



Harrisburg Area Community College  
Senator Jeffrey E. Piccola Law Enforcement Training Complex

## **HACC – Police Academy Publication (the “PAP”)**

for the  
**124<sup>th</sup> Full-time and 25<sup>th</sup> Part-time Academies**

# **PROFESSIONALS TRAIN HERE!**

If you have decided to attend our Academy, we absolutely believe you have made a great decision...the right decision!

Many departments choose the HACC Municipal Police Academy program to train their new hires, who are called “in-service cadets.” We are proud to serve these departments by training their future officers!

Additionally, people who are seeking an edge in securing employment as a police officer, by completing their Academy training first, seek us out due to our outstanding reputation. We produce a highly trained individual—who is immediately ready for employment! These are our “pre-service cadets.”

So, whether you are in-service or pre-service, we stand ready to serve you!

Please continue on, and read about our program.

Thank you!

## **The Harrisburg Area Community College (HACC) Municipal Police Academy (919-hours)**

We consider our Academy to be our “flagship” training. As the need for education and training of municipal police officers increases, the Piccola Law Enforcement Complex (PLEC), at the HACC, continues to meet this need as a certified law enforcement training center under the Municipal Police Officers’ Education and Training Commission (MPOETC) ACT 120.

The HACC offers a **full-time** and **part-time** Municipal Police Academy. The full-time Academy occurs over a 25 to 27-week period and is held twice a year. The part-time Academy is a yearlong program, held within the same calendar year.

The course of instruction for both the full-time and part-time Academies, consists of all major phases of police service, including a significant component of physical fitness, defensive tactics and situational training. All curricula conforms to the MPOETC standards, with a majority of it designed by the MPOETC.

Our Academy is located at the HACC Harrisburg Campus—1 HACC Dr. Harrisburg, PA 17110; and more specifically—Gate 4 off of Industrial Rd where you will use the first parking lot on your right. After parking, you would use the wide concrete sidewalk directly across from this parking lot, which leads to the front door of the PLEC/Academy.



### **READ THIS ENTIRE DOCUMENT – BEFORE YOU DO ANYTHING**



You must read this entire document. The Police Academy Publication (PAP) was designed to provide you with essential information about our Academy operations. We have found that many questions that are commonly asked, have been clearly covered in information that the person has already received—so, take the time to read and understand the PAP. Make notes as you read it, write down any questions you may have and think about concerns that you have that may not have been covered...Why? The Academy will be holding three (3) Zoom sessions for you to attend, so you may ask these questions. We look forward to “seeing” you at one of our Zoom Information Sessions!

### **Zoom Information Sessions**

We want you (especially the pre-service applicant) to attend a Zoom Information Session. We will highlight topics that are contained in the PAP and cover a few other things; such as, what MPOETC is, the “Four Major Considerations” you must think about before you apply, the Academy Physical Fitness Test, the application process, the Oral Board and many other things. It will be a very open format.

Dates for our Zoom Information Sessions are: Tuesday, July 11<sup>th</sup> at 10 a.m.; Wednesday, July 19<sup>th</sup> at 7 p.m. and Saturday, July 22<sup>nd</sup> at 9 a.m.

**You must email us at [policetrng@hacc.edu](mailto:policetrng@hacc.edu) indicating what session you want to be in. We will put you on the roster for that day and send you the Zoom link for that session.**

## **THE IMPORTANT DATES YOU MUST KNOW FOR THIS APPLICATION PROCESS**

### **Tuesday, July 11<sup>th</sup>**

10 am – 1<sup>ST</sup> Zoom Information Session (pre-service or in-service welcome)

### **Wednesday, July 19<sup>th</sup>**

7 pm – 2<sup>nd</sup> Zoom Information Session (pre-service or in-service welcome)

### **Saturday, July 22<sup>nd</sup>**

9 am – Final Zoom Information Session (pre-service or in-service welcome)

### **Monday, July 24<sup>th</sup>** (EXTREMELY IMPORTANT DATE FOR PART-TIME ACADEMY HOPEFULS)

**ATTENTION: Those interested in the part-time Academy MUST make their wishes known by this date!** The Academy will evaluate enrollment numbers for the part-time Academy, on this date. We must have twelve (12) persons interested at this point. Notifications will be sent out with our decision to those who inquired.

