



# The **ACADEMY**



## *Basic Police Academy*

# **STUDENT NEEDS LIST**

(Revised 10/16/12)

*This Needs List is designed to inform and prepare you for entry into the Basic Police Academy.*

## **Basic Police Academy**

This course meets all training standards governed by the Commission on Peace Officer Standards and Training for entry-level peace officers in the State of California. The Academy offers this 22-week (888-hour) course, which generally meets Monday thru Friday from 8:00 a.m. to 5:00 p.m. The course schedule requires attendance of some night sessions and may require some weekend sessions. You will be provided with a complete course schedule on the first day of class. This is a highly demanding course with both academic and physical components and will require a significant amount of your time, both inside and outside the classroom.

The Basic Police Academy is offered at Evergreen Valley College in San Jose, Gavilan College in Gilroy, the College of San Mateo in San Mateo and Monterey Peninsula College in Monterey.

### **Class Cancellation:**

Class offerings are contingent upon sufficient student enrollment.

The purchase of equipment should be done after confirming that the class will be offered.

The Academy will announce confirmation of class offerings as soon as minimal enrollment is met.

## **Academy Staff**

The Academy Staff is comprised of both current and retired peace officers that are dedicated to your success and training. Staff and students work together to present a training environment where all students have the opportunity to succeed. The Academy staff is available to answer questions and help you prepare to enter the course. Please call Instructional Services at 408-270-6458 if you have questions related to the Basic Academy.

## Entrance Requirements

*You must comply with all entry requirements in order to attend the Basic Police Academy.*

1. Entrance Exam/Assessment
2. Proof of Valid California DL/DMV Abstract (3 year)
3. Proof of Current Medical Insurance
4. DOJ Clearance
5. Medical Clearance (must be on Academy form)

## Entrance Assessment

1. Successful completion of the POST Reading and Writing entrance exam with a minimum **T-Score of 48**
2. Successful completion of the POST WSTB Physical Agility Test with a minimum score of **320 total points and run 1.5 miles in 14 minutes or less.**

**Written exam and physical test valid for one (1) year from date successfully completed.**

## Drivers License Requirements

1. Valid California Driver's License is required.
2. DMV abstract of your California Driver's License must be given to Instructional Services prior to the start of the class.

**For those agency-employed students, a verification letter of entrance requirements from your training supervisor is acceptable.**

**DMV will provide DL abstracts for a fee.**

## Student Fees

You will be provided with necessary equipment and materials to complete the course. The cost of materials will be provided at the time of enrollment through Instructional Services. You must supply your own writing instruments, notepaper or other supplies as deemed necessary.

As a student, you will receive college credit for this course and as such, you will be required to pay all fees associated with required college registration. Fees are announced and stated, refer to the Student Materials and Fee form for details.

## Residency Requirement

If you are a self-sponsored student who has **not lived in California** for at least one year and one day from the day proceeding the opening day of instruction, of the quarter semester or other session; you will be

subject to out-of-state registration fees. Please inquire with Instructional Services if you have any questions regarding “out of state” college registration. Reference Code ECS68023, T54002.

## **Reservations, Payment, and Cancellations**

Reservations will be accepted once you have paid the required deposit fee. In the event you cancel your reservation within **21-days** of the start of the class, this fee is **non-refundable**. If you cancel your reservation prior to the 21-day cancellation period, all fees will be returned to you. Payment must be made either by cashier check, money order Visa or Master Card. Cashiers checks or money orders must be valid for at least 90 days and made payable to: **South Bay Regional Public Safety Training Consortium or SBRPSTC.**

## **Subject to Change**

Academy fees are subject to change.

Academy materials and equipment requirements are subject to change.

Please contact student services for current fees and academy requirements.

A minimum cancellation fee will be assessed for cancellations occurring less than 21 days prior to the class start date.

## **UNIFORM REQUIREMENTS**

### ***EVC and CSM Recruits (BOTH Agency and Self-Sponsored)***

### ***MPC and Gavilan Recruits (Self-Sponsored ONLY)***

1. Academy uniform - Shirt & Pants (refer to specifications).
2. Black boots: must be plain toed, military/police type boots. High gloss shine required. Boots must be hand shined using “real” wax. NO “Leather Lust” or similar product can be used to shine boots. NO PATENT LEATHER.
3. Socks: Uniform socks may be of any color or material, but must NOT be visible while wearing boots.
4. Duty belt: Basket-weave black belt, 2.0 – 2¼ inches wide—agency students may wear agency approved duty belt.
5. Trouser belt, black, uniform style, 1¼ – 1½ inches wide.
6. Plain black "breakaway" tie, 2¾ inches wide.
7. Plain silver tie bar—agency personnel may wear department regulation tie bar or tie tack.
8. Collar stays - (Optional) when wearing long sleeve shirt and tie.
9. Shoulder patches will be worn according to specifications (½-¾ inches down from, and centered on shoulder seam). Academy patches provided. **(NO patches will be worn at start of academy at the MPC or Gavilan Academy locations.)**
10. Baseball cap, navy blue—provided by the Academy.
11. Name tag (must be ordered by the student prior to the start of class). Possible vendors for nametags are Summit Uniform or Peninsula Uniforms. The name tag must be silver with black lettering (½ x 2½ inches). Your name should read: initial of first name. last name (example: A. SMITH) Agency name tags are allowed.

