



**Rockland County Police and Public Safety Academy  
Basic School for Police Officers**

**Sworn Candidates**

**Registration Packet 02-2023**

## **INFORMATION FOR SPONSORING AGENCIES**

The Rockland County Police & Public Safety Academy (RCP&PSA) will host a DCJS Basic School for Police Officers (BCPO) starting on **August 28, 2023**, with an anticipated graduation date of **January 19, 2024**.

The RCPA will likely be offering a Radar/Lidar Operator Course following the completion of the BCPO.

The attached registration form should be completed and faxed as soon as possible in order to have all necessary information in place prior to the start of the course.

**By Monday, August 21, 2023, the Academy office must have:**

- ☐ **RCPA Registration form** (attached)
- ☐ **Weapon Specifics Form**
- ☐ **Chief Executive's Attestation Form**
- ☐ **Certificates for Agency's Field Training Officers**
- ☐ **Notarized Acknowledgement of Training Intensity Form**
- ☐ **Physician's Certification** (with Physician's stamp - signature alone is inadequate)
- ☐ **Copy of Form DCJS 2214-A** (all five blocks completed)
- ☐ **Copy of Driver's License**
- ☐ **Copy of Recruit's Resume or CV**

*Recruits without these forms on file will be denied entry to the Basic Course for Police Officers.*

### **ADVISORY:**

Agencies **MUST** provide one vehicle for every four recruits to be used by the Recruit Class on the closed-track EVOC Course during the EVOC training on November 11 and 12, 2023.

## **PHYSICAL FITNESS**

The Municipal Police Training Council has established physical standards for the Basic Course for Police Officers. The test is scored on a curve based on the age and gender of the recruit. These standards were designed to conform to the Americans with Disabilities Act. The Rockland County Police Academy requires a minimum of the 50<sup>th</sup> percentile for graduation.

<b>Cooper Fitness Standard (50%)</b>			
<b>Gender &amp; Age</b>	<b>Sit Ups</b>	<b>Push Ups</b>	<b>1.5 Mile Run</b>
<b>Male 20-29</b>	40	33	11:58
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In addition to passing the Physical Fitness standards, NYS DCJS mandates that all recruits participate in a minimum number of hours of Physical Training during the Basic Course.

In the event that you fall below the minimum physical fitness standards during the test given on the first day, Academy personnel will notify and place you in a remedial physical training program. You will be advised that you are in jeopardy of not completing the Basic Course for Police Officers.

**A fitness guide for you to use in preparation for the academy is available on the academy website ([www.rocklandcountypoliceacademy.com/information-for-agencies](http://www.rocklandcountypoliceacademy.com/information-for-agencies)). You should arrive on Day One familiar with the PT test standards and the basic exercises you will be performing.**

### **IMPORTANT HEALTH NOTICE**

Potential recruits should be aware of a health risk associated with engaging in an intense physical training program. **RHABDOMYOLYSIS** is a breakdown of muscle tissue during intense exercise that can cause a release of protein into the blood stream that kidneys are unable to process, resulting in kidney failure.

#### Contributing factors include:

Sudden increase of exercise	Dehydration
Stimulants (especially in liquid form)	Nutritional Supplements
High ambient temperatures	Alcohol
Illnesses with flu-like symptoms	Certain prescription drugs

Recruit must be aware that general fitness is not protective or predictive for rhabdomyolysis.

Some recommendations to avoid this condition are conditioning to exercise and drinking plenty of fluids. Any recruit who feels dizzy or disoriented should stop and rest. Any incidence of dark urine requires consultation with a physician before exercise continues.

