

**Checklist:** Please be sure you have enclosed the following forms and items when returning your application:

- Application Form** – clearly printed – signed – dated (*page 1*)
  - Photocopy of valid driver license
  - Current abstract of driving record
  - Photocopy of social security card
  - Photocopy of proof of citizenship (birth certificate or passport)
  - Official High School or GED Transcript\*
  - Official College Transcripts (if attended)\*
- Liability Waiver** – signed – dated (*page 2*)
- Cadet Warning Notice** – signed – dated – **NOTARIZED** (*page 3*)
- Waiver of Felony Conviction** – dated – **NOTARIZED** (*page 4*)
- Medical and Exercise Profile** – signed – dated (*page 5*)
- Physician's Statement** – signed by physician (*page 6*)
- Physical Fitness Readiness** – signed – dated (*page 7*)
- Payment Policy** – signed – dated (*page 8*)
- Withdrawal and Refund Policy** – signed – dated (*page 9*)
- Emergency Contact Information** (*page 10*)

***\*Official transcripts must be received in a sealed, signed envelope by the issuing school or college. They must be received unopened and intact. Official transcripts may be mailed with your application or sent directly from the school or college to the Center for Adult and Continuing Education.***



**PRE-EMPLOYMENT POLICE BASIC TRAINING**

315-655-7288

Application Form

**Pre-Employment Police Basic Training Program, Phase I (2019-2020)**

Full Name: (please print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Male \_\_\_ Female \_\_\_

Are you a first-time college student? Yes \_\_\_ No \_\_\_

Program Tuition and Fees: \$5,225

Check this box if you want to enroll in the College Credit Option.

Please return all items on the checklist to:

Center for Adult and Continuing Education  
Cazenovia College  
22 Sullivan Street  
Cazenovia, NY 13035

I affirm that under penalty of perjury that all of the information provided by me in this packet is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Liability Waiver

All participants in programs and opportunities provided by Cazenovia College are exposed to the possibility of physical injury due to the nature of these activities. Participants accept this risk and responsibility as their own by choosing to participate in these activities. By so participating, each participant waives and releases any and all rights and claims for damages that the participant, and his/her heirs or successors, may have resulting from the participant's participation in Cazenovia College's programs or opportunities.

Date: \_\_\_\_\_

Class: Pre-Employment Police Basic Training Program, Phase I (2019-2020)

Participant name: (print) \_\_\_\_\_

(signature) \_\_\_\_\_

THIS FORM IS USED TO ENSURE STUDENTS ATTENDING A PRE-EMPLOYMENT POLICE BASIC TRAINING PROGRAM HAVE BEEN ADVISED OF THE PROGRAM REQUIREMENTS AND RULES AND REGULATIONS GOVERNING TRAINING AND APPOINTMENT AS A POLICE OFFICER. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURE. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

Students in the Pre-Employment Police Basic Training Course must be advised of several conditions of this training program that will affect them during and after attending the program. Schools are required to advise the student of these conditions by the policy established for this program by Division of Criminal Justice Services.

1. Completion of this program is **not a guarantee of employment** as a police officer.
2. To complete this pre-employment training program, a student must participate in physical fitness training and successfully complete a physical fitness examination.
3. To complete this pre-employment training program, a student must comply with mandated New York State regulations that include: strict attendance requirements; maintaining a notebook; and passing written examination/s.
4. This is a two-phase program. The first phase is conducted pre-employment and the second phase is conducted after appointment as a police officer. Each individual phase of this training program must be completed as a single and cohesive unit. This means that students must complete the phase of the program at one institution. The following phase may be conducted at a separate institution.
5. Before being appointed as a police officer, a person must complete New York State Civil Service requirements and appointing agency hiring standards (including minimum and maximum age and residency requirements) by taking a written examination and scoring high enough on the eligibility list to be considered for appointment.
6. Before being appointed as a police officer, a person must take and successfully complete a physical fitness examination.
7. Before being appointed as a police officer, a person must submit to a medical examination, which may include drug screening.
8. Before being appointed as a police officer, a person may be required to submit to a psychological examination.
9. Before being appointed as a police officer, a person with criminal conviction or with a felony conviction may be disqualified from employment.
10. Before being appointed as a police officer, a person may be required to submit to a background investigation.
11. Upon appointment as a police officer, a person will be required to satisfactorily complete additional training. Failure to complete this training will result in denial of certification by the New York State Municipal Police Training Council. This certification is required by § 209-q of the General Municipal Law for police officers to remain in their positions.
12. Pre-employment training will be valid for two years after completion of this program. If a person is not appointed before two years has elapsed, they will be required to attend a Police Refresher Course. After ten years from the date of completion records on the transcript, the training will no longer be valid (this is consistent with the provision of §209-q of the General Municipal Law pertaining to police officers).

