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Introduction

***“We don’t rise to the level of our expectations,
we fall to the level of our training.”***

~ Archilochos ~

We are committed to provide local, state and federal law enforcement agencies low cost education and training that will 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.

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 Police 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.

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 11. The course registration form can be found on page 41.

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 are subject to cancellation 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 (LEPSC) of the Governor’s Committee on Crime, Delinquency and Correction.

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.

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 \$35.50 per day and includes all meals. (Please see below for rate breakdown). Invoices will be sent upon completion of the course.

Rate Breakdown

Lodging - 12.50	Meals:	Breakfast - 5.50
		Lunch - 6.00
		Dinner - 11.50

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 upon 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
 Holiday Inn Express & Suites - Cross Lanes (304) 769-5818

Registration

All courses are filled on a “*first come, first serve*” basis. Registration (using the form on page 41) 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 Rob Petry
West Virginia State Police Academy
123 Academy Drive
Dunbar, WV 25064
Phone: (304) 766-5857
Fax: (304) 766-5864

Email: ladonna.r.escue@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.

2017 Course Schedule

Month	Date	Course
January	23-27	Accident Reconstruction Refresher
February	6-10	Defensive Tactics Instructor
March	6-10	Instructor Development
March	9	Battle Scarred
March	12-14	Financial Crimes
March	20	Death and Homicide Investigation
March	23-24	Field Training Officer Entry Level Course
March	27-31	Crime Scene Processing
April	3-5	Statement Analysis
April	4-5	Fire Service Evidence Collection
April	7-8	Media Training Course
April	10	Use of Force Reporting and Ethics
April	11-12	Criminal Patrol Tactics and Hidden Compartments
April	25-26	Domestic Terrorism Awareness
April	26	Crime Scene Digital Photography
May	8-9	Emergency Vehicle Operations Course
May	9-10	Leadership Concepts
May	24	Report Writing Touch Up
May	30	Recognizing & Managing Mental Illness for Law Enforcement Professionals
June	6-9	Patrol Officer's Tactical Response to Active Shooter
June	26-30	Shotgun/Rifle Instructor
July	12-13	Tactical Triage and Emergency Wound Care for Law Enforcement
August	21-25	RADAR/LIDAR Instructor Course
August	22-23	Fire Service Evidence Collection
September	1-2	Media Training Course
September	11-12	Advanced Fundamentals of Marksmanship
September	11-13	Statement Analysis
CONTINUED ON NEXT PAGE		

Course Schedule

Month	Date	Course
September	12	Modern Ground Defense
September	25-29	Law Enforcement Intelligence Officer
September	26-28	Financial Crimes
September	27	Crime Scene Digital Photography
October	2-6	Instructor Development
October	10-11	Emergency Vehicle Operations Course
October	12	Battle Scarred
October	17-18	Domestic Terrorism Awareness
October	18	Death and Homicide Investigation
October	23	Use of Force Reporting and Ethics
October	23-27	Crime Scene Processing
October	24-27	Patrol Officer's Tactical Response to Active Shooter
October	26-27	Field Training Officer Entry Level Course
October	30	Recognizing & Managing Mental Illness for Law Enforcement Professionals
November	1-2	Criminal Patrol Tactics and Hidden Compartments
November	1-2	Leadership Concepts
November	13-17	Handgun Instructor

Course Descriptions

Accident Reconstruction Refresher Course (40 Hours)

The marksmanship class is a 16 hour class designed for the officer who wishes to improve their shooting in a low stress environment where the focus is on fundamentals. The foundation for every good shooter is a solid fundamental base. Your shooting will improve as you master the fundamentals. 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. Only ammunition of reputable manufacture will be allowed.

Date(s): January 23-27, 2017

Cost: \$100.00

Instructor: Christopher Payne

Meals and Lodging will be billed accordingly.

Advanced Fundamentals of Marksmanship (16 Hours)

The marksmanship class is a 16 hour class designed for the officer who wishes to improve their shooting in a low stress environment where the focus is on fundamentals. The foundation for every good shooter is a solid fundamental base. Your shooting will improve as you master the fundamentals. 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. Only ammunition of reputable manufacture will be allowed.

Date(s): September 11-12, 2017

Cost: \$95.00

Instructor: Cpl. Josh Eldridge

Meals and Lodging will be billed accordingly.

Course Descriptions

Battle Scarred (8 Hours Supervisory)

This course will expose toxicities of the Law Enforcement career and lead the officer as well as the supervisor to a deeper understanding of not just how to survive the battle but how to live with vitality as a result of it. The necessity of law enforcement of being armed and vigilant to protect the innocent and defenseless, not to mention their fellow officers and themselves, against the assaults of human predators will cause wounds, often unseen, in all those sworn to uphold the law. The performance of the police officer is directly affected by their perception of reality. This exposure to the battle will change an officer's perception, thus performance at work and home. This course will address these issues.

