

2014 SPRING COURSE CATALOG

WEST VIRGINIA STATE POLICE

PROFESSIONAL DEVELOPMENT CENTER



Investigations



Professional Development Center

Next in importance to freedom and justice is popular education, without which neither freedom nor justice can be maintained.

~James A. Garfield~

We are committed to provide local, state and federal law enforcement agencies low cost education and training to produce highly skilled and professional police officers.

Classes are taught by subject matter experts with extensive education, training, experience and proven success in their areas of expertise. These subject matter experts teach courses that are relevant and current to your needs. The world of law enforcement is an ever changing environment that demands training be tailored to what is taking place in your community, your county, your state, and our Nation today. We can assure you this is happening at the Professional Development Center and continues to be an ongoing priority for our Staff.

It is an honor and a privilege to have this opportunity to provide every Police Officer who attends the Academy the best training in the Country.

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This catalog can be found in PDF format at www.statepolice.wv.gov

PDC Procedures

About our Facility

The *Professional Development Center* offers approximately 12,000 square feet of office and classroom space. The PDC has four classrooms, the largest of which can accommodate 75 students and includes a 42 station computer lab. Each of the four classrooms are equipped with computers, LCD projectors, DVD players, a public address system, a white board, an ELMO and a smart board. Free WI-FI and public computer access is available to all students.

Mission Statement

The mission of the West Virginia State Professional Development Center has been and remains to be focusing our efforts on providing the police officers of West Virginia with the most current methods of training in the area of law enforcement to promote efficiency and effectiveness to better serve the citizens of West Virginia. Our mission is also to upgrade the professional skills of West Virginia law enforcement personnel at all levels of government. This has been a continuing goal of the West Virginia State Police Academy since 1949. More than sixty years later, there are many new methods of instruction as well as improved technological advances in the field of police training. However, our mission remains the same, *to upgrade the professional skills of West Virginia law enforcement personnel at all levels of government.*

PDC Procedures

Registration Procedures

Attendance and enrollment in the classes within this catalog are restricted to certified police officers, chiefs of police and sheriffs. The Director of Professional Development may grant exemptions to this rule on a case by case basis.

Registration must be received no later than two weeks prior to the course start date.

Agencies and/or individuals with outstanding debts to the Academy will not be permitted to register for courses.

Complete registration information can be found following the course descriptions on page 21. The course registration form can be found on page 31.

Cancellation Policy

Individuals who cancel their registration for a course must do so at least two weeks in advance of the start of the course. Failure to give adequate notice of cancellation will result in forfeiture of tuition and prevents others on a waiting list from attending the course. Your cooperation in reducing the number of “no shows” is appreciated. The intent and purpose of this policy is to encourage enrollees to attend courses for which they have registered.

Some courses may be cancelled by the Professional Development Center due to inadequate enrollment.

In-Service Credit

In-service accreditation will be awarded for all applicable courses through the Law enforcement Professional Standards Committee of the Governor’s Committee on Crime, Delinquency and Correction.

PDC Procedures

Classroom Presentation and Management

As a general rule, classes will begin between 8:00 and 8:30 a.m. and may conclude as late as 5:00 p.m. daily, unless otherwise noted. Certain courses may require additional evening training hours. Instructional breaks and lunch periods will be set by the course instructor or supervisor. Smoking is not allowed within the buildings located on the academy complex. All students are expected to display a professional demeanor at all times and are required to adhere to the rules and regulations governing the West Virginia State Police Academy.

Dress Code

The West Virginia State Police Academy and Professional Development Center strive to provide and maintain the highest standards of training. With this in mind, students are requested to dress appropriately in casual business attire. No shorts, tank-tops, sweats or athletic attire or other clothing considered unprofessional will be worn on academy grounds, outside of the privacy of the dormitories. Jeans are permissible, however, they will be clean and not faded, frayed, have holes or patches. T-shirts with obnoxious logos will not be permitted. Those courses that may require specific clothing such as fatigues or physical training apparel are exceptions to the dress code.

Directions

The Professional Development Center is located west of Charleston, WV along Interstate 64. Take exit number 50, Institute, to WV route 25. Proceed east on Route 25 for approximately 3/4 of a mile and then turn left onto Academy Drive. The Professional Development Center is located approximately 3/10 mile past the main complex on Academy Drive. Parking is available at the Professional Development Center.

