

Division of Criminal Justice Academy

2009 COURSE CATALOG



State of New Jersey
Department of Law and Public Safety
Division of Criminal Justice
P. O. Box 283
Sea Girt, New Jersey 08750

www.njdcj.org

Division of Criminal Justice Academy
2009 Course Catalog

Division of Criminal Justice Academy

The Division of Criminal Justice Academy has been a Police Training Commission approved academy since 1980. Established originally to conduct the Basic Course for Investigators, the Division of Criminal Justice Academy has expanded its curriculum to include other PTC approved courses, such as the revised Modified Basic Course for Investigators, the Basic Course for Arson Investigators and the Arson Investigation In-Service Course. In addition, the Academy conducts a wide variety of specialty and management development courses not generally available at other police academies. The Academy also provides continuing education to state investigators and deputy attorneys general from the Division of Criminal Justice.

Course Registration

To register for a course, submit a copy of the registration form located at the end of the catalog. To assist in planning course enrollment and providing confirmation of enrollment, when possible, registrations should be submitted at least 30 days prior to the course start date to the address below:

Division of Criminal Justice Academy
P.O. Box 283
Sea Girt, New Jersey 08750
Telephone: (732) 282-6060
Fax: (732) 974-7551

Registration Confirmation

Written confirmation of course enrollment will be mailed to individual registrants. To attend courses, individuals must have confirmation of enrollment from the DCJ academy. If you are unable to attend and your agency wishes to send someone else, your registration must be cancelled and they must submit a new registration form to receive their own confirmation letter.

No one will be admitted to class without their confirmation letter.

Payment

Send all course payments to the address below. **No tuition payments should be mailed to the Academy Office in Sea Girt.**

Division of Criminal Justice Academy
P.O. Box 085
Trenton, New Jersey 08625 - 0085

Course Location and Times

Course locations are noted in the catalog. (Directions to primary training sites are provided at the back of the *Course Catalog*.) Classes generally begin at 9:00 a.m. and end at 4:00 p.m. If class times differ, they are noted in the course description provided in the *Catalog*. Further information concerning specific course times and locations will also be provided in course enrollment confirmation letters. ***Classes are subject to relocation or rescheduling. Therefore, please read the confirmation letter for current information or any changes.*** Also, to enable the Academy to contact you concerning pertinent changes, please complete ALL information on the registration form. ***The course enrollment confirmation letter will contain specific information concerning course times and location.***

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An Anatomy of a Search Warrant

This is a hands-on workshop. Participants will review the essential elements of writing an affidavit for a search warrant. Hands-on exercises will include drafting a short affidavit during the workshop. ***Class size is limited (25).***

Who should attend: Assistant prosecutors, deputy attorneys general, police instructors and police officers.

Cost: No charge

Date(s): 6/10/09 (Middlesex County Prosecutor's Training Center)
9/23/09 (Burlington County Police Academy)

Arson Investigation In-Service

This course, mandated pursuant to *N.J.S.A. 40A:14-7.1* for fire personnel assigned to certified arson investigation units in municipal fire departments, is a continuation of the basic arson investigation training and is required for arson investigators appointed pursuant to this statute. The in-service training specializes in more advanced aspects of arson investigation and prosecution.

Who should attend: Attendance is strictly limited to those personnel assigned to certified arson investigation units in municipal fire departments created by municipal ordinance.

Cost: No charge

Date(s): *This class will be offered only once in 2009. Eligible Arson investigators will be notified of the class date individually by mail.*

Assault Rifle Instructor Course

This five-day course prepares the law enforcement firearms instructor to teach the fundamentals of operating the law enforcement assault rifle. Successful completion of this course certifies the instructor to qualify assault 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. (Note: This is *not* a police *Carbine* instructor course.) *Class size is limited (25).*

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

Requirements: Previous attendance to a Firearms Instructor Course. *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 Police Service Rifle Qualification Course (ARQC), pass a low light qualification course, 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 2,000 fps [AR-15, M-16, G36], .223 cal. preferred) with sling; four magazines for the rifle; 2,000 rounds of ammunition for the rifle; a flashlight or rifle attached lighting device; service handgun and holster; 100 rounds of ammunition for the handgun; 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.

Cost: \$300

Dates: 3/23/09 - 3/27/09 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri.(Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

6/8/09 - 6/12/09 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri.(Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

10/19/09 - 10/23/09 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri.(Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

11/16/09 - 11/20/09 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri.(Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

Basic Course for Arson Investigators

This course is mandated pursuant to *N.J.S.A. 40A:14-7.1* for fire personnel assigned to certified arson investigation units in municipal fire departments. Program topics include the investigation and prosecution of arson, the cause and origin of fire, interviewing and interrogation techniques, profile of an arsonist, the New Jersey Code of Criminal Justice, and motives for arson. Classroom instruction is supplemented by a practical exercise involving the investigation of actual fire scenes. **Applications must be submitted through and approved by the county prosecutor's office.** *Class size is limited.*

Who should attend:

- . Paid firefighters assigned to a certified municipal arson investigation unit.
- . Paid fire personnel assigned to a county arson investigation unit.
- . Police officers, county prosecutor's office investigators or detectives, and assistant prosecutors assigned to investigate arson.

Requirements: Drug screening and medical certification.
Clothing order form (included at the end of course catalog) must be completed and submitted along with course registration form (also provided in catalog).

Cost: \$500 (Tuition includes five shirts to be worn during course activities and course instructional materials.)

Tuition vouchers, purchase orders, and checks should be forwarded to the DCJ Academy office in Trenton (25 Market St., P.O. Box 085, Trenton, NJ 08625).

Date(s): 04/27/09 -05/15/09 8:30 am - 4:00 pm (no weekend classes) (DCJ Academy, Sea Girt)
09/21/09 -10/09/09 8:30 am - 4:00 pm (no weekend classes) (DCJ Academy, Sea Girt)

Basic Course for Investigators

This basic training program covers general topics such as investigative procedures essential to the successful investigation, apprehension and prosecution of criminals. In accordance with the provisions of the Police Training Act, this course is mandatory for county prosecutor's investigators and detectives, state investigators, and arson investigators assigned to certified arson investigation units. Basic firearms training and physical conditioning training are conducted during this course.

Who should attend: County prosecutor's investigators and state investigators with no prior basic law enforcement training in New Jersey and arson investigators assigned to certified arson investigation units.

Requirements: Drug screening and medical certification.
Clothing order form (included at the end of course catalog) must be completed and submitted along with course registration form (also provided in catalog).

Cost: \$1,300 (Tuition includes the following items of clothing for each recruit: short and long sleeve golf shirts, tee-shirts; sweat pants, sweat shirts, gym shorts, and an outdoor field jacket, as well as course instructional materials.)