<b>Applicant Attestation:</b> This affidavit must be signed and sworn to by the applicant before a Notary Public. I hereby attest that the information in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny certification. I understand the Division of Criminal Justice Services may ask for additional information or documentation.	
Student Signature	Date
Course Director Signature	Date

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that \_\_\_(he / she / they)\_\_\_ executed the same.

\_\_\_\_\_

(Notary Public)

# Waiver of Felony Conviction

I understand that conviction of a felony in New York State will bar appointment as a police officer.

I affirm, under penalty of perjury, that I have NOT been convicted of a felony (or equivalent crime in another state).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me personally came \_\_\_\_\_ to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that \_\_\_(he / she / they)\_\_\_ executed the same.

\_\_\_\_\_  
(Notary Public)

## Medical and Exercise Profile

Name \_\_\_\_\_

**Rate yourself on a scale of 1 to 5 (1 indicating the lowest value and 5 the highest).**

Circle the number that applies the most.

Characterize your present athletic ability:	1	2	3	4	5
Characterize your present muscular capacity:	1	2	3	4	5
Characterize your present flexibility capacity:	1	2	3	4	5
Characterize your present cardiovascular capacity:	1	2	3	4	5

**What sports do you play?** \_\_\_\_\_

**What sport injuries do you have?** \_\_\_\_\_

**Please circle yes or no to answer the following questions.**

1. Has your doctor ever said you have a heart condition or recommended only medically supervised activity? Yes/No
2. Do you have chest pains brought on by physical activity? Yes/No
3. Have you developed chest pains at any time in the last month? Yes/No
4. Do you tend to lose consciousness or have spells of dizziness? Yes/No
5. Do you have a bone or joint problem that could be aggravated by the proposed physical activity? Yes/No
6. Has a doctor ever recommended medication for high blood pressure or for a heart condition? Yes/No
7. Are you aware, through your own experience or a doctor's advice, of any other physical reason against your exercising without medical supervision? Yes/No

**Please check in the appropriate space if you have any of these conditions and if they would limit your participation in physical training:**

<input type="checkbox"/> allergies	<input type="checkbox"/> family history of heart disease	<input type="checkbox"/> high cholesterol
<input type="checkbox"/> arthritis	<input type="checkbox"/> dizzy spells or faintness	<input type="checkbox"/> pregnant
<input type="checkbox"/> diabetes	<input type="checkbox"/> asthma	<input type="checkbox"/> migraines/headaches
<input type="checkbox"/> epilepsy	<input type="checkbox"/> obesity (more than 25 lbs)	<input type="checkbox"/> a smoking habit
<input type="checkbox"/> hernia	<input type="checkbox"/> other _____	

Do you take medications on a regular basis? Yes/No

If yes, what type \_\_\_\_\_

Are you currently involved in any regular exercise program? Yes/No

If yes, what type and how often \_\_\_\_\_

I am aware of my medical profile. I agree not to hold my instructor or Cazenovia College liable for any injury or illness sustained by me as a result of my participation in this program.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**PRE-EMPLOYMENT POLICE BASIC TRAINING**

## Physician's Statement

### Pre-Employment Police Basic Training Program, Phase I (2019-2020)

I have examined the following pre-employment police recruit candidate:

\_\_\_\_\_

I understand that job qualifications essential to all police programs require that the candidate be able to function at a higher level of physical condition. I also understand that in order for the candidate to successfully complete the pre-employment program he/she will be required to participate in **rigorous** physical training.

I find the recruit to be physically able to participate in the rigorous physical training required by law enforcement officers.

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print the following:

Physician's Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

# Physical Fitness Readiness

All prospective candidates for this program should be aware that our physical fitness program consists of rigorous physical training in the three required core areas: sit-ups, push-ups, and 1.5 mile run. Each of these areas requires that you spend sufficient time gaining mastery of the three core exercises. In order to graduate, cadets are required to pass the Cooper standard at a 50% level, as outlined below. Those persons contemplating entry into this program should be very close to the 50% Cooper standard at the time of application.

