

***Gulf Coast State College  
Division of Public Safety***

***Charles H. Abbott  
Public Safety Training Center***

***Florida Law Enforcement Academy (LEA) Basic  
Recruit Training Program Application***



***Program Contact:***

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***Mailing Address:***

**Gulf Coast State College  
Division of Public Safety  
5230 West Highway 98  
Panama City, Florida 32401**

***Academy Location:***

**North Bay Campus  
Public Safety Building and  
Emergency Operations Center  
700 County Road 2300; Room 110  
Southport, Florida 32409**



***Gulf Coast State College  
Division of Public Safety***

***Florida Law Enforcement Academy (LEA)***

***Basic Recruit Training Program Application***

Dear Candidate:

Enclosed is the application packet that you requested for the Florida Law Enforcement Academy. Please read this cover letter, as well as all of the information contained within. Pay particular attention to the sections on candidate qualifications; and, application procedures. Most of the questions frequently asked by applicants are answered in this packet.

No one will be accepted into the Academy if they have had any felony conviction; or, any misdemeanor conviction involving perjury, false statement, or a moral character violation as defined by the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission.

Additionally, Federal Law prohibits any individual who has been convicted of a Domestic Violence charge (Felony or Misdemeanor) from being in the constructive possession, or of carrying, a firearm. This law prohibits an individual with such a conviction from becoming a Law Enforcement Officer. Also, if you possess a Felony charge on your Juvenile record; and were adjudicated delinquent on said felony, you cannot be in the constructive possession of, or carry, a firearm until you reach twenty-four (24) years of age.

The purpose of the law enforcement program is to prepare students for employment as Law Enforcement officers within the State of Florida. The program consists of courses mandated by the Florida Department of Law Enforcement for certification as a Law Enforcement Officer. Students who graduate from this program would typically work as either a Municipal (City), County, or State, Law Enforcement Officer. The classes that comprise the academy are: Intro to Law Enforcement, Legal, Communication, Interviewing and Report Writing, Fundamentals of Patrol, Serving Your Community, Crimes Against Persons, Crimes Against Property and Society, Crime Scene Follow up Investigations, Traffic Incidents, Traffic Stops, Traffic Crash Investigations, Critical Incidents, Law Enforcement Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, Dart Firing Stun Gun, and Criminal Justice Officer Physical Fitness. The aforementioned eighteen (20) classes comprise 770 contact hours; or, 25.7 PSAV certificate hours.

Academy classes are conducted in a college classroom setting, as well as in practical lab areas. Basic Law Enforcement recruits, while GCSC students, must conform to stricter attendance policies, wear uniforms, and agree to abide by not only the policies and procedures of Gulf Coast State College as a whole; but, to the additional policies and procedures of the Law Enforcement Training Academy as directed by the Basic Recruit Manual that all students receive during class orientation.

## **CANDIDATE QUALIFICATIONS**

In order to comply with the provisions of Section 943.13, Florida Statutes, the following qualifications are required to be met for the position of law enforcement officer:

1. Candidates must be nineteen years of age or older; or, reach the age of nineteen by the end of the class.
2. Candidates must be citizens of the United States.
3. Candidates must be high school graduates or possess a GED
4. Candidates must be of good moral character
5. Candidates must not have been convicted of any Felony; or, Misdemeanor involving Perjury, False Statement, nor have received a Dishonorable Discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or Nolo Contendere to, or is found guilty of, a Felony or of a Misdemeanor involving Perjury, or False Statement, shall not be eligible for employment or appointment as an officer; notwithstanding suspension of sentence, or withholding of adjudication. Notwithstanding this subsection, any person who has pled Nolo Contendere to a Misdemeanor involving a False Statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer. Additionally, Federal Law prohibits any individual who has been convicted of a Domestic Violence charge (Felony or Misdemeanor) from being in the constructive possession of, or carrying, a firearm. This law prohibits an individual with such a conviction from becoming a Law Enforcement Officer. And, if you possess a Felony charge on your Juvenile record, and were adjudicated delinquent on said Felony, you cannot be in the constructive possession of, or carry, a firearm until you reach twenty-four (24) years of age.
6. Candidates must provide confirmation of one of the following:
  - a. Confirmation of veteran status (copy of DD-214 noting honorable or general discharge under honorable conditions), as defined in F.S.S. 1.01 (14), "A person who served in the active military, naval, or air service and who was discharged or released under honorable conditions only or who later received an upgraded discharge under honorable conditions."
  - b. confirmation of associate degree or higher from an accredited college or university (copy of a conferred associate degree or higher and official transcripts).
  - c. completion of the BAT with a passing score.

***To register for the Basic Abilities Test, please visit (<https://home.pearsonvue.com/fdle/bat>)***

***Driver's License and your original Social Security card are required when you come to test. Failure to have BOTH of these cards with you will result in you not being able to test. No photocopies or pictures of the cards will be accepted. You must bring the original cards with you. If you don't have your original Social Security card, you will have to request one from the Social Security office which can take 3-6 weeks for you to receive the card in the mail.***

- \* Registration and payment through the PearsonVue website must be made before you will be permitted to take the BAT test. You can pay for it several days before; but, at least one working day before the test. Saturday is not considered a working day. If you schedule your test on a Monday, then Friday will be the last day that you can pay for the BAT to test on Monday. It is your responsibility to have a copy of the receipt with you when you come to test. Failure to do so may result in you not being able to test that day. Showing a photo of the receipt on your phone will not be accepted. If you do not show up for the test, your fee is non-refundable.

