of various disabilities while ensuring the safety of both the public and officers involved.

(01-317) Officer Safety Awareness XI: Immediate Action-Rapid Deployment for Patrol Officers (6 hour elective)

It is not unusual for a tactical team to arrive at the scene of a barricaded incident and find that patrol personnel have contained the suspect within a secure perimeter. There is generally time for the tactical team to deploy their personnel without serious concern of suspect escape. Once the incident has been isolated, time enables patrol and/or tactical personnel to formulate a structured and deliberate plan.

But, there are also scenarios that require immediate action and rapid deployment of patrol personnel prior to the arrival of the tactical team. In these cases delayed deployment could have catastrophic consequences. These scenarios often involve an ongoing "shots fired" or "downed officer/citizen rescue." The situation may also necessitate the immediate and rapid deployment of law enforcement personnel to contain and prevent the escape of an armed and dangerous person.

This eleventh course in the Commission's Officer Safety series will address the basic concepts and principles of rapid deployment techniques for patrol officers. The use of video support will be needed and has been requested.

(01-511) Equality in Policing the Community (6 hour elective)

The Commission's Leadership and Integrity in the Police Environment course looked at the issues of communication, courtesy, and decision-making; skills critical to survival and success in the milieu of policing. Equality in Policing the Community takes the development of these three basic skills to the next level adding the factor of sensitivity to the equation as it relates to interaction between the police and the community. The well publicized issue of racial profiling will be addressed from the opinion that the practice of racial profiling itself contradicts the oath sworn to, is in conflict with the intent of policing, and impacts negatively on police profession. The practice can also encourage other negative behaviors by officers.

(00-201) Legal Updates (3 hour required)

This is a course that ALL police officers under MPOETC's jurisdiction, will be required to successfully complete during 2000. The three hour course concentrates on two main areas - new laws that police officers will need to be aware of, and recent Court decisions from the United States Supreme Court and Pennsylvania's Supreme, as well as, Superior Courts. The course will be developed by subject matter experts under MPOETC staff supervision.

(00-409) Current Issues in Y2K - (6 hour elective)

Topics include the following:

- a. Hate Crimes - The course may focus on the following: An overview, history and definition of the nature of bias crimes, bias crime indicators and offender typologies; legal issues, legislation, statutes; and guidelines for effective response and investigation;

b. Domestic Terrorism - This course could cover issues related to Extremist groups in the U.S. which could include: An overview of Terrorism/Extremism; History and Tactics of Extremist Groups; Countermeasures, and Officer Safety Concerns.

(00-410) Case Preparation for Summary Trials and Preliminary Hearings - (6 hour elective)

This course will focus on hearings and trials before a District Justice. This program will address how to prepare and present a case, develop case strategies and anticipate defenses, the Rules of Evidence, and how to prepare witnesses and to present testimony in an appropriate manner. The course will also address Burdens of Proof, i.e. Prima Facie versus Beyond a Reasonable Doubt. In addition, the course content will include how to prepare and deliver closing arguments in Summary trials.

(00-316) Survival Tactics for Injured Officers - (3 hour elective)

This course will include an examination and review of the following: emergency medical actions an officer can use when he or his partner is injured in a violent encounter; weapon management; and issues dealing with mind set. The use of video support is anticipated.

The emergency medical portion of this course will review previous training, and suggest possible field applications.

The weapons management portion will examine some methods of operating the weapon while injured and serve as awareness level information.

The mind set portion will deal with the various issues related to perceptual disturbances, memory impairment, and how to manage anger.

(00-510) Advanced Leadership Through Integrity - (6 hour elective)

Integrity is an absolute requirement for police. We have seen a number of instances where a police officer's word is not accepted by the courts in the same manner as it has been in the past. One leading reason for this is the perceived loss of integrity the police community has suffered as a result of media coverage of virtually every possible instance of alleged misconduct by police.

Most police departments are organized in a semi-militaristic style, with management providing role models for the entire department. This "top down" style of leadership requires management to create the proper public and personal image for all members of the department, then "walk the talk" they have created. This course provides tools, methods and techniques for police managers to use in developing these essential skills. These skills have been emphasized as critical at the IACP Convention in Salt Lake City , as well as, at the ASLET International Training Seminar in Albuquerque .

This course will include advanced current training oriented towards the emerging Y2K police leadership needs in Decision Making, Community Policing Concepts, and Communication Dynamics for the future.