### **Monday, July 31<sup>st</sup>**

The Academy will start taking requests for (pre-service) application packets to be sent out. The application packets will include all documents for application AND links for scheduling the Physical Fitness Standard Test.

(Note: Police Departments may make inquires to the Academy at any time about sending in-service cadets to the Academy.)

### **Saturday, September 9<sup>th</sup>**

8:30 am – 1<sup>st</sup> Physical Fitness Standard Test, for initial tests (pre-service and in-service)

### **Saturday, September 23<sup>rd</sup>**

8:30 am – 2<sup>nd</sup> Physical Fitness Standard Test, for initial and re-tests (pre-service and in-service)

### **Saturday, October 14<sup>th</sup>**

8:30 am – 3<sup>rd</sup> Physical Fitness Standard Test, for initial and re-tests (pre-service and in-service)

### **Saturday, October 28<sup>th</sup>**

8:30 am – 4<sup>th</sup> Physical Fitness Standard Test, for initial and re-tests (pre-service and in-service)

### **Saturday, November 11<sup>th</sup>**

8:30 am – 5<sup>th</sup> & final Physical Fitness Standard Test, for pre-service re-tests AND department's in-service applicants initial and re-tests

## **FRIDAY, DECEMBER 1<sup>ST</sup>**

**ALL APPLICATION PAPERWORK MUST BE IN BY MIDNIGHT!** (pre-service and in-service)

## **Monday thru Wednesday, December 4<sup>th</sup> – 6<sup>th</sup>** (SPECIAL ATTENTION POLICE DEPARTMENTS)

7am to 1pm – IN-SERVICE cadets – uniform fittings, at the Academy (no appointment needed)

## **Thursday and Friday, December 7<sup>th</sup> and 8<sup>th</sup>** (SPECIAL ATTENTION PRE-SERVICE)

PRE-SERVICE cadets – ORAL INTERVIEWS and uniform fittings, at the Academy (times to be announced)

## **Saturday, December 16<sup>th</sup>**

**9 AM TO 12 PM – ORIENTATION FOR ALL CADETS – MANDATORY**, at the Academy

## **Monday, January 8, 2024**

8 am – First day of the 124<sup>th</sup> Full-Time Police Academy

## **Wednesday, January 10, 2024**

(time TBA) First day of the 25<sup>th</sup> Part-Time Academy (if enrollment numbers obtained)

## **TYPES OF CADETS WHO MAY ATTEND THE ACADEMY**

**“In-Service Cadet”** – Applicants who have been hired by an agency – All municipal officers and county detectives must complete the basic training program (the Academy) prior to performing any police-related duties, within their department.

**“Pre-Service Cadet”** – Applicants not yet hired by an agency – A number of pre-service recruits may attend the HACC Police Academy on a space-available basis. Successful completion of the application process does not guarantee admission.

## **FULL-TIME AND PART-TIME ACADEMY INFORMATION**

We conduct two (2) full-time police academies each year. Our full-time academies run from January until late June/early July, and July until December. These academies generally run 25 to 27 weeks. The length could change due to class size, instructor availability issues and weather concerns—to name a few variables.

We conduct one (1) part-time academy each year. Our part-time academy runs January until December. **IMPORTANT NOTE:** *We have a minimum enrollment requirement of twelve (12) cadets to run this program. If you are interested in the part-time format, you must indicate this immediately, as decisions on adequate enrollment are made in late July each year, for the upcoming part-time Academy; which would start in January.*

Academy schedules—dates and times—are subject to change.

## **MUNICIPAL POLICE ACADEMY CURRICULUM (919 HOURS)**

### MODULE 1

Volume 1 – Introduction to the Academy  
Volume 2 – Introduction to Law Enforcement in PA  
Volume 3 – Laws and Criminal Procedures

### MODULE 2

Volume 4 – Juveniles  
Volume 5 – Human Relations  
Volume 6 – Responding to Special Needs  
Volume 7 – Homeland Security  
Volume 8 – Vehicle Code Enforcement  
Volume 9 – Crash Investigation

### MODULE 3

Volume 10 – Patrol Procedures and Operations

### MODULE 3 (Cont'd)

Volume 11 – Criminal Investigations  
Volume 12 – Drug Law Enforcement  
Volume 13 – Case Preparation

### MODULE 4

Volume 14 – Operation of Patrol Vehicles  
Volume 15 – Physical and Emotional Readiness  
Volume 16 – Control Tactics  
Volume 17 – Firearms  
Volume 18 – Emergency Response Training

### MODULE 5

Volume 20 – Scenarios and Practical Exercises

Curriculum and topic outlines are subject to change.

