

# MONMOUTH COUNTY POLICE ACADEMY



## 2023 POLICE TRAINING COURSE CATALOG



A REGIONAL TRAINING FACILITY



## **2023 MONMOUTH COUNTY COMMISSIONERS**

Thomas A. Arnone, Lillian G. Burry, Dominick DiRocco,  
Susan M. Kiley, and Ross Licitra

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Director, Monmouth County Police Academy  
Thomas A. Arnone  
Monmouth County Commissioner  
Susan M. Kiley  
Monmouth County Commissioner  
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Monmouth County  
Shaun E. Golden, Sheriff  
Monmouth County  
Michael Kelly, Chief  
President, Monmouth County Police Chiefs Association  
Michael Bauer, Chief  
Past President, Monmouth County Police Chiefs Association

## **POLICE ACADEMY STAFF**

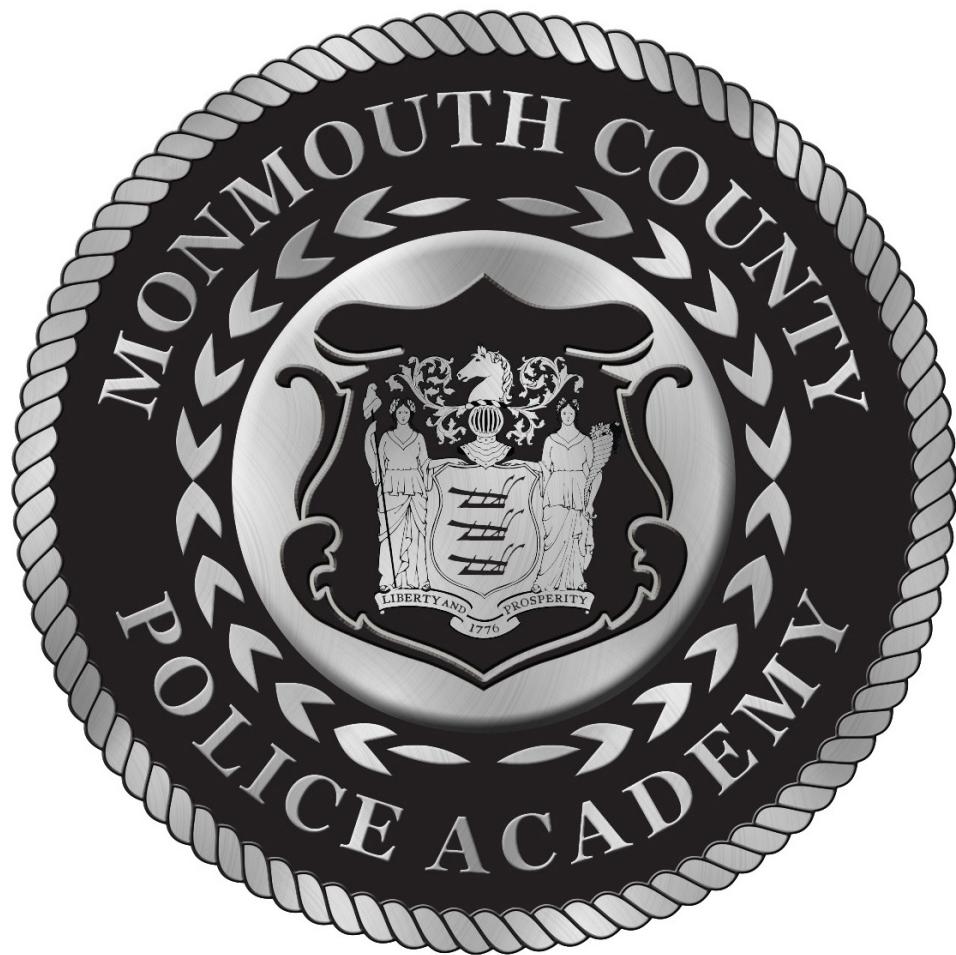
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Patrolman John T. Fay (Ret.), Administrative Training Officer  
Officer Tracey Tift, Academy Range Master  
Lieutenant Joseph F. Aflitto (Ret.), Range Master  
Lieutenant Wesley Mayo Jr. (Ret.), Training Officer  
Sgt. Michael Ricciardi (Ret.), Training Officer  
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Susan R. Michling, Administrative Clerk

## **MONMOUTH COUNTY ADMINISTRATION**

Teri O'Connor, County Administrator

# MONMOUTH COUNTY POLICE ACADEMY

A Division of the Monmouth County Sheriff's Office



**PROUDLY SERVING LAW ENFORCEMENT AS THE ONLY  
CALEA ACCREDITED PUBLIC SAFETY TRAINING ACADEMY  
IN THE STATE OF NEW JERSEY**



The Monmouth County Sheriff's Office Situational Training and Response Simulator, also known as the STARS Facility, located in Freehold, is a premiere training facility used by our public safety partners in Monmouth County and throughout the State of New Jersey. The facility provides de-escalation training for Basic Police Recruits to Veteran Police Officers.



The STARS building includes a state of the art decision making and tactical firearms simulator, equipped with various types of scenarios. Additionally, the facility contains a multi-screen Driving Simulator for Police Officers, EMS and Hazmat personnel.

Our Situational Training and Response Simulator (STARS) facility was established to assist All Law Enforcement and First Responders with Virtual and hands-on training. Recruits and veteran officers go through hours of Use of Force, Defense Tactics, De-Escalation and Active Shooter training, prior to any of the Virtual Simulation training.

There is a Domestic Violence Response Training area, Correctional housing unit, K9 agility course, School Bus and a school classroom area for Active Shooter incident scenario training.

On behalf of all our public safety partners, we thank the Monmouth County Board of Chosen Freeholders for this continued initiative. It would not be possible without their commitment and support of this project.

We are confident that this exciting effort will help us address public safety challenges with which our first responders encounter, as they maintain the safety and security of our residents in the County of Monmouth and throughout the State of New Jersey.



# 2023 POLICE TRAINING COURSE CATALOG

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## 2023 POLICE TRAINING COURSE CATALOG

# INTRODUCTION

Whether you are looking to begin your law enforcement career or take it to the next level, the Monmouth County Police Academy provides modern education and quality training to assist you. Today's law enforcement officers are highly trained and well equipped to meet the needs of the communities they serve. The Director, academy staff and instructors work tirelessly to ensure programs, education and training are current and of the highest quality.

The Basic Course for Police Officer, Special Law Enforcement Officer, County Correctional Police Officer and County Park Ranger training programs are the first step to becoming a law enforcement officer. The Monmouth County Police Academy provides a solid foundation of knowledge, skills and abilities to make an immediate positive impact within the profession. Successful completion of the basic course requires trainees to put forth maximum effort and tests whether they have what it takes to become professional and effective law enforcement officers. Basic training is not easy- it is not intended to be easy.

In addition to basic training, the Academy provides in-service education and training to veteran police officers. The many courses offered annually help advance skills and provide specialized training. In-service courses also develop leadership skills and produce instructors needed to effectively manage personnel and organizations.

The Monmouth County Police Academy takes pride in that it has certified and trained thousands of professional police officers, leaders and managers.





All instructors should have appropriate teaching materials and be well versed in their field of instruction. All instructors will conduct themselves in a professional, courteous manner and maintain a safe and controlled classroom environment.

MCPA holds all instructors to the highest ethical standards and reserves the right to remove an instructor for violation of any code of conduct while here at the academy. The academy follows the New Jersey Police Training Commission's Standards of Conduct for Instructors, which can be viewed on their website, ([www.njptc.org](http://www.njptc.org))

As part of this agreement, the Monmouth Police Academy will provide a safe, clean, fully functional training facility for both classroom and practical scenario training. Any inquiries or special requests regarding classroom or equipment matters should be forwarded to academy staff for consideration and handling.

Any adjustments or revisions to this agreement will be at the discretion of the Academy Director Terance Mahon.

Robert J. Dawson  
Undersheriff



## **History and Tradition of the Monmouth County Police Academy**

Recognizing the need for professional, well-trained police officers, the Monmouth County Board of Chosen Freeholders, in cooperation with the Monmouth County Police Chiefs Association and the Monmouth County Prosecutor, established the Monmouth County Police Academy in 1963. The Police Academy opened at its current location in 1985 and became a division of the Monmouth County Sheriff's Office in 2011.

The Academy conducts basic training courses for regular police officers, Class II Special Police Officers, Class I Special Police Officers, County Corrections Officers and County Park Rangers. The Academy also conducts and/or hosts in-service training courses for veteran law enforcement officers. Additionally, the Academy hosts outside instructors and companies to provide the best national and international programs for the local law enforcement community.

The Monmouth County Police Academy prides itself in being recognized as one of the premier regional law enforcement training facilities anywhere. Thousands of police officers from New Jersey and other states have undergone basic training, and in-service training, at the Academy and have continued on to distinguish themselves with pride, professionalism and integrity during their respective careers.

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## **Mission Statement**

The Monmouth County Police Academy is a Regional Law Enforcement Training Academy operating under the direction of the Monmouth County Sheriff, and the Academy Board of Directors.

The Monmouth County Police Academy is the only Police Academy in the State of New Jersey to receive the Gold Standard in Public Safety from the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The Monmouth County Police Academy offers basic recruit classes for many branches of law enforcement; we offer a wide variety of in-service training to meet the needs of the law enforcement community and prepare both recruits and seasoned officers to meet the challenges of today and tomorrow.

Our mission is to provide the most knowledgeable, experienced staff to deliver the latest in training and technology to our recruits and in-service clients in a professional manner.

Professionalism, Character, Pride and Leadership are key words in our daily activities as we strive to develop and strengthen the mind and body of both the recruit and the veteran officer.