- \* There is a 72 hour registration deadline. You can't register for a test tomorrow, today. There must be a 72 hour difference. For Example: If you want to test on a Wednesday at 10am, you must complete your registration BEFORE Sunday at 10am. Use the arrow key to show the next month if you don't find one that suits you in the current month. Be sure your email address is correct. When you have completed your BAT registration, you should receive a confirmation email of your appointment. If you do not get a confirmation email, it could be that the appointment didn't go through or your email address is incorrect. Be sure you click the button that says "complete registration". In the event that you don't get a confirmation email, try to make the appointment again to get your confirmation email. You can cancel/reschedule your own appointment by going to your email confirmation and following the instructions.
- \* The GCSC Testing Center located in the Student Union West (SUW) Building on the Panama City Campus is one of the testing locations available in this region. The address is 5230 West Hwy. 98, Panama City, FL, 32401. There will be a "SIGN IN" computer by the elevator. If you have any questions, you can call 850-769-1551 Ext. 13336. The email address for the Testing Center is: [testingcenter@gulfcoast.edu](mailto:testingcenter@gulfcoast.edu)

7. In accordance with Section 943.14 (7), Florida Statutes, you must submit to being fingerprinted in order to determine/check your criminal history (Cost = \$85), in order to attend the Academy. If you have EVER been convicted of any Felony; or, any Misdemeanor involving Perjury, False Statement, or any charge relating to Domestic Violence, you are ineligible to become certified as a Law Enforcement Officer in the State of Florida. Additionally, if you were convicted of a Felony as a Juvenile you cannot be in the constructive possession of a firearm until you are twenty-four years of age; and, will therefore not be able to attend the Law Enforcement Academy until said age is attained.

NOTE: Fingerprinting appointments are scheduled through Register Blast which can be accessed by going to the following link: <https://www.registerblast.com/gcsc-fingerprint/resource/list>.

On the day of your appointment, please go to the Selection Center located on the North Bay Campus (700 Hwy 2300, Southport, FL, 32409), in the Public Safety-Emergency Operations Center Building, in Room 112. Ms. Stephanie Driskill will process the background check and collect your fingerprints at the time of your appointment.

Please note that payment MUST be made in advance of your appointment. You must also provide Ms. Driskill with your payment receipt.

You can pay the fingerprint fee by either calling the Business Office (850-769-1551 Ext. 13534 or 16049); or, by going to the Business Office or the Bookstore at the Panama City Campus. you will FORFEIT YOUR FINGERPRINT FEE.

8. Candidates must submit to, and successfully pass, a Physical Examination (your cost) performed by a Florida licensed Physician (MD), Nurse Practitioner (ARNP); or, Physician's Assistant (PA). The Physician MUST complete and sign the attached CJSTC Form 75 (Physician's Assessment Form) attesting that no medical condition exists which would preclude them from participating in Physical Fitness Testing, Physical Fitness Conditioning, Firearms Training, Defensive Tactics Training, or being exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS). The Physical Examination also requires a test for Tuberculosis (TB) which generally takes a few days to test/process by the Physician's office; so, plan accordingly as the Physical Examination Form (CJSTC Form 75) MUST be completed, and turned in, PRIOR to the Class Orientation – NO EXCEPTIONS. No one will be permitted to participate in the aforementioned areas of training, or testing, without the CJSTC Form 75 completed and in their candidate file. If your physician does NOT recommend your participation at this time, your admission to the Academy will be suspended until your Physician deems you capable of participation and medically releases you for the aforementioned training and testing. If for any reason, medical or otherwise, you cannot be exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS), you will not be able to attend the Academy.

## **APPLICATION PROCEDURES**

1. **COMPLETE THE ADMISSIONS APPLICATION TO GCSC IF YOU ARE A NEW STUDENT [COST = \$20]** If you are a former GCSC student, you will need to update your application/information. Make certain you use the appropriate Major Code for Law Enforcement (LEOF-VC). You can complete the Admissions process by visiting the follow web link:  
  
(<https://www.gulfcoast.edu/admissions/admissions-application-type.html>)
2. **COMPLETE THE GCSC STUDENT ORIENTATION [COST = \$0]** Students new to GCSC are REQUIRED to take the college's student orientation. You can register/complete the orientation by visiting the follow web link:  
  