## **EQUIPMENT**

**Recruits must arrive the first day in proper business attire (i.e., suit-and-tie) and have:**

- ☐ One large black duffle bag for uniforms and equipment
- ☐ (2) Gray long-sleeved uniform shirt
  - Department patch centered on left sleeve  $\frac{3}{4}$  inch from shoulder seam
  - Academy patch (available at Academy Office) centered on right sleeve  $\frac{3}{4}$  inch from shoulder seam
- ☐ (2) Gray uniform trousers
  - Seams can not be sewn into pants, they must be capable of being pressed
- ☐ Black clip-on tie
- ☐ Black 1  $\frac{3}{4}$  garrison belt with a silver buckle
- ☐ Black socks
- ☐ Black boots (capable of being shined)
- ☐ Police duty jacket
  - For non-uniformed agencies: dark all-weather waist length jacket
- ☐ Black cold weather gloves
- ☐ Black military-style knit watch cap
- ☐ Navy blue Poly/Cotton Shorts: Academy logo silkscreened on left leg
- ☐ Navy blue T-shirts: Academy logo silkscreened on left chest
  - Recruit's last name in 2-inch white letters on back
- ☐ Navy blue sweatpants: Academy logo silkscreened on left leg
- ☐ Navy blue sweatshirts: Academy logo silkscreened on left chest
  - Recruit's last name in 2-inch white letters on back
- ☐ Navy Blue hat with Academy patch
  - Academy patch (patches are available at Hollywood Screen Printing) – centered on front.
- ☐ Running shoes: black, gray, or blue
- ☐ Blue BDU-style trousers
- ☐ Yellow reflective military-style PT belt
- ☐ Athletic mouth guard, black, blue, or clear (Shock Doctor Gel Max Power or similar)
- ☐ 6-inch 3 ring blue binder
- ☐ A refillable water bottle (Camelbak Chute Mag, 32 oz, Oxford Blue)
- ☐ A hardcopy or electronic copy of the agency Patrol Guide, Standard Orders, or Standard Operating Procedure.

## **EQUIPMENT CONTINUED**

**By the start of the second week (*latest*), Recruits from all agencies need:**

- ☐ Realistic training “blue gun” - replica make & model of the department issued sidearm
- ☐ Duty holster
- ☐ Magazine pouches
- ☐ Cuff case
- ☐ Handcuffs
- ☐ Ballistic Vest
- ☐ Flashlight
- ☐ One pair of clear safety glasses
- ☐ One set hearing protection
- ☐ One Laerdal-brand pocket mask with one-way valve
- ☐ One LESK kit (or similar belt mounted Individual First Aid Kit) with
  - Blue Training\* Tourniquet: (NA Rescue CAT, TacMed Solutions SOFT-Wide or SAM XT)  
(\*This should not be used for anything other than training after graduation)
  - Training QuickClot Combat Gauze (or similar hemostatic agent in gauze)
  - Training Chest Seal
  - Latex-free medical gloves
- ☐ Access to a Wi-Fi-enabled tablet or laptop and a user-facing camera.

**By the start of the second week (*latest*), all Recruits from *uniformed agencies* need:**

- ☐ Patrol duty belt
- ☐ 4 Keepers
- ☐ Radio holder
- ☐ Flashlight holder
- ☐ Baton\*
- ☐ Baton holder\*
- ☐ OC Spray holster\*
- ☐ Conducted Energy Device (e.g., Taser) Holster\*
- ☐ 4 Conducted Energy Device (Taser) cartridges\*  
\*Agencies that do not use these items need not supply them.
- ☐ Duty pistol – must be the same weapon that is issued upon graduation
- ☐ Three or more handgun magazines
- ☐ Pistol storage box – lockable hard plastic or metal

## EQUIPMENT CONTINUED

### **During Initial Firearms Training (by September 1, 2023) Recruits will need:**

- ☐ Proper foul weather gear
- ☐ Moist towelettes (for de-leading)
- ☐ Disposable rubber gloves, safety glasses, paper towels
- ☐ Baby wipes, cotton rag (old t-shirt)
- ☐ Weapon Cleaning Kit – Complete Commercial Cleaning Kit required for duty handgun
- ☐ Weapon Cleaning Kit – Complete Commercial Cleaning Kit required for duty AR15, M4, or Patrol Rifle
- ☐ Department shotgun with sling
- ☐ Department patrol rifle with sling
- ☐ Three or more patrol rifle magazines
- ☐ 3,600 rounds of factory handgun ammunition equivalent to service ammunition
- ☐ 400 rounds of **actual** agency service/duty ammunition
- ☐ 30 rounds 12-gauge 00 buck (or agency service/duty shotgun round)
- ☐ 20 rounds 12-gauge slug
- ☐ 1000 rounds patrol rifle duty ammunition or equivalent
- ☐ 200 rounds of **actual** agency patrol rifle service/duty ammunition

### **At various points during the Basic Course for Police Officers, recruits will also need:**

- ☐ Marked / unmarked police cars
- ☐ Box of flares (uniformed agencies)
- ☐ Department-issued Conducted Energy Device (agencies with CEDs only)

*\*Academy will notify agencies of the dates for these items once the schedule is approved*

**Please note:** The Rockland County Police & Public Academy has a safe weapon storage facility. After Initial Firearms Training, Recruit handguns will be stored at the Academy (with access limited to Academy Firearms Instructional Staff *only*) so that recruits may practice safe weapons manipulation drills under supervision during the Basic Course for Police Officers. Weapons can be issued by Academy staff for specific agency purposes (e.g., supplemental firearms training or when required for traveling in a marked department vehicle).