(99-201) Legal Updates (3 hour required)

This is a course that ALL police officers, as well as all others under MPOETC's

jurisdiction, will be required to successfully complete during 1999. The three hour course concentrates on two main areas - new laws that police officers will need to be aware of, and recent Court decisions from the United States Supreme Court and Pennsylvania's Supreme as well as Superior Courts. The course is currently being developed by subject matter experts under MPOETC staff supervision.

(99-315) Officer Safety Awareness IX - Tactical Response for Patrol Officers (3 hour elective)

The course design utilizes video vignettes in a stop tape/discussion format as was done in the previous eight courses in the Commission's officer safety curriculum. The focus of this elective course is on responding to armed robbery situations. The course addresses high risk incidents from the standpoint of a first responder and includes tactical considerations for possible outcomes such as vehicle and foot pursuits, barricaded gunman and hostage situations. Other topics include pre-planning, scene awareness, "invisible" deployment, and containment.

(99-407) Current Issues in Criminal Investigation (6 hour elective)

This six hour course will cover a variety of current issues facing Law Enforcement Officers. This course will cover such topics as White Collar/Financial Crimes, Extremist Groups: Current Activities and Tactics, Investigation of Missing and Exploited Children, Investigating School Violence, Conducting Prostitution Investigations and Search and Seizure Issues pertaining to the above topics.

(99-506) Career & Personal Survival (3 hour elective)

This three hour course will begin by describing the kinds of personal, and somewhat sensitive, problems that police officers may experience arising from the work they do to protect and serve the public. The course will help officers to see which other people are impacted when an officer has a problem, and in what ways they are affected; what seems to bring these problems on; some of the observable signs to look for at the beginning of a problem; the severe nature of the consequences of police officers not properly handling these kinds of problems; the kinds of officers who have been most severely affected by these kinds of problems in the past; what has prevented officers from helping each other with these kinds of problems; and ends with realistic methods to assist officers who are experiencing these kinds of problems.

(99-507) Conflict Resolution for Police (6 hour elective)

This six hour course, under development by contract with Penn State University, will focus on skills for resolving internal and external day-to-day type interpersonal and multi-party conflicts involving citizens and the police that police officers encounter in patrol and investigative functions throughout the state. The course will encompass relevant cultural diversity issues associated with resolving every-day conflicts in policing.

(98-201) Updates (3 hour required)

As in prior years, this course will provide an overview of the recent changes in Pennsylvania's Crimes Code, Vehicle Code, Rules of Criminal Procedure. It is anticipated that there will be significant changes in the Rules of Criminal Procedure to follow the numerous changes in the Crimes and Vehicle Codes recently.

(98-202) Ethics (6 hour required)

The course would use realistic scenarios and/or case studies on the ethical dilemmas

that police officers face today, in order to teach "ethical decision-making". The course would build on the Commission's current Ethics Workshop used in the Basic Program and on other "Police Ethics" courses, such as the course developed by the Office of Law Enforcement Ethics at the FBI Academy or the Anti-Corruption course developed by the Philadelphia Police-Advanced Training Unit. Another option would be to purchase a copyright waiver for a commercial program such as the ones developed by the National Institute of or the Southwestern Law Enforcement Institute, Center for Law Enforcement Ethics.

(98-314) Officer Safety VIII: Emergency Driving (3 hour elective)

The course design will utilize video vignettes in a stop tape/discussion format to provide course participants with an awareness of the capabilities and limitations of drivers, vehicles, and the road system. Although we cannot conduct skills training in the classroom, we plan to provide awareness training on a variety of topics in this high civil liability area, including the recent pursuit legislation and new technology to help minimize risks to the public and the police, such as "stop sticks".

(97-201) Updates (3 hour required)

As in prior years, this course will provide an overview of the recent changes in Pennsylvania's Crimes Code, Vehicle Code, Rules of Criminal Procedure, significant Commonwealth and Supreme Court decisions. The program is to include the new pursuit legislation.

(97-311) Officer Safety VII (3 hour elective)

The course design will continue to utilize video vignettes in a stop tape/discussion format as was done in the previous courses in the officer safety curriculum. The focus of the course will be on a de-escalation of force philosophy. Topics will include an awareness of less lethal weapon technology, i.e. "beanbag rounds", application in the force continuum, the "winning mind", and tactical communications (a variation of Verbal Judo).

(97-312) Accident Investigation (6 hour elective)

This course is intended to provide participants with an overview of accident investigation procedures, and may serve as a foundation for, or introduction to, a more lengthy Accident Investigation course (such as those offered by IUP in the non-mandatory grant program, or TIPS). Initial course topical areas include: Essential report writing elements of the accident report form (Form #...), Accident diagrams, An introduction to the basics of accident reconstruction, and Other topical areas will be determined as Committee work progresses.

