

## Attachment 1

### STANDARDIZED FIELD SOBRIETY TESTING (SFST) TRAINING

The Ontario Police College (OPC) is the provincial coordinator for Standardized Field Sobriety Testing (SFST) training and has worked with police services to develop a schedule to meet police service's needs.

#### **Contact Information**

For questions related to SFST training, please contact Chief Instructor Amanda Martikainen, OPC, by email at [Amanda.Martikainen@ontario.ca](mailto:Amanda.Martikainen@ontario.ca) or by phone at 519-773-4451.

For questions related to registration or scheduling a course, please contact Assistant Registrar Elizabeth Allen, by email at [Elizabeth.Allen@ontario.ca](mailto:Elizabeth.Allen@ontario.ca) or by phone at 519-773-4412.

#### **Eligible Expenses**

##### ***Students***

- SFST training is offered to police services at no cost – the ministry will reimburse police services for all student travel, meal, and accommodation expenses\*.
  - Salary and overtime costs for students are not eligible for reimbursement.

##### ***Instructors***

- The OPC will reimburse police services for travel, meal, and accommodation expenses\* incurred by instructors as well as offer a **\$600** per diem for the duration of the course to offset salary costs.
- The OPC requests police services to continue to provide SFST instructors to help facilitate our training initiatives.

##### ***Host Agencies / Police Services***

- The OPC will reimburse host agencies that run SFST courses for facility and alcohol workshop costs.

\*Eligible travel expenses will be reimbursed in accordance with the Management Board of Cabinet Travel, Meal and Hospitality Expenses (TMHE) Directive [Travel, Meal and Hospitality Expenses Directive \(ontario.ca\)](#).

## **DRUG RECOGNITION EXPERT (DRE) TRAINING**

The Ontario Provincial Police (OPP) is the provincial coordinator for Drug Recognition Expert (DRE) training and certification. The OPP has worked with police services to develop a schedule to meet the needs of police services' for DRE training. DRE training takes place in two stages:

- Stage 1: Nine-day classroom event in Ontario (Ontario Police College & other locations)
- Stage 2: Five-day field certification event that takes place in the United States (Jacksonville, Florida)

### **Contact Information**

For questions related to DRE training, registration, or scheduling, please contact Sgt. Steve Morrison by email at [Steve.Morrison@opp.ca](mailto:Steve.Morrison@opp.ca) or by phone at 705-329-6148.

For questions related to reimbursement for DRE Face Sheet Evaluations, please contact Chief Instructor Amanda Martikainen, Ontario Police College, by email at [Amanda.Martikainen@ontario.ca](mailto:Amanda.Martikainen@ontario.ca) or by phone at 519-773-4451.

### **Eligible Expenses**

#### ***Students***

- Only DRE student expenses related to Stage 2 (Field Certification) are eligible for reimbursement from the ministry.
- The ministry will reimburse police services for a maximum of **\$2,350 (CAD)** per student for travel, meals, and accommodation expenses during Field Certification training.
  - Please note that only students who pass are eligible for reimbursement.
  - Salary and overtime costs are not eligible for reimbursement.
  - Expenses also include COVID-related expenditures: officer testing, accommodations/meals due to quarantine.

### **Reimbursement Process**

To receive reimbursement, police services are required to submit the following to the ministry:

- Completed DRE cover form (see Attachment 2);
- Copies of all corresponding receipts/invoices for all students for the following travel expenses:
  - Accommodation
  - Meals
  - Travel (e.g., air fare, shuttle, taxi)

The above documents must be submitted by email to [SafetyPlanning@ontario.ca](mailto:SafetyPlanning@ontario.ca) within **30 days** of completing the training. Reimbursement will be issued upon receipt of the above documents to the ministry. ***The ministry will not process payments if the above documentation is incomplete.***

\*Eligible travel expenses will be reimbursed in accordance with the Management Board of Cabinet Travel, Meal and Hospitality Expenses (TMHE) Directive [Travel, Meal and Hospitality Expenses Directive \(ontario.ca\)](#).

\*Meal Rates outside of Canada (page 23 of the TMHE Directive) which refers to the National Joint Council Travel Directive, Appendix C – Allowances – Module 2 (Meal Allowances) [Travel Directive \(njc-cnm.gc.ca\)](#)