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## **Emergency Contact Information:**

- The Monmouth County Police Academy is located at 2000 Kozloski Road in Freehold Township. The main phone number is 732-577-8710 and the fax number 732-577-8722.
- Incoming calls to Academy trainees should be restricted to emergencies (illness, accident, death, etc.). Emergency messages will be delivered to a trainee immediately. For basic courses, the Platoon Leader will check the bulletin board during the breaks and deliver the messages to the trainees.
- Important note: If a trainee needs to telephone the Academy to report any lateness, absence, emergency or other problem, and is not able to speak to someone in person, the trainee shall leave a message on the Training Officer's telephone answering system. The trainee shall then contact his/her Squad Leader or Platoon Leader who will ensure a personal notification to the Academy at the earliest opportunity. In addition, the trainee shall contact his/her respective agency.

## **Emergency Closings**

There may be times when an emergency, such as severe weather, fire or a power failure, disrupts normal business operations of Monmouth County government. While the County of Monmouth has essential facilities and operations that operate around the clock, it may on occasion be necessary to close or delay the opening of other non-essential offices and operations.

A closure, early closure or delayed opening may be implemented to provide additional time to facilitate the clearing of roads, parking lots and sidewalks for employee and public access to County facilities.

If County Administration makes a decision to close or to delay opening of County operations, applicable information will be posted on the County website, intranet and social media accounts. Also, County Administration will ask local radio stations to announce the closing.

## **COVID - 19 Police Academy Protocol**

The Monmouth County Police Academy follows the direction of the New Jersey Health Department, Monmouth County Health Department and the CDC Guidelines, which establishes our daily Covid - 19 Protocol. Covid-19 policies and procedures are in place to ensure a safe learning environment for attendees, instructors and staff.



# 2023 POLICE TRAINING COURSE CATALOG

# GENERAL INFORMATION

## Course Information

In-Service training courses held at the academy will have specified classroom hours contained within the course postings. Hours for the Basic Course for Police Officers will accompany the application when issued.

## Online Registration and Fees

Registration for all courses is on a first-come, first-serve basis, so it is advantageous to register for a course early. You must visit the website at:

[www.MonmouthCountyPoliceAcademy.com](http://www.MonmouthCountyPoliceAcademy.com) and click on the text titled

"Online In-Service Course Registration" to enroll in classes. Registrations by phone or fax are no longer accepted.

Registration fees for all in-service training courses are listed on this website catalog.

## Class Full Status

If a class you are interested in is in full status, you may continue to register to be placed on a waitlist for that class. You will receive an email advising if your status has changed from waitlist to enrolled. Only Officers who are successfully enrolled may attend a class being offered.

## Cancellation Policy

Due to the high demand of the majority of the scheduled in-service training classes, it is the policy of the Monmouth County Police Academy that any course cancellation must be at least 48 hours in advance of the course start date. This will allow us the opportunity to backfill any open seats. If a cancellation is requested with less than 48 hours or the registered officer and/or agency is a no show, the sending agency may be invoiced for the full training fee.

## Supervisor Approval

You must have your supervisor's approval to attend any course offering at MCPA. Once obtained, only a designated Supervisor or Training Officer with registration privileges can enroll an officer for a course. All officers MUST have an active portal account to be enrolled in a MCPA course.

## FBI courses

Prior to registering for an FBI course, please check the location where it will be conducted. Many FBI courses designate seats for Monmouth County, but the courses actually takes place at another Academy. Please take the additional travel time into consideration prior to registering for these courses.



## Date changes

Before enrolling in a course, ensure that you are able to attend on the date listed on the Academy's website. In the event an issue arises that causes a change to the date of a course after this catalog is published, the course date will be updated online only. The course dates listed on the Academy's online in-service course registration section are the most up-to-date and accurate.

## Academy Entrance Requirements for Basic Courses

- Background check - As required for Police Recruits by the New Jersey Police Training Commission, each trainee will have had a complete background check, including a fingerprint check by the New Jersey State Police Bureau of Identification and the Federal Bureau of Investigation, for clearance to become a law enforcement officer. Along with the background check, the following documents shall be submitted by the trainee's law enforcement agency to the Academy Director prior to the commencement of the trainee's training at the Academy.
- Application for Admission to Basic Course;
- Photograph;
- Statement of Affirmation; (Background / Fingerprinting completed)
- Statement of Affirmation for Psychological Evaluation;
- Trainee Agreement Statement;
- PTC Health History and Medical Certification Forms; and  
**(Physical within 60 days)**
- PTC Notice of New Appointment (Copy of Agency Submittal to PTC);
- NJ State Toxicology Laboratory Submission Form (Copy of Agency Submittal)  
**(Toxicology within 90 days)**

## Medical Clearance

The Academy will no longer require that participants receive medical clearance prior to attending certain physically demanding in-service courses. It is strongly suggested that prior to attending any course that requires physical exertion, that the attendee consult his or her physician to ensure that they are healthy enough to participate in such activities. A waiver form will be required in order to participate in these courses.

## Law Enforcement Officer Certification

Certification Requirements (N.J.A.C. 13:1-5.1) - A trainee shall be considered eligible for certification when, among other requirements, the Academy Director affirms that:

- The trainee has achieved the minimum requirements for examination grades as set forth in the Commission's Written Examination Manual, the minimum qualifying score as set forth in the Commission's Firearms Manual, and demonstrated an acceptable degree of proficiency in the subjects of defensive tactics and first aid/first responder.
- The trainee has participated in no less than 90 percent of the total subject hours in the curriculum that the Commission has approved for the course the trainee is attending.



## **Certificates**

Certificates of completion will be awarded on the last day of instruction to individuals who successfully completed the course. Certificates are printed using the information that was submitted during online course registration. Please ensure that your information was entered correctly, and includes proper capitalization. The way it is entered online is the way your certificate will be printed.

## **Accidents while on County Property**

In any incident in which a person is injured or may have been injured while attending an in-service course, a Monmouth County Incident Report must be completed with all necessary information. A copy must be placed in the Academy's Incident File and the original sent to the Insurance Department, Hall of Records.

## **ACADEMY GUIDELINES**

### **Telephone Messages and Cell Phone Etiquette**

Messages will be posted on the classroom door, to be picked up during breaks. Cell phones should be set to the silent mode or turned off during classes.

### **Smoking**

Smoking, smokeless tobacco, and electronic cigarettes are not permitted in the building. Designated smoking areas are identified. Cigarette butts shall be disposed of in the receptacles provided 25 feet from the building.

### **Breaks**

Breaks are given approximately every hour at the instructor's discretion. Lunch breaks are also given at the discretion of the instructor.

### **Eating/Drinking/Newspapers**

Eating and drinking are permitted only in the lounge area. Students are required to clean up after themselves. All garbage should be deposited in the receptacles provided. Newspapers and periodicals not related to the training program are not to be read during class.



## Class Attendance

Class attendance is required. Any absences will be reported to your department. If your absence is due to court, illness, etc., the Academy shall be notified. No certificate will be issued if more than 10 percent of a class has been missed.

## Dress Code Policy

The policy of the Monmouth County Police Academy is that all employees, instructors, and trainees shall present a professional image in attire and appearance and shall wear authorized clothing that is neat, clean, pressed and properly fitted. Therefore, the following guidelines are adopted with regard to the In-Service Course Program:

**A. In-Service Training Course Attendees.** Standard dress attire for all persons attending courses at the police academy or at a satellite location of the academy, to include In-Service Students and all persons attending college or University Courses, shall be as follows:

### 1. Male Attendees

- a. Class A department uniform (uniform of the day)
- b. Business attire consisting of dress slacks, trousers, button down shirt, optional tie, belt, and dress type shoes
- c. Professional collared polo style shirt with dress slacks or trousers, belt, and dress type shoes. Shirts must be tucked in.
- d. Sport jacket and trousers, and button down shirt
- e. Business Suit
- f. Shoes, boots, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.

### 2. Female Attendees

- a. Class A department uniform (uniform of the day)
- b. Business attire consisting of dress slacks, button down shirt, belt, and dress type shoes
- c. Professional collared polo style shirt with dress slacks or trousers, belt, and dress type shoes. Shirts must be tucked in.
- d. Pants, slacks, blouse and/or sweater
- e. Business length skirt, blouse and/or sweater
- f. Business suit
- g. Shoes, boots, flats, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.

**B. Instructors.** Standard dress attire for all persons Instructing Training Courses at the police academy or at a satellite location of the academy, to include In-Service Training Courses and College or University Courses shall be as follows.



## **1. Male Instructors**

- a. Class A department uniform (uniform of the day)
- b. Shoes, boots, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.
- c. Business attire consisting of dress slacks, trousers, button down shirt, tie, belt, and dress type shoes.
- d. Sport jacket and trousers
- e. Business Suit
- f. Authorized Monmouth County Police Academy Instructor Collared Polo Shirt with Khaki pants when approved for specific courses by the Director of the Police Academy or designee. Shirts must be tucked in.

## **2. Female Instructors**

- a. Class A department uniform (uniform of the day)
- b. Shoes, boots, flats, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.
- c. Business attire consisting of dress slacks, button down shirt, belt, and dress type shoes
- d. Business suit
- e. Pants, slacks, blouse and/or sweater
- f. Business length skirt, blouse and/or sweater
- g. Authorized Monmouth County Police Academy Instructor Collared Polo Shirt with Khaki pants may be worn when approved for specific courses by the Director of the Police Academy or designee. Shirts must be tucked in.

## **C. Exceptions to the Dress Code Requirements for In-service Training Instructors and Attendees.** The following are authorized exceptions to the standard dress code for Academy course Instructors and Attendees:

1. Persons Instructing or attending any course which involves physical activity, such as, but not limited to, firearms, baton, unarmed defense and physical fitness *shall be authorized* to wear authorized Department Polo shirt with Agency insignia or Monmouth County Police Academy Instructor Collard Polo Shirt with Khaki pants, or Department Class B uniform when approved by the Director of the Academy or designee. Shirts must be tucked in.
2. Persons Instructing or attending authorized programs at the academy, including, but not limited to Monmouth County Sheriff's Office Sheriff's Youth Week and Citizen's Police Academy programs.
3. Other courses at the request of the lead Instructor and approved by the Police Academy Director or designee.