PDC Procedures

Lodging Information

Requests for lodging at the Academy facilities shall be made on the course registration form. Academy lodging is not guaranteed if the request is not made in advance at the time of registration. Lodging will be invoiced to the student's agency at a rate of \$25.00 per day and includes all meals. Invoices will be sent after the completion of the course.

Meals are available to all students attending training. Each student's meals will be determined on the first day of each course. Meals will be invoiced to the student's agency based upon this number. Invoices will be sent after the completion of the course.

Agencies with past due invoice balances will be prohibited from registering for future courses.

Lodging is limited due to the high volume of residential entry-level training programs.

Other lodging is available locally for law enforcement officers attending training at the West Virginia State Police Professional Development Center.

This information is provided for the convenience of our students. The West Virginia State Police Professional Development Center does not endorse, sponsor and are not affiliated with the following:

- Ramada Plaza Hotel - South Charleston (304) 744-4641*
- Wingate Inn - South Charleston (304) 744-4444*
- Sleep Inn- Cross Lanes (304) 776-7711*
- Comfort Inn - Cross Lanes (304) 776-8070*

Courses Available

JANUARY

27-28 Grant Writing Workshop

FEBRUARY

5 Domestic Violence

MARCH

6-7 Grant Management
18-19 Tactical Officer Safety Concepts
20 Crime Scene Digital Photography
24-25 Fire Service Evidence Collection

Courses Available

APRIL

8-10	Emergency Vehicle Operations Course
24	Modern Arrest & Defensive Control Techniques
28-May 2	Financial Investigation Practical
29	Use of Force Reporting and Ethics

MAY

1	CPR Certification
7-8	The Lawless Ones: Dealing with Sovereign Citizens & Extremist Groups
14-15	Tactical Handgun
15	The Survival Spirit
20-21	Writing Better Reports

JUNE

4-5	Death and Homicide Investigations
10-12	Financial Crimes Against Seniors
18-19	Leadership Concepts
24-25	Managing Undercover Operations
26-27	Identity Theft Investigations

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Course Descriptions

CPR CERTIFICATION (8 Hours)

This course is designed to teach law enforcement officers who are first on the scene in a first aid capacity. This class deals with legal issues consisting of duty to act and consent, all the way to medical issues such as bleeding wounds and CPR. The student will receive a certification in CPR.

Date(s): May 1, 2014

Instructor: Sgt. Jeff Losh

Cost: \$50.00

Meals and Lodging will be billed accordingly.

CRIME SCENE DIGITAL PHOTOGRAPHY (8 Hours)

The course is designed to provide the crime scene photographer with more detailed instruction and techniques for operating a digital SLR camera for use in specific situations unique to crime scenes and law enforcement. This course will include a focus on how different manual settings of the Digital SLR affect the light gathering of the camera, depth of field, perspective, field of view, etc. This course will also provide hands on training and demonstrations in the effective use of the techniques that are being trained.

Special Concerns: Each student will need to provide a Digital SLR camera and tripod.

Date(s): March 20, 2014

Instructor: Cpl. Jason Garnes

Cost: \$50.00

Meals and lodging will be billed accordingly.

Course Descriptions

DEATH AND HOMICIDE INVESTIGATION (16 Hours)

This course is designed for both uniform and investigative law enforcement personnel who have responsibility for the investigation of deaths. It involves the process of analyzing all aspects of a death case so as to arrive at the true course and manner of death. The importance of scene analysis, physical and psychological evidence, autopsy, etc. is emphasized.

Date(s): June 4-5, 2014

Instructor: Sgt. Joe Portaro

Cost: \$75.00

Meals and lodging will be billed accordingly.

DOMESTIC VIOLENCE (8 Hours)

This course is designed to better prepare officers for understanding the dynamics of domestic violence, the behaviors of domestic violence victims, and how to conduct domestic related investigations.

Date(s): February 5, 2014

Instructor: F/Sgt. Shallon Oglesby

Cost: No cost for tuition

Meals and lodging will be billed accordingly.

Course Descriptions

EMERGENCY VEHICLE OPERATIONS COURSE (24 Hours)

This course is designed to teach law enforcement officers the correct technique and procedures for the safe operation of a patrol vehicle under both normal and stressful driving conditions. The class will be lecture and practical driving.

Date(s): April 8-10, 2014

Instructor: Sgt. Jeff Losh

Cost: \$125.00

Meals and lodging will be billed accordingly.

