

## **123<sup>rd</sup> Police Academy – PRE-SERVICE TRAINEES BASIC TRAINING PROGRAM**

Pre-service means you have not been hired by an agency. In-service applicants have been hired by an agency.

NOTE: The number of pre-service recruits that may attend the academy is on a space-available basis, as in-service applicants have priority. Even though an applicant successfully completes the entire application process, as a pre-service applicant, it does not guarantee admittance.

The enabling legislation for the Municipal Police Officers' Education and Training Commission, known as MPOETC, is called "Act 120.

The Municipal Police Officers' Education & Training Commission, which consists of 20 members appointed by the Governor, was established in 1974 to establish certification and training standards for Municipal Police Officers in the Commonwealth of Pennsylvania. The Commission staff, which consists of employees of the Pennsylvania State Police, also oversees training and certification of Lethal Weapons Agents (Act 235), the certification of schools and instructors for both programs, and the retired law enforcement identification program (Act 79). (MPOETC website)

### **FOUR (4) MAJOR THINGS TO CONSIDER/KNOW BEFORE YOU GO FURTHER**

**#1 – NOTE – U.S. Citizenship is Required – ACCEPTABLE DOCUMENTS FOR PROOF OF CITIZENSHIP ARE:**

- **Driver's License and Social Security Card...OR**
- **Driver's License and Certified Birth Certificate...OR**
- **Valid US Passport**

**("Green Cards" are NOT acceptable)**

**DO NOT EMAIL YOUR CITIZENSHIP ITEMS – YOU must bring them to your oral board interview where a staff member will view the documents**

**#2 – You MUST have a valid driver's license to apply to AND to remain in the program.**

**#3 – Be a minimum of twenty-one (21) years of age prior to the start of the firearms training.**

**#4 – The program is 919 hours long, which is approximately 26 weeks long. YOU MUST attend every single hour of training. We will NOT give you permission to be away from the program for an extended period of time. If you know of anything that will remove you from the program for an extended period of time, you should re-consider attending now and schedule for another academy session.**

### **APPLICATION INFORMATION**

A \$50.00 fee must be paid in order to apply (\$25 for the application fee and \$25 for the fitness test fee). Once we are notified that you have paid this, you will be emailed the application packet.

You should print out the entire application/packet and begin working on it immediately. As you complete items, you should email them to the Director immediately.

You will be required to submit the MPOETC Physical Examination form (including a 5-panel drug test) in which your examining physician verifies YOU are able to participate in the MPOETC Fitness Standard Test and that rigorous physical training is not prohibited. The form must be submitted PRIOR to test date—no exceptions! It must be dated within six (6) months of the start date of the Academy you are planning to attend.

When you report for the Fitness Test, you should be attired in gym clothing, to include good quality running shoes; and have water with you.

You MUST obtain qualifying scores on the MPOETC Fitness Standard Test. This test consists of: one-minute sit-ups, 300-meter timed run, one-minute push-ups, and a 1.5-mile timed run—again, pay attention to the MPOETC Fitness Chart that you were emailed.

In the event you do NOT obtain a qualifying score on the MPOETC Fitness Test, **one (1) re-test will be permitted** and another fee of \$25.00 must be paid. All fees charged are non-refundable.

**It is HIGHLY recommended that you come to the earliest Fitness Test that you can, in case you must re-test.**

A successful fitness test is valid for 6 months. After 6 months, a NEW physical exam and Fitness test are required.

The Fitness Testing dates are on Saturdays, **0800hrs/8 am**, at the Piccola Law Enforcement Complex, which is off Industrial Road—Gate 4. The dates are:

- April 15
- April 29
- May 13
- May 20
- June 3
- June 17
- **June 24 – RE-TESTS ONLY !**

**NOTE – You must report 30 mins early** on the scheduled testing day – pre-registration is REQUIRED...AND our testing starts at 0800hrs/8 am sharp. You WILL NOT be admitted to that days testing once it starts.

**NOTE – We do recommend you attend the earliest Fitness Testing date you can;** because, if you need to re-test and you fail the re-test, you do not want to have spent money you didn't have to regarding the application process.