Date(s): March 9, 2017 OR
October 12, 2017

Cost: \$50.00

Meals and Lodging will be billed accordingly.

Instructor: Sgt. James Mitchell

Case Law for Law Enforcement (16 Hours Supervisory)

This course focuses on case law related to traffic stops, sobriety checkpoints, response to resistance or aggression, failure to identify and other law enforcement related matters that are trending across the country related to law enforcement interactions with the public. Terry v. Ohio, Tennessee v. Garner, Graham v. Connor and many other rulings related to the reasonableness of seizures under the Fourth Amendment of the United States Constitution will be discussed.

This course is an interactive, fast paced block of instruction that will instill confidence in police officers to professionally handle encounters with confrontational, non-complaint individuals without violating their Fourth Amendment rights. Video footage from social media sites depicting interactions between law enforcement and the public are reviewed and critiqued using applicable case law.

Date(s):

Cost: \$95.00

Instructor: Cpt. Joe White

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): April 26, 2017 OR
September 27, 2017

Cost: \$50.00

Meals and Lodging will be billed accordingly.

Instructor: Cpl. Jason Garnes

Crime Scene Processing (40 Hours)

This course will focus on the proper collection and handling of evidence found at a crime scene. Emphasis will be placed on photography, blood, semen and DNA collection techniques, latent print techniques, fire and arson evidence collection and bullet trajectory. This course will also address West Virginia State Police Lab techniques and recommended products for purchase by agencies and recommended products to avoid for evidence collection.

Date(s): March 27-31, 2017 OR
October 23-27, 2017

Cost: \$200.00

Meals and Lodging will be billed accordingly.

Instructor(s): 1/Sgt. Terry S. Mills
in conjunction with West Virginia State Police Lab Technicians

Course Descriptions

Criminal Patrol Tactics and Hidden Compartments (16 Hours)

This course will focus on detecting all types of criminals while conducting road patrol. This course won't focus solely on highway drug interdiction. This course will provide instruction on how to detect all types of criminals on traffic stops to include drug and contraband smuggling. This course will not focus solely on interstate highway systems as some officers don't have the opportunity or availability to strictly work interstates. Topics covered will include: Indicators and Detection Methods, Roadside Interviews, Professionalism/Legal Issues and Passenger Vehicle Concealment Locations.

Date(s): April 11-12, 2017 OR
November 1-2, 2017

Cost: \$95.00

Meals and Lodging will be billed accordingly.

Instructor(s): TFC Jamie Barker &
1/Sgt. James Findley

Death and Homicide Investigation (8 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): March 20, 2017 OR
October 18, 2017

Cost: \$75.00

Meals and Lodging will be billed accordingly.

Instructor: 1/Sgt. Terry Mills

Defensive Tactics Instructor (40 Hours)

This course provides training in various methods of empty hand, self defense and survival techniques for the modern law enforcement officer. This program is also intended to increase the officer's knowledge and understanding in regards to the legal ramifications of a law enforcement officer's response to resistance/aggression. This block of instruction is designed to help the officer instruct other officers throughout the state. This course will provide a 3-year certification.

Special Concerns: Mandatory passing of PT test, BDU's, gunbelt, wrestling/running shoes, personal protective equipment.

Date(s): February 6-10, 2017

Cost: \$250.00

Instructor(s): 1/Sgt. Rob Petry &
TFC Jamie Barker

Meals and Lodging will be billed accordingly.

Domestic Terrorism Awareness (16 Hours Supervisory Level)

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): April 25-26, 2017 OR
October 17-18, 2017

Cost: \$75.00

Meals and Lodging will be billed accordingly.

Instructor: Sgt. Jim Light

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):

Cost: No cost for tuition

Instructor: 1/Lt. Shallon Oglesby

Meals and Lodging will be billed accordingly.

Course Descriptions

Emergency Vehicle Operations Course (16 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): May 8-9, 2017 OR
October 10-11, 2017

Cost: \$125.00

Meals and Lodging will be billed accordingly.

Instructor: 1/Sgt. Jeff Losh

Field Training Officer (Entry Level - 16 Hours)

This 16 hour course will assist Future Field Training Officers in preparing New officer to function as a solo police officer at the conclusion of their training cycle. This course highlights the duties of the FTO's involvement in being a role model, clearly communicating the expectations of training, teaching the trainee the policies of the department, correctly applying concepts learned in the classroom to field training operations, and evaluating the trainee on his or her progress in the program. Ultimately, the FTO is responsible for making sure shift duties are performed properly and completely. Discussion and special focus on the San Jose Model used in public safety agencies across the country. This FTO program model has been successfully defended in Federal Court. We will explain the benefits of using the Field Training and Evaluation Program and your specific roles as a field training officer will be presented and discussed.