Once a recruit's weapon is lodged with the academy, it is the policy of the RCP&PSA that only the chief executive of an agency may order the weapon to be released prior to graduation. This order must be in writing, specify the reason for the release of the weapon and is non-delegable.

# GUN CLEANING SUPPLIES

## REQUIRED

### HANDGUN

- Complete commercial cleaning kit (Brownells handgun cleaning kit (9mm) is acceptable)

### AR-15/M4

- Complete commercial cleaning kit

ALSO BRING: Disposable rubber gloves, safety glasses, paper towels,  
baby wipes, cotton rag (old t-shirt)

## HIGHLY RECOMMENDED

### HANDGUN

- |  |  |
|--|--|
| • Kroil (aerosol spray)                                  | Brownells # 471-000-002  |
| • Gun parts cleaning brush                               | Brownells # 676-450-001  |
| • Bronze super toothbrush                                | Brownells # 084-064-200  |
| • Brownells handgun cleaning kit (9mm)                   | Brownells # 080-001-201  |
| • Brownells brass core brush                             | Brownells # 084-405-137  |
| • Slide glide  | Brownells # 100-004-080  |
| • Hoppe's gun oil  | Brownells # 699-100-003  |
| • Remington gun oil                                      | Brownells # 768-500-100  |
| • Nyoil  | <a href="http://www.tai-lubricants.com">www.tai-lubricants.com</a> |
| • Brownells round cotton flannel patches (270-38 cal)    | Brownells # 084-268-003  |
| • Loctite medium strength blue #242 threadlocker         | Brownells # 532-242-006  |
| • Carburetor cleaner (2 cans)                            | Auto-Supply Store  |
| • Stainless Steel pan (Approx. minimum size 6"x 12"x 3") | Restaurant Supply/On-line  |

### AR-15/M4

- |   |                         |
|---|-------------------------|
| • Dewey 1-piece coated cleaning rod 24 in. (22-caliber) | Brownells # 234-222-024 |
| • Brownells brass core brush (22-caliber)               | Brownells # 084-405-001 |
| • Brownells round cotton flannel patches (22-caliber)   | Brownells # 084-268-002 |
| • Dewey AR-15 Chamber cleaning combo                    | Brownells # 234-000-021 |
| • Iosso Products AR-15 Eliminator brush pack            | Brownells # 073-000-005 |

### SHOTGUN

- |  |                         |
|--|-------------------------|
| • Dewey one piece brass shotgun rod                  | Brownells # 234-300-034 |
| • Brownells heavy weight nylon bore brush (12-gauge) | Brownells # 084-444-023 |
| • Dewey shotgun bore mop (buy 2)                     | Brownells # 749-000-164 |

\*[www.brownells.com](http://www.brownells.com)

## **VENDOR LIST**

Rockland County Police & Public Safety Academy does not require agencies to use particular vendors and does not endorse any particular vendor for uniforms, equipment or supplies. This list is provided as a courtesy to agencies seeking assistance in locating local suppliers.

### **UNIFORMS & EQUIPMENT VENDORS:**

<b>ALFI'S UNIFORMS</b>	152 Windsor Highway (Route 32) Suite 100 New Windsor, New York 12553 (845) 562-1404
<b>HOLLYWOOD SCREENPRINTING</b>	324 Route 202 Pomona, New York 10970 (845) 364-5431
<b>KVI UNIFORMS &amp; EQUIPMENT INC</b>	50 Carpenter Avenue Middletown, New York 10940 (845) 343-7868
<b>NEW ENGLAND SPORTSWEAR</b>	66 Fulton Street White Plains, New York 10606 914-358-1505

