



**COUNTY OF BERGEN**  
DEPARTMENT OF PUBLIC SAFETY  
**LAW AND PUBLIC SAFETY INSTITUTE · POLICE, FIRE & EMS ACADEMIES**  
281 Campgaw Road · Mahwah, N.J. 07430  
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**James J. Tedesco III**  
County Executive

**Ralph Rivera Jr.**  
Director of Public Safety

**Richard Blohm**  
Director of Law & Public Safety

March 24, 2019

Dear Chief/Training Officer/Candidate:

The following information pertains to the recruit(s) you have enrolled in the upcoming Basic COURSE for POLICE OFFICERS. Enclosed you will find the following forms:

1. Responsibilities of Law Enforcement Agencies as required by N.J.A.C 13:1-8.1
2. Notice to Physician, (version dated 3/2016). (Includes Physical Conditioning Exercise Program) 4 pages of information.
3. Notice to trainee, (version dated 3/2016). (2 pages).
4. HUMC's Bergen County Police Academy Physical -1<sup>st</sup> and 2<sup>nd</sup> visit descriptions
5. **Form PTC-7** "Health History Statement" must be completed in full by the candidate prior to arriving at HUMC and a copy submitted at the Pre- Assessment Fitness Test ( *In-person or Mail to the Academy – **MUST BE DELIVERED IN A SEALED ENVELOPE*** )\*\*
6. **Form PTC-8** "Medical Certification Form" must be signed / dated by physician and submitted prior to the **Pre-Assessment Agility Test on Thursday July 9, 2019.** (*In-person or Mail to the Academy*)\*\*.
7. **Recruit Training Application**, must be completed and signed by the chief of police and returned before **Wednesday July 3, 2019.** (*Fax – Mail or Email([policetraining@bclpsi.net](mailto:policetraining@bclpsi.net))to the Academy*)\*\*
8. **Inter-Agency Agreement** must be received by the Academy by **Wednesday July 3, 2019**, with the Chief's signature on it. (*Fax – Mail or Email([policetraining@bclpsi.net](mailto:policetraining@bclpsi.net)) to the Academy*)\*\*
9. Equipment/uniform list. **The recruit keeps this list.**
10. Bergen County Police Academy "Firearms Training Equipment" list. **The recruit keeps this form.**
11. Design-N-Stitch order form. **The recruit keeps this form.** You can order your PT Gear at any time prior at **107 Pink St. in Hackensack.** Two separate forms.
12. Equipment/Uniform Vendors contact numbers. **The recruit keeps this information.**
13. All agencies are required to fill out the Notice of New Appointment for Law Enforcement and Corrections Officers and fax it directly to the PTC with the number supplied.
14. All Waiver requests must be made directly to the PTC. Waiver Request Forms (PTC – 15) can be found on the NJ PTC website in the Blue Tab labeled "Waivers".

**The four documents that need to be returned can be emailed to [policetraining@bcpsi.net](mailto:policetraining@bcpsi.net) or faxed to (201)785-6015**

All trainees that receive an appointment as a police officer / sheriff's officer will be granted a leave of absence with pay during the period of training pursuant to N.J.S.A. 52:17B-69.

All Agencies must comply with the requirements of the Police Training Commission Rule N.J.A.C. 13:1-8.1 to include a background investigation and medical clearance.

Each candidate is required to undergo a complete medical screening examination including Bruce Protocol 100% Maximal HR Stress Test, BMI Screening and Agility Screening at Hackensack University Medical Centers' Center for Occupational Medicine. **THIS IS THE ONLY ACCEPTABLE MEDICAL/STRESS TEST SCREENING FOR THE ACADEMY. CANDIDATES WHO FAIL THE MEDICAL SCREENING WILL NOT BE ADMITTED TO THIS ACADEMY.**

**NOTE: This medical screening will include a pregnancy test for females.**

For scheduling, call the HUMC Center for Occupational Health at (551)996-8670. We strongly suggest that you schedule the exam as early as possible **(the fee for this exam is \$1200.00) NOTE: NO MEDICAL SCREENING WILL BE SCHEDULED AFTER Monday, July 1, 2019.** The Health History (PTC – 7) and Medical Certification (PTC – 8) should be delivered in a sealed envelope.