Topics include:

- Basic FTO program concepts and philosophies
- Your roles as a field training officer
- Documenting your trainee
- FTO program documents and forms
- The basic FTO program structure and how to make modifications
- Preparing your trainee for the FTO program
- Responsibilities during the FTO program
- Handling calls with your trainee
- Adult learning, memory and how stress impacts your trainee's performance
- Dealing with difficult trainees
- The "Recruit Training Checklist"

- The “Daily Observation Report”
- The “Standardized Evaluation Guidelines” and rating scale application
- Ethical dilemmas facing all FTOs
- How to develop your “Remedial Training Action Plans”
- The proper use of the “N.R.T.” designation

Date(s): March 23-24, 2017 OR
October 26-27, 2017

Cost: \$125.00

Meals and Lodging will be billed accordingly.

Instructor: Sgt. Timothy Weese

Financial Crimes (24 Hours)

This three-day course presents multi-level information and hands-on experience in regard to fraud and white-collar crime and law enforcements role in investigating such crimes. The course provides foundational information including basic definitions and terminology, fraud theory, criminal behavior, and red flags associated with financial crimes. The course transitions into developing practical skills, techniques, and resources necessary to the investigation, organization, and management of financial crime cases. Additional topics include financial crimes prevalent in WV including insurance fraud, financial exploitation, money laundering, and the various scams and schemes dealt with by various agencies. The student will be given additional instruction on techniques such as financial profiling, financial interviewing, and records analysis to include the use of spread sheeting as a means to organize and sort data and records. Attendees will work a mock financial case throughout the duration of the course.

Date(s): March 12-14, 2017 OR
September 26-28, 2017

Cost: \$100.00

Meals and Lodging will be billed accordingly.

Instructor: Robert W. Hinzman,
Christina Chard, Detective Jeremy Thompson, Sgt. Kenneth McCord &
Stephen Rowley

Course Descriptions

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): April 4-5, 2017 OR
August 22-23, 2017

Cost: \$95.00

Meals and Lodging will be billed accordingly.

Instructor: Koren Powers

Handgun Instructor (40 hours)

This course is designed for the officer that wishes to conduct firearms training in the state of WV. Students are expected to be proficient with a handgun prior to arrival to the class.

Special Concerns: The student will be required to qualify on the first day with a minimum score of 90% on the prescribed course.

A duty type handgun, 3 magazines, duty gear and 1000 rounds of ammunition are required to participate in this course. Please do not bring reloaded ammunition.

Date(s): November 13-17, 2017

Cost: \$295.00

Instructor(s): Cpl. Josh Eldridge

Meals and Lodging will be billed accordingly.

Instructor Development (40 Hours)

This course of study is required prior to receiving certification as a law enforcement training instructor. The training is designed to improve and develop teaching skills. The following topics will be covered: adult classroom management, lesson planning and organizing and the use of visual aids.

Date(s): March 6-10, 2017 OR
October 2-6, 2017

Cost: \$125.00

Meals and Lodging will be billed accordingly.

Instructor: Capt. David Lee

Law Enforcement Intelligence Officer (40 Hours)

For the law enforcement professional assigned as an intelligence officer, there are several critical issues that emerge; the lawful basis for collecting raw information for an intelligence inquiry, maintaining operational security of collected information to ensure that it provides the information needed by an analyst. The issue of civil rights as well as the ability to distinguish between behaviors that are “unusual” and those “which have a criminal nexus beyond mere suspicion” are intricately tied together. The intelligence officer must, at a minimum, have a clear understanding of these issues. Finally, the intelligence officer must understand the concept of “intelligence requirements” in order to effectively perform this function. This course, based on The Minimum Criminal Intelligence Training Standards is designed to address these needs.

Date(s): September 25-29, 2017

Cost: \$125.00

Instructor: Sgt. Jim Light

Meals and Lodging will be billed accordingly.

Course Descriptions

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): May 9-10, 2017 OR
November 1-2, 2017

Cost: \$95.00

Meals and Lodging will be billed accordingly.

Instructor: Capt. David Lee

Managing Undercover Operations (16 Hours)

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):

Cost: \$95.00

Instructor: 1/Sgt. Mike Oglesby

Meals and Lodging will be billed accordingly.

Media Training Course (16 Hours)

Two day workshop on media relations and public relations will cover:

- Interview tactics
- On-camera training
- Photography 101
- Creating contacts
- Creating a media strategy
- Press conferences
- Press release writing
- Story-pitching
- Stress management (some may call stage freight)
- Crisis management
- Building a brand/rebuilding a brand
- Digital media
- Social media
- Open discussion on your concerns/troubleshoot

Take part in on-camera interviews, mock press conferences, see real life examples of good interviews, write press releases and role play scenarios with your classmates.

This class is great for any experience level, veterans, PIOs, leadership and entry level as well as any level of agency, local, state and federal.

Date(s): April 7-8, 2017 OR
September 1-2, 2017

Cost: \$75.00

Meals and Lodging will be billed accordingly.

Instructor: Kimberly Holmes Wiggins,
Rontina McCann & Jessica Brown

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):

Cost: \$75.00

Instructor(s): 1/Sgt. Rob Petry &
TFC Jamie Barker

Meals and Lodging will be billed accordingly.