## **ACADEMY INSTRUCTORS**

Our Academy instructors are dedicated law enforcement professionals who possess considerable academic and practical experience. In fact, approximately 90 percent of the instructors have served—or are serving—in law enforcement positions. We are very proud that our instructors are considered Subject Matter Experts (SMEs) in the material they instruct, which means your instructors will possess “hands-on” experience with the topics they cover!

## **POLICE DEPARTMENTS/AGENCIES RESERVING AN ACADEMY POSITION (IN-SERVICE CADET)**

Police departments may reserve a position/s for the Academy, for their in-service applicants by emailing Chief McCoy at [camccoy@hacc.edu](mailto:camccoy@hacc.edu) (**EMAIL PREFERRED**) or by calling 717-780-2559. As our Academy is in high demand, and we suggest that departments who desire to send their applicant to our Academy, notify us as-soon-as-possible.

Our Academy staff will work closely with department representatives to ensure physical fitness testing and enrollment goes smoothly. Application time deadlines, for in-service cadets may be flexible, depending on each department’s individual needs.

If after reserving a position, a department decides to withdraw an applicant—we must be notified immediately so we may open up that opportunity for others...thank you!

## **INDIVIDUALS RESERVING AN ACADEMY POSITION (PRE-SERVICE CADET)**

A pre-service applicant is someone who IS NOT hired by a police department. They must complete all pre-service applications and requirements, to be accepted into the Academy. Official confirmation requirements and additional information will be provided, once the pre-service applicant has indicated they want to make application to the Academy.

### **IN-SERVICE CADET APPLICATION/ADMISSION REQUIREMENTS**

**In-service applicants MUST successfully complete a MPOETC Physical Fitness Standard Test (PT Test) administered by our Academy instructors.** This testing is conducted at the Academy. Departments will be provided with dates for this testing well in advance, so they may easily schedule their applicant. The applicant must have a minimum score that is in the 30<sup>th</sup> percentile, as prescribed by the MPOETC. *Please see the last page of this document for the MPOETC Physical Fitness Assessment Standards.*

**Before attending the PT Test**, the applicant/department MUST send the Academy the required MPOETC Physical Examination form (*MPO-210 Physical Examination*). This examination must be administered by a licensed physician, physician's assistant, or certified nurse practitioner who is licensed in Pennsylvania—and must have verified that the applicant is able to participate in the MPOETC PT Test and that rigorous physical training is not prohibited. This MPOETC Physical Examination form must be completed and dated within six (6) months of the start date of the academy that the applicant will attend. Along with the MPOETC Physical Examination form, the **applicant must have had a 5 Panel Drug Test completed, which notes the results on an official lab form.** The 5 Panel Drug Test checks for the following substances: Marijuana/Cannabis (THC), Cocaine (COC), Phencyclidine (PCP), Amphetamines (AMP) and Opiates (OPI). *The Academy often receives different drug tests that are not the 5 Panel, they will be rejected. We stress that the applicant ask specifically for the 5 Panel, from the provider they go to.*

When the applicant is taking the PT Test, the instructors will inform the applicant immediately if they do not pass a requirement. We strongly encourage the applicant to continue with the entire test so they may experience the other events and understand the other requirements, for the full PT Test.

The fee for the PT Test is \$30. Departments will be billed directly via a Permission to Bill, which will be provided to the department. The Academy must have received the completed Permission to Bill before their applicant may attend the PT Test.

**Departments are strongly encouraged to schedule their applicant's PT Test with the Academy, on the earliest date possible.** This will allow for re-tests, if needed—on a future PT Test date. Dates/times will be provided upon request, if a re-test is required. A re-test will require another Permission to Bill (unless the department requires the applicant to pay—directions will be provided if this occurs) and \$30 fee. We do not limit re-test attempts.