Tuition vouchers, purchase orders, and checks should be forwarded to the DCJ Academy office in Trenton (25 Market St., P.O. Box 085, Trenton, NJ 08625).

Date(s): 02/09/09 - 6/12/09 8:00 am - 4:00 pm (no weekend classes) Orientation, 1/28/08 (Sea Girt)
8/10/09 - 12/17/09 8:00 am - 4:00 pm (no weekend classes) Orientation, 7/31/08 (Sea Girt)

Criminal Procedure Update *MBCI Course*

This **two-day** program will update assistant prosecutors, police instructors and newly-appointed prosecutor's investigators with police experience in the recent developments in the laws of search warrants and exceptions to the warrant requirement, as well as Identity Theft and Document Fraud. The seminar will focus on the court decisions which have been recently handed down by the United States Supreme Court and the New Jersey courts. In addition to providing a comprehensive update of new material, the seminar will simultaneously serve as a refresher for those persons who have not had an opportunity to attend a criminal procedure update for a number of years. Moreover, throughout the course, innovative teaching techniques and procedures will be offered, along with helpful suggestions for instructing new or veteran officers in this topic.

Who should attend: Assistant prosecutors, deputy attorneys general and police instructors. Prosecutor's investigators/detectives who must attend the "***Modified Basic Course for Investigators,***" that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives.

Registration Limitations: Registration will be limited to county prosecutor's investigators who are required to attend in order to obtain PTC certification. However, 30 days before the class begins, registration will be opened to all law enforcement personnel.

Cost: No charge

Date(s): 4/06/09 - 4/07/09 (Middlesex County Prosecutor's Office Training Center)
6/25/09 - 6/26/09 (Middlesex County Prosecutor's Office Training Center)
11/12/09 - 11/13/09 (Middlesex County Prosecutor's Office Training Center)

Domestic Violence Investigation for Law Enforcement Executives

This course will discuss recent changes in domestic violence law and procedures, criteria for the seizure of weapons and the development of standard operating procedures. Instruction will also cover updated information regarding the role and function of crisis teams.

Who should attend: Law enforcement executives and command level personnel.

Cost: No charge

Dates: 05/21/09 (Burlington County Police Academy)
10/08/09 (John Stamler Police Academy, Union County)

Domestic Violence Investigation for Municipal Law Enforcement

This course provides a clear and concise, yet comprehensive, presentation of relevant state and federal court decisions as well as strategies for effective investigation and prosecution at the municipal level. The intent of this course is to provide innovative strategies and techniques that will assist in the investigation and prosecution of domestic violence cases without the participation or cooperation of the victim.

Who should attend: Municipal police officers, detectives and investigators.

Cost: No charge

Date(s): 05/20/09 (Burlington County College Police Academy)
10/07/09 (John Stamler Police Academy, Union County)

Firearms Instructor Course

This five-day Police Training Commission approved course teaches the fundamentals of firearms instruction, including range safety, weapons procedures, and range operation. Also included are the fundamentals of the Attorney General's Requalification Guidelines. *Class size is limited (25).*

Who should attend: Law enforcement officers who require certification by the Police Training Commission as firearms instructors, or officers who will conduct in-service firearms training.

Requirements: *Candidates must achieve a score of 95% or better during three (3) pre-qualifying runs of the HQCI prior to or in the morning of the first day of class to be admitted into the course. Candidates must also achieve a score of 80% or better in the NHQC, achieve an 80% on a written examination and demonstrate safe handling of their firearms throughout the course to successfully complete the training.* Necessary equipment includes: service handgun and holster; 1,200 rounds of ammunition; agency shotgun, with 50 rounds of 00 Buck and 30 rounds of slug ammunition (for those agencies using slug ammunition); hearing and eye protection; baseball style hat; rain gear (no ponchos); and cleaning kit.

Cost: \$300

Date(s): 3/09/09 - 3/13/09 8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. (Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday
5/18/09 - 5/22/09 8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. (Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday
9/14/09 - 9/18/09 8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. (Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

Firearms Instructors' Update

This program is designed to update all firearms instructors on a wide range of relevant topics. Discussions will include PTC and in-service firearms training issues. All courses of fire for PTC academies and in-service requalification will be reviewed. This workshop will explore non-toxic ammunition issues and the future of law enforcement firearms training in the state with an emphasis on consistency and on-duty relevance. **To obtain a certificate you must pre-register with the Division of Criminal Justice, NOT the local academy.** *Classroom only, no range activities.*

Who should attend: PTC range masters and firearms instructors; in-service supervising firearms instructors and firearms instructors. County prosecutors' personnel who maintain law enforcement requalification records.

Cost: No charge

Date(s): 6/17/09 9:00 am - 12:00 pm (Burlington County Emergency Services Training Ctr)
6/18/09 9:00 am - 12:00 pm (Morris County Police Academy)
6/22/09 9:00 am - 12:00 pm (Atlantic County Police Academy)
6/25/09 9:00 am - 12:00 pm (Monmouth County Police Academy)

Internal Affairs Policy and Procedures, *MBCI Course (1 Day)*

This one-day course is designed to familiarize prosecutor's detectives and investigators with the Attorney General's directives and procedures for conducting internal affairs investigations. The course covers significant topics in internal affairs investigations, including internal affairs interviews, search and seizure, confidentiality, and the prosecutor's role in internal investigations.

Who should attend: This one-day course is **only** for prosecutor's investigators/detectives who must attend the "*Modified Basic Course for Investigators,*" that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives.

Registration Limitations: Registration will be limited to county prosecutor's investigators who are required to attend in order to obtain PTC certification. However, 30 days before the class begins, registration will be opened to all law enforcement personnel.

Cost: No charge

Date(s): 2/13/09 (Middlesex County Prosecutor's Office)
7/02/09 (Middlesex County Prosecutor's Office)
11/20/09 (Middlesex County Prosecutor's Office)

Internal Affairs Policy and Procedures (4 Day)

The receipt and handling of complaints of police misconduct are governed by the statewide Internal Affairs Policy issued by the Attorney General. This program is essential to familiarize the internal affairs officer with the Attorney General's directives for conducting internal affairs investigations. Moreover, the course covers significant topics in internal affairs investigations, including interviewing subject officers, search and seizure, maintaining records, discipline and confidentiality. This course is **NOT** an annual update of internal affairs procedures; if you attended in 2007 you will not be allowed to attend in 2008. Confirmation will be sent to the registrant approximately one month prior to the course. It is the registrant's responsibility to notify their supervisor of their acceptance.