FINANCIAL CRIMES AGAINST SENIORS (24 Hours)

The FCAS training adds to students' investigative skills and interviewing techniques to prepare them to more successfully pursue cases of financial exploitation of seniors. NW3C curriculum developers worked with experts in elder abuse and financial exploitation from many areas of the country to construct this three-day class.

FCAS Topics:

- What is Elder Abuse?
- Who are the victims and why are they targeted?
- What are the crimes and who commits them?
- Resources and community awareness.

Date(s): June 10-12, 2014

Instructor: National White Collar Crime Center (NW3C)

Cost: No cost for tuition

Meals and lodging will be billed accordingly.

To register: www.nw3c.org

Course Descriptions

FINANCIAL INVESTIGATION PRACTICAL SKILLS (36Hours)

This 4 ½ day training will benefit investigators, auditors, prosecutors, paralegals, financial analysts and regulatory personnel who are learning the fundamentals of conducting successful financial crime investigations. During the course, participants will apply the concepts learned throughout the week to a complex financial investigation from discovery to prosecution.

Date(s): April 28-May 2, 2014

Instructor: National White Collar Crime Center (NW3C)

Cost: No Cost for tuition
Meals and Lodging will be billed accordingly.

To register: Register for this course at www.nw3c.org

FIRE SERVICE EVIDENCE COLLECTION (16 Hours)

This course focuses on proper techniques of evidence collection and preservation with special emphasis on fire scenes. Proper documentation including photography, chain-of-custody, and scene diagramming are covered in the course material in addition to the recognition of points of origin and basic fire investigation. Laboratory analysis of evidence and understanding reports issued by the laboratory are included and covered.

Date(s): March 24-25, 2014

Instructor: Mrs. Koren Powers

Cost: \$95.00
Meals and Lodging will be billed accordingly.

Course Descriptions

GRANT MANAGEMENT WORKSHOP (16 hours)

This block of instruction is designed to teach how to manage existing grants.

Date(s): March 6-7, 2014

Instructor: Grant Writing U.S.A.

Cost: \$595.00

To register: grantwritingusa.com
Meals and Lodging will be billed accordingly.

GRANT WRITING WORKSHOP (16 Hours)

This course is designed to demonstrate the basics of writing a grant and to provide resource materials.

Date(s): January 27-28, 2014

Instructor: Grant Writing U.S.A.

Cost: \$425.00

To register: grantwritingusa.com
Meals and Lodging will be billed accordingly.

Course Descriptions

IDENTITY THEFT INVESTIGATIONS (16 Hours)

This course is designed to teach law enforcement officers who are first on the scene in a first aid capacity. This class deals with legal issues consisting of duty to act and consent, all the way to medical issues such as bleeding wounds and CPR.

Date(s): June 26-27, 2014

Instructor: National White Collar Crime Center (NW3C)

Cost: No Cost for tuition
Meals and Lodging will be billed accordingly.

To register: Register for this course at www.nw3c.org

LEADERSHIP CONCEPTS (16 Hours Supervisory Level)

The course will introduce the student to the concept of leadership for law enforcement and examine the concept as a complex process with multiple dimensions. Emphasizing in-depth definitions, descriptions, theories and application, the student will learn how to incorporate these concepts into the practice of leadership.

Date(s): June 18-19, 2014

Instructor: Capt. David Lee

Cost: \$95.00
Meals and lodging will be billed accordingly

Course Descriptions

MANAGING UNDERCOVER OPERATIONS (16Hours)

The primary focus of this course is to provide skills and knowledge that are essential when involved in undercover and surveillance operations. Lectures will include equipping officers with the skills necessary to conduct safe and effective undercover operations. Topics presented will address the scope of the process from planning and executing the plan to testifying. Subject matter will consist of selection and management of informants, briefing/debriefing techniques, surveillance, teamwork and communication.

Date(s): June 24-25, 2014

Instructor: F/Sgt. M. L. Oglesby

Cost: \$95.00

Meals and lodging will be billed accordingly.

MODERN ARREST AND DEFENSIVE CONTROL TECHNIQUES (8 Hours)

The course will reinforce the principles of officer safety. Training will include instruction on current arrest and defensive control techniques as well as pat down searches. This is a hands-on class where active participation is required.

Special Concerns: Students will need to bring BDUs.

