

***Gulf Coast State College
Division of Public Safety***

***Charles H. Abbott
Public Safety Training Center***

***Florida Law Enforcement Academy (LEA)
Basic Recruit Training Program Application***



Program Director:

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Mailing Address:

**Gulf Coast State College
Division of Public Safety
5230 West Highway 98
Panama City, Florida 32401**

Academy Location:

**North Bay Campus
Abbott Administration Building
637 County Road 2300; Room 116
Southport, Florida 32409**



***Gulf Coast State College
Division of Public Safety***

Florida Law Enforcement Academy (LEA)

Basic Recruit Training Program Application

Dear Candidate:

Enclosed is the application packet that you requested for the Florida Law Enforcement Academy. Please read this cover letter, as well as all of the information contained within. Pay particular attention to the sections on candidate qualifications; and, application procedures. Most of the questions frequently asked by applicants are answered in this packet.

No one will be accepted into the Academy if they have had any felony conviction; or, any misdemeanor conviction involving perjury, false statement, or a moral character violation as defined by the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission.

Additionally, Federal Law prohibits any individual who has been convicted of a domestic violence charge (felony or misdemeanor) from being in the constructive possession, or of carrying, a firearm. This law prohibits an individual with such a conviction from becoming a law enforcement officer. Also, if you possess a felony charge on your juvenile record and were adjudicated delinquent on said felony, you cannot be in the constructive possession of, or carry, a firearm until you reach twenty-four (24) years of age.

The purpose of the law enforcement program is to prepare students for employment as law enforcement officers within the State of Florida. The program consists of courses mandated by the Florida Department of Law Enforcement for certification as a law enforcement officer. Students who graduate from this program would typically work as either a municipal, county, or state, law enforcement officer. The classes that comprise the academy are: Intro to Law Enforcement, Legal, Interactions in a Diverse Community, Interviewing and Report Writing, Fundamentals of Patrol, Calls for Service, Criminal Investigations, Crime Scene to Courtroom, Critical Incidents, Traffic Stops, DUI Traffic Stops, Traffic Crash Investigations, Law Enforcement Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, Dart Firing Stun Gun, and Criminal Justice Officer Physical Fitness. The aforementioned eighteen (18) classes comprise 770 contact hours; or, 25.7 PSAV certificate hours.

Academy classes are conducted in a college classroom setting, as well as in practical lab areas. Basic law enforcement recruits, while GCSC students, must conform to stricter attendance policies, wear uniforms, and agree to abide by not only the policies and procedures of Gulf Coast State College as a whole; but, to the additional policies and procedures of the law enforcement training academy as directed by the basic recruit manual that all students receive during class orientation.

The daytime law enforcement classes run approximately 10 months (Monday-Thursday; 8am-2pm), while the evening academy classes run approximately 13 months (Monday-Thursday; 6pm-10pm), depending upon how the classes fall around the GCSC academic calendar and associated holidays. Academy classes are NOT offered in an accelerated format; nor, are they offered in any manner of online, or distance education, format.

CANDIDATE QUALIFICATIONS

In order to comply with the provisions of Section 943.13, Florida Statutes, the following qualifications are required to be met for the position of law enforcement officer:

