



# THE ACADEMY



## *Basic Academy Modular Level Three*

# STUDENT NEEDS LIST

(Revised 1-30-19)

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

## **Basic Police Academy Modular Level Three**

This course (along with the subsequent completion of Modular Levels Two and One) meets all training standards governed by the Commission on Peace Officer Standards and Training for the first of three Basic Police Academy modules and Reserve Level Three peace officers in the State of California. Specific days and times for this 164-hour course can be found on the [course flyer](#).

### **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 408-229-4299 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 Modular Level Three course.***

1. Proof of Valid California DL
2. 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)

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

## Student Fees

You will be provided with necessary equipment and materials required 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 two weeks prior to 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 the 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 "B"**

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 a crew neck.

- Cover: Black baseball cap (Academy-issued).  
Shirt: Gray polo style shirt with student name on back (Academy-issued)  
Pants: Black BDU (Fatigue style), bloused. Two options include: 1) Proper rip stop BDU or,  
2) 5.11 **TDU** (NOT Tactical style).  
Boots: Military style jump boots/police style high-top work/duty boot capable of being polished.  
Leather: Full leather with empty weapon and empty magazine holder.

## Uniform Requirements

### **BOTH Agency and Self-Sponsored**

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.



Rocky



Rocky



Danner

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. Baseball cap, black —provided by the Academy.
7. During colder winter months, affiliated 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).
8. Optional: black turtleneck shirt to wear under sweatshirt in cold weather.
9. Agency/Academy approved raincoat and pants (black or yellow, no visible logos).
10. Black BDU (fatigue style) pants must be bloused and worn with boots.

## 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 and be capable of holding a barrel plug which will flow freely through the muzzle end of the holster.

1. Holster.



2. Trousler 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 (two optional); 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) with. 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 magazines (3).
- 13. Double magazine holder (black or hidden snap, Velcro or agency approved).



2 or 4 mags



2 or 4 mags



triple mag

- 14. Ear and eye protection: Over the ear hearing protection or custom molded ear plugs are required for the range.
- 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, nylon 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).**

## Range Safety Equipment

Students must provide their own hearing protection for the range. The range protection must be similar to, and have the same noise reduction rating as, the following:

1. Howard Leight by Honeywell Electronic Earmuffs Model R – 01526 or Model R - 01902



R - 01526



R - 01902

2. Agency Personnel may use the range safety equipment provide by their department.

## Firearms and Ammunition

- The Academy will **NOT** provide students with handguns (shotguns will be provided).
- The Academy allows **.9mm**, **.40 caliber** and **.45 caliber ACP** semi-automatic handguns **ONLY**. The approved handgun must be a **full size** “duty” handgun and **NOT** a model typically used as an off-duty or under cover handgun. (NO sub-compacts.) Compact sized models 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 handgun. Handguns must be standard black or silver color. No designer colors allowed. Maximum barrel length is 5”.
- **NO** Single Action, Cock & Lock Style firearm allowed; e.g., 1911 pistols.
- You will need three (3) magazines for Range training (no cap mags). **DO NOT** bring magazines until told to do so.
- You must **legally** possess the firearm by the first Range day. **DO NOT** bring firearms to class until cleared to do so by academy staff.

### **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 \(BOF 4010A\)](#).

**NOTE: An original gun dealer receipt will be accepted as proof of ownership as long as it is detailed and includes the firearm make, model, serial number, and your information (including DL).**

- There is a 10-day waiting period for all purchases and transfers which must be done through a Federal Firearms Licensee (FFL).
- Ammunition is included in the course fees. Only Academy authorized ammunition shall be used.
- No weapons will be used at the Academy Range without approval of the Academy Coordinator or Director.
- ***DO NOT BRING FIREARMS TO THE ACADEMY UNTIL DIRECTED TO DO SO by the Academy Coordinator.***
- Agency sponsored students: contact your employer for your weapon.





➔ 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.