Date(s): April 24, 2014

Instructor: F/Sgt. Rob Petry

Cost: \$75.00

Meals and Lodging will be billed accordingly

Course Descriptions

TACTICAL OFFICER SAFETY CONCEPTS (16 Hours)

This course will focus on officer safety issues and tactical skills. Students will have the opportunity to practice the methods covered in class lectures. Those topics will include field operations, various methods of covert communication and operational planning. It is an intense hands-on class that will consist of scenarios designed to train officers on the newest trends in active shooter situations, room/building entry search and clearing, traffic stops and subject take-downs.

Special Concerns: Students will need to bring BDUs.

Date(s): March 18-19, 2014

Instructor: TFC. Josh Eldridge and TFC. Tom Tippet

Cost: \$75.00

Meals and lodging will be billed accordingly.

TACATICAL HANDGUN (24 Hours)

The tactical handgun class is a 24 hour class designed for the patrol officer who wishes to feel more confident in the deployment of the handgun in stressful situations. The student will leave the class feeling more comfortable with the handgun and will understand their own capabilities as well as that of the weapon that they carry.

Special Concerns: The student will provide a duty type handgun, three magazines, duty gear and 500 rounds of ammunition.
Please do not bring reloaded ammunition to class.

Date(s): May 14-16, 2014

Instructor: Sgt. Gary Martin

Cost: \$125.00

Meals and Lodging will be billed accordingly.

Course Descriptions

THE LAWLESS ONES: DEALING WITH SOVEREIGN CITIZENS AND OTHER EXTREMIST GROUPS (16 Hours)

This course is designed to provide an in depth look at extremist groups such as sovereign citizens and others groups that target law enforcement. This course will explore groups who entice and record law enforcement interaction with the group and the legal issues surrounding these interactions.

Date(s): May 7-8, 2014

Instructor: Sgt. Jim Light

Cost: \$75.00

Meals and lodging will be billed accordingly.

THE SURVIVAL SPIRIT (8 Hours)

This course is designed to provide officers with resources for dealing with the many stresses law enforcement officers face every day. This faith-based course will tackle the emotional and mental issues facing police officers. This course is a great tool for the road officer to supervisors.

Date(s): May 15, 2014

Instructor: Cpl. James Mitchell

Cost: \$50.00

Meals and lodging will be billed accordingly.

Course Descriptions

USE OF FORCE REPORTING AND ETHICS (8 Hours Supervisory Level)

This course is designed for the police “executive” or supervisor and recognizes the evolving law enforcement profession. The program identifies and explains a number of strategic and tactical initiatives which will further law enforcement interests in changing times in this era of accountability.

Date(s): April 29, 2014

Instructor: Stephen Cogar (Capt. RET.)

Cost: \$50.00

Meals and lodging will be billed accordingly.

WRITING BETTER REPORTS (16 Hours)

This course will provide a comprehensive refresher to the officer’s report writing skills. Along with proper grammar and sentence structure, the students will learn how to use clear, concise and simple language to tell the story or document the investigation. The course will demonstrate techniques for properly sequencing a report in a logical and organized manner that anyone can follow. The student will learn how to write a report that positively and fully represents the case and limits an officer’s problems in court.

Date(s): May 20-21, 2014

Instructor: Sgt. Timothy Weese

Cost: \$75.00

Meals and lodging will be billed accordingly.

Registration Procedures

All courses are filled on a “*first come, first serve*” basis. Registration (using the form on page 31) for each class must be received in writing by fax, mail or email. To register for any of the classes listed in this catalog, unless otherwise noted, contact:

First Sergeant Shallon Oglesby
West Virginia State Police Academy
123 Academy Drive
Dunbar, WV 25064
Phone: (304) 766–5807
Fax: (304) 766–5864
Email: shallon.r.oglesby@wvsp.gov

A faxed letter or email of confirmation will be sent upon receipt of each request. This confirmation letter will advise the individual that they are registered for the course *or* that the course is full and their name has been placed on a waiting list.

West Virginia State Police members must submit a request through channels to attend the courses listed.

Courses offered by West Virginia Prosecuting Attorney’s Institute can be registered for by contacting Amy Leslie at (304) 558-3348.

Courses offered by NW3C will be registered online at www.NW3C.org.

Courses offered by LEOTTA will be registered online at www.leotta.co.

Training Staff and Instructors

PROFESSIONAL DEVELOPMENT CENTER FACULTY

F/SGT. SHALLON R. OGLESBY

F/Sgt. Shallon Oglesby is a fifteen year veteran of the West Virginia State Police. F/Sgt. Oglesby is currently assigned to the West Virginia State Police Academy as a staff instructor and curriculum coordinator. F/Sgt. Oglesby teaches a wide range of courses to include: Domestic Violence, Hate Crime Investigation, Cultural Diversity, Racial Profiling, Gang Identification and Investigation. F/Sgt. Oglesby has a Regents Bachelor of Arts degree from West Virginia State University and an Associate degree in Police Science from Marshall University.