1. Candidates must be nineteen years of age or older; or, reach the age of nineteen by the end of the class.
2. Candidates must be citizens of the United States.
3. Candidates must be high school graduates or possess a GED
4. Candidates must be of good moral character
5. Candidates must not have been convicted of any felony; or, misdemeanor involving perjury, false statement, nor have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony or of a misdemeanor involving perjury, or false statement, shall not be eligible for employment or appointment as an officer; notwithstanding suspension of sentence, or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer. Additionally, Federal Law prohibits any individual who has been convicted of a domestic violence charge (felony or misdemeanor) from being in the constructive possession of, or carrying, a firearm. This law prohibits an individual with such a conviction from becoming a law enforcement officer. And, if you possess a felony charge on your juvenile record, and were adjudicated delinquent on said felony, you cannot be in the constructive possession of, or carry, a firearm until you reach twenty-four (24) years of age.
6. Candidates must successfully pass the Criminal Justice Basic Abilities (CJBAT) test, with a score of 79 or greater, as administered by the Gulf Coast Criminal Justice Selection Center. CJBAT testing is by appointment only. Candidates must call the Gulf Coast Criminal Justice Selection Center (850-747-3242), located at the North Bay Campus, to schedule an appointment. **All costs incurred for the CJBAT are the sole responsibility of the candidate.**
7. In accordance with Section 943.14, Florida Statutes, “a complete set of fingerprints must be taken by an employee of the Gulf Coast Criminal Justice Selection Center.” Candidates must call the Gulf Coast Criminal Justice Selection Center (850-747-3242), located at the North Bay Campus, to schedule an appointment. You will be required to show a photo ID, preferably a valid Driver’s License, prior to being fingerprinted. The fingerprinting of the candidate must be done at the Gulf Coast Criminal Justice Selection Center before your application will be considered complete. You must successfully pass the background investigation in order to attend the Academy. **All costs incurred for fingerprinting are the sole responsibility of the candidate.**
8. Candidates must pass a complete physical examination and have their physician complete and sign the attached CJSTC Form 75-B (Physical Fitness Assessment Form) attesting that no medical condition exists which would preclude them from participating in Physical Fitness Testing, Physical Fitness Conditioning, Firearms Training, Defensive Tactics Training, or being exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrite (CS). No one will be permitted to participate in the aforementioned areas of training, or testing, without the CJSTC Form 75-B completed and in their candidate file. If your physician does **NOT** recommend your participation at this time, your admission to the Academy will be suspended until your physician deems you capable of participation and medically releases you for the aforementioned training and testing. If for any reason, medical or otherwise, you cannot be exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrite (CS), you will not be able to attend the Academy. **All costs incurred to obtain medical clearance are the sole responsibility of the candidate.**

APPLICATION PROCEDURES

1. **COMPLETE THE ADMISSIONS APPLICATION TO GCSC [COST = \$20]** If you are a former student, you will need to update your application with the appropriate major code for law enforcement (either LEOF-VC or CJST-AS) and your current contact information.
2. **COMPLETE THE GCSC STUDENT ORIENTATION [COST = \$0]** Students are REQUIRED to take the college's student orientation either in person; or, online. Students can register for the orientation by visiting the follow web link: <http://www.gulfcoast.edu/students/orientation.htm>
2. **COMPLETE THE COLLEGE PLACEMENT TEST [COST = \$5]** Candidates need to **QUALIFY** for ENC 1101 (English Composition I) and MAT 0024 (Fundamentals of Algebra). These courses are **NOT** prerequisites for the Academy. The placement test can be taken at the North Bay Campus (contact Helen Roldan 850-769-1551 ext. 5611). See below information with regard to Placement Testing, and your options:

Placement Testing; Some first-time-in-college degree seeking students entering college credit programs are required to take some form of basic testing for placement in English, Reading, and Mathematics. Students may meet this requirement several ways. ACT or SAT scores may be used for placement, provided that the scores are less than two years old and they meet state-mandated minimum score levels. If ACT or SAT scores are lower than the state-mandated minimum scores, the student may take the College Placement Test (CPT). If a student transfers college-level Mathematics credit and/or college-level English composition credit to GCSC, the student has completed the testing requirement in that specific discipline and must test only in the area they are deficient. Transfer students need to have their transcripts evaluated by the Transcript Coordinator to determine whether it is required to take any of the tests. College-level English composition credit supersedes the need for placement in reading.

Traditional Placement; Prospective students who entered the 9th grade in a Florida public school prior to 2003-2004; or, graduated from a non-public Florida High School, or earned the GED qualify for Traditional Placement in English, Reading, and Mathematics. Traditional Placement requires that the student submit active scores on a college placement test (PERT, CPT, ACT, or SAT) to the college to assist academic advisors in determining the students' readiness for college-level English, Reading, and Mathematics.