Departments must complete an Act 57 application in the MPOETC TACS (Training and Certification System) system online. The department must then complete the Basic Act 120 application in the MPOETC TACS system. (*MPOETC no longer accepts paper applications.*)

All documents MUST be uploaded (to the MPOETC) by the department during the application process for each applicant. An approval email will be generated by the MPOETC and sent to both the department and to the Academy.

A SPECIAL NOTE ABOUT THE IN-SERVICE APPLICANT'S PSYCHOLOGICAL EXAMINATION – (form MPO-212 Psychological Examination): The Academy strongly suggests departments send their applicant to Dr. Louis Laguna at Public Safety Assessments, LLC; 44 E. Main St.; Annville PA 17003 - Tel: 717-319-2607, Email: [Lagunapsych@gmail.com](mailto:Lagunapsych@gmail.com), Website: [www.papolicepsych.com](http://www.papolicepsych.com). Dr. Laguna is intimately familiar with the application process and has worked closely for many years with the Academy, during the on-boarding of applicants. He can administer ALL of the psychological testing required; to include, the Nelson-Denny Reading Test, at his office.

The documents the Academy must have successfully completed, and on file at the Academy, for an in-service cadet, are currently:

- Permission to Bill for the PT Test,
- MPOETC Physical Examination Form,
- 5 Panel Drug Test,
- Psychological Examination with clinical interview,
- Nelson-Denny Reading Test,
- HACC Police Academy Application Form—four (4) pages and
- Permission to Bill for the Academy tuition.

If any questions would arise during the application process, we stand ready to assist!

### **PRE-SERVICE ADMISSION REQUIREMENTS**

The Academy prides itself with how closely we work with pre-service applicants. We know that this is likely the first time you have worked with law enforcement professionals, and we will guide you through the application process as needed. We want you, the pre-service applicant, to train with us!

Note: Generally, you must be a minimum of twenty-one (21) years of age at the conclusion of the Academy session, and preferably by the start of the Firearms Instruction. However, exceptions may be made on a case-by-case basis. The Academy Director, along with



Academy staff, will make this determination and **the Academy Director's decision will be final.**

The pre-service application process can most easily be understood when it is broken down in steps, so here we go...

### STEP 1: EMAILING THE ACADEMY, INDICATING YOU WANT TO APPLY – ATTEND A ZOOM INFORMATION SESSION

You will have read this document and hopefully attended one of the Zoom Information Sessions. When you decide you want to apply, you will email the Academy at [policetrng@hacc.edu](mailto:policetrng@hacc.edu), and tell us you want to move forward with the application process. You will be sent an email with instructions, containing the link for you to apply.

### STEP 2 and 3: SCHEDULING AND ATTENDING THE PT TEST **AND** OBTAINING THE MPOETC PHYSICAL EXAM, TO INCLUDE THE 5 PANEL DRUG TEST

The link provided to you in Step 1, will allow you to schedule your PT Test on the date of your choice and obtain the complete application packet/paperwork. The \$60 fee covers both of these.

**Pre-service applicants MUST successfully complete a MPOETC Physical Fitness Standard Test (PT Test) administered by our Academy instructors.** This testing is conducted at the Academy. The applicant must have a minimum score that is in the 30<sup>th</sup> percentile, as prescribed by the MPOETC. *Please see the last page of this document for the MPOETC Physical Fitness Assessment Standards.*

**Attention – before attending the PT Test**, the applicant MUST send the Academy the required MPOETC Physical Examination form (*MPO-210 Physical Examination*). This examination must be administered by a licensed physician, physician's assistant, or certified nurse practitioner who is licensed in Pennsylvania—and must have verified that the applicant is able to participate in the MPOETC PT Test and that rigorous physical training is not prohibited. This MPOETC Physical Examination form must be completed and dated within six (6) months of the start date of the academy that the applicant will attend. Along with the MPOETC Physical Examination form, the **applicant must have had a 5 Panel Drug Test completed, which notes the results on an official lab form.** The 5 Panel Drug Test checks for the following substances: Marijuana/Cannabis (THC), Cocaine (COC), Phencyclidine (PCP), Amphetamines (AMP) and Opiates (OPI). *The Academy often receives different drug tests that are not the 5 Panel, they will be rejected. We stress that the applicant ask specifically for the 5 Panel, from the provider they go to.*

When you are taking the PT Test, the instructors will inform you immediately if you do not pass a requirement. We strongly encourage you to continue with the entire test so you may experience the other events and understand the other requirements, for the full PT Test.