(97-406) Interview and Interrogation (6 Hour elective)

Builds upon the Commission's 1995 Cognitive Interviewing course to cover interrogation techniques. The course design may utilize a video package including vignettes of actual interviews and interrogations. The goal of this course is to provide a realistic and proven process for the investigator to use when conducting interviews of victims and witnesses or when interrogating criminal suspects, as well as address pertinent legal issues. [The Federal Bureau of Investigation has recently revised their course which could serve as a starting point for our course development process. Course was suggested by Commission member Bob Reutter. A MPOETC course was initially slated to be delivered

in 1996, as a follow-up to our "403" course, but was delayed due to the timeliness of a crime scene investigation course.]

(97-505) Effective Management Communication (9 hour Elective)

We propose to re-do this 12 hour course from 1995 into a 9 hour course to be offered with the Updates course for managers. Because of the length of the course it was taken in 1995 by very few people. The concepts of the course provides excellent information to police managers. Until the course development committee meets a revised description cannot be given. The current course description is: Communications Theory; Effective Listening Techniques; Upward, Downward & Lateral Communications; Communicating with the Media; Developing a Personal Communications Plan. This course will also demonstrate that effective communications is a critical element of management.

(96-201) Update (3 hour Required)

This three hour course provides an update to all police officers on: Changes in Title 18 (Crimes Code), Changes in Title 75 (Vehicle Code), Changes in Title 42 (Judicial Code), Recent significant US Supreme Court & PA Supreme & Superior Court decisions. There will also be a segment on Use of Force for Police Officers.

(96-310) Officer Safety Awareness VI (3 hour Elective)

This course will use video to examine "weapons that do not appear to be weapons" and provide an introduction to incident command and control, tactical considerations for handling suspicious calls, and gang awareness.

(96-404) Crime Scene Investigation I (3 hour Elective)

This course reviews the basic principles of protection, identification, and preservation from the Commission's 91-104 course. Also included are a practical study of crime scene investigation legal issues, the role of the first officer on the scene and why the actions of the first officer on the scene are critical to the overall investigation.

(96-405) Crime Scene Investigation II (3 hour Elective)

This course is designed for investigators or patrol officers who also have evidence technician responsibilities. The course will cover the basic stages of crime scene search, and how to identify, collect and package evidence. The role of the crime lab, and how to submit evidence will also be discussed.

(96-504) Managing Personnel Effectively (9 hour Elective)

This course will provide the information needed to anticipate and avoid many of the Liabilities associated with the practices of Supervising and Managing personnel; real world methods of Motivating subordinates; an understanding of what Performance Appraisals and Evaluations should include; proven Roll Call & other Training Methods; effective uses of Discipline and Positive Performance management; and as time allows, an overview of what Assessment Centers are, how they may be used in selection and promotions.

(95-201) Legal Update (3 hour Required)

This course will continue, as past Legal Update courses have, to cover recent significant

changes in the Crimes Code, Vehicle Code, Rules of Criminal Procedure; as well as significant Court decisions. A portion of the course will also be concerned with statutes pertaining to mandatory submission of fingerprints.

(95-202) Cultural Diversity Awareness (6 hour Required)

This course will be directed toward increasing officers' awareness of the diversity of different cultural groups in Pennsylvania; and the impact of such diversity on police officers in the performance of their duties.

(95-309) Officer Safety Awareness V - Stopping Problem Vehicles (3 hour Elective)

The proposed course design will utilize video vignettes in a stop tape/discussion format as was done in the previous courses in the officer safety curriculum. The focus will be on safety concerns when stopping problem vehicles (large trucks, vans, and motorcycles) for traffic violations in unknown risk situations.

(95-403) Interviewing Victims and Witnesses using a Cognitive Approach (3 hour Elective)

The course design will utilize a video in conjunction with a practical exercise to involve course participants in conducting two interviews. The goal of this course is to provide police officers with a technique to help them in understanding the intense emotions that crime victims experience after a crisis, and to introduce officers to a different interviewing technique that will help them to obtain more information from cooperative subjects by enhancing the memory recall of both victims and witnesses. Topics will range from, traits of a good interviewer, "psychological first aid" as the initial step when interviewing crime victims, to the four stages of a cognitive interview.

