

Frequently Asked Questions About Hosting the School of Police Staff and Command (SPSC)

Management Training Division

Rev. 03/09

Frequently Asked Questions (FAQ) About Hosting The School of Police Staff and Command (SPSC)

This document addresses questions often asked by agencies interested in hosting a ten-week SPSC course. The questions are listed below followed by answers to each.

Questions

1. My agency is interested in hosting an SPSC class. What do we have to do to get the process started?	3
2. Is there a contract between the Host Agency and the Center for Public Safety?.....	3
3. If my agency hosts an SPSC program, what is the total dollar amount that my agency will owe the Center for Public Safety?	4
4. When is payment due to the Center for Public Safety?	4
5. In addition to the cost-based on tuition, what other costs will the Host Agency incur?.....	4
6. How does the Host Agency recover the cost of advertising, providing space for the training, and administrative support for the course?	4
7. Is a tuition refund given if a student withdraws from the course?.....	5
8. How soon should the Host Agency begin advertising?	5
9. What are the most effective ways to advertise the course?	5
10. How can CPS help with the advertising?.....	5
11. What if the Host Agency does not receive enough applications?.....	5
12. Who can attend the SPSC?	6
13. What is the ideal class composition?	6
14. What kinds of agencies send students to the SPSC?.....	6
15. What is the maximum class size?	7
16. What is the minimum class size?	7
17. What is a suitable classroom for the SPSC?	7
18. What does the Contact Person do during the course?.....	8
19. Can the Contact Person be a member of the class?	8
20. How can I get additional information about the SPSC?	8

Questions and Answers

1. My agency is interested in hosting an SPSC class. What do we have to do to get the process started?

The first step is to contact the Center for Public Safety to discuss the following issues:

- Course format
- Course dates
- Cost

The person to contact is Shelly Camden, Director of the Management Training Division. Shelly can be reached toll-free at (800) 323-4011, directly at (847) 467-0893, or via e-mail at s-camden@northwestern.edu

The address for Northwestern University Center for Public Safety is:
1801 Maple Avenue
Evanston, Illinois 60208

Off-campus SPSC courses use a variety of formats (e.g., 10-weeks straight; 5 weeks on, one or two weeks off, 5 weeks on; or two weeks a month for five months). Although some programs have used a format of one week a month for ten months, this is not recommended.

Costs are based on the tuition rate in effect at the time a proposal is sent to the Host Agency. This locks in a fixed price even if there is a tuition increase before the beginning of the course.

The next step is to canvas law enforcement agencies in the region to assess their interest in sending students to the course. If there is sufficient interest, the Host Agency should contact the Center for Public Safety and ask for a proposed Agreement to be sent.

2. Is there a contract between the Host Agency and the Center for Public Safety?

The Host Agency will receive an agreement between the Host Agency and the Center for Public Safety. The agreement describes the responsibilities of each party and the cost of the program. If this agreement is acceptable to the Host Agency, two copies should be signed and returned to the Center for Public Safety. The Center will return a fully executed copy for the Host Agency's records.

On occasion, Host Agencies have drawn up their own agreements. Such alternatives are acceptable to the Center for Public Safety if approved by the legal office of the University.

3. If my agency hosts an SPSC program, what is the total dollar amount that my agency will owe the Center for Public Safety?

The total cost to the Host Agency is determined by multiplying the per student tuition by the number of paying students. For example, if the tuition is \$3,700 per student and there are 35 paying students in the class, the Center for Public Safety expects a payment of \$129,500 from the Host Agency. This payment constitutes the total financial obligation of the Host Agency and includes the cost of materials, books, instructor fees, graduation expenses, and all expenses for faculty travel and lodging. The total number of paying students is based on the number of students enrolled at the beginning of the second week of the course.

4. When is payment due to the Center for Public Safety?

One invoice is sent to the Host Agency by the Center for Public Safety at the completion of the program. Alternative payment schedules can be arranged in consultation with the Center for Public Safety.

5. In addition to the cost-based on tuition, what other costs will the Host Agency incur?

Other than the cost-based on tuition, the Host Agency is not responsible to the Center for Public Safety for any other costs. However, the Host Agency is expected to provide the following administrative support both before and during the course:

- Advertise the SPSC course in the region to make law enforcement agencies aware of the location, dates, cost, and student qualifications to attend the course
- Register students and provide written information about the course dates, location, and accommodations
- Provide a suitable classroom at no additional cost to the Center for Public Safety
- Assign a Contact Person at the training site to assist instructors during the course
- Collect the tuition from each agency represented in the class for payment to the Center for Public Safety
- Assist in registering guests at the graduation luncheon

6. How does the Host Agency recover the cost of advertising, providing space for the training, and administrative support for the course?

The Host Agency can receive up to four free seats depending on the number of paying students in the class. The free seats can be used for Host Agency personnel or can be sold to other agencies. In addition, the Host Agency may add an administrative fee to the student tuition so long as the administrative fee and student tuition are clearly identified in materials distributed by the Host Agency to advertise the course.

7. Is a tuition refund given if a student withdraws from the course?

Yes, a tuition refund is given based on how many weeks the student has completed.

<u>Student Withdraws During Week</u>	<u>Refund (Percent Tuition)</u>
1	100
2	80
3	40
4 - 10	0

Students who withdraw during the first week of the course are required to return all course materials.