### **VENDORS FOR INDIVIDUAL FIRST AID KITS:**

<b>GALL'S</b>	6098 Jericho Turnpike Commack, NY 11725 USA (631) 325-800 <a href="http://www.galls.com">http://www.galls.com</a>
<b>ELEVEN10</b>	975 Bassett Road Suite B Westlake, OH 44145 (888) 216-4049 <a href="http://www.1110gear.com">www.1110gear.com</a>
<b>HERKIMER INDUSTRIES</b>	304-306 Fourth Avenue, Herkimer, NY 13350 Office: (315) 574-7622 Fax: (315) 866-1684 <a href="http://www.herkimerindustries.com">www.herkimerindustries.com</a>
<b>TACMED SOLUTIONS</b>	1250 Harris Bridge Road Anderson, SC 29621 (888) 822-6331 <a href="http://www.tacmedsolutions.com">www.tacmedsolutions.com</a>



**REGISTRATION FORM – BASIC COURSE FOR POLICE OFFICERS**

Class 02-2023 (August 28, 2023 – January 19, 2024)

**\*THE FOLLOWING 6 FORMS MUST BE RETURNED BY MONDAY, AUGUST 21, 2023.**

**RECRUIT INFORMATION:**

Date of Appointment: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Agency E-Mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Personal E-Mail: \_\_\_\_\_

Personal Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone(s): \_\_\_\_\_ / \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Known Allergies: \_\_\_\_\_ Date of Last Tetanus Shot: \_\_\_\_\_

List all Medical Condition(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List all Prescribed Medication(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AGENCY INFORMATION:**

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Chief / Sheriff / Executive Officer: \_\_\_\_\_

Executive E-Mail: \_\_\_\_\_

Executive Office Phone: \_\_\_\_\_ Executive's Mobile Phone: \_\_\_\_\_

Agency Training Officer / Recruit Point of Contact: \_\_\_\_\_

Training/POC E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_



## Rockland County Police & Public Safety Academy

### Office of Administration

50 Sanitorium Road, Building G

Pomona, New York 10970

Main Office: 845-364-8700

Fax: 845-364-8926

### AGENCY WEAPON SPECIFIC FORM

RECRUIT'S LAST NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

#### WEAPONS

##### Handgun:

Make \_\_\_\_\_ Model \_\_\_\_\_ Caliber \_\_\_\_\_

Serial Number (when available) \_\_\_\_\_

##### Shotgun:

Make \_\_\_\_\_ Model \_\_\_\_\_ Caliber \_\_\_\_\_

##### Patrol Rifle:

Make \_\_\_\_\_ Model \_\_\_\_\_ Caliber \_\_\_\_\_

##### Baton:

Make \_\_\_\_\_ Model \_\_\_\_\_

##### Conducted Energy Device:

Make (e.g., Taser) \_\_\_\_\_ Model \_\_\_\_\_

##### Chemical Restraint Spray:

Make \_\_\_\_\_ Type (e.g., OC) \_\_\_\_\_ Strength (%) \_\_\_\_\_



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### Chief Executive's Attestations

\_\_\_\_\_  
Recruit's Last Name (Print)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

1. NYS 9 NYCRR Part 6000 requires a background investigation to be conducted on every recruit by the employing agency to determine fitness of character prior to being appointed to the position of a law enforcement officer.

\_\_\_\_\_ I attest that a background investigation was conducted in accordance with Part 6000.

2. NYS 9 NYCRR Part 6000.8 requires that every recruit pass a Cooper Standard physical fitness screening at the 40<sup>th</sup> percentile before a DCJS qualified trainer. (Agencies may satisfy this requirement through use of Civil Service testing results. Academy staff are also available to assist in facilitating this requirement.)

\_\_\_\_\_ I attest that a physical fitness screening was conducted in accordance with Part 6000.8.

3. NYS DCJS does not certify a recruit as ready for Field Training until after all Academy exams have been successfully completed. The RCP&PSA will not support agencies that use recruits in public-facing capacities before graduation.

\_\_\_\_\_ I attest that the agency will not use uncertified recruits in public-facing capacities.

\_\_\_\_\_  
Chief/Sheriff/Executive's Name (Print)

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

***\*Note: Only the Chief, Sheriff or Executive of Agency may sign this Certification.***



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### NYS DCJS FIELD TRAINING OFFICER CERTIFICATION

\_\_\_\_\_  
Recruit's Last Name (Print)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

New York State Division of Criminal Justice Service requires the Academy to certify that Supervised Field Training for recruits will be conducted by New York State Certified Field Training Officers.