**PLEASE NOTE:** If the entire medical/stress test at HUMC has not been completed by the time of the Pre Assessment Fitness Test, the form labeled Physical Conditioning -5 TEST EVENTS properly completed by the candidate's personal/ agency will be the only acceptable form of medical clearance.

All candidates must take a **Pre-Entry Physical Fitness Test** prior to starting the Academy. This test will be held on **Tuesday, July 9, 2019, at 0900 hours** at the Police Academy. Candidates must wear appropriate physical training attire, and running shoes. ANY INDIVIDUAL REPORTING LATE FOR THE PRE-ENTRY FITNESS TEST WILL NOT BE TESTED, AND WILL BE RETURNED TO THE SENDING AGENCY. IF THE CANDIDATE FAILS THE PRE-ENTRY FITNESS EVALUATION, THE CHIEF OF POLICE WILL BE NOTIFIED. PLEASE NOTE: PAST EXPERIENCE HAS SHOWN THAT CANDIDATES WHO FAIL THE PRE-ENTRY FITNESS EVALUATION ARE INCAPABLE OF COMPLETING THE BASIC TRAINING COURSE.

**ALL POLICE RECRUITS MUST BE BACKGROUND CLEARED, MEDICALLY CLEARED AND REGISTERED WITH THIS ACADEMY NO LATER THAN WEDNESDAY, JULY 3, 2019.**

All police recruits shall report to the Police Academy on **Friday, July 19, 2019 at 0700 hours** for **Orientation Day**, which is required by the New Jersey Police Training Commission. **All Recruits MUST be duly appointed as Probationary Police Officers prior to Orientation Day.**

It is expected that on Orientation Day the Basic Police Trainee will report punctually and be in proper uniform; navy blue long sleeve shirt, button pockets (no flaps, no departmental shoulder patch) navy blue trousers, black tie, black shoes and black socks and black foam-type, baseball type cap. The department issued name plate will be centered over the right breast pocket. All recruits will be clean-shaven, no mustaches and with proper haircuts on Orientation Day and every day thereafter. Female recruits will have short, neat hair that is not touching their shirt collars, ears, or eyebrows. Females will not be permitted to use clips or other devices to keep their hair up. Recruits will wear leather duty belt w/ holster, handcuff case w/ handcuffs, magazine pouch, O.C. spray can holder/ holster for recruits whose agency issues/authorizes O.C. spray, and will have their department authorized impact weapon (PR-24, ASP or Straight Baton). All recruits will carry a plastic safety handgun in the duty holster at all times, including Orientation Day.

All required recruit gear as listed on the Equipment/Uniform List should be brought in on Orientation Day. In order to conform to the standards of the Police Academy, agencies should purchase the physical training attire from Design-N-Stitch. Design-N-Stitch is the Bergen County Law and Public Safety Institute's contract vendor.

On Orientation day, and every day thereafter, unless instructed otherwise, trainees will wear the department leather gear, including their plastic safety gun. **The recruits should not bring their duty weapon or magazines on Orientation Day.** It is therefore incumbent upon each department to ensure that the weapon is in proper working order when the recruit goes to the range for qualification. (Please refer to the "Firearms Training Equipment" list from the Bergen County Police Academy Range Master for ammunition requirements.) Aluminum-cased and reloaded ammunition are **NOT** acceptable.

On Orientation Day, all recruits will be given a copy of the Bergen County Police Academy Rules & Regulations for which they are responsible. A disciplinary system is included and will be **strictly enforced** during training. Serious violations will not be tolerated and may be cause for immediate dismissal. Any recurring violations will be reported to the sending department. If violations continue, the recruit will be dismissed / withdrawn from the Academy. An Inter Agency Agreement Form is enclosed in the package. This agreement states in effect that the sending agency will withdraw the recruit from the Police Academy at the request of the Director or the Officer-In-Charge. The Chief of Police is requested to sign the form and return it no later than **Friday, July, 19, 2019.**

All Police Recruits shall return to the Academy on **Monday, July 22, 2019 at 0620 hours** to start their first day of training. Basic Police Training will commence each day thereafter at 0630 hours except for periodic schedule adjustments, including night training.

