



**PRE-EMPLOYMENT POLICE BASIC TRAINING**

Pre-Employment Police Basic Training Program, Phase I  
2019 – 2020

**Training Tomorrow's Law Enforcement**

Cazenovia College's Phase I Pre-Employment Police Basic Training Program was established in partnership with the Frankfort Police Department, with approval from the State Division of Criminal Justice Services (DCJS), in 2004. The curriculum meets all requirements established by the Municipal Police Training Council.

The next training program will begin **September 17, 2019**, on the Cazenovia College campus. Classes will be held on Tuesday and Thursday evenings and on Saturdays through June 2020. The Pre-Employment Police Basic Training Program is open to New York State residents interested in pursuing employment in a police department in the State. Women and minorities are encouraged to apply.

This is a unique opportunity for those persons interested in entering the law enforcement field and is the result of several years of planning by the DCJS. This program is designed to allow the cadet to continue his or her current employment or other responsibilities with limited intrusion.

Those interested in more information may contact the Center for Adult and Continuing Education at (315) 655-7288.

**About the Program**

The program, operated through Cazenovia College's Center for Adult and Continuing Education, is designed for current civilian or non-sworn New York State residents who are interested in entering the law enforcement field as police officers in New York State. Although the program does not guarantee employment, every standard required by a full-time basic police academy applies, including physical fitness, attendance, and academics.

Cazenovia College provides professional instructors from both the police community and the College in order to facilitate the appropriate learning environment and meet the rigid standards of the DCJS.

Upon successful completion of the program, graduates receive a transcript and a certificate indicating completion of Phase I of Pre-Employment Police Basic Training. The certificate gives graduates two years to secure employment in a police department and complete the Phase II portion of the training before being awarded a full Basic School Certificate from DCJS.

Only sworn police officers may attend the second phase of training. During Phase II training, police officers must be trained in the three remaining units of the Basic Course for Police Officers, including, but not limited to: Counter-Terrorism for Recruit Police Officers; Firearms Training; and Supervised Field Training Review and Orientation. In addition, each police officer must be presented Impact Device Training and Testing for at least eight hours. Cazenovia College does not currently offer Phase II training.

### **The Concept**

Pre-Employment Police Basic Training is not a new concept. Several years ago many small police departments throughout New York State petitioned the DCJS and the Governor's Office for help in alleviating the costs of training police officers throughout the state.

Pre-Employment Police Basic Training relieves law enforcement agencies of the burden and expense of providing Phase I training, but all aspects of regular academy training are essentially the same, except that the cadet is not a sworn police officer and enters the program as a civilian.

### **College Credit Option**

Students enrolled in the Pre-Employment Police Basic Training program may choose to participate in the College Credit Option. The College Credit Option allows students who satisfactorily complete the Pre-Employment Police Basic Training program to earn 18 undergraduate college credits and a Certificate in Law Enforcement in addition to the Phase I certificate. No additional fees are required. Enrollment must be completed with the academy application.

### **Law Enforcement Certificate**

Students who successfully complete the Pre-Employment Police Basic Training program and enroll in the College Credit Option will earn credit for the following courses:

- CJ 151 Introduction to Criminal Justice Functions and Processes (3 credits)
- CJ 252 Crime Scene Investigation (3 credits)
- CJ 253 Criminal Law and Procedure (3 credits)
- CJ 298 Criminal Justice Internship I (6 credits)
- CJ 354 Policing in America (3 credits)

### **Cadet Entrance Requirements**

Civilians or sworn police officers may attend this Phase I training. Cadets must:

1. Be citizens or lawfully residing residents of the United States of America.
2. Not have been convicted of a felony.
3. Possess either a high school diploma or a General Education Diploma (GED).

There are no minimum or maximum age requirements for cadets. However, it should be noted that pursuant to §58 of the Civil Service Law, a candidate seeking permanent appointment to a police officer title must be **twenty years of age** as of the date of appointment, and not more than thirty-five years of age as of the date when the applicant takes the written examination.

Time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday.

**Standards for Successful Completion**

In order for a cadet to receive a Phase I certificate of completion, certain physical and classroom standards **MUST BE MET BEFORE THE END OF THE TRAINING.**

Physical Standards

The following 50<sup>th</sup> percentile Cooper standards are required:

<b>Age/Sex</b>	<b>Sit-Ups (1 Min)</b>	<b>Push-Ups</b>	<b>1.5 Mile Run</b>
<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 strongly recommended that each cadet be as close as possible to these standards before enrolling in the program.

Classroom and Academic Standards

Cadets must meet the minimum passing scores for all exams (generally 75%, though some may require a passing score of 100%) and meet the minimum proficiency standards in all applicable areas (defensive tactics, etc.).

**Academy Training Hours**

The Academy meets every Tuesday, Thursday, and Saturday. Academy hours on Tuesday and Thursdays are 5 p.m. to 10:15 p.m. Academy hours on Saturdays are 7 a.m. to 5 p.m. These times include physical training. There may be days when Academy hours are extended.

A few blocks of instruction require cadets to attend classes either several days in a row or several full daytime sessions in addition to the regularly scheduled classes. Some of these training sessions may be off-site, which will require the cadet to have his or her own transportation. It is mandatory for the cadets to attend all sessions.

## Program Tuition and Fees

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

The tuition and fees for this program are listed above. 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**.

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.

### 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.

### Refunds

A pro-rated refund of tuition will be allowed through October 11, 2019. 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.

### **Conditions of this Training Program**

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. Through this notice, the school is advising the student of these conditions as required 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).

### **Steps for Admission**

Cazenovia College will accept 30 cadets into the 2019-2020 Pre-Employment Police Basic Training program. Applications will be accepted March 1, 2019 through September 13, 2019. If maximum capacity is reached before the start of the program, we will continue to accept applications for a waitlist. Below are the steps for admission:

1. Print the *Application* or call the Center for Adult and Continuing Education to have it mailed to you. The first page is a checklist of all items required.
2. Submit all items listed on the checklist by mail or in person. The address is listed on page one of the application.
3. Final acceptance of each cadet is dependent upon an interview with the Director of the Police Academy. Once your full application has been received, the Center for Adult and Continuing Education will contact you to set up an appointment for an interview.
4. If approved by the Director, acceptance is finalized upon receipt of a \$500 non-refundable tuition deposit.