



## Course Announcement

**To:** All Law Enforcement Agencies, School Administrators and Faculty, and Emergency Management

**From:** John C. Moses  
Director of Criminal Justice

**Date:** April 16, 2025

**Re:** **Campus Emergencies: Prevention, Response, and Recovery (MGT-324)**  
CJP203-5014  
MPTC Approval #: P48653 (16 hours)

**July 22 to 23, 2025**

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**Location:** Wor-Wic Community College  
Eastern Shore Criminal Justice Academy  
Hazel Center, Room 302  
32000 Campus Drive  
Salisbury, MD 21804

**Dates & Times:** Tuesday, July 22 0745 to 1700  
Wednesday, July 23 0800 to 1700

**Reservations:** Register online with NCBRT (directions attached)

**Fee:** Funded by Louisiana State University.

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**Note: A FEMA SID number is required for this course. See the attached NCBRT Online Registration page.**

This awareness-level course presents participants with the core capabilities required for intelligence personnel from an all-crimes, all-hazards perspective. It encompasses traditional crimes, domestic and international acts of terrorism, and other potential crises. This course introduces entry-level intelligence personnel to intelligence and distinguishes between intelligence and information. Among the topics covered are the Intelligence Community, responsibilities of intelligence personnel, and goals and uses of criminal intelligence products. The potential range of customers and their needs is addressed. It incorporates the five-step intelligence process and the importance of critical and creative thinking as it pertains to analysis of information and the intelligence process. Participants will become familiar with the Information Sharing Environment, suspicious activity reporting, and legal authorities and guidance associated with criminal intelligence collection and use, including privacy, civil rights, and civil liberties laws. Finally, this course addresses the benefits of forming strategic partnerships and collaborative networks.

The goal of this course is to ensure intelligence personnel leave equipped with the knowledge and tools necessary to manage staff and operate criminal intelligence enterprises within their agencies, to help protect and prevent potential threats to the public.

**Upon completion of this course, the student should be able to:**

1. Describe the importance of criminal intelligence in countering threats, strengthening vulnerabilities, and mitigating the consequences of criminal activity.
2. Identify the difference between information and intelligence.
3. Describe the five-step process of intelligence process gathering.
4. Identify sources of pertinent information required to meet intelligence needs.
5. Describe open-source media and its suitability as a source of pertinent information.
6. Identify recommended tactics and strategies that contribute to the intelligence product.

This course is designed to meet requirements as mandated by the Maryland Police and Correctional Training Commissions and to meet the annual in-service requirements.

#### **Dress Code Policy for Training Sessions at the Academy**

To ensure a professional appearance, all in-service officers and staff must adhere to the following dress code to gain admission to any training session at the Academy:

- **Uniform of the Day:** Recommended.
- **Shirt:** Must have a collar; no t-shirts or tank tops.
- **Pants:** Docker-style pants, BDUs, or suits; no shorts or jeans.
- **Footwear:** Closed-toe shoes with socks; no sandals.

**Firearms Policy:** Officers carrying a handgun on campus must also display their badge in plain view.

**Non-Compliance:** Attendees who do not follow the dress code will be denied entry to the classroom or range. A report will be submitted to the Chief/Sheriff/Warden/Director outlining the reasons for the denial.

**Attendance:** Officers must attend the entire class to receive in-service training hours.

Thank you for your cooperation in maintaining a professional environment.



# NCBRT Online Registration

## Class Information

MGT-324 Campus Emergencies Prevention, Response, and Recovery  
Salisbury, MD  
Tuesday, July 22, 2025 - Wednesday, July 23, 2025, 8:00 AM - 5:00 PM EDT

## FEMA SID

A FEMA SID number is required for registration. You can look up your FEMA SID, or register for a new one, at the following site: <https://cdp.dhs.gov/femasid>.

## Register

Register online at: <https://train.ncbrt.lsu.edu/Student/Register?ClassID=34376>

Class ID: 34376

Class Access Code: NCBRT324

## Confirmation Email

Once your registration is complete, you will receive an email confirmation. This email will contain your FEMA SID and registration Confirmation Number. **Make sure to have this information available to you in class!** You will need this to complete the online post-test and class evaluation.

## Pre-Test

As soon as you complete registration, you will see a link "Begin Class Pre-Test". Click on this link to access the class pre-test. A completed pre-test is required in order to later take the post-test and receive class credit.

## In Class

The online registration site is mobile friendly and can be used by any phone, tablet, or computer with internet access. At the end of training, a post-test and class evaluation will be conducted. Bring a device to class that can access the online registration site, so you may complete your post-test and evaluation online. Your post-test will be graded immediately, and you will be able to review the answers. As soon as the post-test is passed and the class evaluation is completed, your Class Information page will update to include a link for your certificate. The certificate may be downloaded as a PDF to your device, or sent as a PDF to your email.

## Assistance

If you need assistance with the online registration site, please contact the NCBRT Help Desk at [help@ncbrt.lsu.edu](mailto:help@ncbrt.lsu.edu).