Registration is strictly limited:

1. No more than two individuals from one agency
2. Only individuals who are assigned to an Internal Affairs unit
3. Only individuals whose registration form is signed by the agency head (Chief or Director)
4. Anyone who was registered for a prior course and failed to attend without prior notification will not be permitted to register.

Who should attend: Law enforcement officers who are assigned to the internal affairs function as certified by the chief or agency executive.

Cost: \$150

Date(s): 9/14/09 - 9/17/09 (John Stamler Police Academy, Union County)
12/14/09 - 12/17/09 (Burlington County College Teleconferencing Center)

No one will be admitted to class without their confirmation letter.

Registration is for an individual, not an agency. If the Chief wishes to make a substitution, a new registration form must be submitted at least two days before the class begins.

Interview and Interrogation *MBCI Course*

This two-day course provides the fundamentals of interview and interrogation and explores strategies which may be employed in each. Included are understanding verbal and non-verbal behavior, preparing for the interview or interrogation, developing questions in a structured interview, and choosing the setting for the interview. The course includes practical exercises. *Class size is limited.*

Who should attend: Prosecutor's investigators/detectives who must attend the *"Modified Basic Course for Investigators,"* that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives and other law enforcement personnel.

Registration Limitations: Registration will be limited to county prosecutor's investigators who are required to attend in order to obtain PTC certification. However, 30 days before the class begins, registration will be opened to all law enforcement personnel.

Cost: No charge

Date(s): 2/19/09 - 2/20/09 (Middlesex County Prosecutor's Training Center)
5/28/09 - 5/29/09 (Middlesex County Prosecutor's Training Center)
10/15/09 - 10/16/09 (Middlesex County Prosecutor's Training Center)

Investigator Safety and Security *MBCI Course*

This one-day course will provide students with the principles and procedures for investigator safety and security when approaching suspects. Included will be tactical positioning and suspect body language, draw and challenge, reflex tension and chain reaction shooting. The course will include practical exercises. *Class size is limited.*

Requirements: **Casual dress for class participation (casual shirt and slacks; no jeans or tee shirts). Dress must include belted slacks, duty holster and weapon.**

Who should attend: Prosecutor's investigators/detectives who must attend the *"Modified Basic Course for Investigators,"* that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives and other law enforcement investigators.

Registration Limitations: Registration will be limited to county prosecutor's investigators who are required to attend in order to obtain PTC certification. However, 30 days before the class begins, registration will be opened to all law enforcement personnel.

Cost: No charge

Date(s): 3/24/09 (Middlesex County Prosecutor's Office Training Center)
6/23/09 (Middlesex County Prosecutor's Office Training Center)
10/14/09 (Middlesex County Prosecutor's Office Training Center)

Modified Basic Course for Investigators

Effective June 1997, the PTC replaced the *Modified Basic Course for Investigators (MBCI)* with a requirement that newly-hired county prosecutor's investigators and detectives with previous law enforcement experience and training must complete, within twelve months of appointment, a core in-service training curriculum consisting of the following courses: **Criminal Procedure Update; Internal Affairs Policy and Procedures, MBCI (1-Day Course), Interview and Interrogation; and Investigator Safety and Security.** Information concerning each of these specific courses is provided elsewhere in this catalog.

Who should attend: Prosecutor's investigators/detectives who have completed the Basic Course for Police Officers in New Jersey, have not had a break in law enforcement service for more than three years, and are seeking PTC certification.

Registration Limitations: Registration will be limited to county prosecutor's investigators who are required to attend in order to obtain PTC certification. However, 30 days before the class begins, registration will be opened to all law enforcement personnel.

Physical Conditioning Instructor Course

The Physical Conditioning Instructor Course is a 40-hour course conducted over five days. The course is designed to prepare law enforcement officers to implement and teach a physical fitness program in their police agencies or in a police academy. It is a prerequisite for certification by the Police Training Commission as a Physical Conditioning Instructor. The course requires participation in practical exercises as well as classroom instruction on fitness related topics. ***Class size is limited (18).***

Who should attend: Law enforcement officers who require physical conditioning instructor certification by the Police Training Commission.

Requirements: Students must successfully complete a physical conditioning entrance test consisting of strength, resistance and cardiovascular exercises to receive certification. *Appropriate exercise clothing should be worn to class.*

Cost: \$150

Date(s): 3/30/09 - 4/03/09 8:30 am - 4:30 pm (DCJ Academy, Sea Girt)

Police Bicycle Patrol Course

The Juvenile Justice Commission Training Academy, Sea Girt, N.J., is offering three five (5) day Patrol Bicycle Courses in 2009. The courses will be held at their academy in June, July and August.

For more information or registration contact DI Tim Madas, Juvenile Justice Commission Training Academy at (732) 974-4334.

Radar Instructor Refresher

The refresher course is required for DCJ 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. We notify the instructors in writing prior to the annual schedule that they're required to attend to renew their certification. The course is conducted from 9 a.m. to 1 p.m.

Who should attend: Law enforcement officers who teach radar operations..

Cost: None

Date(s): 01/06/09 (Passaic County Police Academy)
01/14/09 (Camden County Police Academy)
02/04/09 (Ocean County Police Academy)
03/05/09 (John H. Stampler Police Academy)
09/23/09 (Somerset County Police Academy)

Street Encounters, Stops and Frisks

This course is intended for assistant prosecutors and others who instruct police officers on the legal aspects of inquiries, stops and frisks. It focuses closely on the distinctions between an inquiry and a *Terry* stop, how reasonable suspicion is determined, and how the *Terry* stop has been expanded to cover more than people. It also examines the criteria for a frisk and discusses the plain touch concept approved by the federal Supreme Court. Throughout the course, innovative teaching techniques and procedures will be offered, along with helpful suggestions for instructing new or veteran officers.

Who should attend: Assistant prosecutors, deputy attorneys general, police instructors.

Cost: No charge

Date(s): 5/27/09 (Middlesex County Prosecutor's Training Center)
11/12/09 (Burlington County College Teleconferencing Center)

Subgun Instructor Course

This five-day course prepares the law enforcement firearms instructor to teach the fundamentals of operating the law enforcement submachine gun. Successful completion of this course certifies the instructor to qualify subgun 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.

Class size is limited (25).

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

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

Candidates must achieve a 90% score on the Automatic/Semi-Automatic Qualification Course (ASQC), the subgun low light qualification course and pass a written examination to successfully complete the course. Necessary equipment includes: a submachine gun with sling; at least two 30-round magazines for the subgun; 2,500 rounds of ammunition for the subgun; a flashlight or subgun attached light device; service handgun and holster; 100 rounds of ammunition for the handgun; wrap-around eye protection; hearing protection; baseball style or other hat with wide front brim; long sleeve shirts; rain gear (no ponchos); and a cleaning kit.

