The ACADEMY

EXCELLENCE LEADERSHIP PARTNERSHIPS

Basic Police Academy

STUDENT NEEDS LIST

(Revised 8/13/15)

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, 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. DOJ Firearms Proof of Ownership forms (See page 11)
6. Medical Clearance (must be on Academy form)

For agency-employed students: we will accept a verification letter from your training supervisor in lieu of required entrance documents.

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.

Student Fees

You will be provided with necessary equipment and materials to complete the course (i.e., POST Workbooks, Penal Code, etc.). The cost of materials will be provided at the time of enrollment through Instructional Services. You are required to have an internet connection available for your use in order to download your LD books, homework assignments and other academy documents. A laptop computer is **required** during class to access your LD books. If you prefer printed LD books (at an additional cost to you), please advise Instructional Services before the start of the academy. 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 passed entrance assessment exams and paid the deposit fee. In the event you cancel your reservation less than **21 days** prior to the start date 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 MasterCard. Cashier's 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 Instructional 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 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:	Black baseball cap (Department hat when authorized by the Coordinator).
Shirt:	Flying Cross (or equivalent) # 35W7886, 100% polyester, color—black with Academy patches (Department uniform shirt when authorized). Two long sleeve shirts are required.
Tie:	Black clip-on (break-away) or agency approved (MPC).
Tie bar:	Plain silver or agency approved.
Pants:	Flying Cross (or equivalent) # UD3900, 100% polyester, color—black (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

UNIFORM REQUIREMENTS

EVC and CSM Recruits (BOTH Agency and Self-Sponsored)
MPC Recruits (Self-Sponsored ONLY)

Academy uniform: shirt and pants (refer to specifications). Both should be altered to fit properly. Pants should be altered with the front at no break – slight break; back should touch the welt or seam of the shoe/boot sole.

Boot cut
No Break – Front view

Boot cut
Slight Break – Side View

Boot cut
Rear View

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 crew neck, black in color.

Cover:	Black 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 shorts or sweats. Clothing will be clean and neat appearing. Extra PT shirt and shorts are recommended.

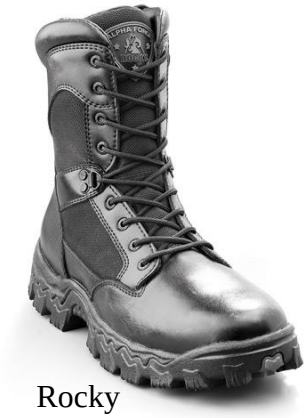
Cover:	None.
Shirt:	Black t-shirt with name on the back (Academy-provided sweatshirt is optional).
Pants:	Black shorts (Academy-provided). Academy-provided sweat pants may also be worn. **Black compression shorts *must* be worn under the shorts.**
Shoes:	Running shoes (white socks required).

UNIFORM ACCESSORIES

EVC and CSM Recruits (BOTH Agency and Self-Sponsored)
MPC Recruits (Self-Sponsored ONLY)

1. NO PATENT LEATHER BOOTS OR SHOES.
   Black boots: must be plain toed, military/police type boots. "Spit-shine" required. Boots must be hand-shined using "real" wax. NO "Leather Lust" or similar product can be used to shine boots. Some acceptable styles/brands:

Rocky


Rocky

Danner

2. Socks: uniform socks must be black or white and NOT visible while wearing boots.
3. Duty belt: basket-weave black belt, 2.0 – 2¼ inches wide—agency students may wear agency approved duty belt.

4. Trouser belt: black, uniform style, 1¼ – 1½ inches wide.

5. Tie: plain black "breakaway," 2¾ inches wide.
6. Tie bar: plain silver; agency personnel may wear department regulation tie bar or tie tack.
7. Collar stays (optional): when wearing long sleeve shirt and tie.
8. Shoulder patches (provided by The Academy): will be worn according to specifications (½-¾ inches down from, and centered on shoulder seam). **NO patches will be worn at start of academy at the MPC Academy location**.
9. Baseball cap (provided by The Academy): black.
10. Name tag: silver with black lettering, ½ x 2½ inches. **Order prior to the start of class** (possible vendors are Summit Uniform or Peninsula Uniforms). Your name should read: initial of first name. last name (example: A. SMITH) Agency name tags are allowed.

11. During colder winter months, you may wear:
    - 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.
    - Agency approved raincoat and pants (black or yellow).
    - A black turtleneck shirt under PT sweatshirt.

AGENCY RECRUITS: (MPC location only).

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

1. Academy uniform: shirt and pants (refer to Specifications and Requirements). Both should be altered to fit properly. Pants should be altered with the front at no break – slight break; back should touch the welt or seam of the shoe/boot sole.
2. NO PATENT LEATHER BOOTS OR SHOES.
   Black boots: must be plain toed, military/police type boots. "Spit-shine" required. Boots must be hand-shined using "real" wax. NO "Leather Lust" or similar product can be used to shine boots.
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. Tie: plain black "breakaway," 2¾ inches wide.
7. Tie bar: department regulation.
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: black (provided by The Academy).
11. Name tag: agency-provided.
12. During colder winter months, you may wear:
    - 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.
    - Agency approved raincoat and pants (black or yellow).
    - A black turtleneck shirt under PT sweatshirt.

