

**ROCKLAND COUNTY POLICE & PUBLIC SAFETY ACADEMY**

**35 Firemen's Memorial Drive**

**Pomona, New York 10970**

**845-364-8700 Fax 845-364-8926**



To: All Pre-Employment Candidates

From: Director Andrew Esposito

Re: Pre-Employment Selection Policy

First, I would like to thank all of you for your patience and consideration for using our Pre-Employment program. The success of this program speaks for itself simply by the amount of highly qualified individuals that wish to participate in it.

I have attached to this letter the adopted Pre-Employment selection policy that the Rockland County Police Academy is now using. The Academy consulted with Rockland Community College and The Chiefs of Police of Rockland County so that we can develop a fair and equitable selection process that fits the original intent of why the State developed this program. This program has been developed to give an alternate route for people who wish to pursue a career in Law Enforcement, and it allows Candidates to make themselves more "marketable" to prospective Law Enforcement agencies who are looking to higher qualified Individuals.

Please read the attached Policy carefully it will assist guiding you in your decision to participate in our program.

## **Rockland County Police Academy Pre-Employment Program Description**

The Pre-Employment Program at the Rockland County Police Academy has proven to be an exceptional way for anyone who is considering a career in Law Enforcement to make themselves a more marketable candidate to be considered for employment with a Police Department or other Law Enforcement Agencies (i.e. District Attorney's Office).

The program is run in conjunction with Rockland Community College through a memorandum of understanding that lays out how the program will be administered in order for students to receive transferable college credits and become one step closer to certification as a Police Officer.

The estimated overall cost of the program is approximately \$5000 most of which is tuition payable to Rockland Community College at the time of registration. The rest is an approximate figure which is mainly uniforms and equipment. If Uniforms and equipment are an issue please notify the Academy Staff; we have a limited supply of used police equipment and prior police recruit uniforms available to candidates who have requested them.

If you complete the Pre-Employment program you are just a few weeks of additional training away from becoming a certified police officer in the state of New York. The program allows you to attend the greater part of the Rockland County Police Academy's "Basic Course for Police Officers" which is approximately a six-month program toward a Police Officer Certification in New York State. As a Pre-Employment recruit, you would attend most of the classes alongside your fellow recruits who have been hired or are sworn by a Law Enforcement Agency.

A Pre-Employment recruit is basically a civilian going through the Police Academy so there are some areas of training that as a civilian you would not be allowed to participate in due to State laws or policy set by the New York State Department of Criminal Justice Services (DCJS). These areas include but are not limited to firearms and baton training along with some other presentations that are considered Law Enforcement sensitive.

DCJS classifies our Pre-Employment Program as "Phase 1" of a two Phase process to become a Police Officer. The next Phase, known as "Phase 2", is actually all the curriculum that a "Phase 1" recruit cannot attend due to not being sworn.

In order to attend "Phase 2" you must be hired and sworn by a Law Enforcement Agency and then you would attend the approximately one-month long training and 160 hours of Supervised Field Orientation Training at the Agency that hired you. After this you would be a certified Police Officer in New York State.

Once you complete the Pre-Employment Police Basic Training Course, you then have two years to be hired by a Law Enforcement Agency or you will have to attend a Police Refresher Course if hired after two years have passed.

### **How to Apply:**

The first step in the process is attending the Rockland County Police Academy Pre-Employment Informational Meeting or sitting with a staff member at the Academy to determine if you are eligible to be a Pre-Employment recruit or if the program is a fit for you. Once this is determined you would go through the below described application process. Check on our website for pre-employment informational meetings. They are usually held one to two months before the start date of an upcoming Police Academy recruit class. The Rockland County Police Academy holds two recruit classes per year; one usually starts in the beginning of February and one towards the end of August. (Beginning of Sept. in some cases.)

# **New York State Department of Criminal Justice Services (DCJS) Pre-Employment Administration guide**

## **Student Entrance Requirements:**

Civilians or Sworn Police Officers may attend the first phase of training – the Pre-Employment Police Basic Training Course.

Students must:

- Be citizens of the United States of America or lawfully residing within the United States of America.
- Have NOT been convicted of a felony.
- Possess either a High School Diploma or a General Education Diploma (GED).

There are no minimum or maximum age requirements for students. However, it should be noted that pursuant to section 58 of the Civil Service Law, a candidate seeking permanent appointment to a Police Officer title must be twenty years of age as of the date of appointment, and not more than thirty-five years of age as of the date when the applicant takes the written examination. Time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday.

Although, a background investigation on students is not required, citizenship and possession of a high school diploma (or GED) must be verified by the school.

The determination to conduct student background investigations is solely at the discretion of the school. If a background investigation is conducted, schools will need to establish a policy in the method the inquiry that will be conducted. If a school decides to conduct a criminal history search on the student, a local law will need to be enacted to provide the authority for submission of applicant fingerprint cards by the school to DCJS for processing.

