



# MUNICIPAL LAW ENFORCEMENT OFFICERS' ASSOCIATION

## APPLICATION FOR LOCAL TRAINING

### APPLICANT INFORMATION:

Name of Municipality/ Agency			
Address:			
Mailing Address (if different):			
Contact Name:			
Phone #		FAX #	
E-mail			

### MINIMUM REQUIREMENTS

Minimum # of students	15 students
Timing of Application  <i>The Municipal Law Enforcement Officers' Association reserves the right to decline any request for training if the training venue is deemed not to be acceptable to meet the operational requirements of the program and is further subject to the availability of instructors, facilitators and previously established training programs.</i>	Applications must be received no later than:  Part I – Foundations – 6 months in advance of proposed training date  Part II – Advanced – 6 months in advance of proposed training date  Environmental Noise – 6 months in advance of proposed training date  Workshops – 60 days in advance of proposed training date
Registration fees (per student)	The registration fee will vary based on the location, total number of students, instructor(s)/facilitator travel costs, per diems, honorariums, student materials, etc. The registration fee will be determined following an evaluation of all cost factors and as agreed upon by the applicant and MLEOA.
Confirmation Deposit	10% of the estimated cost
Cancellation	The Confirmation Deposit will be forfeited if the course is cancelled within 30 days of the course.

# COURSE/WORKSHOP DETAILS:

Please specify the course/workshop for which local training is being requested.

Part I – Foundations

Part II – Advanced

Part III – Continuing Education Workshops:

- Understanding By-laws
- Officer Safety
- Search Warrants
- Dog Awareness & Handling Equipment
- Other (specify) \_\_\_\_\_
- Effective Communications
- Orders, Tribunals & Hearings
- Parking

Part IV - Environmental Noise

## PROPOSED DATE(S) / LOCATION:

Proposed Date(s)				
Proposed training facility:				
Municipal Address of facility				
Occupant Load of facility				
Is public parking available at the training facility	Yes: Comments			No:
Please specify if facility is available after regular business hours.	Yes: Comments:			No:
Available Technology	Laptop		Laptop compatible projector	
	Overhead		Screens	
	Breakout room			

# **HOST MUNICIPALITY/AGENCY'S RESPONSIBILITIES:**

The host municipality/agency is required to:

## **Part I - Foundation Training:**

- Provide an appropriate training facility with the ability to utilize such facility in evening hours for workgroups if required
- Provide audio/visual equipment, as may be required
- Provide Meals – daily incl. coffee breaks, lunch and dinner for students and instructors. It is recommended that separate quarters be available for lunch and dinner service.
- Provide Accommodations – daily for each instructor, facilitator and students, unless otherwise agreed upon.
- Cover all travel costs, honorariums and per diem costs for each instructor and facilitator as may be required and in accordance with MLEOA policies, as may be applicable.
- Ensure that all students will be available to participate in all day-time classroom activities as well as evening workgroups as may be required.

## **Part II - Advanced**

- Provide an appropriate training facility with ability to such utilize facility in evening hours for workgroups if required, unless otherwise agreed upon
- Provide audio/visual equipment, as may be required
- Provide Meals – daily incl. coffee breaks, lunch and dinner for students, instructors and facilitator unless otherwise agreed upon. It is recommended that separate quarters be available for lunch and dinner service.
- Provide Accommodations – daily for each instructor, facilitator and students, unless otherwise agreed upon.
- Cover all travel costs, honorariums and per diem costs for each instructor and facilitator as may be required and in accordance with MLEOA policies, as may be applicable.
- Ensure that all students will be available to participate in all day-time classroom activities as well as evening workgroups as may be required.

## **Part III – Continuing Education Workshops:**

- Distribute registration forms, if required
- Receive registration forms and registration fees, if required
- Communicate with students to confirm registration & advise of particulars of training, location, etc.
- Provide list of students and fees to facilitator in advance of workshop
- Provide and maintain registration desk on day of workshop. Provide registration attendant on day of workshop
- Provide an appropriate training facility
- Provide audio/visual equipment as may be required
- Provide Meals – daily incl. coffee breaks and lunch (full day workshops) for each instructor, facilitator and students unless otherwise agreed upon.
- Provide Accommodations – for each instructor and facilitator, as may be required.
- Cover all travel costs, honorariums and per diem costs for each instructor and facilitator as may be required and in accordance with MLEOA policies, as may be applicable

#### **Part IV - Environmental Noise**

- Provide an appropriate training facility with ability to utilize such facility in evening hours for workgroups if required, unless otherwise agreed upon
- Ensure an appropriate exterior environment to conduct practical exercises
- Provide audio/visual equipment, as may be required
- Provide Meals – daily incl. coffee breaks, lunch and dinner for students, instructors and facilitator unless otherwise agreed upon. It is recommended that separate quarters be available for lunch and dinner service.
- Provide Accommodations – daily for each instructor, facilitator and students, unless otherwise agreed upon.
- Cover all travel costs, honorariums and per diem costs for each instructor and facilitator as may be required and in accordance with MLEOA policies, as may be applicable.
- Ensure that all students will be available to participate in all day-time classroom activities as well as evening workgroups as may be required.

Note: The Applicant acknowledges the above responsibilities, notwithstanding that such responsibilities may be altered by mutual agreement. The Applicant further acknowledges that regarding any training program, any costs incurred on behalf of the Municipal Law Enforcement Officers' Association must be approved in advance by the Association.

# MUNICIPAL LAW ENFORCEMENT OFFICERS' ASSOCIATION RESPONSIBILITIES:

The Municipal Law Enforcement Officers' Association is responsible to:

## **Part I - Foundation Training**

- Provide a facilitator and experienced, qualified instructors
- Prepare handouts/training materials
- Register students including receipt of registration forms and fees from students
- Provide confirmation to students including details of training, location, etc.
- Deposit of all registration receipts
- Pay all expenses associated with instructors fees (honorariums, per diems, mileage, etc.), unless otherwise agreed upon
- Grade examinations and communicate results to students

## **Part II - Advanced**

- Provide facilitator and experienced, qualified instructors
- Prepare handouts/training materials
- Register students including receipt of registration forms and fees from students
- Provide confirmation to students including details of training, location, etc.
- Deposit of all registration receipts
- Pay all expenses associated with instructors fees (honorariums, per diems, mileage, etc.), unless otherwise agreed upon

## **Part III – Continuing Education Workshops**

- Provide facilitator and experienced, qualified instructor(s)
- Prepare handouts/training materials
- Deposit of all registration receipts
- Pay all expenses associated with instructors fees (honorariums, per diems, mileage, etc.), unless otherwise agreed upon

## **Part IV - Environmental Noise**

- Provide class facilitator and experienced, qualified instructors
- Prepare handouts/training materials
- Register students including receipt of registration forms and fees from students
- Provide confirmation to students including details of training, location, etc.
- Deposit of all registration receipts
- Pay all expenses associated with instructors fees (honorariums, per diems, mileage, etc.), unless otherwise agreed upon
- Grade examinations and communicate results to students

*The MLEOA reserves the right to decline any request for training. Reasons for declining participation may include: unacceptable training venue, operational or logistical difficulties, availability of Instructors or Facilitators etc*

**Please forward application to:**

**Brenda Russell, MLEOA**  
c/o Box 6, 1107 East Grandview Lake Road  
Baysville, ON P0B 1A0  
E-MAIL: [mleo@mleoa.ca](mailto:mleo@mleoa.ca)

**Thank you for your interest.**