Samples of Academy-approved firearms include, but are not limited to:



Beretta 92 FS  
APX



Glock 17  
22  
21



Sig Sauer P226  
P220



Springfield Armory  
XD Mod.2 4" Service Model  
XD 4" Service Model  
XDM 4.5 Model

Smith & Wesson  
SD40VE  
SD9VE  
M&P45 M2.0

H&K  
USP 9mm, 40, 45  
H&K 45

## Blue Gun Training Simulator by Ring's Manufacturing

Blue firearm simulators allow for very accurate firearm and scenario training without the hazards of using real firearms. They are highly detailed replicas of the live weapon, complete in every detail, including loaded weight.

- You must supply your own firearm simulator for the course.
- You must purchase a firearm simulator that matches your holster.
- The firearm simulator should be a **weighted** Blue Gun made by Ring's Manufacturing.
- You must have your firearm simulator by Arrest Control Session #1.
- Agency-sponsored recruits may bring agency-supplied firearm simulator of any color.
- Blue Gun firearm simulators will be used for all training where use of a live firearm would needlessly endanger recruits.
- No live weapons will be used at The Academy without approval of The Academy Coordinator or Director.
- More information on Ring's Blue Guns can be obtained at <http://www.blueguns.com/>

### Example of Ring's Blue Guns



Sig P226



Glock 17/23

## 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. Longer Hair will be pinned-up at all times except during PT. Longer hair will be pulled back with a fastening device during P.T.
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 of any kind (mustaches, beards, goatees etc.) 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. Lip-gloss of a high sheen, bright or unnatural color and false eyelashes are prohibited.
5. Perfume and/or cologne should not be worn.
6. You will be expected to maintain proper body hygiene standards consistent with a professional appearance and image.
7. 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.



## Lifetime Fitness Training

No formal Fitness Training is required in Modular Level Three; however, some training (Arrest Control/Defensive Tactics, Firearms as well as Drill and Inspections) requires physical exertion.

### **Students planning to continue on to the Modular Level One course**

should be aware that Modular Level One does require Fitness Training and it is very demanding. Current Level Three students should begin a physical conditioning program designed to enable them to meet the following minimum standards for the FIRST DAY of the Modular One Academy:

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.

**Physical Training will occur almost every day of the Modular Level One course. You will be required to run. 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.**

## Purchasing a Uniform

Be sure to visit our office to be sized for your polo shirt. Remaining uniform items may be purchased at any of the following vendors (items may also be purchased on-line from various vendors):

<b>CALIFORNIA COAST UNIFORM CO.</b> calcoastuniform.com	4242 Capitola Road, Capitola, CA	(831) 475-1911
<b>LC ACTION</b> lcaction.com	1088 North First Street, San Jose, CA	(408) 294-2677
<b>GALLS UNIFORM STORE</b> www.galls.com	2200 Jerrold Avenue, San Francisco, CA	(415) 824-2400
<b>PENINSULA UNIFORM &amp; EQUIPMENT, INC.</b> peninsulauniforms.com	2626 Broadway, Redwood City, CA	(650) 701-0911
<b>SALINAS VALLEY PRO SQUAD</b> svprosquad.com	221 Griffin Street, Salinas, CA	(831) 758-2128
<b>SUMMIT UNIFORMS</b> www.summituniforms.com	545 Meridian Avenue, #A, San Jose, CA	(408) 293-8633
<b>Previously Worn Uniforms</b>		
<b>THE ACADEMY BOOKSTORE</b>	560 Bailey Ave. San Jose, CA	(408)229-4299

## First Day Needs List

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

1. **YOU MUST BE IN YOUR ACADEMY CLASS "B" UNIFORM.**
2. **NO DUTY BELT** is to be worn on the first day. Duty belts will be required during the first or second week of the Modular Three Academy **AS DIRECTED BY THE COURSE COORDINATOR.**
3. **NO FIREARMS** are to be brought to class until the **FIRST DAY** of **SCHEDULED FIREARMS TRAINING** AND **WHEN DIRECTED TO DO SO BY THE COURSE COORDINATOR.**
4. Wrist watch (black band, **NO SMART WATCHES**).
5. College rule binder paper (3-ring).
6. No. 2 lead pencils (at least 2).
7. Small notepad (capable of fitting into shirt pocket).
8. Medium point, black ink pen.
9. Highlighter.
10. White Out type correction fluid or tape.
11. Recruit Procedures Manual, LD books (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).