Flexible Placement; Prospective students who entered the 9th grade in a Florida public school in 2003-2004; or later, and who earned a standard Florida high school diploma from a Florida public high school OR are serving as active duty members of the United States Armed Services qualify for Flexible Placement. Flexible Placement indicates that the student is not required to be tested or to enroll in developmental education. Students have the flexibility to opt into developmental education if they deem it appropriate after consultation with their academic advisor.

Developmental Education; Effective Fall 2014, Gulf Coast State College will offer revised developmental courses in Reading, Writing and Mathematics using modularized and compressed strategies. In addition, a concurrent (though not co-requisite) lab in Reading and Writing will be offered as one option. In each discipline area, traditional placement will have two options from which to choose, as well as the choice of pursuing developmental coursework in traditional "seated" classes or via distance learning format. In all instances, students will be informed of the advisability of taking the PERT placement tests to better inform their own decision-making process. GCSC will seek to accelerate student progress through developmental education coursework; and, to therefore increase the number of students who successfully complete these requirements, through options for individualized instruction.

3. **COMPLETE THE FLORIDA CRIMINAL JUSTICE BASIC ABILITIES TEST [COST = \$50]** (Law Enforcement Option), with a score of 79 or above. Test appointments are scheduled by Rebecca Acton (850-747-3242).

4. **SUBMIT TO AND SUCCESSFULLY COMPLETE THE BACKGROUND INVESTIGATION [COST = \$85]** Fingerprinting appointments scheduled by Rebecca Acton (850-747-3242). NOTE: If you possess a background charge, and subsequent conviction, that was classed as a misdemeanor in another state; but, constitutes a felony under Florida law, you will be ineligible to attend the academy.

5. **COMPLETE THE FOLLOWING ATTACHED FORMS:** Personal Data Form; Certificate of Application; Domestic Violence Conviction Affidavit; Statement of Understanding; Affidavit of Non-Military Service (if Applicable); Criminal Justice Selection Center Background Check Form; Authority for Release of Information (CJSTC Form 58); Federal Gun Control Act Form, Physical Assessment Form (CJSTC 75-B); Applicant Authorization; Applicant Certification

6. **REQUIRED DOCUMENT COPIES:**

- One **RECENT** 2” x 2” full-color, head and shoulders, passport photo (personal photos will not be accepted).
- Photocopy of your **official** birth certificate (as issued by the Bureau of Vital Statistics).
- Photocopy of your high school diploma, **OR** high school transcript, **OR** GED Certificate (if applicable). An official set of your high school, or GED, transcripts must be sent from your school directly to Gulf Coast State College, Office of Enrollment Services, 5230 West Hwy 98, Panama City, FL, 32401. NOTE: Non-Florida GED scores must meet Florida requirements in each category.
- Photocopy of your college diploma (if applicable) **AND** a copy of your college transcripts.
- Photocopy of your valid Florida driver’s license.
- Photocopy of your social security card.
- Notarized photocopy of your Naturalization Documents (if applicable).
- Photocopies of any name change documents (if applicable), for example Marriage License, Dissolution of Marriage, Legal name Change, Adoption Papers, etc.
- Photocopies of your Military Discharge Papers (DD 214 long form) for each tour of duty or Affidavit of Non-Military Service.
- Photocopies of any documents showing current, or prior, certification or training in law enforcement or corrections; any First Aid/CPR/EMT certifications; and any other certificates, licenses, or documents verifying specialized training that you possess.