You must attain a qualifying score on the Nelson-Denny Reading Test, which evaluates reading comprehension and vocabulary. Currently, you must be rated at a ninth (9<sup>th</sup>) grade level. This test will be conducted by Dr. Lou Laguna, along with your psychological examination (see below for more information). You are responsible for scheduling with, and payment to, Dr. Laguna. One (1) Nelson-Denny re-test is permitted if you fail, at an additional cost.

Submit results of a 5-panel drug screen (on an official lab form, which notes the laboratory), this MUST be done—along with your physical—before you report for a Fitness Test.

A letter from the Chief of Police in the jurisdiction in which you reside (to include Pennsylvania State Police) is required. This is NOT a letter of recommendation. The letter is to be addressed to:

MPOETC School Director  
Harrisburg Area Community College  
1 HACC Drive  
Piccola Law Enforcement Complex – 106  
Harrisburg, PA 17110-2999

This letter should include the following:

- a. 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.
- b. Provide additional information the Chief deems relevant for the applicant's admission to the Police Academy.
- c. THIS LETTER CAN BE EMAILED TO THE DIRECTOR

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. This must be dated within 6 months of the start date of the Academy that you plan to attend. **NOTE: A VOLUNTEER check will NOT be accepted.**

Obtain an FBI Criminal History Check: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Recommended instructions will be provided in your application packet.

Obtain a copy of your **complete 10-year driving record** from the PENNSYLVANIA DEPARTMENT OF TRANSPORTATION. License Messenger Services are also authorized to conduct this check. For ONLINE application go to: [www.dmv.pa.gov](http://www.dmv.pa.gov) This must be dated within 6 months of the start date of the Academy that you plan to attend.

Submit the following information:

- a. An 'Application for Admission (4 pages)' as provided by the Senator Jeffrey E. Piccola Law Enforcement Complex, HACC/Central Pennsylvania's Community College (PLEC-HACC).
- b. Two (2) signed letters of reference from non-relatives.
- c. Two (2) signed letters of reference from former employers. If 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. You must have a total of four (4) references.

Complete a Psychological Examination MMPI and a clinical interview with Dr. Lou Laguna with the written report to be submitted by the psychologist to the MPOETC School Director. Make sure you tell Dr. Laguna that you plan on attending HACC's Police Academy. This must be dated within 6 months of the start date of the Academy you plan to attend.

Show proof of graduation from high school (copy of diploma) or a G.E.D. certificate and transcript. In addition, a copy of high school transcript should be attached/submitted. Transcripts does not need to be a certified, official document. It can be a photocopy.

If applicable, submit a copy of military discharge (DD214-military discharge OR DD256-guard and reserve who complete their term of service)

Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant. These do not need to be certified, official documents. Photocopies are acceptable.

## **ORAL BOARD INTERVIEW – THE LAST STEP FOR A PRE-SERVICE APPLICANT**

The oral interview is the last step and it will determine if you are offered admittance into the academy program.

The scheduled dates for the oral interviews you would be involved in, are: **June 20 and 21, 2023. Do NOT schedule anything for these dates. Your interview time will be sent to you.**

**REMEMBER – You must prove U.S. Citizenship when you report for your oral interview. A staff member will examine your documents.** Again, the acceptable documents for proof of citizenship are:

- Driver's License and Social Security Card...OR
- Driver's License and Certified Birth Certificate...OR
- Valid US Passport
  
- REMEMBER - "Green Cards" are NOT acceptable

The oral interview board is comprised of three (3) members of the law enforcement community along with the MPOETC School Director and Director of Law Enforcement Training. The School Director and staff will review the interview results and make the final admission determination.

The oral interview will occur approximately three to four weeks prior to the Academy's starting date. The PLEC will schedule this interview and you will receive notification of the date and time by email **provided you have completed all application requirements.**

## **GENERAL INFORMATION**

Tuition for the full-time academy is \$5,750.00. It is due at the end of the 3<sup>rd</sup> week of the academy—unless you are applying financial aid.