(<https://www.gulfcoast.edu/admissions/new-student-orientation/index.html>)
3. **COMPLETE THE BASIC ABILITIES TEST [COST = \$39]** (Law Enforcement Option), or provide proof of eligibility for exemption from the BAT. *Detailed instructions concerning scheduling, and taking, the CJBAT or exemption are listed on Pages 3 & 4 of this packet under "Candidate Qualifications" (Number 6).*
4. **SUBMIT TO AND SUCCESSFULLY COMPLETE THE BACKGROUND INVESTIGATION [COST = \$85]** Detailed instructions concerning scheduling, and being, Fingerprinted are listed on Page 4 of this packet under "Candidate Qualifications" (Number 7).
5. **COMPLETE THE FOLLOWING ATTACHED FORMS:** Personal Data Form; Certificate of Application; Domestic Violence Conviction Affidavit; Statement of Understanding; Affidavit of Non-Military Service (if Applicable); Criminal Justice Selection Center Background Check Form; Authority for Release of Information (CJSTC Form 58); Federal Gun Control Act Form, Physician's Assessment Form (CJSTC 75); Applicant Authorization; and Applicant Certification
6. **REQUIRED DOCUMENT COPIES:**
  - One **RECENT** 2" x 2" full-color, head and shoulders, passport photo (personal photos will not be accepted).
  - Photocopy of your **official** birth certificate (as issued by the Bureau of Vital Statistics).
  - Photocopy of your high school diploma, **OR** high school transcript, **OR** GED Certificate (if applicable). An official set of your high school, or GED, transcripts must be sent from your school directly to Gulf Coast State College, Office of Enrollment Services, 5230 West Hwy 98, Panama City, FL, 32401.  
NOTE: Non-Florida GED scores must meet Florida requirements in each category.
  - Photocopy of your college diploma (if applicable). An official set of your college transcripts must be sent from your school directly to Gulf Coast State College, Office of Enrollment Services, 5230 West Hwy 98, Panama City, FL, 32401.
  - Photocopy of your valid Florida driver's license.
  - Photocopy of your social security card.
  - Notarized photocopy of your Naturalization Documents (if applicable).
  - Photocopies of any name change documents (if applicable), for example Marriage License, Dissolution of Marriage, Legal Name Change, Adoption Papers, etc.
  - Photocopies of your Military Discharge Papers (DD 214 long form) for each tour of duty or Affidavit of Non-Military Service.
  - Photocopies of any documents showing current, or prior, certification or training in Law Enforcement or Corrections; any First Aid/CPR/EMT certifications; and any other certificates, licenses, or documents verifying specialized training that you possess.

## **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PERSONAL DATA FORM**

DATE \_\_\_\_\_

NAME (print) \_\_\_\_\_  
Last First Middle

HOME ADDRESS (current) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HOME PHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_

WORK PHONE NUMBER \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

EMERGENCY CONTACT NUMBER \_\_\_\_\_

EDUCATION: (circle highest level completed and list major if applicable)

GED HIGH SCHOOL ASSOCIATE BACHELOR MASTER DOCTORATE

CRIMINAL JUSTICE RELATED EXPERIENCE:MILITARY EXPERIENCE (list specialty, years of service, highest rank, current duty status, etc.):OTHER PERTINANT INFORMATION:



**CERTIFICATE OF APPLICATION**

The applicant will initial each item below; and, by doing so attests to the information on this form.

I, \_\_\_\_\_, request admission into the Florida Law Enforcement Academy located within Gulf Coast State College, and agree to the following conditions:

1. \_\_\_ I understand that this application does not constitute an agreement for employment with any Agency.
2. \_\_\_ I understand that all of the rules and regulations of the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission; and, those of Gulf Coast State College's Public Safety Training Center will be adhered to and that failure to comply with any said rule(s) could result in suspension or expulsion.
3. \_\_\_ I understand that admittance to the Florida Law Enforcement Academy will be on a space-available basis.
4. \_\_\_ I understand that all testing, background investigations, physical assessments, tuition, books, lab fees, documentation copies; and, any other associated training costs, will be borne by the applicant.
5. \_\_\_ I understand that the Florida Law Enforcement Academy consists of eighteen (20) specific courses comprising 770 clock hours; and, that all of the courses are required and mandated for graduation.
6. \_\_\_ I certify that I am nineteen years of age or older; or, will reach the age of nineteen by the end of the class.
7. \_\_\_ I certify that I am a Citizen of the United States.
8. \_\_\_ I certify that I am a High School Graduate; or, possess a GED (Non-Florida GED scores must meet Florida requirements in each category).
9. \_\_\_ I certify that I am of good moral character and have no Felony convictions; or, Misdemeanor convictions involving Perjury, False Statement, Moral Turpitude, or Domestic Violence.
10. \_\_\_ I certify that I have undergone a Physical Examination attested to by a Florida Licensed Physician.
11. \_\_\_ I certify that I will submit to a thorough Background Investigation inclusive of Fingerprinting.  
  
A. \_\_\_\_\_ I certify that I am not a Veteran of the Armed Forces of the United States.
12. OR-  
  
B. \_\_\_\_\_ I certify that I served honorably in the Armed Forces of the United States and was NOT discharged under dishonorable conditions.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Applicant's Date of Birth

\_\_\_\_\_  
Application Date

**DOMESTIC VIOLENCE CONVICTION AFFIDAVIT**

**Applicant Name:**

<b>Last</b>	<b>First</b>	<b>Middle</b>	<b>SSN:</b>

Agency: Gulf Coast State College / Florida Law Enforcement Academy

I fully understand that, in order to qualify for training as a Law Enforcement Officer, Correctional, or Correctional Probation Officer, I certify that I have not been convicted of any crime involving domestic violence as defined by the Amended Gun Control Act of 1968 (GCA). The Amended Gun Control Act of 1968, as changed by Public Law 104-208, Sec. 658, Gun Ban for Individuals Convicted of a Misdemeanor Crime of Domestic Violence, makes it unlawful for any person convicted of a misdemeanor crime involving domestic violence from being able to possess or receive firearms or ammunition. **This Prohibition applies to all Criminal Justice Officers and Trainees.**

Accordingly, I hereby Attest (please initial) to the following:

\_\_\_\_\_To the best of my knowledge, and belief, I am not under Investigation by any local, state; or federal agency or entity, for any Crime related to Domestic Violence.

\_\_\_\_\_I have never been convicted of any Crime related to Domestic Violence.