It is recommended that students are medically evaluated to determine if they are physically able to safely participate in fitness training and testing. Students must be provided with clear written warning about the actual value of the Pre-employment Police Basic Training Course, including the fact that completion of the program is not a guarantee of employment as a police officer. A model student warning notice is included with this guide. Schools may use the DCJS form or develop a form that includes each of the points in the DCJS form.

Every student enrolled in a Pre-Employment school, regardless of employment status, must complete each unit of the Pre-Employment Police Basic Training Course as defined in 9 NYCRR 6026. This includes police officers who enroll for the purposes of obtaining mandated police basic training as well as civilian students who are appointed to police officer positions while attending a Pre-Employment Course.

**PRE-EMPLOYMENT POLICE BASIC TRAINING PROGRAM – STUDENT ADVISORY NOTICE**  
STATE DIVISION OF CRIMINAL JUSTICE SERVICES

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THIS FORM IS USED TO ENSURE STUDENTS ATTENDING A PRE-EMPLOYMENT POLICE BASIC TRAINING PROGRAM HAVE BEEN ADVISED OF THE PROGRAM REQUIREMENTS AND RULES AND REGULATIONS GOVERNING TRAINING AND APPOINTMENT AS A POLICE OFFICER. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED.

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Students in the Pre-Employment Police Basic Training Course must be advised of several conditions of this training program that will affect them during and after attending the program. Schools are required to advise the student of these conditions by the policy established for this program by Division of Criminal Justice Services.

1. Completion of this program is **not a guarantee of employment** as a Police Officer.
2. To complete this Pre-Employment training program, a student must participate in physical fitness training and successfully complete a Physical Fitness Examination.
3. To complete this Pre-Employment training program, a student must comply with mandated New York State regulations that include: strict attendance requirements; maintaining a notebook; and passing written examination/s.
4. This is a Two-Phase Program. The First Phase is conducted Pre-Employment and **the second phase is conducted after appointment as a Police Officer**. Each individual phase of this training program must be completed as a single and cohesive unit. This means that students must complete the phase of the program at one institution. The following phase may be conducted at a separate institution.
5. Before being appointed as a Police Officer, a person must complete New York State Civil Service requirements and appointing agency hiring standards (including minimum and maximum age and residency requirements) by taking a written examination and scoring high enough on the eligibility list to be considered for appointment.
6. Before being appointed as a Police Officer, a person must take and successfully complete a physical fitness examination.
7. Before being appointed as a Police Officer, a person must submit to a medical examination, which may include drug screening.
8. Before being appointed as a Police Officer, a person may be required to submit to a psychological examination.
9. Before being appointed as a Police Officer, a person with criminal conviction or with a felony conviction may be disqualified from employment.
10. Before being appointed as a Police Officer, a person may be required to submit to a background investigation.
11. Upon appointment as a Police Officer, a person will be required to successfully complete additional training. Failure to complete this training will result in denial of certification by the New York State Municipal Police Training Council. This certification is required by § 209-q of the General Municipal Law for Police Officers to remain in their positions.
12. Pre-Employment training will be valid for two years after completion of this program. If a person is not appointed before two years has elapsed, they will be required to attend a Police Refresher Course. After ten years from the date of completion records on the transcript, the training will no longer be valid (this is consistent with the provision of §209-q of the General Municipal Law pertaining to Police Officers).

**ATTESTATION Applicant Attestation:** *I hereby attest that I have read and understand the above policies regarding the Pre-Employment Police Basic Training Program. I understand that the information in this Section is part of a written statement that will be presented to the Division of Criminal Justice Services for filing, and I certify that it is true to the best of my knowledge and belief.*

Student Signature:

Date:

School Director Signature:

Date:

Sworn to and Subscribed before me on this \_\_\_\_ Day of \_\_\_\_ in the Year \_\_\_\_ . In the County of \_\_\_\_\_, State of

\_\_\_\_\_. Notary Signature: \_\_\_\_\_

## **RCPA Pre-Employment Selection Policy**

The Rockland County Police Academy Pre-Employment program will adhere to all the administrative requirements set forth by NYS DCJS. In addition to those requirements the Rockland County Police Academy will use the following criteria to select viable candidates for the Pre-Employment Program:

- Pre-Employment Briefing- the Staff of the RCPA will brief all prospective Pre-Employment candidates on the process of and Administration and selection of candidates for the program. This is the beginning of the Selection process. Candidates should leave this briefing with a date for a physical fitness test, medical waiver form, Pre-Employment application, and information on how to register at RCC to take the English Equivalency Exam. Complete their drug screening and background tests.
- Passing of the Rockland Community College English 101 Accuplacer/or its Equivalent Exam. The Placement exam is taken at RCC in the Placement and Assessment Office which is on the third floor of the Technology Center building in Room 8340. Applicants must enroll at RCC to take the Placement Exam. The cost is absorbed into the application fee. If the applicants have already taken college level English with a grade of C or higher there is no need to take the Placement Exam. General info about the Placement Exam, such as what the test is like, when you can take it, can be found here: <http://www.sunyrockland.edu/admissions/placement-assessment>
- Physical Fitness Screening Test: Candidates will be tested for their viability in passing the Academy's Physical Fitness Program. Candidates must pass the screening test in order to continue in the selection process. If a Candidate fails the screening test additional retests can be given at the Directors discretion depending on the availability of slots for Pre-Employment recruits in the upcoming class. The minimal standard for passing the current Police Officer civil service appointment (40<sup>th</sup> percentile at this time see attached chart) is the standard used.  
Dates and Time of Physical Fitness Testing: \_\_\_\_\_
- Pre-Employment application / background check. Any eligible candidate will need to fill out Pre-Employment applications which will need to be completed within one week of being issued. Any conviction of a Felony is an immediate disqualifier for the Pre-Employment program. Any false information found on an application or Academy paperwork is considered disqualifying. The Academy has made arraignments with:

Partners in Safety	<a href="http://www.partnersinsafety.com/">http://www.partnersinsafety.com/</a>	
Rockland County	55 Old Nyack Turnpike, Suite 401 Nanuet, NY 10954	Tel: 845-624-3882
Orange County	800 Route 17M Middletown, NY 10940	Tel: 845-341-0515

To provide background checks and drug screening services to Pre-Employment candidates for a fee. This fee is expected to be paid for by the Pre-Employment candidate. Candidates are expected to request a 5-Panel Drug Test and New York State Wide Bundle Check (fees provided on handout.) Candidates should wait until after they pass the Physical Fitness Test to complete their background check and drug test, the results for these tests usually take one week to be completed. If a candidate chooses to use another company or agency to provide his or her background check information, it must be proposed and approved by the Academy Director.

- Once the application and background process is complete, the Academy Director will conduct the interview process. The goal of the interview process is to select the most viable candidates to participate in the Pre-Employment program. The Director and (or) selected designees will interview the candidates with the following precedence of viability;
  - Is the candidate currently on any Law Enforcement Civil Service lists that graduating from the first phase of the Pre-Employment Program will assist them in getting appointed off that list?
  - Is the candidate prepared to participate in the upcoming Academy? The candidate's academic background will be examined as well as any present or past employment. Along with their score on the screening Physical Fitness Test as compared to any other applicants.

As a reminder the amount of Pre-Employment candidates accepted into a Basic Course for Police Officers (BCPO) is not a fixed number and is determined by the Academy Staff prior to the commencement of a BCPO. The amount of Pre-Employment candidates accepted is determined by the aforementioned eligibility requirements, the estimated size of the upcoming class, the amount of support staff and facilities available.

**Medical & Physical Fitness Standards and Procedures for Police Officers Candidates  
(40<sup>th</sup> percentile standard)**

Candidate's physiological capacity to learn and perform essential job functions. The 1.5 mile run shall only be administered to such individuals who have successfully completed each of the other two elements of the test battery (sit-up and push-up).

- Sit-up Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.
- Push-up Muscular endurance (upper body) - The score below is the number of full body repetitions that a candidate must complete without breaks.
- 1.5 Mile Run Cardiovascular - The (time) score indicated below is calculated in minutes:seconds

Test			
Age : Gender	Sit Up	Push Up	1.5 Mile Run
<b>Males</b>			
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
<b>Females</b>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31



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**Physician Certification Form**

Dear Examining Physician:

\_\_\_\_\_ is a candidate for entry into a course at the Rockland County Police and Public Safety Academy. The candidate may be required to pass a Physical Agility Test (described below) and will also be required to conduct rigorous physical activity and or drills which would include but not limited to: running or biking for long distances, upper and lower body exercises. This 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 would participate in.

Description of Physical fitness test:

The Academy uses the Cooper Standards at the 50<sup>th</sup> percentile for the exit level for the Basic Course for Police, and as an entrance for several other courses. The only two exceptions to this standard is the Cooper 70% percentile for completing the Physical Fitness Instructor course and the 40% for entrance into the Pre-employment program.

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. Passing scores are determined by age and gender as per the current Cooper standard set by the New York Department of Criminal Justice Services (DCJS).

After reviewing the Cooper Standards and examining the candidate, please complete the Physician's Certification along with your office stamp (unstamped forms will not be accepted) and return it to the candidate for presentation to the Director of the Rockland County Police and Public Safety Academy.

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**Physician's Certification**

I, \_\_\_\_\_ have examined \_\_\_\_\_, a candidate for Police Training in the Rockland County Police Academy, and believe that he/she can safely participate in physical training or any rigorous training that may be conducted at the academy.

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

\_\_\_\_\_  
Date

**Office Stamp Here**

(Not valid without office stamp)