There is financial aid available; HOWEVER, you will not pursue this until you are accepted into the academy and enrolled officially—**which happens at academy orientation (Saturday, June 24<sup>th</sup>).** During the first days of the academy, financial aid representatives will come to the class and talk further about this.

Tuition covers the classroom/books/handout/ammo costs. Tuition does not cover uniforms, office supplies or testing fees (i.e. state cert fee of \$100).

HACC reserves the right to change the hours and fees. This would not occur after the academy begins.

As previously stated, every hour of the academy is absolutely mandatory.

We understand that there are unavoidable situations that may arise, all missed hours must be made up.

The cost per hour of makeup is \$45.00/hour.

We run two full-time academies a year. One begins in January and runs until late June/early July; and the other begins in July and runs until December.

NOTE – The ending dates of an academy can change due to class size or other scheduling challenges that may occur—such as weather closures, class size, instructor issues/their work schedules.

NOTE – The academy schedule will change. You will have long days, many days in a row at times, and everything in between.

The academy is run like a police agency. This only makes sense since this is the career you are pursuing.

Our academy instructors are Subject Matter Experts (SMEs). This means that our instructors will have worked, or is working presently, with the matter they are presenting. This is a major difference with our academy; in that, many other municipal academies across the state use a small number of instructors to teach all 919 hours of the academy. Here at HACC we have well over 100 instructors. We believe if you are making this time and monetary investment, we have the responsibility to provide you with the very best instruction available.

Location of the Academy: HACC/Central Pennsylvania's Community College, Senator Jeffrey E. Piccola Law Enforcement Complex, One HACC Drive, Harrisburg, PA 17110-2999. We are off Industrial Rd., at Gate 4.

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

You will be required to wear a uniform.

You will be required to read and agree to abide by our General Orders, which are rules for cadet conduct.

You can be disciplined for violations of the General Orders. If the conduct is serious enough, you may be dismissed from the academy.

In preparation for the oral interview, you may want to research police interviews on YouTube and/or other sites.

The academy course is broken into five (5) parts, called Modules.

You must maintain an 80% or better in Modules 1 thru 4, OR you will be dismissed from the academy.

The first three (3) modules are academic studies. Module 4 contains all the practical portions of the training. Module 5 are scenarios and is Pass/Fail. You MUST Pass in order to graduate.

Module 1 is considered by many cadets to be the hardest. It contains a lot of criminal law and criminal procedure.

There is a physical fitness module that is 72 hours long and is spread out throughout the time you are here. It is conducted in 2-hour blocks. You MUST maintain the academy's entry level of fitness throughout the module. This level will be assessed three different times during the physical fitness module. A failure to attain the 30th percentile could result in dismissal from the Academy.

There is an obstacle course you must go through, and you get three (3) attempts to do it. There is a 5-foot wall, dummy drag and child carry portion involved.

You will be awarded certificates for successfully completing OC spray training, expandable baton training, and Field Standard Field Sobriety Testing training—which involves a wet lab component where you will work with “control drinkers.” You will also get a “familiarization” on the Taser, where you will be tased.

You will have 124-hours of firearm training. It will consist of handgun qualification, and shotgun and patrol rifle familiarization. There is also a stress shooting course included. This all occurs on our indoor range.

You will experience scenario training, where we have actors interact with you. An evaluator will be assigned to you, to watch and rate your performance. You must take what you have learned in the academy and put it into practice. This is a pass/fail training, which you must pass to finish the academy program.

At the end of the academy, if you pass all of the modules with an 80% or better, you will be able to sit for the State Certification Exam, which contains 200 questions. This is held on the very last day of the Academy before the graduation ceremony. You must score 72% or better to pass the State Certification Exam.

The State Certification Exam is \$100 for pre-service cadets. If you receive a Conditional Offer of Employment during the Academy, prior to this exam, and provide a Conditional Offer letter from the employing agency, that \$100 can be waived.

When you pass the State Certification Exam, this allows you to seek employment with a police department. Once you are hired by a department, MPOETC will activate your MPT# (Municipal Police Training #)

If you would fail the certification exam, you will be able to re-test only two more times, with no additional cost.