(95-503) Effective Management Communication (12 hour Elective)

This course will focus on: Communications Theory; Effective Listening Techniques; Upward, Downward & Lateral Communications; Communicating with the Media; Developing a Personal Communications Plan. This course will also demonstrate that effective communications is a critical element of management.



(94-201) Legal Updates - (3 hour Required)

This three hour course covers: Significant changes in Pennsylvania's Crimes and Vehicle Codes, for the period July 1, 1992 through June 30, 1993; Significant Case Law, based on decisions available for the same time period; Use of Force by police officers in the performance of their duties; and Civil and Criminal Liability possibly affecting municipal police officers in the performance of their duties.

(94-308) Officer Safety IV - Domestic Response for Law Enforcement - (3 hour Elective)

Similar to the other courses in the MPOETC Officer Safety Curriculum, this course utilizes video vignettes in a stop tape/discussion format to address safety concerns when responding to domestic violence calls. Emphasizing a complete approach to officer safety, the course also discusses other issues, such as mental & physical preparation, and diet & nutrition. In addition to addressing tactical considerations when responding to domestic disturbance calls, each scenario contains issues for discussion that relate to the Commission's 1992 (92-305) Domestic Violence course.

(94-307) Vehicle Code Update - (6 hour Elective)

This course is an intensive review of the significant legislative changes to Title 75 from

June, 1992, up to and including changes as of August 31, 1993. Using a slide presentation, the course also includes in-depth segments on the Uniform Commercial Driver's License Act, DUI, Equipment violations, and includes a brief review of recent court cases concerning police civil liability that is directly related to traffic enforcement.

(94-402) Report Writing Made Easy - (6 hour Elective)

Using a mixture of video segments and practical writing exercises, this course will focus on writing narratives for police reports. The course covers a variety of topics ranging from an overview of the communication process, to the role of non-verbal communication in gathering information, to focusing on the basic writing skills that are job-related and necessary for every police officer. The goals of this course are to simplify the writing of police reports and to enhance the officer's writing techniques; which will be helpful in preparing reports for supervisors, investigators, prosecutors, and other professionals that use police reports on a daily basis.

(94-502) Essentials of Leadership - (9 hour Elective)

This course is designed to provide participants with: A definition of what leadership is; An awareness of the qualities of effective leaders; A definition of management; A comparison of the similarities and differences between "Leaders" and "Managers"; An awareness of different styles of management and leadership; An awareness of effective leadership methods and techniques; and An opportunity to develop methods of improving leadership capabilities. Course duration, originally planned for twelve hours, is currently being reviewed.

(93-201) Ethnic Intimidation (3 hour Required)

This course will provide participants with the ability to: 1) define Ethnic Intimidation; 2) List the current Pennsylvania statutes covering Ethnic Intimidation; 3) Identify the underlying offenses of Ethnic Intimidation; 4) Identify the importance of a proper police response to crimes/incidents appearing to be motivated by hate; 5) Define the terminology used in Ethnic Intimidation; and 6) Complete mandated Ethnic Intimidation incident and crime reporting requirements.

(93-202) Legal Updates (3 hour Required)

This course will provide participants with an update in the following areas: 1) recent significant statutory changes; 2) Recent significant court decisions impacting police officers; 3) a review of the Use of Force; 4) Stages of on-the-job citizen contact; and 5) The appropriate use of Miranda warnings.

(93-306) Officer Safety III (3 hour Elective)

This course is designed to make police officers aware of various safety concerns and tactical considerations confronting law enforcement officers "on the street" today, with the emphasis being on mental and physical preparation.

The focus of the course is on creating an awareness of incidents that are occurring in the field and on teaching concepts such as containment, caution, teamwork, and flexibility, should officers find themselves in a similar situation as those depicted on the video that accompanies this course.

Topics include mental and physical preparation, critical incident stress management, robbery in-progress calls, and building search techniques.

(93-401) Case Preparation (3 hour Elective)

This course is designed to assist officers in properly documenting, preparing, and presenting a case in court. Although this course is the first elective course in the Crime Track segment of the MPOETC Mandatory In-Service Training Program Curriculum, the scope of the course includes preparing case for all levels of court proceedings, so patrol officers are encouraged to participate in the course, as well as criminal investigators and county detectives.

The focus of the course is on the importance of having the proper mental preparation, approach, demeanor, documentation, and preparation, in order to professionally present a case in the courtroom.

Course topics include professional attitude, credibility, case documentation and organization, defense counsel tactics, and testifying in court.