#### STEP 4: IF YOU DO NOT PASS THE PT TEST

If you are not successful on your PT Test, you may re-test. The fee for re-tests is \$30. You will be notified by the Academy that we are aware you did not pass and provide you with instructions on how to schedule a re-test. We do not limit re-test attempts.

#### STEP 5: GET BUSY ON THE PAPERWORK REQUIRED FOR APPLICATION!

All of the following paperwork **MUST** be dated within six (6) months of the Academy start date that you will be attending. **NO EXCEPTIONS!**

All Academy application paperwork must be scanned and sent in via email to the prescribed email address – **NO PHOTOGRAPHS, they will be rejected!**

Remember the due date!

Academy Application Paperwork required:

- A HACC Police Academy Application Form (4 pages) with ALL information completed
- Four (4) Reference Letters
  - Two (2) signed letters of reference from non-relatives
  - Two (2) signed letters of reference from former employers
    - In the event you do not have two (2) former employers, you may use a personal, non-relative reference for each employer that you may lack
- Download/print the Academy General Orders (GOs) – special attention to the last page—"General Orders Cadet Sign-off"
  - Download/print the GOs, which you will be required to bring to Academy orientation if you are selected to attend
  - Sign the last page—the "General Orders Cadet Sign-off" and bring it to orientation if you are selected to attend. This will indicate that you have read, understand and agree to abide by the GOs. Your signature is required for admission into the Academy.
- Obtain a letter from the Chief of Police, in the jurisdiction in which you reside, is required (a local records check). The letter is to be addressed to the Director of Law Enforcement, Sen. Jeffrey E. Piccola Law Enforcement Complex, and can be emailed to [camccoy@hacc.edu](mailto:camccoy@hacc.edu).

The Chief's letter should include the following:

- A statement indicating the Chief is unaware of any arrest record for the applicant, which would preclude him/her from being employed as a Police Officer.
- Provide any additional information the Chief deems relevant for the applicant's admission to the Police Academy.
- NOTE: If you live in an area covered by state police, please seek a letter from the barracks that covers your area. The letter should indicate the same things—mentioned above.
- Obtain a criminal history check through the Pennsylvania State Police. For online application, for the Criminal History Report (CHRI) go to: <https://epatch.state.pa.us/Home.jsp>
  - Please list yourself as the requestor. You must submit the actual results, NOT the receipt.
  - **A “New Volunteer Record Check” will NOT be accepted.**
  - Send the results to the Academy.
- Obtain an FBI Criminal History Check (follow these instructions!):
  - Use this link: <https://www.fbi.gov/services/cjis/identity-history-summary-checks> - this will bring you to the “Identity History Summary Checks (Rap Sheets)” page – follow the next steps!
  - **Scroll down to “Online”** – this will be the second blue banner on the page, and click on the link – “edo.cjis.gov”, this will take you to “IdHSC Identity History Summary Checks”
  - Scroll down to a blue box (on the right side of screen) that reads “Enter your e-mail address to get started!” – put your email address in this box and *submit*
  - In approximately 24 hours, you will receive an email that contains a link for a website, and a code (WRITE THIS CODE DOWN—YOU WILL NEED IT LATER). Go to the website and enter the code. The website will walk you through entering your information and where to go for an electronic hand scan. Once all of your information has been entered, and you choose the location for your hand scan (an example: the US Post office in Harrisburg, PA); the location/post office will send you an email. You will then register with the location/post office via that email for an appointment

- You will go to the location/post office that you chose at the appointment date/time and complete the hand scan
- In a short period of time, you will receive an email from the FBI indicating that your results are in, and how to view them
- You will go to the website and enter your original code and download the PDF document (your results)
- You will email these results to the Academy, and you are done!
- Obtain a copy of your complete 10-year driving record from the Pennsylvania Department of Transportation.
  - For self-serve/online application go to: [www.dmv.state.pa.us](http://www.dmv.state.pa.us)
  - License Messenger Services are also authorized to conduct this check.
- Dr. Louis Laguna – Obtain a Psychological Examination MMPI (Minnesota Multiphasic Personality Inventory) with a Clinical Interview AND the Nelson-Denny Reading Test
  - You must complete these three things with Dr. Louis Laguna and you will tell him that they are for admission into the HACC Police Academy. His contact information is:
 