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 unless issued by an Agency. The holster must have some level of retention with a retention device and be capable of holding a barrel plug which will flow freely through the muzzle end of the holster.

1. Holster.

2. Trouser belt: see uniform requirements.
3. Belt flashlight holder: black or hidden snap, Velcro or agency approved.
4. Belt keepers: black or hidden snap, Velcro or agency approved.
5. Baton: 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; not shown here) may be used during the **second half** of the Defensive Tactics course (Instructors/Coordinators will notify you when the change can be made).

6. Baton-ring: black or agency approved.

7. Handcuffs: chain type, black or silver colored (two recommended); cuff key (two options).

8. Handcuff case: closed (black or hidden snap, Velcro or agency approved).

9. 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.
10. Flashlight: 300 lumen minimum, pressure activated. Flashlight will be used for Range Nighttime Qualifications. Rail mounted lights are allowed but may not be used for testing.
11. MARK III INERT Spray (provided by The Academy) and matching OC spray holder (provided by student).

12. Three (3) magazines.
13. Double magazine holder: black or hidden snap, Velcro or agency approved.

2 mags

2 mags

triple mag

14. Ear and eye protection: Over the ear hearing protection or custom molded ear plugs are required for the range. Eye protection and ear muffs are provided by The Academy. They also can be purchased through The Academy bookstore.

15. Patrol duty bag: black
Recommended one w/shoulder strap

Back pack: black
Able to carry baton

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

- You must supply your own firearm for the course.
- Agency sponsored students: contact your employer for your weapon.
- Self-Sponsored students: you are required to supply your own 9mm, .40 caliber or .45 ACP caliber semi-automatic handgun.
- **NO** Single Action, Cock & Lock Style weapons allowed.
- You will need three (3) magazines for Range training. No high-capacity magazines unless they are issued by an Agency. **DO NOT** bring them until told to do so.
- You must legally possess the weapon by the first Range day.
- There is a 10 day waiting period for all purchases and transfers which must be done through a Federal Firearms Licensee (FFL).

IMPORTANT:
California law has restrictions on the borrowing of handguns. All students under the age of 21 who will be borrowing a handgun, please refer to the Department of Justice (DOJ) Report of Operation of Law or Intra-Familial Firearm Transaction (BOF 4544A).

All students 21 years of age and older are required to be the registered owner of the handgun used while in The Academy. You must provide The Academy with proof of weapon ownership as stated on the Automated Firearms System (AFS) Request for Firearm Records (BOF 053).

If you are a new resident to California, you must also complete the New Resident Firearm Ownership Report (BOF 4010A).

- The Academy allows 9mm, .40 caliber and .45 caliber ACP semi-automatic handguns ONLY. The approved weapon must be a **full size** "duty" weapon and **NOT** a model typically used as an off-duty or under cover weapon. (No sub-compacts.) Compact sized weapons are discouraged unless issued by an agency or you are proficient with the firearm. If in doubt, ask The Academy Coordinator prior to purchasing your weapon. Handguns must be a standard black or silver color. No designer colors allowed.

- No weapons will be used at The Academy Range without approval of The Academy Coordinator or Director.

- Shotguns will be provided by The Academy.

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

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

What is the best firearm to purchase for your Academy training? Although you will receive thorough firearm safety and practical training from The Academy's range master, the decision about which handgun to purchase is your own. You may find this general information regarding handguns helpful.

See next page for samples of approved firearms.

<u>Samples of Academy-approved firearms include, but are not limited to</u>:

Beretta 92 FS

Glock 17

Sig Sauer P226

Sig Sauer P229

Smith & Wesson M&P

Springfield Armory

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 neatly 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 (over the bun).
5. Hair will be pinned-up at all times including 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., blue, purple, green, maroon, etc.).

Facial Hair Standards

1. Facial hair is not allowed while attending the Basic Police Academy.
2. Sideburns will not extend below the middle of the ear.
3. The face shall be clean shaven daily.

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 shall not be worn.
7. You will be expected to maintain proper body hygiene standards consistent with a professional appearance and image.
8. Tattoos and branding (body art) shall be covered at all times while attending The Academy. Sleeves to cover tattoos are permitted but must be black in color.

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. (3) 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 on "Selecting and Effectively Using a Running Shoe."

1. White athletic socks must be worn for PT (must be visible, but no higher than mid-calf).
2. Compression shorts must be worn under The Academy running shorts (Black only).
3. Black short sleeve, crew neck t-shirt or black tight-fitting compression shirt (if worn under Class B 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):

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

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 and 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 (2).
7. Highlighter.
8. Wite-Out type correction fluid or tape.
9. Recruit Procedures Manual, LD books, 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 materials) and Report Writing.