Cost: \$300

Dates: 4/27/09- 5/01/09 8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. (Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

11/02/09- 11/06/09 8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. (Fort Dix, Range 20)
12:00 pm - 9:00 pm, Thursday

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Course Calendar

BEGIN	END	COURSE	LOCATION
01/06/09		Radar Instructor Refresher 09-1	Passaic County Police Academy
01/14/09		Radar Instructor Refresher 09-2	Camden County Police Academy
02/04/09		Radar Instructor Refresher 09-3	Ocean County Police Academy
02/09/09	06/16/09	Basic Course for Investigators 09-1, (Orientation, 1/28/09)	DCJ Academy, Sea Girt
02/13/09	02/14/09	Interview and Interrogation 09-1, MBCI	Middlesex County Prosecutor's Training Center
02/20/09		Internal Affairs 09-1, MBCI (1 Day)	Middlesex County Prosecutor's Training Center
03/05/09		Radar Instructor Refresher 09-4	John H. Stamler County Police Academy
03/09/09	03/13/09	Firearms Instructor Course 09-1	Ft. Dix, Range # 20
03/23/09	03/27/09	Rifle Instructor Course	Ft. Dix, Range # 20
03/24/09		Investigator Safety and Security 09-1, MBCI	Middlesex County Prosecutor's Training Center
03/30/09	04/03/09	Physical Conditioning Instructor Course	DCJ Academy, Sea Girt
04/06/09	04/07/09	Criminal Procedure Update 09-1, MBCI	Middlesex County Prosecutor's Training Center
04/27/09	05/01/09	Subgun Instructor Course 09-1	Ft. Dix, Range # 20
04/27/09	05/15/09	Basic Course for Arson Investigators 09-1	DCJ Academy, Sea Girt
05/18/09	05/22/09	Firearms Instructor Course 09-2	Ft. Dix, Range # 20
05/20/09		Domestic Violence Investigation for Municipal Law Enforcement	Burlington County Police Academy
05/21/09		Domestic Violence Investigations for Law Enforcement Executives	Burlington County Police Academy
05/27/09		Street Encounters, Stops and Frisks 09-1	Middlesex County Prosecutor's Training Center
05/28/09	05/29/09	Interview and Interrogation 09-2, MBCI	Middlesex County Prosecutor's Training Center
06/08/09	06/12/09	Rifle Instructor Course 09-2	Ft. Dix, Range # 20
06/10/09		Anatomy of a Search Warrant Affidavit 09-1	Middlesex County Prosecutor's Training Center
06/17/09		Firearms Instructor Update 09-1	Burlington County Emergency Services Training Ctr.
06/18/09		Firearms Instructor Update 09-2	Morris County Police Academy
06/22/09		Firearms Instructor Update 09-4	Atlantic County Training Center
06/23/09		Investigator Safety and Security 09-2, MBCI	Middlesex County Prosecutor's Training Center
06/25/09		Firearms Instructor Update 09-4	Monmouth County Police Academy
06/25/09	06/26/09	Criminal Procedure Update 09-2, MBCI	Middlesex County Prosecutor's Training Center
7/2/09		Internal Affairs 09-2, MBCI (1 Day)	Middlesex County Prosecutor's Training Center
08/10/09	12/17/09	Basic Course for Investigators 09-2, (Orientation 07/31/09)	DCJ Academy, Sea Girt
09/14/09	9/17/09	Internal Affairs Policy and Procedures 09-1 (4 days)	John Stamler Police Academy (Union County)
09/14/09	09/18/09	Firearms Instructor Course 09-3	Ft. Dix, Range # 20
09/21/09	10/09/09	Basic Course for Arson Investigators 09-2	DCJ Academy, Sea Girt
09/23/09		Anatomy of a Search Warrant Affidavit 09-2	Burlington County Police Academy
09/23/09		Radar Instructor Refresher 09-5	Somerset County Police Academy
10/05/09	10/09/09	Vehicle Operations Instructor Course	Burlington County Police Academy
10/07/09		Domestic Violence Investigation for Municipal Law Enforcement	John Stamler Police Academy (Union County)

BEGIN	END	COURSE	LOCATION
10/08/09		Domestic Violence Investigations for Law Enforcement Executives	John Stamler Police Academy (Union County)
10/14/09		Investigator Safety and Security 09-3, MBCI	Middlesex County Prosecutor's Training Center
10/15/09	10/16/09	Interview and Interrogation 09-3, MBCI	Middlesex County Prosecutor's Training Center
10/19/09	10/23/09	Rifle Instructor Course 09-3	Ft. Dix, Range # 20
11/02/09	11/06/09	Subgun Instructor Course 09-2	Ft. Dix, Range # 20
11/12/09		Street Encounters, Stops and Frisks 09-2	Burlington County College Teleconferencing Ctr.
11/12/09	11/13/09	Criminal Procedure Update 09-3, MBCI	Middlesex County Prosecutor's Training Center
11/16/09	11/20/09	Rifle Instructor Course 09-4	Ft. Dix, Range # 20
11/20/09		Internal Affairs 09-3, MBCI (1 Day)	Middlesex County Prosecutor's Training Center
12/14/09	12/17/09	Internal Affairs Policy and Procedures 09-2 (4 days)	Burlington County College Teleconferencing Ctr.

Directions to DCJ Academy

Division of Criminal Justice Academy in Sea Girt

New Jersey National Guard Training Center

Sea Girt, New Jersey

732.282.6060

From the North

Take the Garden State Parkway South to Exit 98 (Highway 34 South). Go through the traffic light to the circle and proceed as if going straight up the hill. A Honda dealership and lumber yard will be on your right.

Go to the first turn off. You will see a highway sign which says Sea Girt, Manasquan. Take this ramp around to the right. This will take you under Hwy. 34 and onto Atlantic Avenue. A fire house and industrial park will be on your right. Travel along this road about a mile or so. Just after passing a shopping mall on the right and a farm market on the left, you will be at the Manasquan Circle. Continue 3/4 of the way around the circle onto Hwy. 35 North. Make a right turn at the first traffic light onto Sea Girt Avenue. There will be a Kentucky Fried Chicken and Foodtown store on the right.

Continue along Sea Girt Avenue through two traffic lights. After the second light you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

From the South

Take the Garden State Parkway North to Exit 98. Follow directions to Highway 138 East.

Take Hwy. 138 East to Route 35 South.