(93-501) Essentials of Management (12 hour Elective)

This two consecutive day, twelve hour course will provide participants with the ability to: 1) Identify the differences between Strategic and Operational Decision Making; 2) Complete an Issue Survey for their own jobs; 3) Make a job-related decision using the Criterion Referenced Decision Making process; 4) Use an objective problem solving method; 5) Describe an objective method to anticipate and prevent future problems; and 6) Apply a creative technique to developing alternatives.

(92-201) Legal Update (3 hour Required)

This three hour course, required for all municipal police officers in Pennsylvania, covers significant changes during the last three years in Pennsylvania's Vehicle Code; changes in the Crimes Code of Pennsylvania since December 1990; and a review of the Use of Force by police officers.

(92-202) Search & Seizure, Non-Motor Vehicle (3 hour Required)

This three hour course, required for all municipal police officers in Pennsylvania, covers establishing probable cause for a search; procedures to be followed to obtain a search warrant; procedures to be followed during a non-vehicle search; and a review of appropriate case law.

(92-301) Officer Safety I (3 hour Elective)

This three hour elective course, is designed to make police officers aware of safety concerns confronting law enforcement officers today with a focus on mental and physical preparation. Issues discussed during the course include scene awareness, complacency, vehicle pursuits, and handgun retention.

(92-302) Officer Safety II (3 hour Elective)

This three hour elective course, is designed to prepare police officers to successfully respond to situations encountered in the field, such as traffic stops. Using a video/discussion method, the course includes topics such as tactical considerations when making low, unknown, and high risk vehicle stops with the safety of the officer and motorist in mind.

(92-303) Traffic Update (3 hour Elective)

This three hour elective course covers emerging issues in traffic enforcement including recent changes in laws pertaining to the licensing of drivers, proper procedures when first responding to traffic accidents involving hazardous materials, and enhancing DUI enforcement efforts, with a focus on the successful presentation of cases in court.

(92-304) Law Enforcement and Victim Witness (3 hour Elective)

This three hour elective course covers methods and techniques to be followed to maximize the effective interface between police officers and victims. Specific topical course areas include - Types of Victim Injuries; Handling Victim Crisis Reactions; Special Victim Concerns; and The Pennsylvania Victim Service System.

(92-305) Domestic Violence (3 hour Elective)

This three hour elective course includes techniques of response to "Domestic Violence" calls which will assist & protect victims, reduce perpetrator recidivism, minimize officers' and their Departments' liability, and increase officer safety in domestic violence situations.

(91-102) Civil-Criminal Liability, Authority and Jurisdiction (3 hour Required)

This is a 3 hour course of instruction on the areas of civil and criminal liability and how these issues effect police officers. The course includes a discussion of civil rights violation situations and defenses in civil suits. In addition, the course will cover the Municipal Police Jurisdiction Act in detail. MPOETC mandated course and passing a test is required to successfully complete the course.

(91-103) Use of Force (3 hour Required)

This is a three hour course of instruction on the principles of justification for the use of force and deadly force by police officers in Pennsylvania . The course includes an in-depth review of Chapter 5 of the Crimes Code as well as a discussion of the Supreme Court's decision in Tennessee v. Garner. In addition, this course will cover other topics such as the use of tactics, judgment, and restraint in situations, in order to limit the use of force to that which is "necessary and reasonable". MPOETC mandated course and passing a test is required to successfully complete the course.

(91-104) Evidence, Arrest, and Legal Update (3 hour Required)

This course involves three separate 1 hour blocks of instruction on the preservation and collection of evidence, laws of arrest, and a legal update. The topics in the Evidence course include protecting the crime scene, methods of collecting and packaging physical evidence, and documenting the chain of custody.

The Arrest course includes an in-depth discussion of Probable Cause, the officer's authority to arrest with or without a warrant, and balancing the power of arrest with discretion and respect for state laws and the U.S. Constitution.

Since police officers must constantly stay abreast of law changes and recent court decisions, the Legal Update course will provide officers with instruction on the recent changes in the Crimes Code, Rules of Criminal Procedure along with a review of federal and state court decisions that effect law enforcement officers in Pennsylvania . MPOETC mandated course and passing a test is required to successfully complete the course.

(91-105) Search and Seizure (Vehicles) (3 hour Required)

This is a three hour course on the laws and rules of Search and Seizure as they apply to vehicle searches. The course includes an in-depth review of the Fourth amendment, applicable court cases, and focuses on the exceptions to search warrant requirements when searching vehicles in field situations. MPOETC mandated course and passing a test is required to successfully complete the course.

Total Number of Courses 79
Total Number of Training Hours 324