Please list your agency's New York State Certified Field Training Officers and attach copies of their certifications or the ACADIS printout of their certifications.

Field Training Officer Name	Date of Appointment	Date of FTO Certification
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____

By signing below the agency commits to supporting the recruit officer through the entire Academy including 160 hours of Field Training. Field training must be completed by officers with a valid NYS DCJS FTO certification from the sponsoring agency unless that sponsoring agency has an executed MOU with another agency to provide this service on file with DCJS & RCPA prior to the start of the Basic Course.

Agency Training Officer Name	Agency
Agency Training Officer Signature	Date



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### ACKNOWLEDGEMENT OF TRAINING INTENSITY

I, \_\_\_\_\_,

○ Employed by \_\_\_\_\_,

○ A student in the Rockland Community College Pre-Employment Program,

am a Recruit in the Rockland County Police & Public Safety Academy. I am aware that law enforcement is an occupation that, at times, demands excellent performance under stressful circumstances. Police Officers are expected to endure verbal abuse, taunts, personal insults, hostile views, and abhorrent opinions delivered in antagonistic settings. Furthermore, Police Officers are called upon to preserve the rights of and provide protection for the very individuals making these statements.

I have been informed that to learn effective methods for dealing with these expectations, the training to become a Police Officer includes being subject to unpleasant experiences that mimic the kinds of situations listed above. I recognize that from time-to-time Academy staff members will train and test my ability to remain composed and make sound judgements while under these kinds of simulated conditions.

I voluntarily accept this as part of the training on which I am about to embark. I have been informed that at no time will I be forced to engage in any behavior or activity and that I may opt-out of any training and leave the Academy at any time by informing any staff member of my desire to do so.

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

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, in the County of \_\_\_\_\_, in the State of \_\_\_\_\_, before me, the above signed, \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument acknowledged to me that he/she/they executed the same in his/her/their personal capacity and that by his/her/their signature on the instrument, executed the instrument.

Signature of Notary: \_\_\_\_\_

Affix Notary Stamp Here



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### **PHYSICIAN CERTIFICATION FORM**

Dear Examining Physician:

\_\_\_\_\_ (insert candidate's name) is a candidate for entry into the Basic Course for Police Officers at the Rockland County Police and Public Safety Academy. The candidate will be required to pass a Physical Fitness Test (described below) and will also be required to conduct regular rigorous physical activity including but not limited to running long distances, upper and lower body strength, and agility exercises. The Academy requires that a physician examine the candidate to determine that the overall fitness level of the candidate is sufficient to safely attempt any tests or training that the candidate will be expected participate.

#### **Physical Fitness 50<sup>th</sup> Percentile Cooper Standard:**

Gender & Age	Sit Ups	Push Ups	1.5 Mile Run
Male 20-29	40	33	11:58
Male 30-39	36	27	12:24
Male 40-49	31	21	13:12
Female 20-29	35	18	14:04
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The score for push-ups is the number to be performed continuously without a time limit. The score for sit-ups is the number to be performed in one minute. The score for the 1.5-mile run is calculated in minutes: seconds.

After reviewing the Cooper Standard and examining the candidate, if you find the candidate suitable, please complete the Physician's Certification along with your office stamp (signature alone is inadequate) and return it to the candidate for presentation to the Rockland County Police and Public Safety Academy.

#### **Physician's Certification**

I, \_\_\_\_\_, have examined \_\_\_\_\_, a candidate for Police Training in the Rockland County Police & Public Safety Academy, and believe that he/she can safely participate in the physically rigorous training that will be conducted at the academy.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

***\*Physical examination may not be conducted earlier than June 28, 2023.***

Affix Office Stamp Here

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Stimulants (especially in liquid form)	Nutritional Supplements
High ambient temperatures	Alcohol
Illnesses with flu-like symptoms	Certain prescription drugs

Recruit must be aware that general fitness is not protective or predictive for rhabdomyolysis.

Some recommendations to avoid this condition are conditioning to exercise and drinking plenty of fluids. Any recruit who feels dizzy or disoriented should stop and rest. Any incidence of dark urine requires consultation with a physician before exercise continues.