Course Descriptions

Modern Close Quarter Knife Defense/Offense Survival (8 Hours)

This course is designed to better prepare officers for physical encounters involving knife attacks. The course will reinforce the principles of officer safety and include instruction on proper defensive tactics techniques in situations where knives are involved.

Date(s): **Cost:** \$75.00

Instructor(s): 1/Sgt. Rob Petry & TFC Jamie Barker Meals and Lodging will be billed accordingly.

Modern Ground Defense (8 Hours)

This course is designed to better prepare officers for physical encounters involving ground assaults. The course will reinforce the principles of officer safety and include instruction on proper ground defense tactics where a vast majority of officer assaults are occurring.

Date(s): September 12, 2017 **Cost:** \$125.00

Instructor(s): 1/Sgt. Rob Petry & TFC Jamie Barker Meals and Lodging will be billed accordingly.

Patrol Officer's Tactical Response to Active Shooter (32 Hours)

This course is designed to help prepare Patrol Officers to quickly and efficiently respond to an active shooter situation. Students will receive instruction on how to tactically respond to and neutralize an active shooter threat. Students will be instructed in classroom, range drills and simulation scenarios to further their understanding and skill set in the chaotic environment of an active shooter incident.

Special Concerns: Students will need to bring: Body armor, duty pistol and belt, ammo carry bag or load bearing vest normally accessible on road patrol, department approved patrol rifle or long gun carried on patrol, 200 rounds for patrol rifle/long gun (minimum), boots, fatigue uniform, hearing and eye protection, First Aid kit, and Hydration System.

Date(s): June 6-9, 2017 OR
October 24-27

Cost: \$150.00

Meals and Lodging will be billed accordingly.

Instructor(s): 1/Sgt. Robert Mefford &
Sgt. Stewart Harper

RADAR/LIDAR Instructor Course (40 Hours)

This combined course will improve your knowledge of both RADAR and LIDAR speed measurement devices and give you the instructional tools to present RADAR and LIDAR training programs to other members of law enforcement.

You will learn the different scientific principles behind these devices and their proper application within the overall speed enforcement program. In addition, e various aspects of equipment use such as testing and verification protocols, case law, health issues, and many other operational considerations will be covered.

Date(s): August 21-25, 2017

Cost: \$295.00

Instructor: Donald Underwood

Meals and Lodging will be billed accordingly.

Course Descriptions

Recognizing & Managing Mental Illness for Law Enforcement Professionals (8 Hours)

This course is designed to better educate police officers and their supervisors in recognizing the mental ill and how they perceive and react to situations involving the police and calls for service.

It is estimated that 10 Million Americans have a mental illness and that approximately 2 Million mentally ill people are incarcerated in U.S jails and prisons each year putting law enforcement officers and corrections officials on the front lines of the mental illness crisis facing communities. Due to previous legislation regarding the disposition of the mentally ill and the elimination of long term mental health facilities, police now interact with these situations on a routine basis.

This seminar presents the latest information included in the newly released Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition and the latest cases and court rulings involving the handling of the mentally ill and use of force in non-criminal intervention by police officers.

Only disorders that are likely and commonly confronted on calls for service are included in this program. This is not intended to educate officers on diagnosis, but to recognize abnormal behavior associated with various disorders and how to intervene safely for both the officer and the subject.

Major topics included recognizing serious mental disorders most dangerous to officers and the mentally ill such as Schizophrenia Spectrum Disorders, Delusional Disorders, Dissociative Disorders, and others where the subject may not have a full grasp on reality and otherwise may pose a danger to themselves and others. A full review of the latest legal information and rulings regarding the use of force in non-criminal cases and the execution of civil commitments are discussed along with suggestions of how to intervene in these calls for service.

Date(s): May 30, 2017 OR
October 30, 2017

Cost: \$100.00

Meals and Lodging will be billed accordingly.

Instructor(s):

Capt. Stephen W. Cogar, J.D. &
Police Chief Robert D. Newell, M.A.

Report Writing Touch Up (8 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 24, 2017

Cost: \$75.00

Instructor: Sgt. Timothy Weese

Meals and Lodging will be billed accordingly.

Shotgun/Rifle Instructor (40 Hours)

This course is designed for the officer who is currently certified as a handgun instructor. This class meets with WV Law Enforcement Professional Standards Committee standard and will add the long gun certification to the instructor's resume. WVLEPS certification as a handgun instructor is a prerequisite for admittance into this class.

Special Concerns: The student must be a certified handgun instructor. A duty type shotgun, a carbine/patrol rifle, duty pistol and gear, as well as 250 rounds of low brass bird shot, 50 rounds of slug, 200 rounds of carbine/patrol rifle ammunition and 50 rounds of pistol ammunition are required to participate in this course. Please do not bring reloaded ammunition.

Date(s): June 26-30, 2017

Cost: \$195.00

Instructor: Cpl. Josh Eldridge

Meals and Lodging will be billed accordingly.