Travel on Route 35 through four traffic lights. At the 5th light, turn left onto Sea Girt Avenue. At this intersection, there will be a Gulf Gas Station on the left.

Proceed on Sea Girt Avenue through two traffic lights. After the second light, you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

From the Turnpike and West

Take Exit 7A off the New Jersey Turnpike to Interstate 195 (I195) East. Travel along I195E for approximately 30 miles. I195 will become Route 138 East.

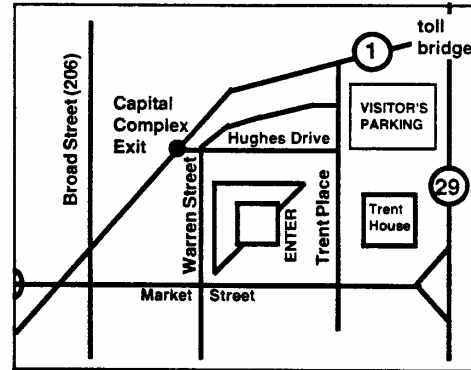
Take Hwy. 138 East to Route 35 South.

Travel on Route 35 through four traffic lights. At the 5th light, turn left onto Sea Girt Avenue. At this intersection, there will be a Gulf Gas Station on the left.

Proceed on Sea Girt Avenue through two traffic lights. After the second light, you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

Directions to Division of Criminal Justice

NJ DIVISION OF CRIMINAL JUSTICE
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ -- (609) 984-6500



From NJ Turnpike (North or South):

1. Take Exit 7A to 195 West.
2. Take 195 West to Route 29.
3. Follow Route 29 North through tunnel.
4. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
5. Turn right at the first traffic light onto Trent Place.
6. Visitors Parking is on right, behind the Trent House.

From Garden State Parkway:

Southbound:

1. Take Exit 129 to the NJ Turnpike South.
2. From the NJ Turnpike South take Exit 7A to 195 West. Near Trenton, follow signs for Route 29.
3. Follow Route 29 North through tunnel.
4. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
5. Turn right at the first traffic light onto Trent Place.
6. Visitors Parking is on right, behind the Trent House.

Northbound:

1. Take Exit 98 to I-195 West. Near Trenton, follow signs for Route 29.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From Route 1 South:

1. Take Route 1 South into Trenton. Just north of Trenton, Route 1 splits into 2 roads. Stay to the left (do not use Route 1 Alternate).
2. From Route 1, take exit marked "Capitol Complex--Last Exit Before Toll." Exit ramp merges into New Warren Street, facing the rear of the Justice Complex. Proceed straight through traffic light to stop sign and Visitors Parking is straight ahead.

From 295 North:

1. Take Exit 60 - 29/129 (Trenton/Shore Points). Follow signs for Route 29.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From the Shore Area:

1. Take I-195 West, towards Trenton.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From Northwestern NJ:

1. Take Route 31 South to I-95 South.
2. From I-95 South, take exit for Route 29 South.
3. From Route 29 South, take exit for Market St. (Justice Complex). Justice Complex is on the right, near the exit ramp. Turn right onto Trent Place and Visitors Parking is on right.

Range # 20

Fort Dix, New Jersey

FROM THE NORTH

NJ Turnpike to **Exit 7A**. Take I-195 East to **Exit 8**. Turn right follow 539 South. At the first traffic light after the Cream Ridge golf course, Route **537**, turn right. Follow 537 West 6 - 7 miles and turn Left onto **Meany Rd**. Continue straight on this road several miles through Cookstown and onto Fort Dix. At the first stop sign after ranges 11, 12, 13, turn Left onto **Range Rd**. Follow Range Rd to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

FROM THE NORTHEAST

NJ Garden State Parkway South to **Exit 98** I-195 West. 195 West to **Exit 16 - 537 West**. Take 537 West past Great Adventure. Continue 537 West across Route 539 and follow 537 6 - 7 miles turning Left onto **Meany Rd**. Continue straight on this road several miles through Cookstown and onto Fort Dix. At the first stop sign after ranges 11, 12, 13, turn Left onto **Range Rd**. Follow Range Rd to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

FROM THE SOUTHEAST or EAST

NJ Garden State Parkway to **Exit 58**. Turn Left onto **Route 539**. Follow 539 20 miles north to the intersection of **Route 70**. Turn Left onto Route 70 West. Turn right at **mile post 37** onto Fort Dix's *Grand Concourse S*. Follow this access road for 1.5 to 2 miles and turn Left at YIELD signs onto **Range Rd**. Follow Range Rd for 5 - 6 miles Range # 20 is on the right. or ...follow Rt 37 or 70 W to Rt 70 milepost 37 turn right onto Ft Dix (follow above dir)

If the Route 70 Access Road is closed

Continue on Route 70 West 7 -8 miles bearing right onto 530. Follow Route 530 into Browns Mills. Bear Right onto 545. Follow this road 2 miles and turn Right onto **Range Rd** (blinking traffic light) just before the security gate to Fort Dix. Follow **Range Rd** to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

FROM THE SOUTHWEST

NJ Turnpike to **Exit 7A** I-195 East or I-295 to I-195 East. Take I-195 East to **Exit 8**. Turn right follow 539 South. At the first traffic light after the Cream Ridge golf course, Route **537**, turn right. Follow 537 6 - 7 miles and turn Left onto **Meany Rd**. Continue straight on this road several miles through Cookstown and onto Fort Dix. At the first stop sign after ranges 11, 12, 13, turn Left onto **Range Rd**. Follow Range Rd to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

OR

Route 70 East. At the **Route 70/72 circle** go 3/4 around the circle and take the **northern road off the circle** (the first one past Route 70 East). Follow this road North bearing right at the fork. Continue to **Route 530**. Turn Right and follow Route 530 into Browns Mills. Turn Left onto **Route 545**. Follow this road 2 miles and turn Right onto **Range Rd** (blinking traffic light) just before the security gate to Fort Dix. Follow **Range Rd** to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

RTE 130 or 68 INTO THE MAIN GATE, OR FROM THE MAIN POST OF FORT DIX

After coming through the check point, go 3/4 of the way around the first circle. Continue to Texas Ave.. Make a right on Texas Ave. and continue south through the southern security gate. Turn Left at the blinking light, Range Rd.. Follow **Range Rd** to the "T at Range #17 and Range Control, bear right. Range #20 is one mile on the left.

Directions to Atlantic County Police Training Center

Atlantic County Police Training Center

Anthony "Tony" Canale Training Center
5033 English Creek Avenue
Egg Harbor Township, NJ 08234-5743
609.407.6742

FROM GARDEN STATE PARKWAY (SOUTH BOUND)

Take the Garden State Parkway to Exit 37 (Washington Avenue). Make a right turn and follow Washington Avenue to the Cardiff Circle (follow detour sign to Route 322/40). Go West on Route 40 (Black Horse Pike) for 5 miles to English Creek Avenue (County Route 575). Make a left turn at light (by Mobile Gas Station). Go approximately 3 miles. The Canale Training Center will be on you right.

