

# Pennsylvania State Coroner's Basic Education Course **REGISTRATION FOR CERTIFICATION**

**Dates: April 16 – 21, 2012**

**Hosted by Mercyhurst College, Department of Applied Forensic Sciences  
at The Pennsylvania State Police Academy in Hershey, PA**

## **COURSE REGISTRATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation/Office: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Office #: \_\_\_\_\_ Other #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **PAYMENT INFORMATION**

- Course Fees:** (Check one)
- |                          |            |   |
|--------------------------|------------|---|
| <input type="checkbox"/> | \$1,450.00 | Registration and books  |
| <input type="checkbox"/> | \$1,500.00 | Registration, books, and meals provided at the State Police Academy   |
| <input type="checkbox"/> | \$1,550.00 | Registration, books, meals, and housing at the State Police Academy<br><small>* Please note: If you choose to stay at the State Police Academy you will be provided with a list of rules and regulations that must be followed.</small> |
| <input type="checkbox"/> | \$1,600.00 | Registration and books (NON-COUNTY Participant)   |

**Checks should be made payable to: Pennsylvania Office of Attorney General**

Checks and a copy of this registration page should be mailed to:

**Christine Hake  
Administrative Officer  
Pennsylvania Office of Attorney General  
16<sup>th</sup> Floor, Strawberry Square  
Harrisburg, PA 17120**

**Registration and payment must be received no later than  
APRIL 6, 2012**

For more information, please visit the Mercyhurst College Coroner's Education Course website at:  
<http://mai.mercyhurst.edu/coronerseducation>



**PENNSYLVANIA STATE POLICE**  
Bureau of Training and Education  
175 East Hersheypark Drive  
Hershey, Pennsylvania 17033  
Tel: 717-533-9111  
Fax: 717-533-1201



## ACADEMY RULES AND REGULATIONS

Welcome to the Pennsylvania State Police Academy. In order to provide you with a positive training experience, we need your cooperation and assistance. This is a professional police training facility with strict discipline and, in that respect, we ask you to please comply with our regulations.

1. An identification card must be displayed at all times within the Academy buildings and on the Academy grounds for personnel not in uniform.
2. Vehicle parking space is provided in the In-Service Training and Visitor Front Parking Lot. If that parking lot is full, an alternative parking area is in the Cadet and Overflow Parking Lot. Do not park in the Academy Staff Parking Lot or areas reserved for official Academy vehicles.
3. Please keep your interaction with Cadets to a minimum. They are on a strict time schedule and have been instructed not to converse with other trainees.
4. Appropriate civilian business attire is required in the classroom and dining hall. Jeans and shorts are not acceptable.
  - A. Males: Dress shirt with tie and dress slacks.
  - B. Females: Dress or dress blouse with dress slacks or skirt.

NOTE: Exceptions must be authorized by the Director, Administrative Division.

5. Cadets will be allowed through the service lines first, followed by Academy staff.

The Mess Hall dining schedule is as follows:

Breakfast – 0630 to 0745. Service line closes at 0730 hours.

Lunch – 1200 to 1245. Service line closes at 1215 hours.

Supper – 1645 to 1745. Service line closes at 1715 hours.

The Mess Hall is closed at 1800 hours. Use of the Mess Hall is permitted only during meal times and designated coffee breaks unless prior approval has been received from the Director, Administrative Division.

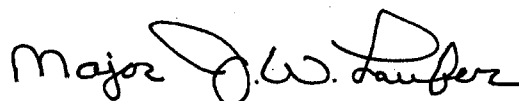
Food and beverages are permitted only in the Mess Hall and the designated snack area on the lower level where snack and beverage machines are located.

6. Smoking and the use of smokeless tobacco shall be confined to the designated outside smoking areas. Proper receptacles shall be used for the disposal of all tobacco waste material. Smoking in front of the building is strictly prohibited.
7. Alcoholic beverages are prohibited on State Police property.
8. All firearms are to be kept unloaded within the Academy buildings.

9. Each resident trainee is required to bring their own towels and wash cloths and to maintain his/her section of a Dormitory Room in proper order. Beds shall be made each morning.
10. The Academy Fire/Emergency Plan provides for the safe and systematic evacuation of the building. In the event of an emergency or when the Academy is conducting a fire drill, the fire alarm will sound. All occupants of the building are required to immediately exit the building by using the exit door nearest their location. Do not attempt to go to any other part of the building. Upon exiting the building, proceed to the parade field (west side of the building) and wait for instructions to return to the building.
11. You must check in and check out at the Information Desk in the front of the building each time you leave the premises. This will aid us with respect to telephone and emergency messages or in the case of a fire emergency.
12. With the exception of the main entrance, all Academy doors are secured. Individuals leaving or returning between 1800 and 0600 hours are required to enter through the main entrance. Respect other trainees who may be sleeping and keep noise to a minimum.
13. The Gymnasium is available for use as posted on the Gymnasium door. Rubber soled gym footwear is required. Exercise equipment is not to be removed from the Gymnasium or abused in any manner. If you are the last to leave the Gymnasium, please turn off all lights and close all doors. An informed consent form must be signed prior to using the Gymnasium or Weight Room.
14. The Medical Unit is available between 0800 and 1630 hours on normal work days. If illness or injury occurs during a time other than these hours, contact the Charge of Quarters.
15. Television sets are available in the Staff/In-Service Lounge on the Ground Floor and in the student lounge located on the first floor, adjacent to the Lecture Hall. If you are the last to leave the area, please turn the television and lights off.
16. A telephone is located in the lobby for business use. Pay telephones are located throughout the facility for personal calls. **Do not use telephones in Academy offices, the Library, or the Officers' Dining Hall** without first obtaining authorization. Check with the Information Desk personnel for proper access codes before attempting to use the telephone.
17. The Staff Locker Room and all facilities located therein are restricted to the use of Academy Staff **only**. Male visitors may use the Locker Room near the Gymnasium; female visitors may use the locker room located within the Gymnasium weight room.
18. Should you receive an emergency call, we will immediately contact you. Should you receive non-emergency calls, we will take a message. Messages will be posted on the In-Service Message Board located in the main hall outside of the Information Office. It is your responsibility to retrieve messages from the board.

If any emergencies, illnesses, or questions regarding the Academy's policies arise during normal work hours, contact any member of the Academy staff. During other hours, contact the Charge of Quarters.

**Failure to comply with the provisions listed within this document or any special instructions provided by Members of the Academy staff will result in the termination of your attendance in the training course and your stay here at the Academy.**



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Major John W. Laufer, III  
Director  
Bureau of Training and Education