I hereby attest that, to the best of my knowledge and belief, the information I’ve entered on this form is true.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date Signed

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this\_\_\_\_\_day of\_\_\_\_\_,  
20\_\_\_\_\_by\_\_\_\_\_, who is personally known to me or has produced  
\_\_\_\_\_as identification.

\_\_\_\_\_  
SEAL

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration of Notary Commission



**STATEMENT OF UNDERSTANDING**

1. I understand that I must participate in all of the required courses of the Academy.
2. I understand that I must pass all written examinations with a score of 80% or greater.
3. I understand that I must also pass all proficiency examinations in the areas of Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, and DUI Traffic Stops; and, that I must actively participate in all training scenarios as required.
4. I also understand that I must show physical fitness improvement over the course of the Academy as measured by a physical fitness exam (The first physical fitness exam will be held within the first two weeks of the Law Enforcement Training Academy; and, the second physical fitness exam will be held during the last two weeks of the Law Enforcement Training Academy).
5. I understand that I must participate actively in all phases of Defensive Tactics training.

These activities include but are not limited to:

- A. Falling or being thrown onto Mats.
  - B. Punching, kicking, and throwing other students; and, being punched, kicked, and thrown by other students.
  - C. Kneeling, being flat on the ground, and then rising rapidly to a standing position.
  - D. Using controlling and/or disabling pressure point techniques on others; and, having those techniques applied to me.
  - E. Receiving / giving baton strikes.
  - F. Executing a number of defensive tactics techniques on other students; and, having those techniques applied to me.
  - G. Being exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS), commonly known as "pepper spray" and that this will cause me temporary discomfort.
6. I understand that I must successfully complete all phases of firearms training; and, the associated courses of fire, with the revolver or pistol, shotgun, and rifle. I understand that these weapons produce recoil (kick).
  7. I understand that there is a risk of being injured during the course of the Academy.

**I UNDERSTAND AND AGREE TO ALL THE ABOVE CONDITIONS.**

Student name (Printed): \_\_\_\_\_

Student name (Signed): \_\_\_\_\_

Student Social Security #: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT OF NON-MILITARY SERVICE**

I, \_\_\_\_\_, certify that **I HAVE NEVER SERVED** in any branch of the Military; or, Armed Forces of the United States of America.

**I understand falsification of this document could result in a charge of perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by the above affiant who is either personally known to me;  
or provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
SEAL

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration of Notary Commission

**CRIMINAL JUSTICE SELECTION CENTER*****Background Check Form***

In compliance with FDLE Policies and Procedures you must be fingerprinted; and, a criminal history records check completed to determine if you have any arrests and/or convictions. The Selection Center Manager, or their designee, will authorize the process and sign off as your sponsor to certify the record. Read the information on the next page, answer **ALL** of the questions below, and sign/date this form.

**The FEE for this service is \$85.00**

Full Legal Name \_\_\_\_\_

Maiden Name \_\_\_\_\_ Aliases/Nicknames \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # (State) \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Have you ever been arrested for a criminal charge (felony or misdemeanor)?

Have you ever had adjudication withheld on any criminal charge  
(felony or misdemeanor)?

Have you been charge or convicted of a criminal traffic offense (DUI, Reckless, etc.)?

Has your driver's license been suspended or revoked for any reason within the last 3 years?

Have you been charged or convicted of 3 or more moving traffic violations in the last 2 years?

Have you ever received a dishonorable discharge from any branch of the U.S. Armed Forces?

Have you ever received a court martial while serving in the U.S. Armed Forces?

Have you ever received non-judicial punishment while serving in the U.S. Armed Forces?

Have you ever had a criminal record sealed or expunged?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

List all of the states / countries, with dates, that you have resided within since your 18th birthday:

\_\_\_\_\_

List all charges / convictions, with dates, that you possess (including traffic offenses):

\_\_\_\_\_

I hereby request and authorize the sponsoring criminal justice agency to conduct a background investigation on me; in compliance with FDLE's Policies and Procedures, in order to determine if I meet the basic requirements as a Law Enforcement Officer candidate under Florida Statute 943.13.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Selection Center Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Criminal History Information*