CALL TO SCHEDULE AN APPOINTMENT TO TURN IN YOUR APPLICATION MATERIALS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PERSONAL DATA FORM

DATE _____

NAME (print) _____
Last First Middle

HOME ADDRESS (current) _____

CITY _____ STATE _____ ZIP _____

DATE OF BIRTH _____ SOCIAL SECURITY # _____

HOME PHONE NUMBER _____

CELL PHONE NUMBER _____

E-MAIL ADDRESS _____

EMPLOYER _____

EMPLOYER'S ADDRESS _____

WORK PHONE NUMBER _____ SUPERVISOR _____

EMERGENCY CONTACT NUMBER _____

EDUCATION: (circle highest level completed and list major if applicable)

GED HIGH SCHOOL ASSOCIATE BACHELOR MASTER DOCTORATE

CRIMINAL JUSTICE RELATED EXPERIENCE:

MILITARY EXPERIENCE (list specialty, years of service, highest rank, current duty status, etc.):

OTHER PERTINANT INFORMATION:

CERTIFICATE OF APPLICATION

The applicant will initial each item below; and, by doing so attests to the information on this form.

I, _____, request admission into the Florida Law Enforcement Academy located within Gulf Coast State College, and agree to the following conditions:

- 01. _____ I understand that this application does not constitute an agreement for employment with any Agency.
- 02. _____ I understand that all of the rules and regulations of the Florida Department of Law Enforcement’s Criminal Justice Standards and Training Commission; and, those of Gulf Coast State College’s Public Safety Training Center will be adhered to and that failure to comply with any said rule(s) could result in suspension or expulsion.
- 03. _____ I understand that admittance to the Florida Law Enforcement Academy will be on a space-available basis.
- 04. _____ I understand that all testing, background investigations, physical assessments, tuition, books, lab fees, documentation copies; and, any other associated training costs, will be borne by the applicant.
- 05. _____ I understand that the Florida Law Enforcement Academy consists of eighteen (18) specific courses comprising 770 clock hours; and, that all of the courses are required and mandated for graduation.
- 06. _____ I certify that I am nineteen years of age or older; or, will reach the age of nineteen by the end of the class.
- 07. _____ I certify that I am a citizen of the United States.
- 08. _____ I certify that I am a high school graduate; or, possess a GED (Non-Florida GED scores must meet Florida requirements in each category).
- 09. _____ I certify that I am of good moral character and have no felony convictions; or, misdemeanor convictions involving perjury, false statement, or moral turpitude.
- 10. _____ I certify that I have undergone a physical examination attested to by a licensed physician.
- 11. _____ I certify that I will submit to a thorough background investigation inclusive of fingerprinting.

A. _____ I certify that I am not a veteran of the Armed Forces of the United States.

-OR-

B. _____ I certify that I served honorably in the Armed Forces of the United States and was NOT discharged under dishonorable conditions.

Applicant’s Signature

Applicant’s Social Security Number

Applicant’s Date of Birth

Application Date

DOMESTIC VIOLENCE CONVICTION AFFIDAVIT

Applicant's Name: _____
(Last) (First) (Middle)

SSN: _____

Agency: Gulf Coast State College / Florida Law Enforcement Academy

I fully understand that, in order to qualify for training as a law enforcement officer, correctional, or correctional probation officer, I must certify that I have not been convicted of any crime involving domestic violence as defined by the Amended Gun Control Act of 1968 (GCA). The Amended Gun Control Act of 1968, as changed by Public Law 104-208, Sec. 658, Gun Ban for Individuals Convicted of a Misdemeanor Crime of Domestic Violence, makes it unlawful for any person convicted of a misdemeanor crime involving domestic violence from being able to possess or receive firearms or ammunition. **This prohibition applies to all criminal justice officers and trainees.**

Accordingly, I hereby attest (please initial) to the following:

_____ To the best of my knowledge and belief I am not under investigation by any local, state; or federal agency or entity, for any crime related to domestic violence.

_____ I have never been convicted of any crime related to domestic violence.

I hereby attest that, to the best of my knowledge and belief, the information I've entered on this form is true.

Applicant's Signature

Date Signed

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,

20____ by _____, who is personally known to me or has produced
_____ as identification.