12. During colder winter months, sponsored students may wear agency approved jacket/coat providing the jacket is plain with no lettering other than an agency patch (optional) worn at the top of the sleeve at the shoulder. Self-sponsored students may wear appropriate police-style "Tuffy" jacket (black in color) with or without Academy patches (see Uniform Standards sheet).
13. Optional: black turtle neck shirt to wear under sweatshirt in cold weather.
14. Agency/Academy approved raincoat and pants (black or yellow).
15. Black BDU (fatigue style) pants must be bloused and worn with boots.

### **AGENCY RECRUITS: (MPC and GAV locations only).**

**Agency uniform will be worn per agency specifications and without agency patches.**

1. Shirt & Pants.
2. Black boots must k boots: must be plain toed, military/police type boots. High gloss shine required. Boots must be hand shined using "real" wax. NO "Leather Lust" or similar product can be used to shine boots.  
NO PATENT LEATHER.
3. Socks. Uniform socks may be of any color or material, but must NOT be visible while wearing boots.
4. Duty belt (agency specific).
5. Trouser belt, black.
6. Plain black "breakaway" tie, 2¾ inches wide.
7. Department regulation tie bar.
8. Collar stays - (Optional) when wearing long sleeve shirt and tie.
9. Shoulder patches will be worn according to agency specifications (½-¾ inches down from, and centered on seam). **DO NOT place patches on uniform until directed to do so by Academy Coordinator.**
10. Baseball cap, navy blue—provided by the Academy.
11. Name tag—agency-provided.
12. During colder winter months, you may wear your agency approved jacket/coat providing the jacket is plain with no lettering other than agency patch worn at the top of the sleeve at the shoulder. **DO NOT place patches on uniform/jacket until directed to do so by Academy Coordinator.**
13. Optional: black turtle neck shirt to wear under sweatshirt in cold weather.
14. Agency approved raincoat and pants (black or yellow).
15. Agency uniform or Black BDU (fatigue-style) pants must be bloused and worn with boots.

## **UNIFORM SPECIFICATIONS**

The wearing of The Academy uniform is a privilege. You will maintain the highest professional standards of behavior and appearance when wearing The Academy uniform. Failure to maintain these standards will result in corrective action by Academy Staff.

### **Class "A" - DRESS UNIFORM**

The dress uniform will be worn unless otherwise directed by the academy staff or when instruction dictates that the Class "B" or Class "C" uniform be worn. The Class "A" uniform (long sleeve shirt) will be worn during all formal inspections. The Class "A" uniform will be worn for scenario testing.

Cover: Navy blue baseball cap (Department hat when authorized).  
Shirt: Flying Cross (or equivalent) # 35W7886, 100% polyester, color—navy with Academy patches (Department uniform shirt when authorized). Two long sleeve shirts are required.  
Tie: Black clip-on (break-away) or agency approved (MPC & Gavilan).  
Tie bar: Plain silver or agency approved.  
Pants: Flying Cross (or equivalent) # UD3900, 100% polyester, color—navy (Department uniform pants when authorized).  
Leather: Full leather with required equipment (i.e., weapon, handcuffs, baton).  
Trouser belt: Black.  
Boots: Boots, "spit-shine" polished (toe/heel) using "real" wax.  
Socks: Black (white if wearing boots).

## **CLASS "B" - ACT/RANGE/DRIVING/PRACTICALS**

The Class "B" uniform will be worn as directed. The shirt will be tucked in at all times. Clothing will be cleaned and pressed. Bootlaces will be tucked into the boot. Any undershirt worn must be black in color.

Cover: Blue Baseball cap (Academy-issued).  
Shirt: Black uniform style shirt, PT t-shirt, and/or sweatshirt with the name on the back. (Academy Issued)  
Pants: Black BDU (Fatigue style), bloused—two pair required. Two options include: 1) Proper rip stop BDU or 2) 5.11 **TDU** (NOT Tactical style).  
Boots: Military style jump boots capable of being polished.  
Leather: Full leather with empty weapon and empty magazine holder.