	<b><i>Enumerated Crimes and Misdemeanors</i></b>	
	<b><i>Statute</i></b>	<b><i>Title</i></b>
<p>On your sponsorship form, list all arrests and/or charges for any felonies or perjury.</p> <p>If you have been convicted, plead nolo contendere, or if adjudication was withheld, under FDLE's rules you are not eligible for certification. If your records were sealed, or expunged, by court order, you are still not eligible for certification. However, if you were placed in a pre-trial program and successfully completed the program, you are eligible for certification.</p> <p>If you have ever been charged with one of the "Enumerated Crimes or Misdemeanors" listed below, you can still receive training and certification.</p> <p>However, it does not insure employment. Each agency has their differing standards for conduct. You will probably be asked about the charges, so be prepared to answer and document your responses. Do not omit, forget, conceal, hide, presume that it will not matter, or won't be discovered. If you have any doubt, then report and list the charge(s).</p> <p>It is your responsibility to provide the documentation of any charges, along with the court's final disposition.</p> <p>The selection center staff will help you in determining your eligibility for certification.</p>	316.193	Driving under the influence
	316.1935	Fleeing and attempting to elude an officer
	409.325	Public assistance fraud
	784.011	Assault
	784.03	Battery
	784.048	Stalking
	784.05(1), (2)	Culpable negligence with injury
	790.01(1)	Carrying a concealed weapon
	790.10	Improper exhibition of a weapon / firearm
	790.27	Possession or sale of a firearm with altered serial number
	794.027	Failure to report sexual battery
	796.07	Prostitution / Lewdness
	800.02	Unnatural or lascivious act
	800.03	Exposure of sexual organs
	806.101	False report of fires
	806.13	Criminal mischief
	810.08	Trespass in a structure or conveyance
	812.014(2)(d)	Petty theft
	812.015	Retail theft
	812.14	Theft of utilities / cable service
	817.235	Removal or altering property identification marks
	817.49	False report of a crime
	817.563(2)	Sale of counterfeit controlled substance
	817.565	Fraudulent urine drug test
	827.04(2), (3)	Child abuse
	827.05	Negligent treatment of children
	831.30	Prescription fraud
	831.31(1)(b)	Manufacture of counterfeit controlled substance
	832.05(2), (4)	Passing worthless checks
	837.012	Perjury, not in official proceedings
	837.05	False report to law enforcement
	837.06	False official statement
	839.20	Refusal to serve arrest warrant
	843.02	Resisting an officer without violence
	843.03	Obstruction by disguised person
	843.06	Refusal to aid law enforcement officer
	843.085	Unlawful use of police badges or other indicia of authority
	847.011(1), (2)	Pornography offenses
	856.021	Loitering or prowling
	870.01(1)	Affrays and riots
	893.13(1) et al.	Controlled substance violations
	914.22(2)	Witness tampering
	944.35(3)	Malicious battery on a prison inmate
	944.37(7)(a)	False reports concerning use of force on an inmate
	944.37	Acceptance of unauthorized compensation from an inmate
	944.38	Dealing or bartering with prisoners
	944.39	Interference with prisoners

**AUTHORITY FOR RELEASE OF  
INFORMATION  
(Background Investigation Waiver)**

Incorporated by Reference in Rule 11B-27.0022(2)(a), F.A.C.



**CJSTC  
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To: Concerned Person or Authorized  
Representative of Any Organization,  
Institution or Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

AGENCY REQUESTING BACKGROUND INFORMATION: Gulf Coast Criminal Justice Selection Center

ADDRESS: 5230 West U.S. Highway 98, Panama City, FL 32401-1058

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Gulf Coast Criminal Justice Selection Center, 5230 West U.S. Highway 98, Panama City, FL 32401-1058

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. **Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.**

Applicant's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Applicant's Address \_\_\_\_\_

**OATH**

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_

day of \_\_\_\_\_, year \_\_\_\_\_. By \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Print, Type, or Stamp Commissioned name of Notary Public \_\_\_\_\_

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced \_\_\_\_\_



# Division of Public Safety

## Criminal Justice Training Academy

### Gulf Coast State College

RE: Federal Gun Control Act

The federal Gun Control Act (GCA) makes it unlawful for certain categories of persons to ship, transport, receive, or possess firearms. 18 USC 922(g). Transfers of firearms to any such prohibited persons are also unlawful. 18 USC 922(d).

These categories include any person:

- Under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year;
- Convicted of a crime punishable by imprisonment for a term exceeding one year;
- Who is a fugitive from justice;
- Who is an unlawful user of or addicted to any controlled substance;
- Who has been adjudicated as a mental defective or has been committed to any mental institution;
- Who is an illegal alien;
- Who has been discharged from the military under dishonorable conditions;
- Who has renounced his or her United States citizenship;
- Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of an intimate partner; or
- Who has been convicted of a misdemeanor crime of domestic violence (enacted by the Omnibus Consolidated Appropriations Act of 1997, Pub. L. No. 104-208, effective September 30, 1996). 18 USC 922(g) and (n).

I \_\_\_\_\_, hereby attest that I have read the federal Gun Control Act (GCA) above and that I **DO NOT** fall into one of the above categories and I am eligible to possess a firearm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



Florida Department of  
Law Enforcement

## PHYSICIAN'S ASSESSMENT

Incorporated by Reference in Rules  
11B-27.002(1)(d) and 11B-35.001(10)(d)14., F.A.C.



**CJSTC**  
**75**

1. Applicant's Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_
2. Last Four Digits of the Applicant's Social Security Number: \_\_\_\_\_
3. Hiring Agency: \_\_\_\_\_
4. Training School: \_\_\_\_\_
5. The Applicant Is Requesting Employment and/or Admission Into a Basic Recruit Training Program in One of the Following Disciplines:  
Law Enforcement ☐ Correctional ☐ Correctional Probation ☐

**Note:** For employment, a position description that describes the job duties the applicant will perform must be provided.  
For training, the physical fitness conditioning program developed by the training center must be provided.

6. **Student Participation in Basic Recruit Training Program.** A student enrolled in a basic recruit training program (B RTP) is required to participate in the following activities:
  - A. Defensive tactics and firearms high-liability training is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission. Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
  - B. **Physical Fitness Conditioning and Physical Fitness Testing:** A B RTP student shall participate in physical fitness conditioning and a fitness test and includes the following measures:
    - Vertical Jump
    - One Minute Sit Ups
    - 300 Meter Run
    - Maximum Push Ups
    - 1.5 Mile Run/Walk
  - C. The training center director has attached the training school's physical fitness conditioning program: Yes ☐ No ☐