Course Descriptions

Statement Analysis (24 Hours)

This course is designed and intended for the criminal investigator who seeks to improve their effectiveness as an interviewer. The first part of the course will be devoted to learning the principles of statement analysis through indicators of veracity, indicators of deception, use of nouns, verbs, adverbs and adjectives, and statement structure and organization. This portion will lay the foundation for the actual interview by giving the interviewer insight into the author's areas of truthfulness and deception. The interviewing techniques will enhance the interviewer's ability to communicate and solicit information from the interviewee. This course requires active participation from the student.

Date(s): April 3-5, 2017 OR
September 11-13, 2017

Cost: \$125.00

Meals and Lodging will be billed accordingly.

Instructor: 1/Sgt. Kim Akers

Tactical Firearms Simulator Training (8 Hours)

This course employs the firearms shooting simulator for the course of instruction. The course is designed to prepare the student for various situations that may be faced while on patrol including; active shooter, traffic stop and domestic violence scenarios.

Special Concerns: Students will need to bring BDUs and gunbelt.

Date(s):

Cost: \$50.00

Instructor: Cpl. Josh Eldridge

Meals and Lodging will be billed accordingly.

Tactical Handgun (24 Hours)

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

Special Concerns: A duty type handgun, 3 magazines, duty gear and 1000 rounds of ammunition are required to participate in this course. Please do not bring reloaded ammunition.

Date(s): **Cost:** \$125.00

Instructor: Cpl. Josh Eldridge Meals and Lodging will be billed accordingly.

Tactical Triage and Emergency Wound Care for Law Enforcement

(16 Hours)

Tactical Triage, First Responder for the Police Officer. This level of training is designed for Law Enforcement Officers who are first on the scene. The training will be coordinated with Health Net and will consist of our Roles and Responsibilities as a LEO in emergency situations. We will be dealing with providing immediate care for life threatening injuries for others and ourselves as well as CPR.

Date(s): July 12-13, 2017 **Cost:** \$50.00

Instructor: 1/Sgt. Jeff Losh 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 in changing times in this era of accountability.

Date(s): April 10, 2017 OR
October 23, 2017

Cost: \$50.00

Meals and Lodging will be billed accordingly.

Instructor: 1/Sgt. Rob Perry

Training Staff and Instructors

Professional Development Center Faculty

1/Sgt. Rob Petry

1/Sgt. Petry is an nineteen year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Academy. He is the Director of Professional Development and Physical Training Coordinator. He is a Master Use of Force Instructor, ASP Instructor, Oleorisesin 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. He is a graduate of the 251st Session of the FBI National Academy.

Adjunct Faculty

Captain David Lee

Captain Lee is a twenty-two 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.

Captain Joe White

Captain Joe White is a twenty-two year member of the West Virginia State Police. He is currently assigned as the Director of the Professional Standards Section. His background as a State Trooper focused on criminal investigation and criminal patrol. He has been assigned to the Logan State Police Detachment both as a Field Trooper and as a Sergeant. He also served three years as a First Sergeant with the Bureau of Criminal Investigations and the West Virginia Intelligence Exchange. Captain White also served ten years as a member of the State Police Special Response Team, serving three years as Team Leader.

Captain White was promoted to First Lieutenant in 2008 and was appointed to Captain in November 2011 by Colonel C. R. "Jay" Smithers.

Captain White is a 1992 graduate of Van High School and a 1996 graduate of the West Virginia State Police Academy. He is a graduate from West Virginia State University with a Regents Bachelor of Arts degree and graduated from the 227th Session of the FBI National Academy in 2006. He earned a Master of Science in Strategic Leadership from Mountain State University in 2008.

1/Lt. Shallon Oglesby

1/Lt. Shallon Oglesby is an nineteen year veteran of the West Virginia State Police. 1/Lt. Oglesby is currently as the Director of Planning and Research. 1/Lt. Oglesby teaches a wide range of courses to include: Domestic Violence, Hate Crime Investigation, Cultural Diversity, Racial Profiling, Gang Identification and Investigation. 1/Lt.. Oglesby has a Regents Bachelor of Arts degree from West Virginia State University and an Associate degree in Police Science from Marshall University.

1/Sgt. Robert Perry

1/Sgt. Perry is a twenty-two year veteran of the West Virginia State Police and is currently stationed at the Academy. 1/Sgt. Perry has been a firearms instructor for fifteen years and is currently the Deputy Director of Training. 1/Sgt. Perry is a certified armorer for numerous weapon platforms. He is a graduate of the 236th session of the FBI National Academy.

1/Sgt. Kimberly D. Akers

1/Sgt. Akers has been a member of the West Virginia State Police for nineteen years. 1/Sgt. Akers has been assigned to the Bureau of Criminal Investigations as a full time Polygraph Examiners for ten years. 1/Sgt. Akers is licensed as a certified Polygraph Examiner through the State of West Virginia and is also a member of the American Polygraph Association. 1/Sgt. Akers has a Bachelor of Science in Criminal Justice from West Virginia State University as well as an Associate in Applied Science in Police Science from Marshall University. 1/Sgt. Akers is also a graduate of the FBI National Academy.