FROM GARDEN STATE PARKWAY (NORTH BOUND)

Take the Garden State Parkway to Exit 36. Turn right onto Fire Road. Go to the 1st light and make a right turn onto Mill Road (County Route 662). Follow Rte. 662 for 3 ½ miles to stop sign and make a right turn. At the 1st traffic light, make a right onto English Creek Ave. (County Route 575). Training Center is 1 mile on your left.

FROM ATLANTIC CITY EXPRESSWAY (EAST BOUND)

Take Exit 9 (Delilah Road). Make a right turn and go 1 mile. Turn left on English Creek Ave. (County Route 575). Follow Route 575 for 3 ½ miles (across Black Horse Pike). Training Center will be on the right side.

FROM BLACK HORSE PIKE (ROUTE 40) PHILADELPHIA/CAMDEN AREA

Take Route 40 (Black Horse Pike) East past Hamilton Mall and Atlantic City Race track for 1 mile. English Creek Shopping Center will be on the right side. Go to the corner and make a right onto English Creek Ave. (County Route 575). Go straight for 3 miles. Training Center will be on the right side.

Directions to Burlington County College Police Academy

Burlington County College, Police Academy

County Rt. 530, Pemberton, New Jersey 08068

609.894.9311

DIRECTIONS FROM NORTH

Route 295 South to Bordentown exit. Route 130 North to Farnsworth Avenue. Turn right at next red light onto Route 206 South. Follow Rt. 206 South for 1 mile to Route 68. Follow Route 68 South for 7 miles to Pemberton-Wrightstown Road (County Route 616). Travel 3 miles. Turn left onto Ft. Dix-Pemberton Road (County Routes 663/616) Travel 1.4 miles to Pemberton-Browns Mills Road (County Route 694/530) and 2 miles to right onto College Road. The Teleconferencing Center is the rotunda shaped building on the right when you turn onto College Road. For the classes held at the Burlington County Police Academy, continue to stop sign and follow signs to East Campus Center/Police Academy.

DIRECTIONS FROM SOUTH

Route 295 North to Route 38 East, or Route 206 North to Route 38 East. Route 38 East to end at County Route 530 East to right onto West Rancocas Drive. Follow signs to East Campus Center/Police Academy.

DIRECTIONS FROM NEW JERSEY TURNPIKE

New Jersey Turnpike south to Route 206 exit (Exit 7). Proceed south on Route 206 to Route 38. Turn left onto Route 38 and follow to its end (a "T" intersection). The college is on the right hand side.

DIRECTIONS FROM THE PUBLIC SAFETY CENTER

Woodlane Road (County Route 630) East, 7 miles to Route 668. Turn right onto Arney's Mount Road (County Route 668), .3 miles, turn right onto Hanover Street (County Route 616), .6 miles, turn left onto Pemberton-Browns Mills Road (County Routes 694/530), 2 miles, turn right onto College Drive (3rd right at the college), follow signs to East Campus/Center, Police Academy.

Directions to Burlington County Emergency Services Training Center

Burlington County Emergency Services Training Center

53 Academy Drive
Westampton, NJ 08060
(609) 702-7158

From the NJ Turnpike:

Take exit 5.
Take right at 1st traffic onto Route 541.
Just prior to the second traffic light take the jughandle onto Woodlane Road.
Turn right at stop sign onto Woodlane Road.
Proceed to the 2nd traffic light and turn right onto Pioneer Blvd. into the County Complex.
Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end to the Emergency Services Training Facility.

From Route 295 North or South:

Take exit 45A (Mount Holly/Willingboro).
Proceed to the 3rd traffic light and make a left hand turn onto Irick Road.
At the 1st traffic light make a right turn onto Woodlane Road.
Proceed to the 1st traffic light and turn left onto Pioneer Blvd. into the County Complex.
Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end of the Emergency Services Training Facility.

From Route 38, Moorestown/Mt. Laurel:

Take Route 38 East to Route 541/Mt. Holly.
Take jughandle to cross Route 38 onto Bypass.
Turn left at 2nd traffic light onto Rancocas Road.
Turn right at 1st traffic light onto Irick Road.
Turn right at 1st traffic light onto Woodlane Road.
Turn left at 1st traffic light onto Pioneer Blvd. into the County Complex.
Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end of the Emergency Services Training Facility.

From Route 38 from Pemberton/Browns Mills:

Take Route 38 West to 541/Mt. Holly ByPass.
Turn right onto Bypass.
Turn left at 2nd traffic light onto Rancocas Road.
Turn right at 1st traffic light onto Irick Road.
Turn right at 1st traffic light onto Woodlane Road.
Turn left at 1st traffic light onto Pioneer Blvd.
Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end of the Emergency Services Training Facility

Directions to Middlesex County Prosecutor's Office Training Center

Middlesex County Prosecutor's Office Training Center

North Patrol Road, Edison NJ

732.225.0750

U.S. HIGHWAY 1 NORTH

Turn off at Fords Exit just past Raritan River Bridge onto County Road 514 East (Woodbridge Ave.). Proceed on Woodbridge Avenue through three traffic lights. Just before the fourth traffic light, turn right onto County Road 667 (Mill Road). Go past traffic light (College Ave.) to next sharp left turn (90 degrees); at sign for Thomas Edison Park make left. Go over railroad tracks (100 yards). Make immediate left turn to Police Training Center.

U.S. HIGHWAY 1 SOUTH

Turn off at Bonhamtown Exit to County Road 531 (Main Street) and proceed to traffic light. Turn right (just before light) onto County Road 514 West (Woodbridge Avenue). Proceed to third traffic light and turn left onto County Road 667 (Mill Road). Go past traffic light (College Ave.) to next sharp left turn (90 degrees); at sign for Thomas Edison Park make left. Go over railroad tracks (100 yards). Make immediate left turn to Police Training Center.

GARDEN STATE PARKWAY NORTH

Turn off at Exit 127 and follow the signs to Interstate 287 and then the signs to 514 West, Bonhamtown (Woodbridge Avenue). When on 514 West, turn left at the sixth traffic light onto County Road 667 (Mill Road). Go past traffic light (College Ave.) to next sharp left turn (90 degrees); at sign for Thomas Edison Park make left. Go over railroad tracks (100 yards). Make immediate left turn to Police Training Center.