## **CLASS "C" – Lifetime Fitness/Physical Training**

The PT uniform will be worn as directed. Generally speaking, you will be permitted to change into the PT uniform during an afternoon break on days that PT is scheduled. When wearing the PT uniform, the t-shirt will be tucked into the gym short. Clothing will be clean and neat appearing.

Cover: None.  
Shirt: Gray t-shirt with name on the back (Academy-provided sweatshirt is optional).  
Pants: Navy blue shorts (Academy-provided). Academy-provided sweat pants may also be worn.  
Shoes: Running shoes (white socks required).

## **Leather Gear/Equipment**

Leather or simulated leather with basket weave pattern and capable of presenting a highly polished look is required. NO nylon/cloth type of gear is allowed.

1. Holster.
2. Trouser belt (see uniform),
3. Belt flashlight holder (black or hidden snap, Velcro or agency approved).
4. Flashlight case (black).
5. Belt keepers (black or hidden snap, Velcro or agency approved).
6. A 26" or 29" straight wooden/composite police baton, black in color (grommet required) must be used during the first half of the course. A collapsible baton (black in color) may be used during the

second half of the Defensive Tactics course (Instructors/Coordinators will notify you when the change can be made).

7. Baton-ring (black or agency approved).
8. Handcuffs—chain type (two optional).
9. Handcuff case-closed (black or hidden snap, Velcro or, agency approved).
10. Duty belt - Sam Brown belt - basket weave (silver buckle if a buckle is needed). Black nylon/plastic snap closure is allowed. Agency Recruits may wear Department approved belt.
11. Flashlight - 15,000 - 25,000 candlepower for 30 minutes, pressure activated.
12. MARK III INERT Spray (provided by the Academy) and matching OC spray holder (provided by student).
13. Three magazines (3).
14. Double magazine holder (black or hidden snap, Velcro or agency approved).
15. Ear protectors—ear muffs required for indoor range and may be purchased through the Academy bookstore. Ear plugs may be used at outdoor ranges.
16. Eye protection (may be purchased through the Academy bookstore).

**Agency sponsored recruits may wear the type of duty equipment required by their department (i.e., Brass or Velcro, non-basket weave, etc.).**

**Equipment and gear must be matching in appearance (there will be no mix-matching of silver snaps, black, Velcro, hidden or brass snaps allowed).**

## Firearms and Ammunition

1. The Academy allows 9mm, .40 caliber and .45 caliber semi-automatic pistols ONLY. The approved weapon must be a **full size** “duty” weapon and **NOT** model typically used as an off-duty or under cover weapon. (The Academy will **NOT** provide you with pistols). If in doubt, ask the Academy Coordinator prior to purchasing your weapon.
2. Ammunition is provided by The Academy and is included in the course fees. Only Academy-provided ammunition shall be used.
3. Shotguns will be provided by The Academy.
4. No weapons will be used at The Academy Range without approval of the Academy Coordinator or Director.
5. Agency personnel: you should contact your employer for firearms.
6. Self-sponsored personnel: you are required to supply your own 9mm, .40, or .45 caliber firearm (NO Single Action, Semi-Automatic or Cock & Lock Style weapon allowed).

**ALL ammunition, for both pistol and shotgun will be provided by The Academy and is included in the course fees.**

**DO NOT bring firearms to The Academy until directed to do so by The Academy Coordinator.**

# First Day Needs List

You will need to have the following items on the FIRST day of class:

1. YOU MUST BE IN YOUR CLASS "A" or Agency-supplied UNIFORM (long sleeve shirt & tie; no duty belt).
2. Wrist Watch (black band).
3. College Rule Binder Paper (3-ring).
4. No. 2 Lead Pencils (at least 2).
5. Small Notepad (capable of fitting into shirt pocket).
6. Medium point, black ink Pen.
7. Highlighter.
8. White Out type correction fluid or tape.
9. Recruit Procedures Manual, LD CDROM, Exemplary Police Officer and Student Scenario Preparation (all provided by The Academy).

**If applicable, during the first week at The Academy, you will be assigned a locker and must provide your own towels for showering.**

## **Personal Computer Usage:**

After receiving prior approval from the Academy Coordinator, you may use a personal laptop computer during classroom instruction. A computer is necessary for accessing certain secondary resource materials provided by The Academy (i.e., Student Resource CDROM).

# Grooming Standards

## **Hair Standards**

1. Hair, for both male and female recruits, will be worn so that it does not extend below the top of the collar or touch/cover any part of the ears.
2. Hairstyles should generally be worn short. Longer hair must be pinned up under the hat with hair fastening devices.
3. No hair will protrude beyond the edges or outside of the hat.
4. Hairstyles will be such that it facilitates wearing the academy/department hat in accordance with standards.
5. Hair will be pinned-up at all times except during PT. Longer hair will be pulled back with a fastening device during PT.
6. Male recruit's hair will be tapered on the sides and in the back. It **will not be "blocked"** at the back of the head.
7. The Academy does not permit colored dyes or washes that dramatically change the natural hair color (i.e., blues, purples, greens, etc.).