1/Sgt. James Findley

1/Sgt. James Findley is a twenty year veteran of the West Virginia State Police. 1/Sgt. Findley is currently assigned to the West Virginia State Police Academy as a Staff Officer. 1/Sgt. Findley has worked as a Field Trooper, BCI Investigator, K9 Handler, and District Commander. 1/Sgt Findley earned a Bachelor Degree in Criminal Justice from Fairmont State College and is also a graduated from the 245th Session of the FBI National Academy.

1/Sgt. Jeff Losh

1/Sgt. Losh is a twenty-three 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 OPOTA. He honorably served in the United States Army for six years where he received his medic certification.

Training Staff and Instructors

1/Sgt. Robert Mefford

1/Sgt. Robert Mefford is a twenty-three year veteran of the West Virginia State Police. 1/Sgt. Mefford is a fifteen year member of Special Operations currently assigned to West Virginia State Police Special Operations as the Director of Special Operations training. 1/Sgt Mefford has extensive experience as a K9 handler, K9 Trainer, and K9 Administrator. In addition 1/Sgt. Mefford is a handgun, shotgun and patrol rifle instructor as well as a mechanical breaching instructor. 1/Sgt. Mefford is also a chemical agent instructor and explosive breacher. 1/Sgt. Mefford has been a member of the Special Response Team for twelve years and coordinates all training for the teams. 1/Sgt. Mefford has a Bachelor of Arts degree from West Virginia University and an associate's degree in Police Science from Marshall University.

1/Sgt. Terry Mills

1/Sgt. Terry Mills is a twenty-three year veteran of the West Virginia State Police. 1/Sgt. Mills is currently assigned to the West Virginia State Police Academy as the State Police Crime Scene Response Teams and Crash Reconstruction Teams Coordinator/Logistics Officer and as a staff officer. 1/Sgt. Mills teaches a wide range of courses to include: Principles of Investigation, Handling Physical Evidence, Crime Scene Investigation, Crash Investigation, RADAR/Laser, Traffic Incident Management and Active Shooter Training. 1/Sgt. Mills has Associates degrees from both Bluefield State College and Marshall University in Police Science and Law Enforcement. 1/Sgt. Mills served six years as an M.P. in the United States Army Reserve and is a veteran of Operation Desert Shield/Desert Storm.

1/Sgt. Mike Oglesby

1/Sgt. Oglesby is a twenty-three year veteran of the West Virginia State Police. 1/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.

1/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. 1/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.

Sgt. Jim Light

Sgt. Light has devoted twenty-four years to law enforcement service. Six years were spent with the United States Department of Interior. In over eighteen 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.

Sgt. Kenneth G. McCord

Sgt. Kenneth McCord is a twenty-three year veteran of the West Virginia State Police and is currently assigned to the Bureau of Criminal Investigations (BCI-Charleston). Prior to enlisting in the State Police, Sgt. K. McCord earned his Bachelor's Degree in Sociology with a minor in Elementary Education from Milligan College (Johnson City, TN) in 1992. After teaching in the private sector, Sgt. K. McCord attended the West Virginia State Police Academy in 1994, earning an Associate's Degree in Police Science and Law Enforcement (Marshall University) and graduating with the 41st Cadet Class that same year. Sgt. K. McCord worked as the team supervisor of the southern Crime Scene Response Team which was responsible for the documentation of numerous major crime scenes from 2000 to 2005 in southern West Virginia. Sgt. K. McCord achieved the rank of Sergeant in 2003 and worked as an assistant detachment commander before being assigned the detachment commander of the South Charleston detachment in 2007. In 2008, Sgt. K. McCord worked as the law enforcement liaison for Troop 4 handling all media releases, including television and radio interviews. In 2010, Sgt. K. McCord accepted a position with BCI with emphasis on investigating table game violations and other criminal activity occurring in two of the state's five casinos (Mardi Gras Casino and the Greenbrier Casino). During his BCI assignment, he has investigation an array of white collar crimes including timeshare, lottery, and charity scams, bank fraud, and exploitation of the elderly.

Training Staff and Instructors

Sgt. James Mitchell

Sgt. Mitchell has served as a law enforcement officer for twenty-six years and he currently serves as Wellness Officer and Director of Chaplain Services for the West Virginia State Police. Sgt. 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. Sgt. Mitchell has devoted thirty 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 Liberty University.

Sgt. Timothy Weese

Sgt. Weese is an eighteen 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.

Cpl. Josh Eldridge

Cpl. Eldridge is an eleven 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 Officer Survival Training, Patrol Concepts, Simulator Training and the Master Firearms Instructor. Cpl. Eldridge has served as a member of the West Virginia State Police Crime Scene Response Team for six years.

