



Pre-Employment Police Basic Training Program, Phase I
September 15, 2012 to June 1, 2013

I. What is Police Pre-Employment Certification?

Several years ago a number of police departments throughout New York State petitioned the Division of Criminal Justice Services and the Governor's Office to help alleviate the costs of training police officers throughout the state. Considering that all agencies had to first hire, then send individual people to a municipal police academy, all while paying them their regular salary, smaller departments found the fiscal burden too cumbersome. Too often, many officers left their original departments shortly after they finished their field training because of varying reasons such as higher salaries, better working conditions, locations, etc. What those departments were left with was a tab of about \$35,000 per officer and nothing left to show for it. It required them to repeat the process and hope that the new officers would stay around a while.

Police Pre-Employment Certification Training is not a new concept. Thirty-Seven other states in the US already conduct it with great success. It essentially shifts the burden and expense of training on to the prospective candidates instead of the employing agencies. In some states you are required to prove that you have completed a "pre-certification" program in order to even take the written test. All aspects of regular academy training remain the same except that a student/recruit may or may not be a sworn officer at the time he/she enters the program.

Upon successful completion of Phase I, the student is issued a transcript from Cazenovia College. **To continue on in the profession as a full time police officer, a student must be first hired by a police agency (usually first by passing a civil service test, completing medical, age and background requirements and if requested, pass additional physical fitness tests) and successfully complete a Phase II program designed only for sworn officers.** DCJS will then issue a permanent certificate. Those students seeking only part-time work as a police officer need only to be hired by a police agency and successfully complete a Phase II program. (Note: some departments require background checks, medical tests, etc. even for part-time employees)

II. What are the qualifications for entry into the program?

Admission into the program is open to all candidates who are physically and mentally able to participate in the required activities. Prospective students should review all of the standards required for successful completion before deciding to apply. There are both physical and administrative requirements.

Physical Standards

1. Must provide a completed Physician's Statement stating that he/she is capable of participating in all physical fitness testing and training required by a police officer.

2. Must understand that the position of Police Officer in New York State requires a person to meet other medical requirement in addition to the above such as vision, hearing, etc. (Refer to civil service standards for police officers)
3. Achievement of at least the 50th percentile Cooper Standards for their individual age bracket in the following areas: Sit-Ups in one minute, push ups, and 1.5 mile run. The chart is below:

Age/Sex	Sit-Ups (1 Min)	Push-Ups (1 Min)	1.5 Mile Run
Male			
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46
Female			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	-	18:18
60+	6	-	20:16

NOTE: It is strongly recommended that each prospective student be as close as possible to these standards before enrolling in the program!

Administrative

1. Must provide proof of a valid driver's license.
2. Must sign a liability waiver regarding the program along with an affidavit affirming that he/she has not been **convicted** of a felony in New York State or the equivalent in any other state.
3. Must provide a copy of a high school diploma, social security card, and birth certificate **before** entering the program.

III. What are the standards for successful completion of the program?

In order for a student to receive a certificate of completion (transcript) from Cazenovia College, certain standards set forth by the Division of Criminal Justice Services must be met **before the official end of training**.

Academic Standards

1. Meet the minimum passing scores for all exams (generally 75% though some may require a passing score of 100%)
2. Meet the minimum proficiency standards in all applicable areas (Defensive Tactics, EVOC, First Responder, etc.)

IV. Courses of Instruction

The Police Pre-Certification Program is identical to the Basic Police Academy curriculum in every way. The only difference is in the days and hours of attendance. Generally these are from 5:00pm to 10:00pm on Tuesday and Thursday and from 7:00am to 5:00pm on Saturday (This includes PT before each class session and 1 hr lunch break on Saturdays). Due to circumstances such as time of year, weather, type of instruction block and other unforeseen events, some areas of instruction will require either several days in a row or several full time day sessions in addition to those regularly scheduled. These particular areas of instruction are usually limited to First Responder, EVOC, and Standardized Field Sobriety Testing. Some of the training above will be off site which will require the student to have his/her own transportation. **These off site instruction blocks are all mandatory for the student to attend.**

V. How much will this cost me?

Cazenovia College has made every effort to provide professional instructors in the field of law enforcement from both the college and police community in order to provide the correct learning environment. All instructors in the program are certified by the Division of Criminal Justice Services. This comes with a price if we are to meet the requirements of DCJS.

Program Costs: \$4,250 (see schedule of payments included in the application packet) Students will also be responsible for the costs of books, supplies, and uniforms (\$150 total) and will be required to supply their own physical fitness attire. Any cold weather gear will additionally be the responsibility of the student. Students are responsible for their own health and accident insurance and it is our recommendation that each have such.

VI. After successful completion, what will I have?

After successful completion of the program, each student will receive an official transcript from Cazenovia College indicating that he/she has completed Phase I of the Police Pre-Employment Basic Training Program. This certificate (transcript) will be good for two years from the date of issuance. It will then be up to the student to secure employment in a police agency and complete the Phase II portion of the training before being awarded a full Basic Police certificate from DCJS. Those allowing their certificate (transcript) to expire will be required to attend a refresher course at their own expense in order to be re-validated for another two years.

In addition, Cazenovia College will award up to 15 college credit hours contingent upon a successful portfolio review by the Program Director of the Criminal Justice Studies Program.

VII. Is this all worth it?

Regular police academy training takes a considerable amount of time out of a person's life. This program was designed with the following in mind:

1. To make it possible for a working person to advance in a chosen career field without sacrificing needed income. The limited intrusion in a student's life allows him/her to continue many types of employment in whatever field they are currently in.
2. To enhance a student's attractiveness to possible future employers in the field of police work.

3. To allow continuing education in the police profession at a price comparable to other fields of education.

VIII. Why the Cazenovia College program?

Cazenovia College has strived to make this program meaningful in every aspect of the training you will receive. While there are other similar avenues of training that may be obtained locally, Cazenovia College's insistence on treating every individual with respect is paramount. Police departments by their nature are semi-military organizations and thus discipline within the ranks is of the greatest importance. Hostility and humiliation for its own sake is counterproductive. There will be times when discipline will be strict, however, we will not humiliate, disrespect or treat our students other than in the manner that all adults should be educated and treated. We hope that by engaging in this particular method of training our prospective officers will learn to treat the public they serve with the same consideration and respect.

IX. What are the academy grooming standards?

Since many of the instructors used at the Cazenovia College Police Basic Training Academy are potential employers for members of the class, it is most important that each student make a proper impression by adhering to the standards of police grooming. The following standards are also intended to prevent students from being injured during certain phases of the training:

1. Hair

Males – neatly trimmed and conforming to the shape of the head. Faces must be clean shaven, no beards and mustaches neatly trimmed, not extending beyond the corners of the mouth. Sideburns no longer than the middle of the ear.

Females – hair neatly cut and tied up if required.

2. Jewelry – such as ear, body and/or nose piercings are not permitted in the classroom or during physical training.
3. Clothing – approved uniform and black leather polishable combat boots (no sneakers).