\*\*\*\*\*TO BE COMPLETED BY THE STUDENT\*\*\*\*\*

7. **Medical Conditions Regarding OC/CS Contamination.** A B RTP student should be aware of the following personal considerations that may restrict participation in the chemical agent contamination of the B RTP and could possibly be aggravated to a severe degree during the contamination: Recent eye surgery, heart problems, panic disorder or stress, respiratory disorder, emphysema (loss of elasticity/thinning of lung tissues), bronchial asthma, x-ray evidence of pneumoconiosis (black lung), evidence of reduced pulmonary (lung) function, chronic obstructive pulmonary disease, coronary (heart) artery disease, cerebral (brain) blood vessel disease, severe or progressive hypertension (high blood pressure), epilepsy, generalized seizures, pernicious anemia (severe reduction in red blood cells), diabetes (any form), pnueumomediastinum gap (air in the sac surrounding lungs), history of skin allergies, or any condition for which the student is presently taking medication.
8. **B RTP Student Certification.** I certify that I have reviewed the above information and I do ☐ or do not ☐ have any medical restrictions that would prevent me from participating in the basic recruit training program activities outlined in item numbers 6A and 6B above.
9. **Student's Printed Name:** \_\_\_\_\_
10. **Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_
11. **To the Examining Physician:**

The examination of this applicant is for employment or training as an officer, and shall include a complete physical examination at a level of specificity sufficient to determine whether there is any medical or physiological reason that would prevent the applicant from performing the essential functions for employment or training as an officer for the discipline indicated in number 5 above. Disabilities, impairment, or limitations identified by the examination, which would prevent the applicant from performing the essential functions for the officer position, should be reported to the employing agency.

12. **Physician's Attestation:**
  - ☐ I hereby attest that I have examined the above named applicant and find him/her **CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
  - ☐ I hereby attest that I have examined the above named applicant and find him/her **NOT CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
13. **Pre-existing Conditions:** Sections 112.18 and 943.13, F.S., require agency knowledge of the following three pre-existing conditions. However, these outcomes do not statutorily disqualify the applicant from employment.  
**Please respond to the following "in my professional opinion, this examination":**
  - 13a. Did ☐ or did not ☐ reveal evidence of tuberculosis.
  - 13b. Did ☐ or did not ☐ reveal evidence of heart disease.
  - 13c. Did ☐ or did not ☐ reveal evidence of hypertension.

14. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature Printed Name Examination Date
15. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number Licensing State
16. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address



## INSTRUCTIONS FOR COMPLETING FORM CJSTC-75

Use this form to document and verify the applicant's compliance with the employment requirements of Section 943.13, F.S., and Rule 11B-27.002(1)(d), F.A.C., and/or with the Basic Recruit Training Program entrance requirements of Rule 11B-35.001(14)(b), F.A.C.

### GENERAL INSTRUCTIONS

- The physical examination must be performed by a physician licensed under Chapters 458 or 459, F.S., a certified advanced registered nurse practitioner, or a physician assistant.
- This form or an equivalent form, indicating that the officer is capable of performing the essential functions of the law enforcement, correctional, or correctional probation officer duties for which the applicant is seeking employment, **is required** for each new employment or appointment of an officer and may ~~shall~~ be used in conjunction with the Patient Information form CJSTC-75A or an equivalent form, to assist the physician, certified advanced registered nurse practitioner, or physician assistant, by providing testing guidelines to examine the applicant. The physical examination shall not be completed more than one year prior to the officer's date of employment or appointment and a CJSTC-75 form completed for one employing agency may not be used by any other employing agency. If the examination is for employment only, sections 6 – 10 are not required.
- This form, indicating that an applicant is capable of participating in a Basic Recruit Training Program (B RTP), **is required if the applicant is entering a B RTP** and must be completed prior to entrance into a B RTP. The completed form must be maintained in the B RTP course file.
- If an applicant is entering a Basic Recruit Training Program and gaining employment with a criminal justice agency at the same time, a single CJSTC-75 form may be completed for the employing agency and for the training center. The original CJSTC-75 form should reside at the employing agency with a copy being provided to the training center.

### INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

1. **Applicant's Name:** Enter the applicant's full legal name.
2. **Last Four Digits of the Social Security Number:** Enter the last four digits of the applicant's social security number.
3. **Hiring Agency:** Enter the hiring agency's name (if applicable).
4. **Training Center:** Enter the training center's name (if applicable).
5. **Request for Employment and/or Training as an officer:** Place a check mark in the box for the discipline in which the applicant is being employed or completing training.
6. **Student Participation in Basic Recruit Training Program Activities. Defensive Tactics (includes chemical agent contamination), Firearms, and Physical Fitness Conditioning and Physical Fitness Testing:** High-liability training in defensive tactics, firearms, and chemical agent contamination is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission and participation in the activities is a requirement for successfully completing a B RTP. **There is no pass or fail at this time.** The test results for each of the five required tests will be recorded on the Academy Physical Fitness Standards Report, form CJSTC-67A as "I" if the student did not perform the test component or "D" if the student was dismissed from the basic recruit training program.
  - A. **Defensive Tactics and Firearms Training.** Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
  - B. **Physical Fitness Conditioning and Physical Fitness Testing.** The Physical Fitness Test includes the following measures and are defined as follows:
    - **Vertical Jump.** This measures leg power by measuring how high a person jumps.
    - **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his or her back, the student will be given one minute to do as many bent-leg sit ups as possible.
    - **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
    - **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. Males are required to perform the standard push-up and females have the option to perform the standard or modified push-up.
    - **1.5 Mile Run/Walk.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, the student runs or walks a distance of 1.5 miles as fast as possible.
  - C. **A physical fitness conditioning program developed by the training school shall be attached to form CJSTC-75 prior to the student's examination by a physician, certified advanced registered nurse practitioner, or the physician assistant.**
7. **Medical Conditions Regarding Chemical Agent Contamination.** The student shall review the listed medical conditions and list other conditions that may restrict him or her from participating in Chemical Agent Contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
8. **Basic Recruit Training Program Activities Certification.** The student shall check the appropriate box to indicate if he or she **does or does not** have a medical condition that would restrict participation in the B RTP activities indicated in item numbers 6A and 6B of this form.