Cpl. Jason Garnes

Cpl. Garnes is a eighteen 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 to the DEA Tactical Diversion Unit. During his tenure wht 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.

TFC Jamie Barker

TFC Barker is an nine year veteran of the West Virginia State Police and is currently assigned to the West Virginia State Police Training Academy. Prior to enlistment with the West Virginia State Police Academy, TFC Barker worked for 12 years as a city police officer and deputy sheriff. He is a Use of Force Instructor, ASP Instructor, Oleoresin Capsicum Instructor, Officer Survivability Instructor, Gracie Survival Tactics Instructor, Ground Defense and Escape Instructor, In-Custody death Instructor, Weapon Retention and Disarm Instructor, and Edge Weapon Defense Instructor.

Stephen Cogar (Retired WVSP Captain)

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 stature 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 conitributing 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 WV 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.

Christopher B. Payne (Retired WVSP Corporal)

Retired member of the West Virginia State Police Crash Reconstruction Unit Assigned to Troop 7 Parkways. Served as call out Expert Reconstructionist for all serious motor and commercial vehicles crashes; including, but not limited to, crashes involving fatalities with commercial vehicles for the West Virginia Parkways serving Raleigh, Fayette, Mercer, and Kanawha Counties. Served as the West Virginia State Police call out expert for reconstruction services for motor and commercial vehicles, serving any and all county, city, and local police agencies throughout the state of West Virginia. Was call out expert for forensic mapping and diagramming for crime scenes for major cases assisting all agencies. Served as Lead Inspector and Training Officer of the only two West Virginia State Police holding dual certifications as both Troopers and West Virginia Public Service Commission Enforcement Officers. Current certified instructor in the field of crash reconstruction through the West Virginia Justice Department through the West Virginia Governor's Office. Current instructor for basic and advanced crash investigation, forensic mapping and diagramming with the West Virginia State Police Academy and Professional Development Center.

Donald Underwood (Retired WVSP 1/Lieutenant)

Lt. Underwood is a retired First Lieutenant of the West Virginia State Police where he served as the Training/Logistics officer at the WVSP Training Academy. Lt. Underwood was the Director of the RADAR Training program. Lt. Underwood is the first Traffic Crash Reconstructionist in the state of West Virginia. Lt. Underwood also developed the Driver Training program plus several other projects during his seven-teen years at the Training Academy. Lt. Underwood holds a Bachelors Board of Regents Degree from WV State (college) University, a Master of Science in Safety Technology from Marshall University and Doctorate in Jurisprudence from Thomas M. Cooley Law School. Lt. Underwood is presently retired but continues to teach part-time and stills consults in the areas of Driver Training and Traffic Crash Reconstruction.

Jessica Brown

Ms. Brown lives in Charlotte, North Carolina and is a native of Calera, Alabama.

The University of Alabama at Birmingham graduate is one of the fastest growing public relations professionals in Motorsports.

Brown knows how to get attention for stories and also how to handle a crisis situation from a PR perspective. She's unique because she's worked both in media relations for tracks and in public relations for clients, sponsors and teams.

In addition to starting her career at the storied Talladega Superspeedway, she's been a part of two NASCAR Sprint Cup championships and currently works as a account manager of digital and social media for America's only F1 team.

Brown serves as an advisor on digital and social media strategies, how to write press releases and the importance of story pitching.

Christina Chard

Ms. Chard is an Assistant Professor and Program Director for the Master of Forensic Accounting Program with the University of Charleston. She received a B.S. in Mathematics in 1998, a Master of Forensic Accounting in 2011, and is currently pursuing a Doctorate in Executive Leadership. She is an instructor in the University's Master of Forensic Accounting program, specializing in quantitative analysis and data as evidence. She teaches undergraduate university courses in Accounting Information Systems, Introduction to Forensic Accounting, and Business Software. She also serves as an instructor for the National Association of Certified Valuators and Analysts' (NACVA) Master Analyst in Financial Forensics (MAFF) certification program, specializing in computer forensics. Prior to the University, she worked with American Water, the largest publicly traded water and wastewater utility company in the US, for 18 years. She served in many technical, financial, and leadership roles within the Information Technology Services department. She has a rare mix of financial and accounting as well as information technology skills and abilities.

Training Staff and Instructors

Robert W. Hinzman

Investigator Robert W. Hinzman graduated from the WV State Police Academy Basic Officer program in 1993 and the Cadet Trooper program in 1998. He is a former member of the Beckley Police Department, the Bluefield Police Department, and the WV State Police. He served four years with the US Marine Corps and has been a member of the Marine Corps Reserve component since 1996. He is a veteran of Operation Iraqi Freedom (2004) and Operation Enduring Freedom (Afghanistan) (2010). From 2007 to 2013 he worked as a Fraud Investigator with the WV Insurance Commission's Fraud Unit. He returned to the WV State Police in 2013 as a Financial Crimes Investigator in the Bureau of Criminal Investigations. Investigator Hinzman conducts all facets of financial crime investigation and provides direct investigative support to uniformed members. Investigator Hinzman is a Fusion Liaison Officer for the WV Intelligence Fusion Center and is a member of the WV Financial Exploitation Taskforce. He is an instructor in the Master of Forensic Accounting program at the University of Charleston, specializing in Fraud and White Collar Crime. He received his RBA in Justice Studies from Bluefield State College, his Masters of Forensic Accounting from the University of Charleston, and he is a Certified Fraud Examiner.