GARDEN STATE PARKWAY SOUTH

Turn off Exit 130 to U.S. Highway 1 South. Take Bonhamtown Exit off Route 1 to County Road 531 (Main Street). Proceed down Main Street and turn right (just before light) onto County Road 514 West (Woodbridge Avenue). Proceed to third traffic light and turn left onto County Road 667 (Mill Road). Go past traffic light (College Ave.) to next sharp left turn (90 degrees); at sign for Thomas Edison Park make left. Go over railroad tracks (100 yards). Make immediate left turn to Police Training Center.

NEW JERSEY TURNPIKE NORTH AND SOUTH

Turn off at Exit 10 and take to the Highland Park Exit onto County Road 514 West (Woodbridge Avenue). Proceed to sixth traffic light and turn left onto County Road 667 (Mill Road). Go past traffic light (College Ave.) to next sharp left turn (90 degrees); at sign for Thomas Edison Park make left. Go over railroad tracks (100 yards). Make immediate left turn to Police Training Center.

Directions to Monmouth County Police Academy

Monmouth County Police Academy
2000 Kozloski Road, Freehold, New Jersey 07728
732.577.8710

NJ Turnpike (from South Jersey)

NJ Turnpike North to exit 7A (195, Shorepoints). Take Rt.#195 East to exit #16. Take Rt.#537 East to Freehold. Proceed through and out of the Freehold business district to traffic light - Kozloski Road. Turn right onto Kozloski Road, go 1/4 mile to light and Academy is on the right.

NJ Turnpike (from North Jersey)

NJ Turnpike South to exit #11. As you leave the tollgate stay to the left and get on the Garden State Parkway South to exit #123. Take Rt.#9 South for 7.3 miles, stay left to Rt.#18. Take Rt.#18 South to exit 22B. Take Rt.#537 West just before 2nd traffic light - follow sign for Kozloski Road South. At 2nd light the Academy is on the right.

Garden State Parkway (from South Jersey)

GSP North to exit 100B to Rt.#33 West. Go West on Rt.#33 to Collingswood Circle. Take Rt.#34 North for 1 mile (stay left) to Rt.#33 West. Follow Rt.#33 West at 2nd light stay to the right (Business District) at 4th light Kozloski Road. Turn right onto Kozloski Road, go 3/4/ mile to 2nd light and Academy is on left.

Garden State Parkway (from North Jersey)

GSP South to exit #123. Take Rt.#9 South for 7.3 miles, stay left to Rt.#18. Take Rt.#18 South to exit 22B. Take Rt.#537 West just before 2nd traffic light - follow the sign for Kozloski Road South. At 2nd light the Academy is on the right.

Directions to Morris County Police Academy

Morris County Fire/Police Academy

500 Hanover Avenue
Parsippany, New Jersey 07056
(973) 285-2979

From Route 287 South:

Exit 36 to light. Make right onto Ridgedale Avenue. Next light make left to Hanover Avenue. Proceed through 6 additional traffic lights. After 6th light, the Academy is approximately 3/10s of a mile on right.

From Route 287 North:

Exit 36-B. Cross back over highway and stay to extreme right. At traffic light take yield to the right (Ridgedale Avenue). Turn left at second traffic light (Hanover Avenue). Proceed through 6 additional traffic lights. After 6th light, the Academy is approximately 3/10s of a mile on right.

From Route 24 West:

Exit 1-A. At first traffic light make right onto Hanover Avenue. Proceed through 7 additional lights. After the 7th light, the Academy is approximately 3/10s of a mile on right.

From Garden State Parkway North:

Exit 142 to Route 78 East. After going East for a short distance, turn around for 78 West. Follow 78 West to Route 287 (then follow above from 287N). OR, to Route 24 West (then follow above from 24W).

From New Jersey Turnpike South:

78 West to 24 West (then follow above from 24W)

Directions to Union County Police Academy

Union County Police Academy
(John H. Stamler Police Academy)
1176 Raritan Road, Scotch Plains, NJ 07076
908.889.6112

FROM GARDEN STATE PARKWAY SOUTH BOUND

Get off the Parkway at Exit 135 and stay to the right while going down the ramp. This will be Central Avenue. Make a left at the first light (White Diamonds on the corner) onto Raritan Road.

After the third light on Raritan Road there will be a school, Hehnlly Grammar School. Bear right when passing the school. At the next light make a right onto Lake Avenue (Routondo Liquor Store will be on the left). Continue over the bridge, stay to the left and approximately .5 miles down Raritan, on the left, is the Union County Vocational/Technical School. Enter the driveway and bear right. The Academy is located in the back of the campus parking lot. You will also notice blue and white *John H. Stamler Police Academy* signs along the above route.

FROM GARDEN STATE PARKWAY NORTH BOUND

Get off the Parkway at Exit 135, bear left down the ramp. Continue through the circle and go underneath the Parkway bridge heading straight onto Central Avenue. Make a left at the first light onto Raritan Rd. At this point, follow the above directions.

FROM ROUTE #22 EAST OR WEST

Take the Terrill Road exit (at Sears) and continue on Terrill Road for a few miles, bearing left at the end. Ashbrook Golf Course will be in front of you. Terrill now becomes Raritan Road. A landmark, the Union County Vocational/Technical School, is 1/4 mile down on your right. Enter the Vo/Tech driveway and bear right. The Academy is located in the back of the campus parking lot. Blue and white *John H. Stamler Police Academy* signs are posted along the above route.

FROM ELIZABETH

Take Westfield Avenue, Route 28, which is also called North Avenue, or take West Grand, also called South Avenue. Head west toward Scotch Plains. Make a left turn onto Martine Avenue, also called Park Avenue. Remain on Martine for several miles. At the first traffic light, after passing Union Catholic High School, turn right onto Raritan Road. Continue down Raritan and turn into the Union County Vocation/Technical School driveway, which is 1/4 mile down on your left. The Academy is located in the back of the campus parking lot. Blue and white *John H. Stamler Police Academy* signs are posted along the above route.

Course Registration Form

Division of Criminal Justice Academy

COURSE REGISTRATION FORM

(Mail or fax ALL registration forms to:)

Division of Criminal Justice Academy

P.O. Box 283

Sea Girt, New Jersey 08750

phone (732) 282-6060

fax (732) 974-7551

To assist in planning course enrollment and providing confirmation of enrollment, registrations should be submitted at least 30 days prior to course start date. Written confirmation of course enrollment will be mailed prior to the course start date

Please check course prerequisites prior to submitting registrations.

For tuition courses, please submit an agency check or completed payment voucher **after** you have received your confirmation letter. **All course tuition payments should be mailed to the DCJ Academy office in Trenton.**

No one will be admitted to class without their confirmation letter.