Training Staff and Instructors

ADJUNCT FACULTY

CPT. DAVID M. LEE

Cpt. Lee is an eighteen year veteran of the West Virginia State Police where he currently serves as the Director of Training at the West Virginia State Police Academy. He has held numerous positions during his tenure including: Field Trooper, Investigator with the Bureau of Criminal Investigations, Assistant and Master Range Instructor , Academy Staff Officer, Training Staff Supervisor, Assistant Director of Training and Director of Training. He is a graduate of the 231st Session of the FBI National Academy. He honorably served in the United States Army and West Virginia Air National Guard.

SGT. JOSEPH PORTARO

Sgt. J. G. Portaro is a fifteen year veteran of the West Virginia State Police where he currently serves as the Deputy Director of Training at the Academy. He is also the Traffic Crash Reconstruction Coordinator, a graduate of the National Forensic Academy and the FBI National Academy. Sgt. Portaro is registered with ABMDI as a Death Investigator and certified Bloodstain Analyst.

Training Staff and Instructors

F/SGT. MICHAEL L. OGLESBY

F/Sgt. Michael Oglesby is an eighteen year veteran of the West Virginia State Police. F/Sgt. Oglesby is currently assigned to the Bureau of Criminal Investigations where he has worked numerous undercover cases and testified in federal court as an expert witness. F/Sgt. Oglesby is dually trained as a Special Response Team sniper/observer and entry team member where he has served as team leader since 2007. F/Sgt. Oglesby has an Associate degree in Applied Science from Marshall University. He is a graduate of the 240th Session of the FBI National Academy.

F/ SGT. ROBERT PETRY

Sgt. Petry is a fifteen year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy. He is the Physical Training Coordinator. He is a Master Use of Force Instructor, ASP Instructor, Oleoresin Capsicum Instructor, Officer Survivability Instructor, Gracie Survival Tactics Instructor, Ground Defense and Escapes Instructor, In-Custody Death Instructor, Weapon Retention and Disarm Instructor and Edge Weapon Defense instructor.

Training Staff and Instructors

SGT. GARY A. MARTIN

Sgt. Gary Martin is a twenty-three year veteran of the West Virginia State Police and is currently stationed at the Academy. Sgt. Martin has been a firearms instructor for twelve years and a full-time firearms instructor for ten years. Sgt. Martin is currently the master firearms instructor at the Academy and is a certified armorer for numerous weapon platforms.

SGT. JEFF S. LOSH

Sgt. Losh is an eighteen year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy. He is the Officer in charge of logistics, the instructor for First Responder and Emergency Vehicle Operations Course. He has attended the BSR for Emergency Response Driver Training Course and received his EVOC instructor certification through OPATA. He honorably served in the United States Army for six years where he received his medic certification.

Training Staff and Instructors

SGT. TIM L. WEESE

Sgt. Weese is a fourteen year veteran of the West Virginia State Police where he currently serves as a member of the Academy Staff. Sgt. Weese has graduated from both a basic and cadet class. He has dedicated over fifteen years to the law enforcement field. He served two years as a city police officer and has been a member of the West Virginia State Police for fourteen. He has been a member of the staff of the West Virginia State Police Academy for five years. He is currently the Field Training Officer Coordinator for the State Police and attended the 250th session of the FBI National Academy. Sgt. Weese earned a bachelor degree in Criminal Justice from Fairmont State College and his Board of Regents Degree in Criminal Science from Marshall University.

SGT. JIM L. E. LIGHT

Sgt. Light has devoted twenty-two years to law enforcement service. Six years were spent with the United States Department of Interior. In over sixteen years with the West Virginia State Police, Sgt. Light has served in several capacities. Currently, he's the Director of the Intelligence Unit and has also been assigned as Crime Scene Team Supervisor, Executive Protection and participated on the Joint Terrorism Task Force. He is also a graduate of the 252nd session of the FBI National Academy.

