

## 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 A/Sgt. Jordan Taman by email at [Jordan.Taman@opp.ca](mailto:Jordan.Taman@opp.ca) or by phone at 705-329-6148.

### 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.

### 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). 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 \(njc-cnm.gc.ca\)](http://njc-cnm.gc.ca)