9. **Student's Printed Name.** The student shall print his or her first name, last name, and middle initial.
10. **Student's Signature and Date.** The student shall provide a signature and date to verify the information provided by the student is true and correct.
11. **Examining Physician:** The examining physician shall examine the applicant for any medical or physiological reasons that would prevent the applicant from entry into a B RTP or as an officer for employment purposes, pursuant to the attached job duties and/or physical conditioning program.
12. **Physician's Attestation:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box attesting that the applicant is capable or not capable of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer discipline for which the officer/applicant is seeking training and/or employment.
13. **Pre-existing Conditions:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box for each pre-existing condition attesting that the examination of the applicant **Did or Did Not** reveal evidence of the pre-existing conditions listed. These outcomes are not disqualifying for employment.
14. **Signature:** The physician, certified advanced registered nurse, or physician assistant shall sign and print his or her name and enter the examination date.
15. **License Number:** Enter the physician, certified advanced registered nurse practitioner, or physician assistant's license number and licensing state.
16. **Professional Address:** Enter the physician, certified advanced registered nurse, or physician assistant's professional address.



***Gulf Coast State College  
Division of Public Safety***

***Florida Law Enforcement Academy (LEA)***

***Basic Recruit Training Program Application***

**APPLICANT AUTHORIZATION**

I, \_\_\_\_\_, SSN ID# \_\_\_\_\_, do hereby authorize Gulf Coast State College to release copies of any and all student records held by the College to any of my past, present, or future, employing or sponsoring agencies and to the Criminal Justice Standards and Training Commission. Student records include, but are not limited to, information related to grades, transcripts, disciplinary actions, attendance, participation or performance in training or educational programs, evidence of misconduct or safety violations, and any other information maintained by the College that pertains to me.

I HEREBY AUTHORIZE the Criminal Justice Selection Center at authorize Gulf Coast State College to conduct a thorough investigation of my character, reputation, past employment, and medical history. Accordingly, I authorize these parties having knowledge of my past (including financial and credit records) to cooperate in this procedure by releasing information as requested. I respectfully request that former employers furnish the necessary information concerning my employment with their organization, and I hereby release them from any and all liability for damages for providing the information requested.

I HEARBY AUTHORIZE the Criminal Justice Selection Center at Gulf Coast State College to release all portions of my assessment file (including background information) to any law enforcement or corrections agency for the purpose of prospective employment. I do acknowledge and accept that under Florida law any information, with the exception of medical, criminal history, and test results, will become public record upon receipt by the Criminal Justice Selection Center, pursuant to Chapter 119, Florida statutes; and I hereby waive any rights or claims I may have, whether presently fully developed or not, against Gulf Coast State College, its Public Safety Training Center and the Criminal Justice Selection Center at Gulf Coast State College, or any of the aforementioned agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Selection Center's handling, processing, investigation, etc., my application for employment. I also acknowledge and accept that I will NOT be privy to the information retained by the Criminal Justice Selection Center in the background investigation section of my file.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_ (date) by \_\_\_\_\_ who

is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration of Notary



***Gulf Coast State College  
Division of Public Safety***

***Florida Law Enforcement Academy (LEA)***

***Basic Recruit Training Program Application***

**APPLICANT CERTIFICATION**

I HEREBY SWEAR OR AFFIRM that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact;

and, that the information given by me is true and complete to the best of my knowledge and belief. I am aware that statements made by me on this application are subject to investigation. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from any candidate eligibility list; and if already selected to attend the academy, I may be dismissed from the academy class. I also understand that failure to comply with or complete any portion of the testing, examination, or other application process may result in my application being rejected or suspended, and my name removed from any candidate eligibility list; and if already in the academy class, I may be dismissed. I further understand that nothing in this application constitutes a promise of commitment, nor has any other promise or commitment been made to me by any of the staff of Gulf Coast State College, or its Public Safety Training Center as to a time or place, or whether I will, in fact, be hired.

NOTICE TO APPLICANTS: This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the employing agency and/or Criminal Justice Standards and Training Commission. Any intentional omission when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and may disqualify you from employment as a law enforcement officer in the State of Florida.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this\_(date) by \_\_\_\_\_ who

is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Expiration of Notary



**Division of Public Safety Law Enforcement Academy**

I, \_\_\_\_\_, have  
been (PLEASE PRINT YOUR NAME ON THIS LINE)

informed, and do fully understand, that my acceptance into and successful completion of, the Law Enforcement Academy offered by the Criminal Justice Training Academy of Gulf Coast State College **DOES NOT** constitute an express, or implied, agreement for employment with any Criminal Justice or Law Enforcement agency.

I further attest that there have been no promises, inducements, guarantees, and/or any consideration provided to me by any employee of the Criminal Justice Training Academy, Gulf Coast State College and/or their agents, to influence or secure my application to the aforementioned program.

