

**PENNSYLVANIA ACADEMY FOR  
ANIMAL CARE AND CONTROL  
(PAACC)**

**SPRING 2023 COURSE CATALOG  
HUMANE SOCIETY POLICE OFFICER  
BASIC TRAINING**

**PART I – MAY 1-5, 2023**

**PART II – MAY 15-19, 2023**

**TRAINING LOCATION FOR SPRING 2023 BASIC HSPO COURSE**

HERSHEY HISTORY CENTER – Community Room (rear of the building/located behind  
Tanger Outlets)

40 NORTHEAST DRIVE

HERSHEY, PA 17033

**(NOTE: Do NOT send mail to this address)**

**PLEASE ARRIVE BY 8:00 AM ON THE FIRST DAY OF CLASS – MAY 1, 2023**

**PAACC MAILING ADDRESS: ALL correspondence and registration forms are to be  
mailed to P.O. Box 284 Middletown, PA 17057**

**DIRECTOR OF TRAINING: Colleen Shelly, CEO/Director/Instructor PA Academy for  
Animal Care and Control (PSP Trooper First Class – Retired)**

**BECOMING A HUMANE SOCIETY POLICE OFFICER IN PENNSYLVANIA IS NOT  
JUST A JOB, BUT A *CAREER* WITH ANIMALS. THIS COURSE IS THE MANDATED  
BASIC TRAINING FOR ALL ASPIRING HSPO'S IN PENNSYLVANIA. ALL  
GRADUATES MUST BE EMPLOYED BY OR VOLUNTEER FOR A NON-PROFIT  
ANIMAL PROTECTION ORGANIZATION AS DEFINED IN TITLE 22 CHAPTER 37  
PRIOR TO BEING AWARDED OFFICIAL CREDENTIALS AND WORKING AS AN  
HSPO. (STUDENTS DO NOT NEED TO BE EMPLOYED BY OR VOLUNTEER FOR A  
NON-PROFIT AT THE TIME OF COURSE ATTENDANCE).**

The Pennsylvania Academy for Animal Care and Control is the first and only private training and  
education company of its kind in Pennsylvania dedicated to professional animal incident response

and investigation. The animal welfare, animal control, and animal cruelty investigative field has grown into a true profession and career, but it's not enough anymore to simply love animals and want to be around them every day as your source of employment. One must be properly trained and educated in our complicated animal laws. Humane Society Police Officers are charged in enforcing all violations of Pennsylvania's Cruelty to Animals Statute (Title 18, Ch. 55 Subchapter B) from summary offenses through felonies. This is a serious occupation and requires serious training. Congratulations on taking this important first step to a rewarding career! This course, although MANDATED to become a sworn Humane Society Police Officer in Pennsylvania, either part is also available to anyone who wishes to further their professional development in the field of animal welfare or animal control. Part I is highly recommended as a basic criminal investigation course for animal incidents for those who not previously received their basic training in this field through the PAACC, as this is an intensive Pennsylvania-specific course.

### **MISSION**

The Pennsylvania Academy for Animal Care and Control (PAACC) was established in 2013, and is formerly known as the Animal Crime Institute LLC. Our mission is to provide education, research, resource collaboration, and support to agencies and entities involved in the response to animal incidents or the investigation of animal crimes. Our mission is simple: *"Promoting Professional Animal Incident Response and Investigation."*

### **PROGRAM OVERVIEW**

The Humane Society Police Officer Basic Training Parts I and Part II is the mandated training required under Pennsylvania law for anyone who wishes to seek employment or volunteer as a Humane Society Police Officer through an appropriate non-profit organization. HSPO's must meet the requirements under Title 22, Chapter 37. Please review the contents of Title 22, Chapter 37 prior to registration and contact us with any questions you may have.

### **FACILITIES**

This course will be taught at an appropriate venue to be determined each course offering. The SPRING 2023 course will be held at the HERSHEY HISTORY CENTER, 40 Northeast Drive Hershey, PA 17033.

### **EDUCATIONAL GOALS**

1. To teach the skills required to become a proficient entry level Humane Society Police Officer.
2. To expose students to the necessary Pennsylvania laws and regulations related to working as an investigator in Humane Law Enforcement.
3. To provide students a basic working knowledge of animal handling techniques and basic animal care for common production livestock and animal husbandry of farm animals.

4. For Continuing Education, to provide HSPO's with up-to-date relevant legal updates in general law enforcement and a working knowledge of current trends in animal husbandry.