# 2023 POLICE TRAINING COURSE CATALOG

# COURSE DESCRIPTIONS

## BASIC COURSES

**Basic Course for Police Officers 104<sup>th</sup> Class &  
Basic Course for Class II Special Law Enforcement Officers - 55<sup>th</sup> Class  
Co-Mingled Classes**

**Basic Course for Police Officers 105<sup>th</sup> Class &  
Basic Course for Class II Special Law Enforcement Officers - 56<sup>th</sup> Class  
Co-Mingled Classes**

**Date(s):** January 9 - May 25, 2023 (104th and 55th)  
July 24 - December 21, 2023 (105th and 56th)

**In County:** \$750

**Out of County:** \$1200 (10 or more recruits \$1000)

**Waivers:** \$500

**Class Limit:** TBD (BCPO has precedence over SLEO II)

The Basic Course for Police Officers training consists of 790 hours of training mandated by the Police Training Commission.

The Basic Course for Class II Special Law Enforcement Officers Training will receive identical training as the BCPO course, however, upon graduation, the SLEO II trainee will only receive a SLEO II certification.

**Prerequisite:** BCPO applicants must be appointed as full-time employees of municipal, county, or state law enforcement agencies. SLEO II applicants must be appointed as a SLEO II officer and a copy of the Resolution must be submitted as proof prior to Academy start date. Both BCPO and SLEO II trainee candidates must conform to all the standards prescribed by the New Jersey Police Training Commission.

Agencies are to refer to the Academy Entrance Requirements for Basic Courses in the General Information Section of this catalog for further information.

**AGENCIES ARE REQUIRED TO ENROLL TRAINEES ONLINE. THE ACADEMY WILL NO LONGER ACCEPT TELEPHONE OR EMAIL REQUESTS TO RESERVES SPOTS.**



### **Basic Course for Police Officers - Accelerated Waiver Class / AW-16**

**Date(s):** January 23 - February 8, 2023

**In County:** \$500    **Out of County:** \$750

**Class Limit:** 40

### **Basic Course for Police Officers - Accelerated Waiver Class / AW-17**

**Date(s):** To Be Announced

**In County:** \$500    **Out of County:** \$750

**Class Limit:** 40

The Accelerated Waiver Basic Course for Police Officers training consists of mandated training set forth by the Police Training Commission.

**Prerequisite:** Applicants must be appointed as full-time employees of municipal, county or state law enforcement agencies, be a current certified Class II Special Law Enforcement Officer and conform to all the standards prescribed by the New Jersey Police Training Commission, including being granted a standardized waiver. Refer to the Academy Entrance Requirements for Police Recruits in the General Information section of this catalog.

**DEPARTMENTS ARE REQUESTED TO ENROLL TRAINEES ONLINE. TELEPHONE CALL REQUESTS WILL NOT BE ACCEPTED.**



## **Basic Course for Class I Special Law Enforcement Officers – 46th & 47th Classes**

**Date(s):** May 15 – 26, 2023 (46th)

June 5 – 16, 2023 (47th)

**In County:** \$100

**Out of County:** \$150

**Class Limit:** TBD

The Basic Course for Class I Special Law Enforcement Officers Course consists of 80 hours of training mandated by the New Jersey Police Training Commission.

**Prerequisite:** Applicant must be appointed as a Class I Special Law Enforcement Officer. A copy of the Resolution must be submitted. Must possess a High School/GED Diploma to apply.

Refer to the Academy Entrance Requirements for Police Recruits in the General Information section of this catalog.

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## **35th Basic Course For County Park Rangers**

**Date(s):**

**In-County:** \$150

**Out of County:** \$250

**Class Limit:** 20

The Basic Course for County Park Rangers is a four week program certified by the Police Training Commission(PTC) sponsored by the Monmouth County Parks Division and the Monmouth County Police Academy(MCPA). The curriculum and recruit required qualifications follow the PTC guidelines for County Park Rangers. The program is split into two weeks of agency PTC required training at the Monmouth County Park Training Center and two weeks of additional classroom PTC required and elective training at the Monmouth County Police Academy. Detailed recruit and curriculum information can be found on the PTC's website.



# 2023 POLICE TRAINING COURSE CATALOG

# COMMUNITY OUTREACH

# PROGRAMS



A unique opportunity for young people to explore interests in law enforcement through police academy-style training, drill and exercise programs and instructional sessions at the Monmouth County Police Academy and Neptune High School.

Each day's session begins and ends with one hour of rigorous exercise and drill. Sessions are taught by representatives of municipal, county, state and federal

## SHERIFF'S YOUTH WEEK

**July 10–14, 2023**

The Monmouth County Sheriff's Office supports and provides more than a dozen programs to promote resident awareness to health, safety and crime issues in the community. Several of the programs are held at the Police Academy. If you would like more information about programs of this type, please contact Undersheriff Ted Freeman at 732-431-6400 ext. 1110. The complete list of programs can be found at [www.mcsnj.org](http://www.mcsnj.org)

**Open to: Monmouth County residents of high school age**  
**Cost: No Charge**

law enforcement agencies. Each recruit will receive a certificate from the Monmouth County Sheriff's Office upon completion of the academy.

To be eligible, a recruit must be of high school age - just graduated 8th grade and going into high school in September, already in high school or just graduated from high school.





## IN-SERVICE COURSE OFFERINGS

### Armorer Classes

Register: @ [www.tritontraininggroup.com](http://www.tritontraininggroup.com)

#### 700 Remington Rifle Armorer

**Date(s):** November 17, 2023 /One-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$250

**Out of County:** \$250

**Class Limit:** 30

In 700 rifle class, through the use of a bore-scope, power point, and hands-on instruction, we cover all aspects of this classic bolt rifle to ensure the student leaves with a thorough understanding of its function, design, and common malfunctions.

- Basic disassembly of the rifle
- Detailed disassembly/reassembly of bolt
- Design and Function/Cycle of Operations
- Inspection and Troubleshooting
- Accuracy Diagnostics
- Cleaning and Maintenance
- Repair documentation for the departmental armorer

Triton Training Group will provide Remington model 700 rifle receivers for this class to prevent small parts loss or damage from occurring with duty weapons. Students are welcome to bring tools or rifles to class, however tools necessary to complete class will be provided for use in class, as well as support materials.

**Location:** Monmouth County Police Academy

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#### 870 Remington Shotgun Armorer

**Date(s):** May 15 - 16, 2023 /Two-Day Course

November 15 - 16, 2023 /Two-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$450

**Out of County:** \$450

**Class Limit:** 30

Students attending this class will receive in-depth and hands-on introduction to the 870 shotgun.

Instructional topics will include but not be limited to:

- Basic operation and nomenclature
- Design and Function of the 870 shotgun
- Common field strip leading to a detailed disassembly
- Cleaning and Maintenance
- Troubleshooting malfunctions / diagnostics
- Advanced Repairs such as Ejector replacement and Hammer/Spring replacement
- Repair documentation for the departmental armorer

Each student is required to bring only an 870 shotgun to class and any tools they wish to use or bring. If you are unable to bring a 870 shotgun, please contact us prior to class. Basic armorer's tool kits will be supplied, along with training and support materials.

**Location:** Monmouth County Police Academy



### **AR15/M4 Armorer**

**Date(s):** May 17 - 18, 2023 /Two-Day Course  
November 13 - 14, 2023 /Two-Day Course  
**In County:** \$450      **Out of County:** \$450

### **Advanced AR15/M4 Armorer, Range Diagnostics**

**Date(s):** May 19, 2023 /One-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$250      **Out of County:** \$250

**Class Limit:** 30

Our AR15/M4 Armorer's School uses detailed disassembly and reassembly to emphasize operation and the actual function of a direct impingement weapon. The class is 90% hands on from start to finish, With consistent emphasis on inspection of parts and the diagnostics associated with wear and failure.

- Nomenclature and Design Cycle Ammunition
- Cleaning and Maintenance
- Troubleshooting Malfunctions / diagnostics
- Parts inspection and common failures Basic field strip
- Detailed disassembly/reassembly
- Repair documentation for the departmental armorer
- This ARI 15/M4 Armorer class is unbranded and relevant to all AR manufacturers.

TTG carbines will be utilized for this class to prevent small parts loss or damage from occurring with duty weapons. Students are welcome to bring tools to class, whatever tools necessary to complete class will be provided for use in class, as well as support materials.

**Location:** Monmouth County Police Academy

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### **Arrest, Search & Seizure Update**

**Date:** October 23, 2023 /Half Day Course

**Time:** Morning Session: 8:30 - 12:00

Afternoon Session: 1:00 - 4:30

**In County:** \$25    **Out of County:** \$75

**Class Limit:** 30

This one-day seminar will update the police supervisor, patrol officer and investigator on the recent developments in the laws of arrest, investigative detentions with a special focus on "stop and frisk" and motor vehicle stops, search warrants and the exceptions to the written warrant requirement. The seminar will also focus on the court decisions that have been recently handed down by the U.S. Supreme Court, New Jersey Supreme Court and the various panels of the Appellate Division of Superior Court. In addition, an overview of the marijuana decriminalization and cannabis legalization bills will be presented.

**Conducted By:** Monmouth County Prosecutor's Office



## Basic Crime Scene Investigations

**Date(s):** September 18 - 22, 2023 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$55 **Out of County:** \$100

**Class Limit:** 30

This course is designed to teach students the proper way to enter a crime scene, to preserve the crime scene, to search the crime scene and to collect evidence at the crime scene. This will include, but will not be limited to, crime scene management, crime scene search equipment, crime scene sketching, crime scene photography, crime scene record keeping, crime scene blood stain analysis and crime scene handling and packaging of evidence. The second day of the class will include a mock crime scene whereas the student will be responsible for the aforementioned disciplines.