I fully understand that my prior criminal record, if one exists, including investigative contacts, arrests, and/or convictions, may not exclude me from the Law Enforcement Academy; however, said criminal record may directly influence future employment with a Criminal Justice or Law Enforcement agency. I also understand that being charged with a traffic infraction(s), such as Unlawful Speed, Careless Driving, etc., may directly influence my future employment with a Criminal Justice or Law Enforcement agency

I fully understand that my successful completion of the Law Enforcement Academy is entirely dependent upon my ability to abide by the rules and regulations of the Academy, demonstrate all required proficiencies in those classes that require them, fully and to the best of my ability participate in all class activities and discussions, and pass all written exams.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
GCSC Law Enforcement Program Director

\_\_\_\_\_  
Date

# IMPORTANT NOTICE

Academy students must adhere to strict attendance guidelines. The specifics of the attendance guidelines will be covered in your class orientation in detail; and, they are included within this application packet for informational purposes.

## ATTENDANCE STANDARDS – CRIMINAL JUSTICE TRAINING ACADEMY

### A. CRIMINAL JUSTICE ATTENDANCE POLICY – FDLE Standards and Training Commission Rule 11B-35 (Class 3 Violation)

1. Students are expected to attend all classes and participate in all classroom activities. However, recognizing that emergencies occur, any student absent for more than one class period that does not communicate their absence to the class instructor, and program coordinator, and the reason(s) for said absences will be removed from that particular course of instruction and assigned an “F” as the final course grade.

If a student wishes to withdraw from a particular class, they must submit their withdrawal prior to the scheduled withdrawal deadline as published within the GCSC catalog. These withdrawals will ordinarily be recorded as a grade of “W”. The withdrawal deadline for an off-term or condensed term is one week after midterm.

Withdrawals initiated prior to midterm will be recorded as “W”. Withdrawals initiated after the mid-point of midterm will be recorded as a “W” if passing, and an “F” if failing.

ATTENDANCE ON THE FIRST DAY OF CLASSES IS MANDATORY. STUDENTS WHO DO NOT ATTEND THE FIRST DAY OF EACH COURSE; OR, STOP ATTENDING CLASS ALTOGETHER, WILL RECEIVE AN “F” FOR THEIR END OF COURSE GRADE.

2. Any absence from Criminal Justice Officer Physical Fitness Training must be made-up in person, as attendance and participation during all hours are required for course completion. Students missing fitness training will also be required to submit the required written make-up work as well.

3. All make-up work will be single spaced, handwritten, and in the narrative style. Make up material will be directly related to the specific goals and objectives; and, taken from the appropriate program course book.

ABSOLUTELY NO MAKE-UP WORK WILL BE DONE DURING CLASS TIME. (ANY STUDENT CAUGHT DOING MAKE-UP WORK DURING CLASS TIME, OR BREAK TIME, WILL BE DISMISSED FOR THE REMAINDER OF THE CLASS. IF SAID DISMISSAL RESULTS IN A STUDENT EXCEEDING THEIR MISSED HOUR TOTAL, THEY WILL BE REMOVED FROM THE COURSE, AND AN “F” WILL BE ASSIGNED AS THEIR FINAL GRADE).

MAKE-UP WORK WILL BE TURNED PRIOR TO THE FINAL EXAM; OR, THE CANDIDATE WILL NOT BE ALLOWED TO TAKE THE FINAL EXAM AND AN “F” WILL BE ASSIGNED AS THEIR FINAL GRADE. NO EXCEPTIONS.

4. The candidate is responsible for missed information and will be expected to test on material along with the other candidates.

5. Make-up work can be taken, or paraphrased, from the Course Guide. The candidate will not receive credit for make-up work unless a completed ABSENCE REPORT is attached.

6. Any student who fails to sign the Daily Roster will be counted as absent for that period of time. Never sign the roster for another candidate. This will be considered a false statement.

#### **B. TARDINESS POLICY (Class 2 violation)**

1. Any candidate arriving after the class has begun will wait outside the classroom until the next break, unless authorized to enter by the instructor. If authorized by the instructor to enter class late, the candidate is still considered to have been absent for a full hour and shall sign the roster based on actual time of arrival.

2. All time outside the classroom is counted as an absence. **An absence for any portion of an hour will count as a full hour of absence.**

3. Any student, whose tardiness, pushes their total of missed class hours over the missed hour total will be removed from the class and a grade of "F" will be assigned as the final grade.

#### **C. LEAVING AN ACADEMY CLASS IN PROGRESS (Class 2 violation)**

1. Any candidate leaving a class early will be counted as absent for the period they are not in class. **An absence for any portion of an hour will count as a full hour of absence.**

2. The candidate will notify the instructor prior to the class that he/she will be leaving early.

#### **D. REGISTRATION & FEE PAYMENT**

1. It is the responsibility of each student to confirm that they are registered and paid for each and every class. Students can register/pay semester by semester or class by class. **STUDENTS NOT REGISTERED/PAID BEFORE THE FIRST DAY OF CLASS WILL NOT BE ALLOWED TO ATTEND THAT COURSE OF INSTRUCTION. IF A STUDENT IS FOUND TO BE RESIDENT IN A CLASS FOR WHICH THEY HAVE NOT REGISTERED/PAID, THEY WILL BE SUSPENDED FROM THE ACADEMY.**

#### **E. POCKET KNIVES**

1. Pocket knives, or any other weapon, are strictly prohibited and will be confiscated upon detection. Any confiscated knives, or weapons, will not be returned.

#### **F. ACADEMY APPLICATIONS**

1. All Academy applications, all supporting documents, and associated copies, are the property of the Academy; and, no copies shall be made of them at any time in the future.