### **ADMISSIONS REQUIREMENTS FOR BASIC HSPO PART I and PART II**

1. Students must be at least 18 years of age and possess a High School Diploma or GED.
2. Students must be able to communicate via the written word and English language.
3. Students do not need to possess any prior experience working with or around animals.
4. Students must not have been convicted of a violation of the Pennsylvania Cruelty to Animals statute or similar statute in any other state.
5. Students must not have been convicted of a serious misdemeanor or felony, to include Theft, Assault, or Violations of the Controlled Substances, Drug, Device and Cosmetic Act (Act 64).
6. **NOTE: To be SWORN IN to work or volunteer as a Humane Society Police Officer, all criteria must be met as set forth in Title 22, Chapter 37. For further questions or to receive a copy of Title 22, Chapter 37 – Detectives and Private Police/Humane Society Police Officers, contact the PAACC via email. This is not a requirement prior to taking the Basic HSPO Class.**

### **TUITION AND FEES**

Tuition for the complete Basic HSPO course is \$1350.00. \$675 for Part I and \$675.00 for Part II. Students who wish to attend either Part I or Part II for their own professional development may do so; however, please note in order to be a sworn and credentialed HSPO in Pennsylvania, the student must be employed by/volunteer for a properly incorporated non-profit as required under Title 22, Chapter 37. Additionally, successful graduation from the Basic HSPO class is required prior to working as an HSPO. **HOTEL AND MEALS ARE NOT INCLUDED IN TUITION.**

### **OTHER EXPENSES**

NONE - However, upon graduation students may wish to purchase animal care and control products and devices. We do not endorse or contract with any vendors.

### **ENROLLMENT PROCEDURE – READ CAREFULLY**

Students wishing to enroll in the Basic HSPO Part I and Part II must fill out the Enrollment Agreement and mail it to the PAACC address provided with a tuition deposit of \$150.00. The student must read the Course Catalog and agree to all terms of attendance. The deposit is fully refundable up to 14 days prior to the start date of class. **The \$150.00 will be applied to the tuition and reserves the student a place in that particular session.** Students will be accepted up until April 23, 2023 unless the class limit is filled prior to that date. If registration is requested after

APRIL 23, 2023 please contact us promptly in the event of last-minute late cancellation and subsequent opening. Cancellations after APRIL 15, 2023 will forfeit the \$150.00 deposit. TUITION IS DUE IN FULL NO LATER THAN APRIL 23, 2023. This weekday program runs a total of two weeks (M-F). **NO SHOWS WITHOUT NOTIFICATION PRIOR TO THE START OF CLASS ON DAY ONE WILL FORFEIT ENTIRE TUITION FEE.**

### **GRADUATION REQUIREMENTS**

Students will be given an examination at the end of Part I and must achieve a minimum score of 80%. An examination will also be given at the completion of Part II and students must achieve a minimum score of 80% for Part II as well. There will be no course refunds for students who fail to achieve the minimum score required. Any student who fails the exam for either Part I or Part II will be required to retake that week (whichever week was not successfully completed) of training should the student continue their desire to become an HSPO. There will be no charge to re-take either Part I or Part II should this occur.

### **ATTENDANCE POLICY**

The student will be given a reasonable extension of time to report in the event of illness or an act of God that would necessitate a delay; however, daily attendance is REQUIRED. No leaves or tardiness will be permitted unless expressly permitted by the PAACC. The school will arrange to make up hours lost on a mutually agreed upon system but the student must not miss more than two (2) total hours of course work to be made up. The student agrees to the daily attendance requirement and any violations or infringements of the school's rules and regulations may be subject to dismissal of the student. The PAACC School is relieved and released of all claims by the student that may arise as result of the school's inability to perform where under as a result of an Act of God or any other matter or thing, beyond the control of the school.

The PAACC reserves the right to alter the hours of attendance and/or starting dates when deemed necessary and with ample notice given. Such changes will not alter the program cost or refund policy and will not alter the minimum criteria required to be compliance with Title 22, Chapter 37, Section 3712. If conditions beyond the control the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide the student all of the instruction to which they are entitled and are required to receive. The student shall have the right to terminate training at any time at his/her option, by giving written notice to the school while adhering to the refund policy.

### **FINANCIAL AID**

We currently do not have any financial aid available. We have worked hard to provide a quality and serious program at the most reasonable price possible. Should we become aware of financial aid opportunities, we will publish and make the information known as soon as possible.

## **CONDUCT**

Students must abide by the rules and regulations of the PAACC. A student must not lie, cheat or steal, or conduct themselves in a disruptive manner. Any student who attends in a state of intoxication or possession of illegal substances will immediately be subject to dismissal. Additionally, any student who willfully or maliciously damages PAACC property of any of the property where the course is held, will be promptly dismissed with no refund. Absolutely no smoking or other tobacco use at any time within the classroom or building holding the course.

## **STUDENT PLACEMENT**

We do not guarantee or provide job placement services.