**CONDUCTED BY:** MONMOUTH COUNTY PROSECUTOR'S OFFICE

**LOCATED AT:** MONMOUTH COUNTY PROSECUTOR'S BUILDING

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## Baton Defensive Tactic Instructors Course

**Date(s):** July 17 - 21, 2023 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50 **Out of County:** \$100

**Class Limit:** 15

Defensive Tactics: The student will be able to instruct in service classes for their Agency or work as an Academy Instructor. This course will cover safety, Use of Force and Defensive Tactics techniques. Baton: The Student will be able to instruct in service classes for their Agencies or work as an Academy instructor. This course will cover safety, Use of Force, and basic baton tactics and techniques. This is a physical course, the student should be ready and able to perform all tasks associated with use of the baton. The student should be proficient with the use of the baton this is not an entry level course.

**Conducted By:** Monmouth County Sheriff's Office



### **Bias Incident Investigations**

**Date:** May 22, 2023 / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

The course will provide the instruction standards of the bias incident investigation, the definition of a bias incident, and its related criminal violations. The course will present guidelines for confirming a bias incident and discuss the duties and responsibilities of the Chief Law Enforcement Officer in Monmouth County. The course will communicate the role and responsibilities of the Municipal Law Enforcement Chief Executive and the relationship with the officers' initial response, the follow-up investigation, and the duties and responsibilities of the County Bias Incident Officers.

**Conducted By:** Monmouth County Prosecutor's Office

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### **Cell Block Management/Extraction**

**Date:** August TBD / Half Day Course

**Time:** 8:30 a.m. - 12:30 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

This four-hour course will be devoted to the requirements for operating and maintaining a safe and secure detention facility, as set forth in Chapter 34 of the New Jersey Administrative Code. The "Cell Block Management" segment will review sound security practices and the minimum requirements for supervising detainees will be stressed. The "Suicide Awareness" segment will focus on such topics as the profiling of suicidal detainees, the screening and supervision of such detainees, the various ways in which detainees may attempt suicide, the liability factor and appropriate policy and procedures for handling suicide attempts.

**Conducted By:** Monmouth County Sheriff's Office - Corrections Division

**LOCATED AT: MONMOUTH COUNTY S.T.A.R.S. FACILITY**



## Computer Crimes

**Date(s):** October 4, 2023 / One-Day Course

**Time:** 8:30 a.m. – 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 30

This two-day course will provide officers with a basic understanding of computer facilitated crimes and digital evidence. The program of instruction includes topics such as Internet infrastructure, Internet Protocol Address tracing, social networking, computer and cell phone seizure, digital evidence recovery, legal concerns and the Internet Crimes Against Children Task Force (ICAC).

**Conducted By:** Monmouth County Prosecutor's Office

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## Crossing Guard Training/ TRAIN the TRAINER

**Date:** To Be Announced / Five-Day Course

**Time:** 8:30 a.m. – 4:30 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 30

The training will include crossing guard positioning and procedures, state and federal law and regulations, and hands-on practice to set up similar training for crossing guards in your community. This training is sponsored by NJ department of Transportation and NJ Division of Highway Traffic Safety with funding from the Federal Highway Administration, and by the New Jersey Municipal Excess Liability Joint Insurance Fund.

**Conducted by:** NJDOT/ NJ Division of Highway Traffic Safety



### **Detective Skills Enhancement Training Course\***

**Date(s):** October 14 -18, 2024 / Five-Day Course

October 5 -9, 2026 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25

**Out of County:** \$100

**Class Limit:** 30

The Investigations: Principles and Applications course is designed to instill practical problem-solving skills and techniques for investigations ranging from basic indictable offenses to major crimes. Topics to be covered include search warrants, miranda and interrogation, preparation for testimonial hearings, cell phone and computer crime investigations, inmate telephone services and investigations, forensics, financial crimes and state police lab capabilities. The course, through presentations from experienced detectives, trial attorneys and experts in specialized fields, combines legal fundamentals with practical application to enhance the skills of all detectives, from novice to veteran.

**CONDUCTED BY:** MONMOUTH COUNTY PROSECUTOR'S OFFICE

**LOCATED AT:** MONMOUTH COUNTY PROSECUTOR'S BUILDING

**\*Course is offered every other year**

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### **Domestic Violence Update**

**Date(s):** May 24, 2023 / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 30

The domestic violence statute will be reviewed. The emphasis of the training will be on evidence-based prosecution (proving a case with an uncooperative victim) as well as criminal and civil procedures, which police officers are required to know. This course is intended for law enforcement officers who have not attended this course in the last two years. First responder officers, patrol officers especially, will benefit from this course. The preferred experience level is for five years or less as a police officer.

**Conducted By:** Monmouth County Prosecutor's Office



## Drill and Ceremony Familiarization Course

**Date(s):** To Be Announced / Two-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 20

This two day course will cover the basic drill, ceremony, and Honor Guard movements, voice commands, uniform appearance, facing movements, recruit calling, and inspection protocols. The Honor Guard, exhibiting excellence and precision, has been a long standing tradition in Law Enforcement, utilized in parades, funerals, marching and formations. This is a basic refresher course in Drill and Ceremony. The student will be given classroom lecture and practical application in Drill and Ceremony.

**Conducted By:** Monmouth County Police Academy Drill Instructor

**Dress Code:** Class A cover, long sleeve shirt and tie.

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## Emergency Vehicle Operations Instructor Course (EVOC)

**Date(s):** April 17 - 21, 2023/ Five-Day Course

**Time:** 8:30 a.m. - 5:00 p.m.

**In County:** \$50

**Out of County:** \$150

**Class Limit:** 20

This course will cover the basic requirements for the officer to be certified as an Instructor of Vehicle Operations as outlined by the New Jersey Police Training Commission. Additional advanced topics that are utilized in the Monmouth County Police Academy's Police Vehicle Operations Course (PVOC) and the National Police Driver Training Reference Guide will also be covered during the instruction. This course involves both classroom and hands-on training and will require setting up practical cones courses by the officer. Officers will be responsible for bringing a fully equipped police package patrol car for operation in the course. Classroom portion will be held at the Monmouth County Police Academy. The practical instruction will take place at Raceway Park, Englishtown.

**Additional Certificate Requirement:** Attendees must assist/observe Basic Class PVOC, current MOI certification.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)



### **Field Training Officer Course (FTO)**

**Date(s):** To Be Announced / Two-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$25      **Out of County:** \$100

**Class Limit:** 20

This course is designed to teach FTO's effective techniques on how to properly train and evaluate police officer trainees during field training. This period of mentorship puts the FTO in a unique position to enhance the knowledge, skills and abilities of the trainee. Over this two day course students will learn how to become an efficient FTO through topics including but not limited to: FTO requirements and selection, roles of an FTO, development and implementation of standard evaluation guidelines, daily observation reporting, remedial training, factors affecting learning, FTO policy and liability. Upon completion of this course the FTO will have a confident foundation on how to properly and successfully transition recruit police officers from probationary status to a fully functioning solo officer on regular duty.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)

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### **Financial Crimes Investigations**

**Date(s):** June 7 - 8, 2023 / Two-Day Course

**Time:** 9:00 a.m.- 4:30pm

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

The program of instruction includes such topics as financial instruments, bank fraud and failures, check processing, fraud schemes, accounting records and money laundering overview.

**Conducted By:** Monmouth County Prosecutor's Office



## Monmouth County Police Academy 732-577-8710

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### **Firearms Application and Registration System (FARS)**

**Date(s):** March 8, 2023 / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 30

The NJ Firearms Application and Registration System (FARS) is prescribed by the Superintendent of the NJ State Police for use by applicants for Firearms Purchaser I.D. Cards & Handgun Purchase Permits. Firearms Application is used for any of the following reasons: Initial Firearms Purchaser Identification Card Application to purchase a handgun Change of Name on Identification Card Change of Address on Identification Card Change of Sex on Identification Card Electronic Firearms Purchaser Identification Card (for duplicate or lost Identification Card) In addition, The FARS system is utilized by LE organizations to process applications, approve/ deny requests, and issue Firearms Purchaser ID Cards and Handgun Purchase Permits. This course is intended for both new and existing users.

### **LOCATION: MONMOUTH COUNTY FIRE ACADEMY**

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### **Fire Investigation / Arson Awareness**

**Date(s):** March 6 - 8, 2023 / Three-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$55

**Out of County:** \$100

**Class Limit:** 30

This course will prepare police investigators and detectives to conduct a basic follow-up investigation of arson with the cooperation of a fire origin and cause expert. Topics will include fire chemistry and behavior, indicators of arson, first responding officer duties, fatal fires, arson laws, fire setter motives, vehicle fire investigations, and explosive/bomb investigations.

**CONDUCTED BY: MONMOUTH COUNTY PROSECUTOR'S OFFICE**

**LOCATION: MONMOUTH COUNTY FIRE ACADEMY**



### **Gang Awareness**

**Date(s):** September 27, 2023 / Half-Day Course

**Time:** 8:30 a.m. – 1:00 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

This course of instruction is designed to update law enforcement personnel on gang activities in the State of New Jersey, in particular, the Monmouth County region.

THIS IS A HALF-DAY COURSE.

**Conducted By:** Monmouth County Prosecutor's Office

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### **Glock Armorer Course**

**Date:** August 22, 2023/ One-Day Class

October 24, 2023

**Time:** 8:00 a.m. – 5:00 p.m.

**In County:** \$250      **Out of County:** \$250

**Class Limit:** 30

**Course Objectives:** Understand and be able to explain the design features of the GLOCK Safe Action System. Demonstrate the knowledge and ability to maintain, troubleshoot and service all GLOCK pistols by passing the Practical Examination and by scoring a minimum of 80% on the written examination.

**To be eligible to take the Armorer's Course you must be active/retired law enforcement or military, private security, GLOCK Stocking Dealer/Range Program Employee or current GSSF member.**

**Register:** [www.glock.com](http://www.glock.com)

**Location:** Monmouth County Police Academy



## Glock MOS Operator Course

**Date:** October 25-27, 2023/ Two-Day Class

**Time:** 8:00 a.m. - 5:00 p.m.

**In County:** \$500

**Out of County:** \$500

**Class Limit:** 30

The fundamentals of marksmanship with Red Dot Sights and selection considerations.