Dr. Louis Laguna  
Public Safety Assessments, LLC  
44 E. Main St.  
Annville PA 17003  
Tel: 717-319-2607  
Email: [Lagunapsych@gmail.com](mailto:Lagunapsych@gmail.com)  
Website: [www.papolicepsych.com](http://www.papolicepsych.com)
  - Dr. Laguna will forward your three items directly to the Academy
- Copy of your graduation certificate from high school or the successful completion of a G.E.D. (General Educational Development)
  - Copy of your high school transcript, if you possess one
  - These documents do not have to be officially certified, they can be photocopies

- Submit a copy of military discharge (DD214) or guard/reserve term of completion document (DD256), if applicable.
  - These documents do not have to be officially certified, they can be photocopies
- Submit transcripts from all colleges, technical schools or other schools attended by the applicant
  - These documents do not have to be officially certified, they can be photocopies.

## STEP 6: THE ORAL INTERVIEW

At this point, you will have successfully completed the PT Test and submitted ALL required paperwork.

The Academy will schedule you for your in-person Oral Interview approximately four (4) weeks prior to the Academy's start date. **The date/time given cannot be changed—you must make arrangements so that you may attend!**

- YOU MUST SHOW PROOF OF U.S. CITIZENSHIP when you report for your Oral Interview—Academy staff will examine your documents
  - The ONLY documents that will be accepted to prove citizenship are:
    - A driver's license and Social Security Card, OR
    - A valid driver's license and certified birth certificate, OR
    - A valid U.S. Passport
  - GREEN CARDS ARE NOT ACCEPTABLE!
- The Academy will have selected three (3) members of the law enforcement community who will comprise the panel that will conduct the Oral Interview. The MPOETC School Director and Director of Law Enforcement Training may participate also.
- The panel's scores will be averaged together and then presented to the MPOETC School Director and Director of Law Enforcement Training, who will make admission decisions. Their decision is final.
- You will receive an email and/or phone call from the Academy advising you of the decision on your admission. You should then notify any employer, etc.; if need be.

## **TUITION AND OTHER COSTS**

Tuition is currently \$5,750.00\* for the full-time or part-time Academy. Tuition covers the classroom instruction, books, handout duplication and ammunition. A cadet is furnished with a notebook and notepaper sufficient for the first several days of class. Office products after that are the cadet's responsibility.

Tuition must be paid IN FULL at the start of the academy; unless:

- A department/agency is being billed for their in-service cadet
- If a pre-service cadet has properly applied for, and are anticipating funds, from financial aid, non-credit scholarship or veterans' benefits – tuition must be paid IN FULL by graduation date. If tuition IS NOT paid, the certificate of completion and grade sheet will not be issued.

Make-up instruction rate is \$45.00/hour\*. The Academy program is 919-hours in length, and while we understand that there are unavoidable situations that may arise, all missed hours must be made up at your expense.

NOTE ON MISSING/BEING ABSENT FROM THE ACADEMY – IF YOU HAVE ANY PERSONAL APPOINTMENTS SCHEDULED FOR THE TIME YOU WOULD BE IN THE ACADEMY – IF AT ALL POSSIBLE, CHANGE THEM NOW! DO NOT SCHEDULE ANYTHING FOR THE TIME YOU WILL BE IN THE ACADEMY THAT IS NOT 100% MEDICALLY NECESSARY. WE CAN NOT EMPHASIZE HOW IMPORTANT IT IS FOR YOU TO “CLEAR” YOUR ENTIRE SCHEDULE FOR YOUR ACADEMY ATTENDANCE.

There will be uniform costs for the Academy. The required uniform items are listed in the General Orders (GO). There are several items that must be purchased through our Academy Vendor—as noted in the GOs—at a cost of approximately \$230.00. Other items must be purchased also, but costs will vary depending on what the cadet/department chooses to purchase.