## **PROFESSIONAL LICENSING/EDUCATIONAL REQUIREMENTS**

Pennsylvania is unique to most other states in that we have a variety of different entities responsible for enforcing our various animal laws and who respond to animal incidents. Pennsylvania Humane Society Police Officers (who *must* be employed by/volunteer for a non-profit animal welfare organization in PA) may enforce the Cruelty to Animals Law ONLY. HSPO's are required to attend this current mandated training prior to appointment. **Animal Control Officers, State Dog Wardens, Animal Care Attendants/Technicians, general animal care workers, shelter staff, and other animal-related jobs are numerous and are not limited by the current HSPO mandated training requirement. As such, this course, in whole or in either Part I or Part II, is open to the aforementioned. Those aspiring to be Pennsylvania Humane Society Police officers MUST attend and meet all graduation requirements.**

## **TUITION PAYMENT SCHEDULE**

A deposit is required to hold you place in this class. The balance due on tuition must be paid in full no later than APRIL 23, 2023. PLEASE SEE ENROLLMENT PROCEDURES.

## **CREDIT FOR PREVIOUS TRAINING**

Due to the nature of this course curriculum, there will be no credit given prior to entering this course.

## **STUDENT COMPLAINT AND GRIEVANCE PROCEDURE**

Complaints or concerns are to be directed to Colleen Shelly, Director of Training.

Correspondence is to be mailed to: PA Academy for Animal Care and Control

P.O. Box 284

Middletown, PA 17057

## **TRANSFER OF CREDIT**

It is up to the student to determine if credits will be transferred to the institution of their choice by inquiring with that institution. We do not have a formal agreement with any institutions regarding transfers of credits.

## **REFUND POLICY**

A formula for tuition refunds shall be based on the total clock hours of the program using the following percentages:

(1) For a student completing up to and including 10% of the total clock hours, the school shall refund 90% of the total cost of the program, less course deposit.

(2) For a student withdrawing from or discontinuing the program within the first 25% of the program, the tuition charges refunded by the school shall be at least 55% of the total cost of the program, less course deposit.

(3) For a student withdrawing or discontinuing after 25% but within 50% of the program, the tuition charges refunded by the school shall be at least 30% of the total cost of the program, less course deposit.

(4) For a student withdrawing or discontinuing after 50% of the program, the student is entitled to no refund.

## **COURSE DESCRIPTION (Minimum 40 Hours)**

### **PART I – INVESTIGATION AND LAW ENFORCEMENT PROCEDURES (MINIMUM 40 HOURS)**

Part I is designed to provide a working knowledge of basic law enforcement procedures when responding to complaints and conducting animal cruelty investigations. We will cover who is responsible for enforcing which laws and regulations, an overview of the Criminal Justice System, key legal terms and definitions, and the elements of an offense. This section will clarify the role of the HSPO and related responding agencies to animal incidents, as well as prohibited conduct.

Topics covered include but are not limited to the Pennsylvania Cruelty to Animals Law, relevant provisions of the Pennsylvania Rules of Criminal Procedure, Search and Seizure, Rules of Evidence to include a discussion of the Exclusionary Rule, the “Four Corners” Rule, and Fourth Amendment issues. Criminal, or “Court Cases” will be discussed as well as affidavit writing. Gathering information, Interviewing, Taking Statements, Report Writing, Citation procedures and Complaints will be covered. The role of the District Attorney, the Public Defender and the Judge will be discussed as well. Instruction will include a detailed analysis of relevant statutes to determine what is a violation, what is considered legal conduct, and where the “gray” areas are where there is often a need for education on better care and/or handling practices as the most

appropriate direction for a Humane Society Police Officer to proceed. Common scenarios will be presented in a way that generates active classroom discussion.

## **PART II - BASIC ANIMAL HUSBANDRY AND ANIMAL BEHAVIOR (MINIMUM 40 Hours)**

PART II will be heavily focused on animal husbandry of production livestock as required in accordance with Title 22, Chapter 37. Animal health and nutrition basics, biosecurity, common diseases and prevention including Rabies and the Pennsylvania Rabies Law, common injuries and illnesses, parasitology, treatments administered and research conducted during the scope of normal veterinary practices, and zoonotic diseases. Common animal behaviors, humane capture and restraint techniques and safety will be covered. General farm orientation including safety and security will be included. Part II will include a trip to working production livestock farm.

## **HUMANE SOCIETY POLICE OFFICER CONTINUING EDUCATION (Minimum 16 hours)**

Continuing Education is statutorily required for all Humane Society Police Officers and must be completed at least every two years after the initial date of appointment in accordance with Title 22, Chapter 37, Section 3713. Course topics will vary as Continuing Education is considered “update training” to ensure HSPO’s are receiving timely and pertinent information regarding legal updates and current issues affecting animal husbandry. Course topics and training agendas will be published at least two months prior to the training dates on the PAACC website. Continuing Education will consist of a minimum of 16 hours, with eight hours dedicated to general law enforcement procedures and legal updates, and eight hours dedicated to animal husbandry issues.