**To be eligible to take the Armorers Course you must be active/retired law enforcement or military, private security, GLOCK Stocking Dealer/Range Program Employee or current GSSF member.**

**Register:** [www.glock.com](http://www.glock.com)

**Location:** Monmouth County Fire Academy

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## Glock Operators Course

**Date:** August 23-24, 2023/ Two-Day Class

**Time:** 8:00 a.m. - 5:00 p.m.

**In County:** \$400

**Out of County:** \$400

**Class Limit:** 30

This training course is designed and intended for public safety professionals who have successfully completed a basic pistol course and want to improve their skills. This course is not recommended for those who have not attended official training programs. This course is a dynamic shooting course that requires the ability to stand for long periods of time, shoot on the move, move into and recover quickly from kneeling and prone positions.

**To be eligible to take the Armorers Course you must be active/retired law enforcement or military, private security, GLOCK Stocking Dealer/Range Program Employee or current GSSF member.**

**Register:** [www.glock.com](http://www.glock.com)

**Location:** Monmouth County Fire Academy



## **Handgun Instructors Course**

**Date(s):** May 5, 8-12, 2023

October 13, 16-20, 2023

**Time:** 8:00 a.m. - 4:30 p.m.

**In County:** \$250

**Out of County:** \$250

**Class Limit:** 20

This course is designed to impart to the officer the necessary knowledge of firearms, to be capable of conducting firearms training and to operate a firearms range. This course includes instruction in basic shooting principles, various pistol courses, including night firing, shotgun training and range operations. The officer must fire an average of 95 percent on three consecutive HQC-1 courses to successfully complete this course.

The officer must have attended a Basic Firearms Course and be proficient with firearms. Officers who are going to attend this course must report to the Indoor Range on a date scheduled by the Range Master with their service weapon, duty holster, belt and 300 rounds of lead-free frangible ammunition.

**Prerequisite:** Officers will be required to shoot the HQC three times and finish with an average score of 95 percent or above.

**Interested candidates must obtain written approval from their agency's supervising firearms instructor.**

Ammunition is not provided by the Academy. Officers attaining a score of 95 percent or above will report to the Police Academy on the scheduled course date in Class B or C uniform with the following equipment:

1. Eye protection
2. Hearing protection
3. Baseball-type cap
4. Flashlight with "momentary" button
5. Service weapon, holster and belt
6. Agency shotgun
7. Gun-cleaning kit with one-step spray
8. 20 rounds of 12-gauge 00 buck and 500 rounds of lead-free frangible handgun ammunition.



## High Impact Supervision

**Date(s):** To Be Announced / Three-Day Class

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$499

**Out of County:** \$499

**Class Limit:** 30

This is an intensive training program for law enforcement supervisors. The responsibilities and demands facing police supervisors are often daunting: new employees have different value systems, workplaces and communities are increasingly diversified and the expectation for problem solving has been pushed downward while the risk of liability has increased. In the middle of this mix stands the frontline leader. On his or her shoulders rests the responsibility for the success of modern policing strategies. As police environments, managerial practices, and effective policing approaches change, so does supervision. The High-Impact Supervision program offers intensive training in the skills that supervisors need most to manage capably in contemporary policing environments.

**Conducted by:** Penn State Justice and Safety Institute of Pennsylvania State University  
Registration directly with Penn State JASI Institute at [JASI.PSU.EDU](http://JASI.PSU.EDU)

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## High Performance Leadership

**Date(s):** May 1, 2023 / One-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$25

**Out of County:** \$75

**Class Limit:** 30

Leadership is among the most challenging, exciting, and rewarding experiences one could have, but like anything else, it is a learned skill set. Today's law enforcement leaders must be highly skilled and highly knowledgeable as to the tenets and possibilities of modern leadership.

Presented in a methodized outline manner in concert with PowerPoint, this presentation will begin with a discussion on the concept and true definition of leadership followed by analysis of the existing law enforcement leadership development structure. We will examine the traits of successful leaders in law enforcement, the private sector, the military, and beyond. We will also explore where leaders sometimes fall short.

Ultimately, taking your leadership to the next level is accomplished by taking your people to the next level. When executed properly, the possibilities are limitless. This course will benefit both new and seasoned law enforcement leaders.

**Conducted by:** New Jersey Division of Criminal Justice



## Honoring the Badge: Spotting and Avoiding Ethical Pitfalls

**Date(s):** May 10, 2023  
September 15, 2023

**Time:** 8:30 a.m. - 12:30 p.m.

**In County:** \$129      **Out of County:** \$129

**Class Limit:** 30

Every day law enforcement personnel are presented with choices that can have long-term career consequences. Ethical behavior and decision-making are vital to the success and reputation of every law enforcement agency and the well-being of every officer. This presentation takes a deep dive into applied ethics and deals with hidden and ignored ethical challenges. The course, led by former Detective Captain James Dugan, whose highly decorated NJ police career was derailed by one bad judgment, is both sobering and inspiring. This presentation addresses the following critical organizational needs:

- The major causes of unethical behavior within a law enforcement agency.
- The inherent career and officer wellness consequences of unethical behavior-long and short term.
- The liability of ethical compromise from the legal and public support point of view.
- The critical nature of ethical behavior as a “risk management” strategy.
- The Six Pillars of Character - applying them within your agency.

**Conducted By:** Jim Dugan

**To register, call Jim Dugan at 949-290-4033, or email**

**JimJosephsonExemplaryPolicing.org**

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## Incident Command ICS-300

**Date(s):** March 21 - 23, 2023 / Three-Day Course

**Time:** 9:00 a.m. - 4:00 p.m.

**In County:** \$25      **Out of County:** \$75

**Class Limit:** 30

This course is a continuation of ICS-200. You must have completed an ICS-200 course in order to attend ICS-300.

**Conducted By:** Monmouth County Fire Academy Staff



## Incident Command ICS-400

**Date(s):** April 4 – 5, 2023 / Two-Day Course

**Time:** 9:00 a.m. – 4:00 p.m.

**In County:** \$25

**Out of County:** \$75

**Class Limit:** 30

This course is a continuation of ICS-300. You must have completed an ICS-300 course in order to attend ICS-400.

**Conducted By:** Monmouth County Fire Academy Staff

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## Introduction to Fingerprinting & Processing Techniques

**Date(s):** May 4 – 5, 2023 / Two-Day Course

**Time:** 8:30 a.m. – 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 25

This course is designed for those officers who are called upon in their department to perform basic fingerprint processing and those on a training track to become departmental forensic or fingerprint investigators. This basic material will better prepare those who seek to attend the more advanced 240-hour Identification Course offered by the State Police or FBI. Subjects covered will include fingerprint history, friction skin, AFIS, basic powder processing and lifting, comparison of latent and known fingerprints. Students should be prepared to wear appropriate clothing as prescribed by the Instructor for day two of this class.

**CONDUCTED BY:** MONMOUTH COUNTY PROSECUTOR'S OFFICE

**LOCATED AT:** MONMOUTH COUNTY PROSECUTOR'S BUILDING



## **Matron Training Course**

**Date(s):** June 6, 2023/ Half-Day Course

**Time:** 8:30 a.m. - 12:30 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 25

This course presents the part-time Police Matron with the security concepts needed to effectively and safely transport female prisoners to Monmouth County Correctional Institute. Lectures, demonstrations and practical exercises will update the student's skills and knowledge in searches (clothed and unclothed), handcuff and restraining equipment, transportation of prisoners and responsibilities of the officer after arrival at the jail. Students should wear department uniform or casual civilian clothing.

**Conducted By:** Monmouth County Police Academy Staff

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## **Methods of Instruction**

**Date(s):** April 19-21, 24-26, 2023 / Six-Day Course (U/S Freeman Course)

June 7-9, 12-14, 2023 / Six-Day Course

September 13-15, 18-20, 2023 / Six-Day Course

November 29-December 1, December 4-6, 2023 / Six-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$100      **Out of County:** \$200

**Class Limit:** 15

This is a New Jersey Police Training Commission-approved course designed for officers who plan to teach at police academies and/or their respective agencies. Topics include: Eight principles of learning, classroom management, goals and performance objectives, selecting appropriate methods of instruction, lesson plan construction, training aids, testing and evaluation and personal presentations of a minimum of 10 and 20 minutes each. In addition, instructors have included other topics and exercises to enhance the course and the instruction.

**Prerequisite:** Each attendee should be familiar with operation of a video camera (supplied by the Academy) and a computer. Dress code is business attire.

**Conducted By:** PTC MOI Certified Instructors



## Monmouth County Police Academy 732-577-8710

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### Missing Children Dynamics & Response (MCDR)

**Date:** To Be Announced / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 30

MCDR is one day seminar, providing critical information to call-takers, officers and investigators who will respond to a missing or sexually exploited child report and whose knowledge, skill and ability may make a difference between recovery and a protracted investigation. This MCDR training is a key component of the Missing Kids Readiness Project that promotes best practices for responding to these types of calls.

The training includes an introduction and overview of missing children incidents with a discussion of society's expectations, the scope and scale of incidents and media responsibilities. It also reviews sex offenders characteristics (male/female/juvenile), types of missing children incidents, intra- and inter agency law enforcement response, resources and support, Model policy and procedures and Pre-Incident planning and training.

**Conducted By:** National Center for Missing & Exploited Children

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### Motor Vehicle Traffic Stop Course

**Date:** To Be Announced / Two-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 20

This course is intended for law enforcement officers who may need a refresher course in conducting safe and effective motor vehicle stops. The preferred experience level is five years or less as a police officer or those veteran officers returning to Patrol, who may benefit from a refresher course. Students will receive instruction in vehicle positioning, vehicle approaches and body positioning during road-side interviews. Students will participate in mock traffic stops and roadside interviews in an effort to provide hands on interaction with drivers and passengers in a controlled setting.

