

An In-Service is the fastest, most cost effective way to provide technical training to your personnel.

For \$5000.00*, we'll provide 2 days of training for 25 people at your facility.

PROCESS OUTLINE

1. Contact **Police Technical** to discuss which courses you want
2. Arrange a training date and location
3. A Letter of Agreement will be sent to your agency; sign the letter and return it to **Police Technical**.
4. A month before the scheduled training date, **Police Technical** will:
 - a. Call to confirm training dates and locations
5. The day before training, **Police Technical** personnel will:
 - a. Make contact with agency training representatives upon arrival
 - b. Visit the training site
 - c. Check training manuals and audiovisual equipment
 - d. Prepare site as necessary
6. The first day of training, **Police Technical** will:
 - a. Prepare a sign-in roster for attendance and provide each attendee with training materials
 - b. Begin training promptly at 8:00 or at the previously specified time
 - c. Conclude training each day at 4:00 or at the previously specified time
7. The last day of training, **Police Technical** will:
 - a. Close the training environment by providing each student a Course Evaluation
 - b. Present each student with a Certificate of Completion
8. Post-training, **Police Technical** will:
 - a. Provide the host agency with a class rosters, evaluations and Certificates of Completion
9. Payment of \$5000.00* made to **Police Technical** is expected upon the conclusion of training

*Fee includes all expenses: Instructor fees, meals, travel, lodging, and training materials.
Actual fee may be higher based on training location and numbers of students.

Police Technical is proud of our developed process of providing successful training to public safety personnel. We will happily work within State or Federally mandated guidelines if your agency or department has additional training requirements (i.e. training hour requirements, hourly breakdown of acquired knowledge and skills, outlines or forms).

For more information about **Police Technical** training courses, please contact
Thomas M. Manson at 812-232-4200 or tmanson@policetechnical.com

Date

Agency Contact
Agency Address

Re: PowerPoint® for Public Safety™

Agency Contact -

This Letter of Agreement is to confirm the terms and nature of services to be performed by Police Technical LLC for <<Agency Name>> were it to engage Police Technical LLC to perform training.

Roles and Responsibilities

Police Technical LLC will provide:

1. Thomas M. Manson, Instructor, at the <<Agency Name>> on <<Dates>>.
2. The subject of the training course will be: **PowerPoint® for Public Safety™**
3. Training materials and certificates of completion.

<<Agency Name>> will provide:

1. Information to Police Technical LLC needed to complete the above mentioned responsibilities.
2. A training facility suitable for up to 25 students classroom style training including: LCD projector, 6' screen (minimum), desks, chairs, light controls for the previously stated dates for approximately 8 hours each day.

Responsibility of Costs

Police Technical LLC will cover all expenses for travel, housing, instructor fees for all its personnel.

<<Agency Name>> will provide payment for training services \$5000.00; payment must be received prior to or on date of training class. **This Letter of Agreement serves as your invoice.**

Checks are to be made payable to Police Technical LLC, Federal ID # 20-2741771.

I trust the terms of this agreement meet with your approval. To proceed with the project, please sign below and return this form to our office. Thank you for the opportunity to provide your technical services.

Respectfully submitted,



Thomas M. Manson
Owner, Police Technical LLC

Accepted by _____