No substitutions will be permitted unless prior arrangements have been made.

COURSE: _____	Date(s): _____
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APPLICANT INFORMATION <i>(The information you provide will be used to create your certificate, so please make sure the information is correct and type or print legibly using black ink)</i>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY	HOME TELEPHONE NUMBER		AGENCY TELEPHONE NO. (Direct Number or Extension)
AGENCY MAILING ADDRESS	AGENCY FAX NO.		
CITY/STATE/ZIP (zip code is required)			

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)	TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)	DATE

Subgun Instructor Course and Assault Rifle Instructor Course. Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.

Basic Course for Investigators. Use dedicated registration form provided in following pages.

Basic Course for Arson Investigators. Use dedicated registration form provided in following pages.

BCI Course Registration Form

Division of Criminal Justice Academy COURSE REGISTRATION FORM Basic Course for Investigators (ONLY)

(Mail or fax **BCI** registration forms to:)
DIVISION OF CRIMINAL JUSTICE ACADEMY
National Guard Training Center, P.O. Box 283
Sea Girt, New Jersey 08750
Telephone 732.282.6060
Fax 732.974.7551

Basic Course for Investigators, Registration: To assist in planning course enrollment, registration for the Basic Course for Investigators, along with a completed Clothing Order Form, must be submitted at least **6 weeks prior to course start date.**

Course Tuition: Tuition payments for the Basic Course for Investigators should be mailed to the Division of Criminal Justice Academy office in Trenton. Address: DCJ Academy, 25 Market St., PO Box 085, Trenton, NJ 08625.

<h3>Basic Course for Investigators</h3>
Date(s): _____

APPLICANT INFORMATION <i>(Please type or print clearly using black ink)</i>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY	HOME TELEPHONE NUMBER		
AGENCY MAILING ADDRESS	AGENCY TELEPHONE NO. (Direct Number or Extension)		
CITY/STATE/ZIP (zip code is required)	AGENCY FAX NO.		

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)	TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)	DATE

Basic Course for Investigators. Provide date of appointment to current law enforcement position.

____/____
Mo. Yr.

Registration for the Basic Course for Investigators
MUST be accompanied by the appropriate Clothing Order Form
(provided in the following pages of the Course Catalog).

The registration and clothing order form are due **6 weeks prior** to Course start date.

BCI Clothing Order

**Division of Criminal Justice Academy
National Guard Training Center
PO Box 283
Sea Girt, NJ 08750
telephone 732.282.6060
fax 732.974.7551**

DCJ-Issued Clothing Order Form

These clothing items are provided for use during participation in the course noted.

Basic Course for Investigators

Course Dates: _____

*Provide your name and the name of your employing agency and circle the correct size for each item listed. (Clothing items are mens sizes.) Attach completed form to the DCJ Academy Course Registration Form. **The registration form and clothing order form must be submitted to the DCJ Academy in Sea Girt at the above address at least 6 weeks prior to Course start date.***

NAME: _____

Telephone: _____

EMPLOYING AGENCY: _____

Tee Shirt (3)	S	M	L	XL	XXL
Sweat Shirt (2)	S	M	L	XL	XXL
Sweat Pants (2)	S	M	L	XL	XXL
Gym Shorts (3)	S	M	L	XL	XXL
Polo (Golf) Shirt (6) 3 long sleeve shirts 3 short sleeve shirts	S	M	L	XL	XXL
Field Jacket (1)	S	M	L	XL	XXL

=====

(For DCJ Academy Use Only) I have received the above clothing items from the DCJ Academy, with any exceptions noted.

(Exceptions)

Name: _____

Date: _____

Basic Arson Course Registration Form

Basic Course for Arson Investigators (ONLY)

(Mail or fax BCAl registration forms to :)
DIVISION OF CRIMINAL JUSTICE ACADEMY
National Guard Training Center, P.O. Box 283
Sea Girt, New Jersey 08750
telephone 732.282.6060
fax 732.974.7551

Basic Course for Arson Investigators, Registration: To assist in planning course enrollment, registration for the Basic Course for Arson Investigators, along with a completed Clothing Order Form, must be submitted at least 6 weeks prior to course start date. All registrations for the Basic Course for Arson Investigators must be approved and signed by a designated representative of the county prosecutor's office and submitted to the DCJ Academy in Sea Girt (732.974.7551) through the county prosecutor's office.

Course Tuition: Tuition payments only – absolutely NO REGISTRATIONS for the Basic Course for Arson Investigators should be mailed to the Trenton Office. Address: DCJ Academy, 25 Market St., PO Box 085, Trenton, NJ 08625.

Basic Course for Arson Investigators
Date(s): _____

APPLICANT INFORMATION (Please type or print clearly using black ink)
LAST NAME FIRST MI EMPLOYMENT E-Mail ADDRESS
TITLE/RANK SOCIAL SECURITY NO. (Required) COUNTY AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY HOME TELEPHONE NUMBER
AGENCY MAILING ADDRESS AGENCY TELEPHONE NO. (Direct Number or Extension)
CITY/STATE/ZIP (zip code is required) AGENCY FAX NO.

SIGNATURE OF APPLICANT DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required) TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required) DATE

Basic Course for Arson Investigators. All applications for the Basic Course for Arson Investigators must be approved and signed by a designated representative of the county prosecutor's office and submitted to the DCJ Academy through the county prosecutor's office.

Endorsement by Prosecutor's Office representative (title/signature) _____

Registration for the Basic Course for ARSON Investigators
MUST be accompanied by the appropriate Clothing Order Form
(provided in the following pages of the Course Catalog).

The registration and clothing order form are due 6 weeks prior to Course start date.

**Division of Criminal Justice Academy
National Guard Training Center
PO Box 283
Sea Girt, NJ 08750
telephone 732.282.6060
fax 732.974.7551**

DCJ Arson-Issued Clothing Order Form

These clothing items are provided for use during participation in the course noted.

Course: **Basic Course for ARSON Investigators**

Course Dates: _____

*Provide your name and the name of your employing agency and circle the correct size for each item listed. (Clothing items are mens sizes.) Attach completed form to the DCJ Academy Course Registration Form. **The registration form and clothing order form must be submitted via regular mail or fax (through the county prosecutor's office) to the DCJ Academy in Sea Girt on or before March 13, 2009.***

NAME: _____ Telephone _____

EMPLOYING AGENCY: _____

Polo Shirt (4) S M L XL XXL

=====
(For DCJ Academy Use Only) I have received the above clothing items from the DCJ Academy, with any exceptions noted.

(Exceptions)

Name: _____ Date: _____