**Prerequisite:** Must provide a police vehicle with lights and siren.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)



### **Patrol Rifle Instructors Course**

**Date(s):** June 26 - 30, 2023 / Five-Day Course

**Time:** 8:00 a.m. - 4:00 p.m.

**In County:** \$400

**Out of County:** \$400

**Class Limit:** 15

This five-day course prepares the law enforcement firearms instructor to teach the fundamentals of operating the law enforcement assault rifle. Successful completing of this course certifies the instructor to qualify police service rifle operators under the Attorney General's Requalification Guidelines. Instruction includes nomenclature, malfunction clearance, semi-automatic and full automatic manipulation drills, shooting on the move, and other street relevant courses of fire.

**Who should attend:** Law enforcement firearms instructors who wish to instruct and qualify law enforcement officers in the use of a police service rifle in accordance with the New Jersey Attorney General's Requalification Guidelines. 18 Maximum

**Requirements:** Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.

**Candidates must achieve a score of 90% on the Automatic /Semi-Automatic Patrol Service Rifle Qualification Course (ARQC), pass a low light qualification course, pass all standards drills, demonstrate safe handling skills and pass a written examination to successfully complete the course.**

Necessary equipment includes a police service/assault rifle (rifle which fires ammunition greater than 2000 fps [AR-15, M-16, G36], .223 cal. Preferred) with sling; four magazines for the rifle; 2000 rounds of ammunition for the rifle; a flashlight or rifle attached lighting device; service handgun and holster; 500 rounds of ammunition for the handgun; body armor; wrap-around eye protection; hearing protection; baseball style or other hat with a wide front brim; long sleeve shirts; rain gear (no ponchos); spotting scope or binoculars; and a cleaning kit.

**Note:** Candidates will be required to achieve an ARQC score of 80% or higher on the morning of the first day to continue in the course. Iron sights Only no optics permitted

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### **Police Bicycle Patrol Training Course/ Instructor Course**

**Date(s):** May 15 - 19, 2023 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 30

This course is designed for law enforcement officers who are assigned to bicycle patrol. Officers will be instructed in safe operations, proper techniques, basic bicycle maintenance and care, nutrition and the establishment of a fitness-training program for in-season and off-season training. Course content also includes equipment selections, riding protocol, suspect interview and defensive tactics with the bicycle.

**Prerequisite:** Officers should be in good physical condition and should report to class with the uniform they intend on wearing while on duty.

**Prerequisite for Instructor Certification:** Bike certification of at least 3 years, prior training approved by class coordinator and MOI.

**Also needed:** Bicycle, helmet, duty weapon, eye protection, hearing protection, bike gloves, waist length style rain gear and 100 rounds of lead-free ammunition.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)



## **Police Professionalism and Cultural Diversity Course**

**Date(s):** February 23, 2022 / One-Day Course

**Time:** 9:00 a.m. - 4:00 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

During this course, professionalism will be defined, and its elements will be examined. Differences in professionalism will be listed and their relationships between the law enforcement application and other professions discussed. Ways to promote a positive police image resulting in the achievement of police professionalism will be considered. The course will focus on prejudice and discrimination and its cross over with cultural characteristics which lead to conflict between law enforcement and the public it services.

**Conducted By:** Monmouth County Police Academy Staff

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## **Pro Active Police Supervision**

**Date:** To Be Announced / Three-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$319      **Out of County:** \$319

**Class Limit:** 30

This is a three (3) day seminar designed for Sergeants and Lieutenants assigned as patrol supervisors. This course focuses on the operational aspects of first line supervision with special emphasis on those likely supervisory challenges one may expect to encounter. It fuses the actual practice of law enforcement with its theoretical foundation by integrating relevant New Jersey case law, court rules, statutory law and Attorney General Guidelines. Included are reviews of Supervisory Responsibilities, Investigative Stops/Detentions, Identification Issues, Municipal ordinance Enforcement, Summons/warrant Criteria, Civil Liability, AG Guidelines, Ministerial/Discretionary Acts, Emergency Response Driving, Fire Scene Authority, Bounty Hunters, Election Law, Civil Repossession, Sovereign Citizens, Workplace Harassment and Risk Management. The course is recommended for recently promoted first line supervisors; for veteran supervisors in search of substantive procedural review; and for those police officers anticipating promotion from existing promotional lists.

**Conducted By:** Connell Consulting, Chief Denis E. Connell, Ed.D., (Retired)

**Register via email:** [chief@connellconsultingllc.com](mailto:chief@connellconsultingllc.com)



### **PSU Leadership and Command**

**Date(s):** To Be Announced / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$764

**Out of County:** \$764

**Class Limit:** 30

Penn State's Leadership and Command course is an important part of the successful progression from supervisor to commander. New supervisors should first attend our Acting in Rank, POSIT, and High Impact Supervision courses to learn the basics of being a first-line supervisor. Leadership and Command then allows them to take the next step, building the foundation for command-level positions and preparing them for our POLEX and Advanced POLEX course offerings. The Leadership and Command training program focuses on developing skills on a command level, incorporating effective leadership skills to create a positive working environment, and creating a connection with communities.

This course examines the following subject areas:

- Leadership
- Cognitive Bias/ Cognitive Process/ Decision Making
- Communication/ Morale
- Operational Planning
- Problem Solving Techniques
- Performance Evaluations/ Performance Improvement Plans

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### **PSU Police Executive Development (POLEX)**

**Date(s):** To Be Announced / Ten-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$1,289

**Out of County:** \$1,289

**Class Limit:** 30

Penn State's Justice and Safety Institute (JASI) has been providing its Police Executive Development (POLEX) training program on a national basis for more than 20 years. Transitioning into a command position can seem overwhelming. POLEX is 10-day course designed to provide new and experienced commanders with a problem-based approach to resolving challenges. This intensive course places an emphasis on the development of skills and abilities in all sectors of police management.

Attendees will examine the challenges of assuming command and how to prepare for the future, learn that a high percentage of disciplinary actions are compromised by improper documentation and training, and identify liability issues in areas such as negligent assignment, retention, and training. This course examines the importance of internal communication and networking within the agency and how it relates to a professional and productive agency.

POLEX contains group activities that encourage collaboration between attending agencies to help commanders discover the problems faced by their peers and develop ways to mitigate issues and promote esprit de corps within their agency.



## Radar Instructor Course

**Date(s):** To Be Announced

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50

**Out of County:** \$150

**Class Limit:** 25

This course is designed to certify police officers as instructors. The attendee will be able to teach and certify police officers in the techniques and use of radar in traffic enforcement. PTC Certified Course.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)

**Note:** Radar Operator card must be presented on first day of class.

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## Radar Refresher Courses

**Date(s):** February 9, 2023 / February 10, 2023

**Recertification Hosted by DCJ:** Register on DCJ Website: ([njdcj.org](http://njdcj.org))

This refresher course is required for radar instructors once every three years. A radar instructor/operator certificate is issued for three years. In the third year, prior to expiration, each instructor must attend the refresher course.

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## Rapid Response To Active Threat Course

**Date(s):** June 14 - 15, 2023 / Two-Day Course

October 25 - 26, 2023 / Two-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25      **Out of County:** \$100

**Class Limit:** 25

This two-day course is designed to give sworn law enforcement personnel a clear understanding of how to respond to and intervene in an active shooter situation. Some of the topics to be covered include: history of active shooters, what to expect in an active shooter situation, contact and rescue teams, building clearing, characteristics of active shooters and combat mindset. This course is hands-on.

Attire is Class B uniform or similar.

**CONDUCTED BY:** Monmouth County Police Academy PTC Certified Instructor(s)

**LOCATED AT: MONMOUTH COUNTY S.T.A.R.S. FACILITY**



### **Rapid Response to Active Threat - Instructor Course**

**Date(s):** March 6 - 9, 2023 / Four-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 25

This four day course is designed to provide law enforcement trainers with the skills and knowledge to instruct officers on how to respond and intervene in an active shooter situation. Topics covered include: Classroom Presentations Skills, Active Shooter Tactics, Scenario Design/ Safety, and developing the combat mindset. This course consists of both classroom lectures and hands on training.

**Prerequisite:** Trainers must have attended the two day Rapid Response to Active Shooter Class offered at the academy and must have attended Methods of Instruction. Certificates of completion for these will be collected on the first day of class.

**CONDUCTED BY:** Monmouth County Police Academy PTC Certified Instructor(s)

**LOCATED AT: MONMOUTH COUNTY S.T.A.R.S. FACILITY**

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### **Red DOT Sight Pistol Instructor Course**

**Date(s):** April 22 - 23, 2023 / Two-Day Course

October 14 - 15, 2023 / Two-Day Course

**Time:** 8:00 a.m. - 4:30 p.m.

**In County:** \$450

**Out of County:** \$450

**Class Limit:** 25

As firearms technology advances, more and more individuals are starting to equip their duty pistols with red dot sights. Many are installing red dot sights and employing them without having proper training or practice with Pistol mounted RDS optics. This 16 hour RDS Instructor course will help Firearms Trainers teach shooters how to better familiarize themselves with the differences in use of iron sights vs. RDS equipped handguns and how to choose proper reliable equipment. Students will receive course material to take back to their respective agencies for full implementation of a RDS pistol program.

**CONDUCTED BY:** Monmouth County Police Academy PTC Certified Instructor(s)

**LOCATED AT: MONMOUTH COUNTY FIRE ACADEMY**

**REGISTER AT:** [www.evolutiontrainingsolutions.com](http://www.evolutiontrainingsolutions.com) Course ID#CLEO1191



## Report Writing

**Date(s):** May 11, 2023 / One-Day Course

**Time:** 8:30 a.m. – 4:30 p.m.

**In County:** \$25

**Out of County:** \$50

**Class Limit:** 30

This course is designed for police officers who wish to enhance their report writing abilities. Attendees must bring with them a copy of a report they have recently written. The officer will use their report as a reference during the course.

**Conducted By:** Monmouth County Prosecutor's Office/ Monmouth County Police Academy PTC Certified Staff

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## Review of Monmouth County Prosecutor's Policies for Law Enforcement Officers

**Date(s):** To Be Announced

**Time:** 8:30 a.m. – 4:30 p.m.

**Fee:** No Charge

**Class Limit:** 30

During this eight-hour seminar, the following policies will be reviewed and discussed: death investigation, standard operating procedures for Domestic Violence Act, evidence investigation of fatal motor vehicle accident, use of deadly force, high-speed chase, use of informants, review of search warrant application, solicitation of funds by law enforcement organizations and associations, and law enforcement forfeiture.