Rontina McCann

Ms. McCann was born and raised in southern West Virginia to a family of public servants, becoming a journalist was her way to follow their example and serve her community.

She graduated from the P.I. Reed School of Journalism at West Virginia University with a degree in broadcast news. For 15 years McCann has worked as a writer, producer, photographer, anchor, reporter and host. Her career as a journalist has taken her across the country, working for affiliate stations in West Virginia, Ohio and Texas.... then she transitioned to freelancing for national networks including ESPN and CBS Sports.

Since 2006, she's been a guest instructor for media relations and public relations at the West Virginia State Police Academy for cadet and basics training and hosted seminars from there to Alaska on how to work with media.

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 Investigators and serves on the board of the West Virginia Chapter.

Stephen Rowley

Stephen Rowley is a retired Special Agent with the Internal Revenue Service, Criminal Investigation (IRS CI), retiring in December 2010 with 23 years of federal law enforcement. He graduated from West Virginia State College in 1976 with a Bachelor's Degree in Business Administration, with a concentration in Accounting. He graduated from the Federal Law Enforcement Training Academy in the spring of 1988. As a Special Agent with IRS CI he focused on criminal Tax cases, Money laundering cases and investigations involving crimes relating to the Bank Secrecy Act. Most of his career he was assigned to work out of the WVSP, Bureau of Criminal Investigation offices and in the office of the United States Attorney for the Southern Judicial District. Shortly after retiring from IRS CI, in early 2011 he started a career with Forfeiture Support Associates (FSA), a Washington DC company that does contracting work with the US Department of Justice and several other federal law enforcement companies. His office is located within the offices of the U S Attorney in Charleston, WV. His position at FSA is a Litigation Financial Analyst (LFA). In this position he is involved in all facets of financial cases wherein he assists in developing evidence to support the seizure and forfeiture of assets from defendants. As a LFA, he works numerous investigations that relate to the Bank Secrecy Act. He deals with Bank Secrecy Act Officers on a weekly basis and has been involved for several years giving training to BSA Officers and other Bank employees on BSA related issues.

Detective Jeremy M. Thomspson

Detective Thompson has fifteen years of law enforcement experience having started his career with the Boone County Sheriff's Department and is currently employed by the South Charleston Police Department, where he is assigned to the detective bureau. Detective Thompson has received training in financial crimes investigation and has worked numerous cases involving cloned and re-encoded credit cards. Detective Thompson has attended courses in criminal interview and interrogation, social media for law enforcement, forensic death investigation, criminal patrol interdiction, and attended the National Computer Forensic Institute as well.

Kimberly Holmes Wiggins

Ms. Wiggins graduated from Duke University with a degree in Public Policy Studies. She later earned her master's degree from Columbia University's Graduate School of Journalism.

Ms. Wiggins shares her passion for great storytelling by working as an adjunct professor at various journalism schools. She is a course creator and instructor. She's an expert on finding the story and the best way to tell it. She uses her creativity to innovate ways to connect with media and the community through social media and grass-roots efforts. She recognizes the long term goals and impact of media collaboration.



West Virginia State Police Professional Development Center Course Application

Contact Information			
Name:			
Rank:	Social Security #: / /	Phone: ()	Email:
Employer/Agency:			
Employer/Agency Address:			

Course Information	
Course Attending:	
Course Date(s):	
Will you require the following that is provided by the Professional Development Center/Academy?	
Lodging: Yes <input type="checkbox"/> No <input type="checkbox"/>	Meals: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>
<i>Please note, lodging and meals are invoiced separately at the completion of the course.</i>	

Payment Information	
Course Registration Fee paid by:	
Check <input type="checkbox"/> No. _____ <i>If paying by check, the check must be received in advance to guarantee registration.</i>	Purchase Order/Voucher: <input type="checkbox"/> No. _____ <i>If registering by PO or Voucher, provide an agency point of contact for accounting purposes.</i>
Name:	Phone:
Email:	

A confirmation email will be emailed to you upon receipt of your Course Application. If you do not receive confirmation, your application has NOT been received (call 304-766-5806 if you do not receive confirmation). Receipt of your course application does not constitute acceptance in the course. You will be notified in writing by F/Sgt. Rob Petry, Director of Professional Development, if your are accepted.

Please submit a separate application for each course you would like to attend.

Signature _____

Date _____

WVSP Use Only

Received:	
Enrolled:	Wait List:
Notes:	