8. How soon should the Host Agency begin advertising?

The Host Agency should begin advertising for the course at least nine months before the scheduled beginning of the SPSC course, preferably one year in advance. The long lead-time is needed for departments to include funding for the course in their budgets.

9. What are the most effective ways to advertise the course?

The two most effective advertising strategies are to mail information to chiefs and training directors, and to speak about the program at chiefs meetings in the region. To be effective, however, both strategies must be implemented at least 9-12 months before the start of the course.

10. How can CPS help with the advertising?

The Center for Public Safety can provide brochures and examples of course announcements. Upon request, the Center for Public Safety may send individuals to speak about the SPSC at chiefs meetings in the area. Additionally, at the point where a contract is agreed to, the Center can list the course on our Web site which provides a broader exposure to the course offering. The hosting agency can also use their Web site to make announcements or even e-mail to send announcements to a variety of agencies in the local and surrounding areas.

11. What if the Host Agency does not receive enough applications?

Approximately 60 days before the scheduled start of the course, the Center for Public Safety and the Host Agency will review the enrollment and determine whether there will be a sufficient number of paying students. The Host Agency can decide at that time to cancel the course with no financial obligation to the Center for Public Safety.

12. Who can attend the SPSC?

The SPSC is a university-based education program intended for mid- and upper-level management personnel. The SPSC is not appropriate for entry-level officers, deputies, or troopers. It is expected that SPSC students will:

- Have at least two years of supervisory experience
- Be prepared to complete upper-division (i.e., junior and senior-level) university course work

Upper-division university course work presumes that a student has the following skills:

- Can write one to two 5-8 page staff studies/research papers
- Can perform arithmetic operations and understand elementary algebraic notation
- Can read, comprehend, and retain assigned materials in textbooks, professional journals, trade magazines, and other sources
- Can schedule time to complete out-of-class reading and writing assignments

13. What is the ideal class composition?

A valuable part of the SPSC experience is the interaction students have with officers from other agencies. To maximize that benefit, the Center for Public Safety recommends that no more than half of the students in the class be from the same agency.

14. What kinds of agencies send students to the SPSC?

SPSC classes have had students from the following kinds of agencies:

- Airport police
- Bureau of Indian Affairs agents
- Federal Protective Service officers
- Field and wildlife police
- Fire departments
- Fish and game police
- Hospital security police
- Housing security police
- Inspector General ' s office agents
- Park police
- Military police
- Municipal police departments
- Sheriffs departments
- State highway patrol departments
- State patrol departments
- State police agencies
- State protective service agencies
- Tribal police
- University police
- Water conservation agents

15. What is the maximum class size?

The maximum class size is 45 students including both tuition students and free seats for the Host Agency.

16. What is the minimum class size?

There is no minimum class size but there is a minimum program cost based on 34 paying students. If there are 34 paying student enrolled in the class, the Host Agency receives one free seat. Additional free seats are available for the Host Agency as the total number of paying students increases.

17. What is a suitable classroom for the SPSC?

Although it is not possible to define precise standards, there is agreement among educators about the elements of the physical environment needed for effective learning. The most important elements include the following:

- General spaciousness and shape of the room. Is there adequate space for each student (i.e., enough desk space and enough room between students to leave the room without disrupting others)? Is there enough room in the front of the room for the instructor to teach effectively? Can every student easily see and hear the instructor? (A room that is sufficient for a one or two-day seminar may not be adequate for a ten-week program).
- Internet accessibility in the classroom for all students.
- Adequate electrical sources for all students to plug in laptop computers.
- Adequate and adjustable lighting in the room. Is the room bright enough when needed and can the lights be dimmed for film and video presentations?
- General noise level. Can every student easily hear the instructor? Is it possible to minimize outside noise by closing windows and doors?
- Adjustable heating/cooling. Can the heating and cooling be adjusted as needed?

In addition, the room should have a table in the front for use by the instructor, an overhead projector, a projection device suitable for PowerPoint presentations, and a screen large enough to be seen from the back of the room, a VCR and one or more monitors that can be seen by every student, a personal computer or laptop, sufficient board space with a supply of chalk or markers, and an easel with newsprint and markers.

18. What does the Contact Person do during the course?

During the course, the Contact Person is expected to provide, as needed, the following support:

- Assist the Center for Public Safety staff with classroom setup on the day before the first day of class
- Arrange to have extra course materials returned to the Center for Public Safety after the first week of class at no additional cost to the Host Agency
- Distribute grade sheets to the students
- Receive and hold other materials for instructors
- Inform the Course Director of student requests
- Assist instructors with small copying requests
- Mail student reports, exams, and other material to the Center for Public Safety (prepaid mailing materials are provided)
- Monitor exams when a Center for Public Safety instructor is not available (this only occurs if an instructor, scheduled to monitor an exam, is delayed in arriving at the training site)
- Monitor exams for students who have missed a regularly scheduled examination

19. Can the Contact Person be a member of the class?

Since the Contact Person is asked to handle exams used in the course, the Contact Person cannot be a member of the class.

20. How can I get additional information about the SPSC?

For additional information, contact:

Shelly Camden	(847) 467-0893
Director	(800) 323-4011
Management Training Division	s-camden@northwestern.edu

Or

Cameron "Ron" Fisher	(847) 491-2650
Deputy Director	(800) 323-4011
Center for Public Safety	c-fisher@northwestern.edu

Or, visit the Center for Public Safety Web site: nucps.northwestern.edu