**CONDUCTED BY:** MONMOUTH COUNTY PROSECUTOR'S OFFICE

**LOCATED AT:** MONMOUTH COUNTY PROSECUTOR'S BUILDING



## **Safe Schools Resource Officer Training**

**Date:** April 3 - 7, 2023 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**Cost: Both In and Out of County:** \$495 per person for non-NASRO members and includes one year NASRO membership/ \$445 per person for NASRO members

**Class Limit:** 30

NJASRO is a non-profit organization which was created to provide a network of communications and to update training for our state School Resource Officers, Probation Officers, School Administrators, and Educators. This organization strives to distribute, share advice, and coordinate information on the value of teaching elementary, middle, junior high, and high school students on the principles of good citizenship and community responsibility. The organization also works to reduce school violence and drug abuse and increase School safety by enforcing any violations of the law occurring on school property, and by introducing programs which promote and enhance acceptable social behavior. NJASRO is rapidly expanding its outreach to the public and private sector, and the Center for School safety will revolutionize the way we share information with those who care about the safety and security of our educational institutions.

**Conducted By:** NJ Association of School Resource Officers (NJASRO)

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## **Scenario Based Active Threat Training**

**Date(s):** To Be Announced / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**Fee:** No Charge

**Class Limit:** 30

This one day course is designed to give sworn law enforcement personnel the opportunity to sharpen their crisis response skills by taking part in a full day of scenario based training. Each participant will take part in force on force exercises that are designed to build confidence in their ability to respond to the active threat. Students should have formal active threat response training prior to attending this course.

Monmouth County Agencies Only.

**CONDUCTED BY:** Monmouth County Police Academy PTC Certified Instructor(s)



## Search Warrant - Execution/Entry Techniques

**Date(s):** November 15 - 16, 2023 / Two-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 30

The Monmouth County Narcotic Strike Force developed this course for patrol officers and detectives. Instruction will cover legal and tactical aspects regarding safe raid preparation and entry. Included will be discussion and practical exercises on several entry techniques. Attire will be casual and officers will bring with them equipment normally worn or carried during warrant executions.

**Conducted By:** Monmouth County Prosecutor's Office

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## Solo Officer Intervention to an Active Threat Training

**Date:** August 23, 2023 / One-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$25      **Out of County:** \$50

**Class Limit:** 12

This one day course is designed to give sworn law enforcement personnel a clear understanding of how to intervene in an active threat (shooter) situation, when they are the only officer available. Some of the topics to be covered include: What to expect as a solo officer in an active threat situation, threat assessments and decision making as the solo responder, solo entry tactics, hallway and large area movements, combat mindset and much more. Force on Force scenarios are conducted during this training to test all of the skills learned. This course is hands-on. Attire is Class B uniform or similar.

**Conducted By:** Monmouth County Police Academy PTC Certified Instructor(s)



### **Special Victims Investigation Course**

**Date:** November 13 - 14, 2023 / Five-Day Course

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$50

**Out of County:** \$100

**Class Limit:** 30

This three-day course is designed to assist both uniform and investigative personnel responsible for the investigations of missing children, physical abuse cases and sexual abuse cases. Officers will be instructed on various elements of these incidents and offenses including initial response, DCP&P involvement, crime scenes, evidence collection, proper statement taking techniques, forensic interviews, interviewing special needs victims as well as reunification of missing children. This course will include both classroom instruction, practical participation of all students as well as case presentations. A tour of the Child Advocacy Center will also be conducted.

**Conducted by:** Monmouth County Prosecutors Office

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### **Water Rescue for the Law Enforcement Officer**

**Date(s):** To Be Announced / One-Day Course

**Time:** 8:30 a.m. - 4:00 p.m.

**In County:** \$50

**Out of County:** \$75

**Class Limit:** 30

Bodies of water exist within all municipal jurisdictions. Whether it's a pool, lake, reservoir, river, or the Atlantic Ocean, these environments all too often generate hazardous calls for service where the first line of defense is often a police officer. This course was designed to educate and provide practical hands on experience(s) to the law enforcement officer on how to assess, react and respond to various water emergencies so that the objective is successfully completed, and equally important, the officer's exposure to risk is minimized.

A portal account is required to register for classes. To establish an account, return to the login page and follow the instructions for "How to Register for In-Service Classes". You must have your supervisor's approval prior to registering for any in-service courses. Registration by phone or fax is not accepted.

**TRAINING OFFICERS:** Authorized officials may register multiple officers from their agency in a class. If you are authorized to register personnel on behalf of your law enforcement agency, return to the Portal homepage and follow the instructions for "Training Coordinator Authorization".

**Conducted by:** Monmouth County Police Academy PTC Certified Instructor



## You Have the Right to Remember

**Date:** December 13 - 14, 2023 / Two-Day Class

**Time:** 8:30 a.m. - 4:30 p.m.

**In County:** \$379

**Out of County:** \$379

**Class Limit:** 30

From coast to coast, one question remains after Paul Mellor's passionate program on the powers to a better brain: "Why don't they teach this stuff in school?"

One hour KEYNOTE ... Ninety-minute BREAKOUT ... Full day SEMINAR. Paul Mellor's energetic memory program will change your way of thinking - for the better!

Let's face it, if there were a magic pill that would instantly improve your memory, would you take it? Millions would. Fortunately, you don't need to after Paul Mellor's program.

In Paul Mellor's highly engaging interactive session, you'll learn from a memory master how fun and easy it is to remember names and faces, speak without notes, beat absent-mindedness, and gain control of your day without the fear of forgetting. The answers are already in your head.

Make your next meeting, conference, retreat, convention ... MEMORABLE with Paul Mellor. Your attendees will thank you for it.

- Increase efficiency and productivity with a trained memory.
- To be able to think quickly and clearly without losing your train of thought.
- To recall important information, such as license plate numbers, names and faces, and to confidently present a case in court without the use of notes.
- To show how a trained memory helps in all aspects of law enforcement.
- To shred the myth that memory cannot be improved.
- It can; easily and effectively.
- To lay a foundation for total recall.
- Any law enforcement official or student who could profit from a better memory, including patrol officers, detectives, crime scene investigators, and those in corrections, probation, and dispatchers.

**Conducted By: Paul Mellor**

**Located at: Monmouth County Police Academy**





# 2023 POLICE TRAINING COURSE CATALOG

# CHRONOLOGICAL

# COURSE LISTING

## Basic Courses

January 9 - May 25	104 <sup>nd</sup> Basic Course for Police Officers & 55 <sup>th</sup> Basic Course for Class II Special LE Officers Co-Mingled Class
July 24 - December 21	105 <sup>rd</sup> Basic Course for Police Officers & 56 <sup>th</sup> Basic Course for Class II Special LE Officers Co-Mingled Class
January 23- February 8	Basic Course for Police Officers - Accelerated Waiver Class/ AW-16th
February 9	Radar Refresher Course
February 10	Radar Refresher Course
February 15-March 17	Basic Course for County Park Rangers- 35th
February 23	Police Professionalism & Cultural Diversity
March 6-8	Fire Investigations/Arson Awareness
March 6-9	Rapid Response to Active Shooter - Instructor Course
March 8	Firearms Application and Registration System (FARS)
March 8-10, 13-15	Methods of Instruction
March 21-23	Incident Command ICS-300
April 3-7	Safe Schools Resource Officer Training
April 4-5	Incident Command ICS-400
April 19-21, 24-26	Methods of Instruction
April 22-23	Red DOT Sight Pistol Instructor Course
May 1	High Performance Leadership
May 4-5	Introduction to Fingerprinting & Processing Techniques
May 5, 8-12	Handgun Instructors Course
May 10	Honoring the Badge
April 17-21	Emergency Vehicle Operations Instructor Course (EVOC)
May 11	Report Writing
May 15-16	870 Remington Shotgun Armor Course
May 15-19	Police Bicycle Patrol Training Course/Instructor
May 15-26	Class I Special LE Officer Class- 46th
May 17-18	AR15/ M4 Armor Course
May 19	Advanced AR15/ M4 Armor, Range Diagnostics
May 22	Bias Incident Investigations
May 24	Domestic Violence Update
June 5-16	Class I Special LE Officer Class- 47th
June 6	Matron Training Course
June 7-8	Financial Crimes Investigation
June 7-9, 12-14	Methods of Instruction
June 14-15	Rapid Response to Active Threat
June 26-30	Patrol Rifle Instructor Course
July 17-21	Baton/ Cuff Instructor Course



August 22	Glock Armorers Course
August 23	Solo Officer Response to Active Threat (Shooter) Event
August 23-24	Glock Operators Course
September 13-15, 18-20	Methods of Instruction
September 15	Honoring the Badge
September 18-22	Basic Crime Scene Investigations
September 27	Gang Awareness
October 4	Computer Crimes
October 14-15	Red DOT Sight Pistol Instructor Course
October 23	Arrest, Search & Seizure Update
October 24	Glock Armorers Course
October 25-26	Rapid Response to Active Threat
October 25-27	Glock MOS Operators Course
November 13-14	AR15/ M4 Armor Course
November 13-14	Special Victims Investigation Course
November 15-16	870 Remington Shotgun Armor Course
November 15-16	Search Warrant - Execution /Entry Techniques
November 17	700 Remington Rifle Armor Course
November 29-December 1 & 4-6	Methods of Instruction
December 13-14	You Have the Right to Remember
**October 14-18, 2024	Detective Skills Enhancement Training Course**
**October 5-9, 2026	Detective Skills Enhancement Training Course**

### To Be Announced Courses

- Accelerated Waiver Class/ AW-17th (June)
- Cell Block Management Extraction Course
- Crossing Guard Training/ TRAIN THE TRAINER
- Drill and Ceremony Course
- Field Training Officer Course (FTO)
- High Impact Supervision
- Missing Children Dynamics & Response
- Motor Vehicle Traffic Stop Course
- Pro Active Police Supervision
- PSU Leadership and Command
- PSU POLEX
- Radar Instructor Course
- Review of Monmouth County Prosecutor's Policies for Law Enforcement Officers
- Scenario Based Active Threat Training
- Water Rescue for the Law Enforcement Officer

**ALL COURSE REGISTRATION IS ONLINE**  
[www.MonmouthCountyPoliceAcademy.com](http://www.MonmouthCountyPoliceAcademy.com)

**Registration can no longer be made by telephone or fax.  
Adjustments to the training schedule will be posted online.**



## 2023 POLICE TRAINING COURSE CATALOG

# DIRECTIONS

### MONMOUTH COUNTY POLICE ACADEMY

2000 Kozloski Road Freehold, NJ 07728

**732-577-8710**

#### New Jersey Turnpike (from South Jersey)

NJ Turnpike North to exit 7A (I-195 "Shorepoints"). Take Route I-195 East to exit #16. Take Route 537 East to Freehold. Travel through and out of the Freehold business district to traffic light - Kozloski Road.