SEAL

Notary Signature

Expiration of Notary Commission

STATEMENT OF UNDERSTANDING

01. I understand that I must participate in all of the required courses of the Academy.
02. I understand that I must pass all written examinations with a score of 80% or greater.
03. I understand that I must also pass all proficiency examinations in the areas of Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, and DUI Traffic Stops; and, that I must actively participate in all training scenarios as required.
04. I also understand that I must show physical fitness improvement over the course of the Academy as measured by a physical fitness exam (The first physical fitness exam will be held within the first two weeks of the Law Enforcement Training Academy; and, the second physical fitness exam will be held during the last two weeks of the Law Enforcement Training Academy).
05. I understand that I must participate actively in all phases of Defensive Tactics training.

These activities include but are not limited to:

- A. Falling or being thrown onto mats.
- B. Punching, kicking, and throwing other students; and, being punched, kicked, and thrown by other students.
- C. Kneeling, being flat on the ground, and then rising rapidly to a standing position.
- D. Using controlling and/or disabling pressure point techniques on others; and, having those techniques applied to me.
- E. Receiving / giving baton strikes.
- F. Executing a number of defensive tactics techniques on other students; and, having those techniques applied to me.
- G. Being exposed to, or contaminated with, the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS), commonly known as "pepper spray" and that this will cause me temporary discomfort.

06. I understand that I must successfully complete all phases of firearms training; and, the associated courses of fire, with the revolver or pistol, shotgun, and rifle. I understand that these weapons produce recoil (kick).
07. I understand that there is a risk of being injured during the course of the Academy.

I UNDERSTAND AND AGREE TO ALL THE ABOVE CONDITIONS.

Student name (Printed): _____

Student name (Signed): _____

Student Social Security #: _____

Date: _____

AFFIDAVIT OF NON-MILITARY SERVICE

I, _____, certify that **I HAVE NEVER SERVED** in any branch of the Military; or, Armed Forces of the United States of America.

I understand falsification of this document could result in a charge of perjury.

Date

Signature

Sworn to and subscribed before me this _____ day of _____, 20____,
by the above affiant who is either personally known to me;
or provided _____ as identification.

SEAL

Notary Signature

Expiration of Notary Commission

CRIMINAL JUSTICE SELECTION CENTER
Background Check Form

In compliance with FDLE Policies and Procedures you must be fingerprinted; and, a criminal history records check completed to determine if you have any arrests and/or convictions. The Selection Center Manager, or their designee, will authorize the process and sign off as your sponsor to certify the record. Read the information on the next page, answer **ALL** of the questions below, and sign/date this form.

The FEE for this service is \$85.00 (Cash or Money Orders)

Full Legal Name _____

Maiden Name _____ Aliases/Nicknames _____

Street Address _____ Phone _____

E-Mail Address _____

Date of Birth _____ Place of Birth _____

Social Security # _____ Driver's License # (State) _____

Sex _____ Race _____ Hair Color _____ Eye Color _____ Height _____ Weight _____

- Have you ever been arrested for a criminal charge (felony or misdemeanor)?
- Have you ever had adjudication withheld on any criminal charge (felony or misdemeanor)?
- Have you been charged or convicted of a criminal traffic offense (DUI, Reckless, etc.)?
- Has your driver's license been suspended or revoked for any reason within the last 3 years?
- Have you been charged or convicted of 3 or more moving traffic violations within the last 2 years?
- Have you ever received a dishonorable discharge from any branch of the U.S. Armed Forces?
- Have you ever received a court martial while serving in the U.S. Armed Forces?
- Have you ever received non-judicial punishment while serving in the U.S. Armed Forces?
- Have you ever had a criminal record sealed or expunged?

Yes	No

List all of the states / countries, with dates, that you have resided within since your 18th birthday:

List all charges / convictions, with dates, that you possess (including traffic offenses):

I hereby request and authorize the sponsoring criminal justice agency to conduct a background investigation on me; in compliance with FDLE's Policies and Procedures, in order to determine if I meet the basic requirements as a Law Enforcement Officer candidate under Florida Statute 943.13.