Training Staff and Instructors

CPL. JAMES L. MITCHELL

Cpl. Mitchell has served as a law enforcement officer for twenty-one years. He currently serves as a Field Trooper and Chaplain for the West Virginia State Police. Cpl. Mitchell has served in the United States Department of State Diplomatic Security Division and the Beckley City Police Department. He honorably served in the United States Army as a military police officer. Cpl. Mitchell has devoted twenty-seven years to ministry serving as both associate and senior pastor. He is a graduate of Marshall University and is pursuing a master's degree from Christian Bible College and Seminary.

CPL. JASON R. GARNES

Cpl. Garnes is a thirteen year veteran of the West Virginia State Police where he is currently assigned to the Bureau of Criminal Investigations as a Drug Diversion Investigator. As part of his current position, he is assigned the DEA Tactical Diversion Unit. During his tenure with the West Virginia State Police, Cpl. Garnes has had several assignments including the Martinsburg Detachment, WV Turnpike, South Charleston Detachment and eight years with the Crime Scene Response Team.

Training Staff and Instructors

TFC JOSH P. ELDRIDGE

TFC Eldridge is an eight year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy. He currently is the instructor for Crime Scene Investigation, Principles of Investigation, Fingerprinting, Officer Survival Training, Traffic Law Enforcement and the Simulator Training Coordinator. TFC Eldridge has served as a member of the West Virginia State Police Crime Scene Response Team for five years.

TFC. TOM. W. TIPPETT

TFC Eldridge is an eight year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy. He currently is the instructor for Crime Scene Investigation, Principles of Investigation, Fingerprinting, Officer Survival Training, Traffic Law Enforcement and the Simulator Training Coordinator. TFC Eldridge has served as a member of the West Virginia State Police Crime Scene Response Team for five years.

Training Staff and Instructors

STEPHEN COGAR (RET. CPT. WVSP)

Cpt. Cogar is a retired Captain of the West Virginia State Police who served as Commandant of the West Virginia State Police Academy and General Counsel for the State Police. Cpt. Cogar served as a Field Trooper for over sixteen years. He founded the West Virginia State Police Professional Standards Section and authored the enabling statute that is the standard for internal affairs procedures in West Virginia. Cpt. Cogar is the author of the West Virginia Law Enforcement Field Guide and was a contributing author for the West Virginia Criminal and Traffic Manual. He holds a Bachelor of Arts from Fairmont State University and a Doctorate in Jurisprudence from the WVU College of Law. He is currently in private practice in West Virginia, serves as the City Attorney for the city of Ravenswood and is an adjunct instructor at the West Virginia State Police Academy.

MRS. KOREN POWERS

Mrs. Powers is currently the Section Supervisor of Trace Evidence Section at the West Virginia State Police Crime Lab. She has been employed with the West Virginia State Police since 2001. During her tenure she has held positions as an intern, an analyst and a training officer. Mrs. Powers holds a Bachelor of Science Degree in Biological Sciences and a Master of Science Degree in Forensic Science both from Marshall University. She is a member of numerous organizations including the International Association of Arson Investigator and serves on the board of the West Virginia Chapter.

Training Staff and Instructors

NATIONAL WHITE COLLAR CRIME CENTER

The National White Collar Crime Center provides comprehensive instruction to law enforcement through training and resources to assist in economic and cybercrime investigations, computer forensics and intelligence analysis. In addition to training, NW3C provides valuable services, including investigative support, research and Internet Crime Complaint referrals.

GRANT WRITING U.S.A.

Grant Writing USA delivers training programs across America that dramatically enhance performance in the areas of grant writing, grant management and grant maker research.

WEST VIRGINIA STATE POLICE

PROFESSIONAL DEVELOPMENT CENTER COURSE REGISTRATION

PERSONAL/CONTACT INFORMATION

Name:

Last

First

MI

Rank:

Social Security #:

Phone:

Email:

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Name of Employer/Agency:

Employer/Agency/Address:

COURSE INFORMATION

Course Attending:

Course Date (s):

Will you require the following be provided by the Professional Development Center / Academy?

Lodging:

- Yes - No

Meals:

Breakfast

Lunch

Dinner

Please note, lodging and meals are invoiced separately at the completion of the course.

PAYMENT INFORMATION

Course Registration Fee paid by:

Check No. _____

If paying by check, the check must be received in advance to guarantee registration.

Purchase Order/Voucher No. _____

If registering by purchase order or voucher, provide an agency point of contact for accounting purposes.

Name:

Phone:

Email:

Signature

Date



Professional Development Center

123 Academy Drive

Dunbar, WV 25064

Phone: (304) 766-5800

Fax:(304) 766-5864

www.statepolice.wv.gov