Turn right onto Kozloski Road, go  $\frac{1}{4}$  mile to light and Academy is on the right.

#### New Jersey Turnpike (from North Jersey)

NJ Turnpike South to exit #11. As you leave the tollgates stay to the left and get on the Garden State Pkwy South to exit 123. Take Route 9 South for 7.3 miles; stay left to Route 18. Take Route 18 South to Exit 22B. Take Route 537 West just before the second traffic light - Kozloski Road South.

#### Garden State Parkway (from South Jersey)

GSP North to exit 100B to Route 33 west. Go west on Route 33 to Collingwood Circle. Take Route 34 North for 1 mile (stay left) to Route 33 West. Follow Route 33 West past Monmouth County Fire Academy and stay to the right (Business District). Continue on Route 33 (business) west. Continue past WaWa convenience store. Approaching next traffic light at an overpass (gasoline station on right) stay in left lane and watch for sign for Kozloski Road north. At the traffic light next to gasoline station turn left and follow sign to Kozloski Road north. Travel  $\frac{3}{4}$  mile on Kozloski Road to 2nd light (intersection with Burlington Road) and the Academy will be on the left.

#### Garden State Parkway (from North Jersey)

GSP South to exit 123. Take Route 9 South for 7.3 miles; stay left to Route 18. Take Route 18 South to Exit 22B. Take Route 537 West just before the second traffic light - follow the sign for Kozloski Road South. Continue south on Kozloski Road. At second light the Academy is on the right.

#### GPS Coordinates

If you are using a GPS navigation system to locate the Academy, our coordinates are: Latitude = 40.262998 Longitude = 74.248384



## **MONMOUTH COUNTY POLICE ACADEMY IN-SERVICE STUDENT RELEASE AGREEMENT**

In consideration of the facilities and services provided by the Monmouth County Police Academy, the student/trainee agrees as follows:

1. The student/trainee forever releases and discharges Monmouth County Police Academy and all of its subsidiaries, affiliates, officers, employees, servants and agents of and from any and all actions, causes of actions, claims or demands of every kind and nature whatsoever, including actions, claims or demands based upon personal or bodily injuries or property damage to the applicant, applicant death arising out of the physical ability testing and services provided by the Monmouth County Police Academy and whether or not caused by any negligence (active or passive) shall not hold any of its subsidiaries, affiliates, officers, employees and agents which the student/trainee or his or her heirs, executors or administrators have now or may hereafter at any time have.
2. The student/trainee for himself or herself and heirs, executors, and administrators, agrees to indemnify and save harmless Monmouth County Police Academy and all of its subsidiaries, affiliates, officers, employees and agents against all actions, causes of actions, claims, demands, judgments, executions, debts, cost of litigation and attorney fees of every kind and nature whatsoever which may in any way arise from or result from participating in training conducted by the Monmouth County Police Academy.

Student/Name \_\_\_\_\_

Department: \_\_\_\_\_

I have read and understand each of the above paragraphs and I have signed it with the intention of being legally bound by the terms and the conditions.

Student/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Training conducted at the Monmouth County Police Academy, 2000 Kozloski Rd., Freehold, NJ 07728 or at a satellite location.



## Creating a Portal Account

An acadis portal account is needed for officers to register for In-Service classes and for new officers taking basic courses (SLEO I, SLEO II, BCPO, BCCCO)

1. Open an internet browser and go to <https://mcpa.acadisonline.com> (Can also be found through <https://www.monmouthcountypoliceacademy.com> and selecting In-Service Training.)
2. Under Officer Registration select Create a Portal Account.

The screenshot shows the Monmouth County Police Academy website. At the top, there is a logo for the Monmouth County Police Academy and a banner for 'ACADIS® READINESS SUITE'. The main content area has a blue header with the text 'Sign in' and fields for 'Email address (Username)' and 'Password'. Below this is a 'Forgot your password?' link and a 'Sign In' button. To the right of the sign-in form is a box titled 'In-Service Training: Officer Registration' which is circled in red. This box contains three steps: 'Step 1: Create a Portal Account', 'Step 2: Choose the list of Available Training', and 'Step 3: Request Registration'. To the right of this box is a 'Basic Recruit Classes' section with text about basic recruit classes for law enforcement. Further down are sections for 'Training Officers' and 'Technical Support'. On the far left, there are links for 'Terms of Service' and 'Feedback'.

Once selected the create an account page will come up and fill out the required information.

- a. An officer MUST use an agencies email address to signup for an account.

For help with the Acadis software, email [helpdesk@mcsonj.org](mailto:helpdesk@mcsonj.org), or contact 732-431-6400 ext. 1600

For questions about classes and training offered by the Monmouth County Police Academy, contact 732-577-8710

**ALL COURSE REGISTRATION IS ONLINE**

**[www.MonmouthCountyPoliceAcademy.com](http://www.MonmouthCountyPoliceAcademy.com)**

**Registration can no longer be made by telephone or fax.**

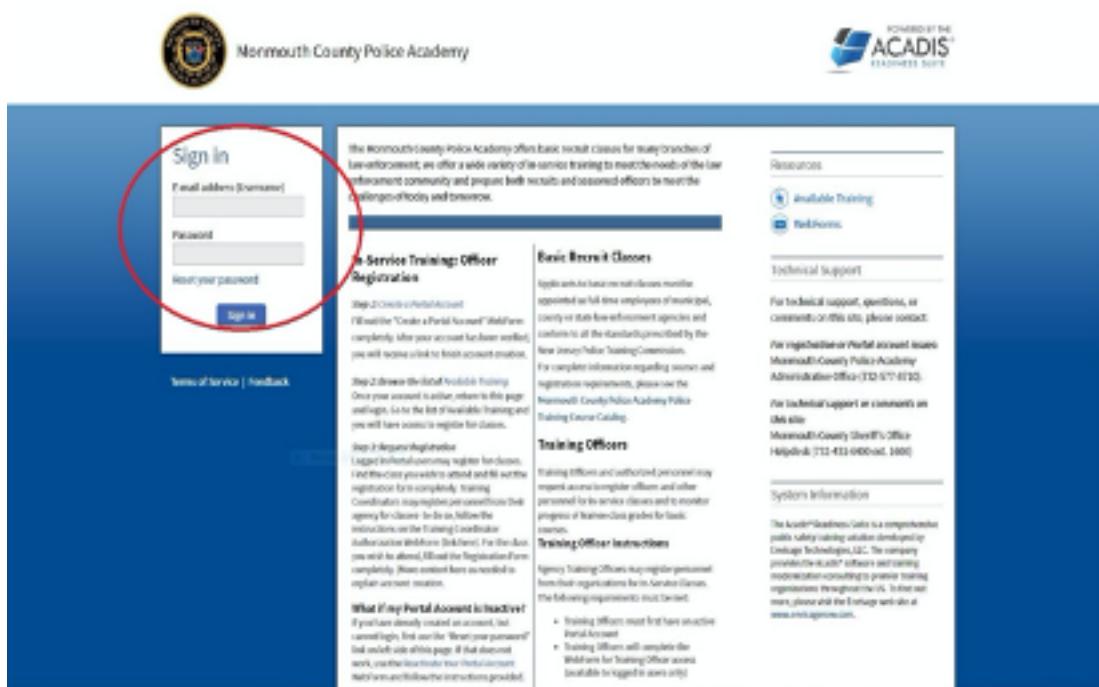
**Adjustments to the training schedule will be posted online.**



## MCPA Acadis Online Portal

The following instructions will provide a guide on how access, log in, browse, and maneuver through the Acadis Online Portal.

1. Open an internet browser and go to <https://mcpa.acadisonline.com> (Can also be found through <https://www.monmouthcountypoliceacademy.com> and selecting In-Service Training.)
2. This will bring you to Acadis online Portal home page. On the left-hand side you can enter your email and password to log into the portal.



3. Upon log in it will bring you to your Dashboard. This will display all the personal information and trainings for the current user. In the top right corner, you can click Manage Profile where all information that is incorrect or changed can be modified.
4. When selecting the Organization tab and select View or Update Organizational profile and you can update the organization's information. Select Manage Profile and choose the information that needs to be changed.
5. Under the Personnel Tab you can see a list of the Personnel in your organization. You can change an employees Title/Rank by selecting the three dots, , and choosing Update Employment.



**Monmouth County Police Academy 732-577-8710**

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**MONMOUTH COUNTY POLICE ACADEMY**  
**A Division of the Monmouth County Sheriff's Office**

2000 Kozloski Road  
Freehold, NJ 07728  
732-577-8710

[www.monmouthcountypoliceacademy.com](http://www.monmouthcountypoliceacademy.com)



**PROUDLY SERVING LAW ENFORCEMENT AS THE ONLY**  
**CALEA ACCREDITED PUBLIC SAFETY TRAINING ACADEMY**  
**IN THE STATE OF NEW JERSEY**