**During range exercises each student must also be equipped with a functional bullet-resistant vest, ballistic resistant eye wear, ear protection, duty type flashlight and a department shotgun. It is recommended that each trainee fire at least 300 rds. with their respective firearms personnel prior to range week. This training should cover the basics of marksmanship and fundamentals of the pistol.**

**PLEASE NOTE THIS EQUIPMENT REQUIREMENT:** Each police recruit will be required to have one "red gun" (inert training weapon, ASP or equivalent) that matches his/her duty weapon. NOTE: The color of the plastic safety gun is not important. These training weapons can be purchased through many vendors. For additional information you can contact Officer Alex Herrera at 201-785-5729 or the Range Master, Sergeant Michael Doyle at **201-336-3570 ex.7423** or [mdoyle@bcisd.us](mailto:mdoyle@bcisd.us)

The recruits will receive training in the use of the ASP, expandable baton. Any agency that issues/authorizes a side-handled baton, (PR-24,) will please notify the Police Academy in advance if this training is necessary. Recruits should wear the agency issued/authorized baton, at the Academy.

All recruits will be certified in the Police Training Commission's required First Responder functional area. Sending Agencies interested in certifying their trainees as EMT's will have the option to continue their training sometime after graduation at the Bergen County EMS Academy in Paramus on an "In-Service" basis. Please contact Mr. Mike Tarantino at the EMS Center in Paramus, (201) 967-0751 x 8321.

The Bergen County Law and Public Safety Institute will no longer require sending agencies to purchase the CPR material or First Responder book. This material will be provided by this Academy.

The trainee must supply his or her own 2C, Title 39 book and Law Enforcement handbook (suggested publisher Gann, Gould, or Loose Leaf Publications or Lexis Nexis) These can be obtained from one of the sources listed on the Equipment/Uniform Vendors list.

In accordance with the Attorney General's Guidelines related to Basic Police Training, drug screening of trainees is conducted periodically at this Academy through urine testing. This procedure is included in our Rules and Regulations. Trainees will be fully apprised of these rules and regulations during orientation. In the event any illegal substance is detected in the recruit's urine, he or she will be dismissed from the Academy. In addition, the trainee shall be terminated from employment and reported to the Central Drug Registry by his or her sending agency. The trainee will be barred from future law enforcement employment in New Jersey. Please be sure to inform your recruits of this policy prior to his/her attendance.

**NOTE: The New Jersey State Medical Examiner's Office now charges a fee of \$45.00 per urine test. A minimum of one test will be administered during training. Each sending Agency is required to cover the cost for these tests. Your department will be billed upon completion of the Basic Police Training Course.**

All recruits must possess a **valid** Driver's License for the duration of the training. The operation of motor vehicles is required for training purposes.

The Police Training Commission continues to mandate that each trainee satisfactorily complete the practical portion of the Vehicle Operations Course (Tactical Driving.) Each department must provide a marked Police Unit with a working siren for a period of three (3) days. The unit is to be in good, safe, working condition and will be inspected on the first day of the Vehicle Operations Course. Use will be limited to three (3) trainees per department vehicle. (Example; if your department has 4 trainees, 2 vehicles will be required.) This is due to the fact that there will be more than one course in operation at a time.

***PLEASE NOTE: MANDATORY AGENCY TRAINING WILL BE THE LAST WEEK OF RECRUIT TRAINING, just prior to graduation.***

If you have any questions about anything pertaining to this application or the Basic Course, please contact Officer Alex Hererra at 201-785-5729 [ahererra@bcasd.us](mailto:ahererra@bcasd.us) or Officer Danny Solares at 201-785-5722 at [dsolares@bcasd.us](mailto:dsolares@bcasd.us) .

If I can be of any assistance, please, feel free to call me directly at 201-785-5721 or email [pope@bcclpsi.net](mailto:pope@bcclpsi.net)

We appreciate your cooperation and assistance in working with us, and we thank you for choosing our Academy.

Sincerely,

Sergeant Damian Pope,  
Officer-In-Charge