Age/Sex	Sit-Ups (1 Min)	Push-Ups	1.5 Mile Run
<b>Male</b>			
<b>20-29</b>	40	33	11:58
<b>30-39</b>	36	27	12:24
<b>40-49</b>	31	21	13:12
<b>50-59</b>	26	15	14:23
<b>60+</b>	20	15	15:56
<b>Female</b>			
<b>20-29</b>	35	18	14:04
<b>30-39</b>	27	14	14:34
<b>40-49</b>	22	11	15:34
<b>50-59</b>	17	9	17:19
<b>60+</b>	8	9	19:04

It is extremely important that each one of you be familiar with your own current physical condition to include overall weight, body fat, flexibility, and upper and lower body strength. These factors may influence your performance when being tested. We urge you to note the Cooper Standards, to determine your 50% standard measure, and to test yourself against these standards prior to registering for the academy. If you do not meet the requirements, you should carefully examine your options, and determine if the academy is suited to you.

Please note that it is ultimately up to the individual candidate to successfully meet his or her required level of physical fitness. Our PT staff is available for assistance and guidance but we cannot guarantee every cadet's success.

I have read the above information, and understand that entrance into the academy is not a guarantee that I will fulfill the DCJS mandated physical fitness standards. I have carefully considered my own physical condition, I have tested myself against the Cooper Standards, and I acknowledge that my results on the Cooper Standards before my entrance into the academy will be similar to the results I earn at the end of the academy training. Failure to pass the physical training aspect of the academy will result in failure to earn academy certification.

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Signature

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Date



## Payment Policy

2019-20 Tuition and Fees	
Tuition	\$5,040
Program Fee (mandatory)	\$135
Parking Fee (optional)	\$50
Total Tuition and Fees	\$5,225

**Deposit:** Once a completed application has been received, all applicants are required to interview with the Director of the Police Academy. If approved by the Director, acceptance is finalized upon receipt of a \$500 non-refundable tuition deposit.

### Payment Plan (Optional):

The Center for Adult and Continuing Education provides a nine (9) month interest free payment plan for the remaining tuition of \$4,540. Those interested in signing up for this payment plan must complete a contract with the Center for Adult and Continuing Education by September 3, 2019. The due dates for the payment plan are listed below:

- \$540 is due October 1, 2019, 5 p.m.
- \$500 is due November 1, 2019, 5 p.m.
- \$500 is due December 1, 2019, 5 p.m.
- \$500 is due January 1, 2020, 5 p.m.
- \$500 is due February 1, 2020, 5 p.m.
- \$500 is due March 1, 2020, 5 p.m.
- \$500 is due April 1, 2020, 5 p.m.
- \$500 is due May 1, 2020, 5 p.m.
- \$500 is due June 1, 2020, 5 p.m.

### **Program Fee: \$135**

The Program Fee of \$135 includes textbooks, a safety vest, uniform cap, and tie. Items that students will need to provide for themselves include, but are not limited to, approved uniform BDU pants and shirts, belt, combat boots, physical training attire and sneakers, and classroom supplies.

The Program Fee of \$135 is due on September 3, 2019, 5 p.m. No refund will be given after this date.

**Your signature below implies that you understand and agree to the policy stated above. There will be no exceptions to this policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Withdrawal and Refund Policy

## Penalty for withdrawal and refund policy:

Please be aware of our withdrawal and refund policy as part of your application process. If you decide to withdraw from this program, you **must** meet with the Director of the Police Academy to complete an exit interview and required withdrawal paperwork.

The tuition penalties for withdrawal are listed below:

- Penalty for withdrawal before September 20, 2019, 5 p.m. is \$500.
- Penalty for withdrawal before September 27, 2019, 5 p.m. is \$1260.
- Penalty for withdrawal before October 4, 2019, 5 p.m. is \$2520.
- Penalty for withdrawal before October 11, 2019, 5 p.m. is \$3780.

**No refund of tuition will be granted after October 11, 2019, 5 p.m.**

**Your signature below implies that you understand and agree to the policy stated above. There will be no exceptions to this policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Contact Information

Date: \_\_\_\_\_

Cadet Name: \_\_\_\_\_  
(last) (first) (mi)

Home Address: \_\_\_\_\_  
(street) (city) (zip)

Email Address: \_\_\_\_\_

Cadet phones: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city) (zip)

Contact phones: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_