MPOETC State Certification Exam: the fee is \$100.00 for pre-service cadets. If you would fail the exam on your first attempt, you would be allowed two (2) re-tests without further costs. In-service cadets do not pay this fee.

\*These amounts are subject to change, but would not change after the Academy session begins.

## **GRADUATING FROM THE ACADEMY** (STATE CERTIFICATION REQUIREMENTS)

The certificate awarded to Academy graduates is not one of attendance, but of successful completion. There are five (5) modules to the Academy program.

The MPOETC requires an average score of at least 80% in each of the modules 1 through 4. If a cadet fails to maintain an 80% average in a module at its conclusion, they will be

dismissed. Volume 5 is pass/fail with a required checklist, and one “fail” will cause a cadet to be dismissed. Dismissal for academic issues would allow the cadet to return to a later Academy—specific details would be outlined at the time this would occur.

There is a total of twenty-six (26) tests throughout the program. Module 1 has seven (7) tests; Module 2 has seven (7) tests; Module 3 has seven (7) tests; and Module 4 has five (5) tests. There are also tests given from the American Red Cross in Volume 18 for First Aid/CPR/AED, as well as a written exam for SFST Certification in Volume 8. These must be passed with a minimum score of 80%. The “Pass/Fail” portions are: Volume 14 (Driving); Volume 15 (PT); Volume 16 (Control Tactics) and Volume 17 (Firearms).

### **CERTIFICATION** (The MPOETC Certification Exam)

In-service academy graduates will be eligible for certification by the MPOETC upon successful completion of the course and a passing score on the MPOETC Certification Exam.

Pre-service academy graduates may take the MPOETC Certification Exam upon successful completion of the program, at the same time as the in-service graduates. The fee is \$100 per candidate. There is an online application that must be completed and approved by MPOETC. However, certification will not be granted until employment is secured with a police department and that department completes an application for a Waiver of Training in TACS for the pre-service graduate. Once this is done, the MPOETC will activate your MPT# (Municipal Police Training Number).

### **HACC MUNICIPAL POLICE ACADEMY'S WITHDRAWAL AND TUITION REFUND POLICY**

**NO REFUND will be issued for an in-service or pre-service cadet, who is dismissed, or leaves the Academy, because of misconduct or a violation of the General Orders**

Fees and costs are not refundable to a student who ceases to attend classes without first notifying the HACC MPOETC Director of the Police Academy.

A cadet finding it necessary to withdraw from the academy for legitimate reasons shall receive refunds as outlined below:

- Until the end of the third full week of class – 100-percent tuition refund.
- After the third week of class, cadets will be charged an hourly rate for their attendance up to the point of withdrawal or dismissal, per the following: Cadets in the full-time and part-time Academy at 919 hours will be charged \$7.00\* per hour, in full-hour increments.

\*This amount is subject to change.

## **GENERAL MISCELLANEOUS INFORMATION**

All fees and charges are non-refundable, unless otherwise noted.

The department (for the in-service applicant) and the pre-service applicant are solely responsible for complying with deadlines for submission of application material. Failure to meet deadlines could result in non-admission.

Pre-service applicants are accepted into the Academy on a space-available basis. Successfully completing the admission requirements does not guarantee pre-service applicants' admission into the Academy.

The Academy discourages pre-service cadets in the full-time Academy from holding employment while attending the Academy. The full-time Academy is primarily scheduled Monday through Friday; however, it involves some evenings, some Saturdays and possibly some Sundays.

The part-time Academy is primarily Tuesday, Wednesday and Thursday evenings 6:00 pm to 10:00 pm; and Saturdays 7:00 am to 5:00 pm. Additional evenings and/or days, may be scheduled in order to accommodate completion of the required hours for the Academy program.

The College will assign a HACC ID number as your student identification for record keeping, identification and billing purposes.

All applicants, whether in-service or pre-service, must comply with all MPOETC regulations and application procedures; and all Academy General Orders.

*INFORMATION CONTAINED WITHIN THIS DOCUMENT, HAS BEEN DRAWN FROM MANY  
DIFFERENT SOURCES, AND IS ASSUMED ACCURATE AT PUBLICATION.*

*IF YOU FIND ANY ISSUES WITH THE INFORMATION CONTAINED WITHIN,  
PLEASE NOTIFY US IMMEDIATELY.*

*THANK YOU!*