



COUNTY OF BERGEN
DEPARTMENT OF PUBLIC SAFETY
BERGEN COUNTY POLICE ACADEMY
281 Campgaw Road · Mahwah, N.J. 07430
(201)226-5812 · Police FAX (201)845-1670

James J. Tedesco
County Executive
Anthony Cureton
Sheriff

Mark Musella
Prosecutor
Thomas M. Shine
B.C. Police Chiefs Assoc.
Ralph Rivera
Director of Public Safety

August 2, 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. Police Training Application:** Must be completed and signed by the chief of police and returned to the academy by Monday, January 6, 2020. (Fax:201-845-1670 or Email PoliceTraining@bcpo.net)**
- 2. Inter-Agency Agreement:** Must be completed and signed by the chief of police and returned to the academy by Monday, January 6, 2020. (Fax:201-845-1670 or Email PoliceTraining@bcpo.net)**
- 3. 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 Mailed to the Academy MUST BE DELIVERED IN A SEALED ENVELOPE*)**
- 4. Form PTC-8 "Medical Certification Form":** Must be signed/dated by physician and returned to the academy prior to the Pre-Assessment physical fitness test on Tuesday, January 7, 2020. (*In-person or Mail to the Academy*)**
- 5.** Responsibilities of Law Enforcement Agencies as required by 13:1-8.1
- 6.** Notice to trainee dated 3/2016. (2 pages)
- 7.** Notice of New Appointment All agencies are required to fill out the NONA for Law Enforcement and Corrections Officers and fax it directly to the PTC with the number supplied.
- 8.** Notice to Physician, dated 3 /2016 (Includes Physical Conditioning Exercise Program) 4 pages of information.
- 9.** HUMC's Physical Examination Instructions.
- 10.** Equipment / Uniform list. (The recruit keeps this list).
- 11.** Equipment / Uniform Vendors contact numbers. (The recruit keeps this information).
- 12.** 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.
- 13.** Firearms Training Equipment list. The recruit keeps this form.
- 14.** Physical Conditioning Testing memo
- 15.** Form PTC-15 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".

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 Agency's 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 Friday, January 3, 2020. The Health History (Form PTC-7) and Medical Certification (Form 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 January 7, 2020, 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 MONDAY, JANUARY 6, 2020.

All police recruits shall report to the Police Academy on **Friday, January 17, 2020 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, 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 **Monday, January 6, 2020**.

All Police Recruits shall return to the Academy on **Monday, January 20, 2020 at 0615 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 rounds 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 the Range Master, Detective Sergeant Michael Doyle at **201-226-5861 ex.7423** or mdoyle@bcasd.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 after graduation, at the Bergen County EMS Academy in Paramus on an “In-Service Training” 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 Generals Guidelines related to Basic Police Training, drug screening of trainees is conducted periodically at this Academy via 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 pertaining to this application or the Basic Course, please contact Senior Training Advisor Officer Alex Herrera at 201-2265873 or email aherrera@bcasd.us or Officer Daniel Solares at 201-226-5872 or email dsolares@bcasd.us .

If I can be of any assistance, please feel free to call me directly at 201-226-5812 or email dpope@bcpo.net

We appreciate your cooperation and assistance in working with us, and we thank you for choosing the Bergen County Police Academy.

Sincerely;

A handwritten signature in black ink, appearing to read "D. Pope" with a stylized flourish extending to the right.

Sergeant Damian Pope,
Officer-In-Charge