



# POLK STATE COLLEGE



- Course Title:** Case Preparation and Court Presentation – 40 hours  
Advanced Course #020
- Instructor(s):** Ms. Chasity Branham  
Mr. John Waters
- Date(s):** August 14 – 18, 2017
- Time(s):** 8:00 AM – 5:00 PM
- Location:** Polk State College - Center for Public Safety  
Kenneth C. Thompson Institute of Public Safety  
1251 Jim Keene Blvd  
Winter Haven, Florida 33880
- Cost:** Region 8 training funds will pay for Region 8 law enforcement and correctional officers as well as Region 8 support personnel (when seats are available). **Region 8 includes Polk, Hardee, Highlands, and Desoto counties.**

For students who are attending this course from outside Region 8, the total cost for this course is \$4,056.25 or \$162.25 per student (based on 25 registered students.)

- Description:** This course is part of the CJSTC Advanced Training Program and is designed to cover the methods of case preparation and court presentation. Topics include; maintaining case files, pre-trial discovery, depositions, plea bargaining, pre-trial conferences, court testimony-moot court, and post adjudication responsibilities. Instructor will utilize guest speakers including various judges and/or attorneys to present material from the “officer of the court” point of view. This course will benefit experienced investigators as well as less experienced officers.

This course qualifies for [salary incentive](#) or [mandatory](#) retraining.

**Kenneth C. Thompson Institute of Public Safety  
at Polk State College  
1251 Jim Keene Blvd  
Winter Haven, FL 33880  
(863) 297-1030 ext.  
(863) 297-1045 fax  
  
[www.polk.edu/ips](http://www.polk.edu/ips)**

**POLK STATE COLLEGE**  
**KENNETH C. THOMPSON INSTITUTE OF PUBLIC SAFETY**  
**Training Authorization & Advanced/Specialized Course Registration**

**Student Authorization (Formerly CJSTC 15A)**

**Student Registration**

Student Name: \_\_\_\_\_  
(Last Name) (First Name) (FULL Middle Name) (Sr, Jr, etc)

Student SS#: \_\_\_\_\_ Student email: \_\_\_\_\_

Supervisor/email \_\_\_\_\_

**Check one:** Law Enforcement  Corrections  Correctional Probation  Civilian

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

Agency Address: \_\_\_\_\_  
(Street) (city) (state) (zip)

<b>Date of Birth</b>  <b>MM / DD / YYYY</b>	<b>Gender</b>  <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Telephone Numbers</b>  Preferred:  Work:
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Race (Required by the U.S. Office of Education Title VI Civil Rights Act of 1964)

<input type="checkbox"/> White (Non-Hispanic)	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> American Indian/Alaska Native
<input type="checkbox"/> Black (Non-Hispanic)	<input type="checkbox"/> Hispanic	

**Note: Form MUST be completed in its entirety or the officer WILL NOT be registered. Ensure that you are using the most current form for this class. These forms are pre-filled for specific classes and located with the course announcement online <https://www.polk.edu/ips>.**

**Officers/Civilians in Region 8 are at \$0.00 fee. Officers/Civilians outside of Region will be placed on a WAITING LIST and must have a reciprocal agreement in place with PSC before the 1<sup>st</sup> day of class. The course fee will be the per student cost on the course announcement (subject to change).**

**Agency Registration Section**

Course #	Course Title	Dates	Time	Location
				Center for Public Safety

**Course Credit (Check One):** Salary Incentive  Mandatory Retraining

Neither  (support personnel/civilians only)

Authorized Agency Representative (please print): \_\_\_\_\_

Authorized Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_