## **Facial Hair Standards**

1. Mustaches will not extend below the crease of the mouth and will be trimmed to expose the colored portion of the upper lip, and will not extend more than ¼ inch beyond the edge of the mouth.
2. Beards and goatees are prohibited.

3. Sideburns will not extend below the middle of the ear.
4. The face shall be clean shaven daily except as outlined above.

## Professional Appearance

1. Fingernails will be trimmed so that they **do not extend beyond the fingertip.**
2. Only **clear** nail polish is permitted.
3. Facial makeup shall be kept to a **minimum.**
4. Light facial rouge and eye shadow of a natural skin tone are permitted.
5. Lip-gloss of a high sheen, bright or unnatural color and false eyelashes are prohibited.
6. Perfume and/or cologne should not be worn.
7. You will be expected to maintain proper body hygiene standards conducive with professional appearance and image.
8. Tattoos (body art) shall be covered at all times while attending the Academy.

## Physical Training

*You will **NEED** to show up on the first day of the police academy in reasonable physical shape already actively engaged in a personal physical conditioning program performed 3-5 days a week.*

**At a minimum,** you will need to do the following:

1. **Aerobic capacity**-- sustained jog for at least 20 minutes (about 2 +/-miles) within your personal aerobic conditioning range--without stopping! This means that different recruits will run at different paces, and you must keep moving (jogging) for the full 20 minutes.
2. **Core strength**--sustain a basic plank position of about 60 seconds.
3. **Abdominal strength**--perform at least 30 bent leg sit-ups in a minute.
4. **Integrated strength**--perform at least ten (10) four count burpees (up-downs) at a slow pace without stopping.
5. **Upper body strength**--perform at least ten (10) full-range pushups without stopping.
6. **Flexibility and range of motion**--have performed a variety of dynamic and static movements to have developed reasonable flexibility and range of motion.
7. **Body Mass Index (BMI)--show up** with a reasonable BMI. Should you be carrying excessive BMI, we encourage you to lower your BMI to reduce the risk of injuries and enhance your ability to be successful throughout all physical aspects of the police academy. One of many excellent websites on BMI is <http://www.cdc.gov/healthyweight/assessing/bmi/>

**You will be required to run three times per week. Runs will consist of distance runs between 2-6 miles and shorter sprint-type runs. Weight and circuit training will also be done. You will be running on varied surfaces, including but not limited to, asphalt/pavement, dirt and grass.**

## Academy Issued Clothing

The Academy will issue you the required Physical Training (PT) clothing. You must be fitted for proper size at least 21 days prior to the start of class. Contact Instructional Services at **408-270-6458** to arrange a date and time to be fitted.

1. (2) Academy PT t-shirts
2. (1) Pair of Academy gym/running shorts
3. (1) Academy sweatshirt
4. (1) Sweatpants

## Additional Clothing

A high quality running shoe should be worn to enhance performance and reduce potential injuries. For selection, The Academy advises you seek assistance from a trained salesperson. You are encouraged to review the advice given by the American College of Sports Medicine at [www.acsm.org](http://www.acsm.org) on “Selecting and Effectively Using a Running Shoe.”

1. White athletic socks must be worn (must be visible, but no higher than mid-calf).
2. Compression shorts may be worn under the academy running shorts (Black or navy blue).
3. Black short sleeve t-shirt (if worn under uniform).

## Purchasing a Uniform

The standard uniform to be worn in the Basic Police Academy is the matching shirt and trouser, navy blue in color, and altered to fit properly. The uniform may be purchased at any one of the following vendors (items may also be purchased on-line from various vendors):

<b>VALKYRIE ARMS</b> www.valkyriearms.net	2249 The Alameda, Santa Clara, CA	(408) 247-4327
<b>CALIFORNIA COAST UNIFORMS</b> www.calcoastuniform.com	4242 Capitola Road, Capitola, CA	(831) 475-1911
<b>LC ACTION</b> www.lcaction.com	1088 North First Street, San Jose, CA	(408) 294-2677
<b>PENINSULA UNIFORMS</b> www.peninsulauniforms.com	2626 Broadway, Redwood City, CA	(650) 701-0911
<b>SALINAS VALLEY PRO SQUAD</b> www.svprosquad.com	221 Griffin Street, Salinas, CA	(831) 758-2128
<b>SUMMIT UNIFORM</b> summituniforms.com	545 Meridian Avenue, Ste. A, San Jose, CA	(408) 293-8633
<b>Previously Worn Uniforms</b>		
<b>THE ACADEMY BOOKSTORE</b>	4750 San Felipe Road, San Jose, CA	(408) 270-6458