Candidate's Signature Date

Selection Center Manager's Signature Date

CRIMINAL JUSTICE SELECTION CENTER*Criminal History Information*

On your sponsorship form, list all arrests and/or charges for any felonies or perjury. If you have been convicted, plead nolo contendere, or if adjudication was withheld, under FDLE's rules you are not eligible for certification. If your records were sealed, or expunged, by court order, you are still not eligible for certification. However, if you were placed in a pre-trial program and successfully completed the program, you are eligible for certification.

If you have ever been charged with one of the "Enumerated Crimes or Misdemeanors" listed below, you can still receive training and certification. However, it does not insure employment. Each agency has their differing standards for conduct. You will probably be asked about the charges, so be prepared to answer and document your responses. Do not omit, forget, conceal, hide, presume that it will not matter, or won't be discovered. If you have any doubt, then report and list the charge(s).

It is your responsibility to provide the documentation of any charges, along with the court's final disposition.

The selection center staff will help you in determining your eligibility for certification.

<i>Enumerated Crimes and Misdemeanors</i>	
<i>Statute</i>	<i>Title</i>
316.193	Driving under the influence
316.1935	Fleeing and attempting to elude an officer
409.325	Public assistance fraud
784.011	Assault
784.03	Battery
784.048	Stalking
784.05(1), (2)	Culpable negligence with injury
790.01(1)	Carrying a concealed weapon
790.10	Improper exhibition of a weapon / firearm
790.27	Possession or sale of a firearm with altered serial number
794.027	Failure to report sexual battery
796.07	Prostitution / Lewdness
800.02	Unnatural or lascivious act
800.03	Exposure of sexual organs
806.101	False report of fires
806.13	Criminal mischief
810.08	Trespass in a structure or conveyance
812.014(2)(d)	Petty theft
812.015	Retail theft
812.14	Theft of utilities / cable service
817.235	Removal or altering property identification marks
817.49	False report of a crime
817.563(2)	Sale of counterfeit controlled substance
817.565	Fraudulent urine drug test
827.04(2), (3)	Child abuse
827.05	Negligent treatment of children
831.30	Prescription fraud
831.31(1)(b)	Manufacture of counterfeit controlled substance
832.05(2), (4)	Passing worthless checks
837.012	Perjury, not in official proceedings
837.05	False report to law enforcement
837.06	False official statement
839.20	Refusal to serve arrest warrant
843.02	Resisting an officer without violence
843.03	Obstruction by disguised person
843.06	Refusal to aid law enforcement officer
843.085	Unlawful use of police badges or other indicia of authority
847.011(1), (2)	Pornography offenses
856.021	Loitering or prowling
870.01(1)	Affrays and riots
893.13(1) et al.	Controlled substance violations
914.22(2)	Witness tampering
944.35(3)	Malicious battery on a prison inmate
944.37(7)(a)	False reports concerning use of force on an inmate
944.37	Acceptance of unauthorized compensation from an inmate
944.38	Dealing or bartering with prisoners
944.39	Interference with prisoners



Florida Department of Law Enforcement

AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)

Incorporated by Reference in Rule 11B-27.0022(2)(a), F.A.C.



CJSTC 58

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

AGENCY REQUESTING BACKGROUND INFORMATION: Gulf Coast Criminal Justice Selection Center
ADDRESS: 5230 West U.S. Highway 98, Panama City, FL 32401-1058

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Gulf Coast Criminal Justice Selection Center, 5230 West U.S. Highway 98, Panama City, FL 32401-1058

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature Date

Applicant's Address

OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF COUNTY OF

Sworn to (or affirmed) and subscribed before me this

day of year By

Signature of Notary Public

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced



Division of Public Safety

Criminal Justice Training Academy

Gulf Coast State College

RE: Federal Gun Control Act

The federal Gun Control Act (GCA) makes it unlawful for certain categories of persons to ship, transport, receive, or possess firearms. 18 USC 922(g). Transfers of firearms to any such prohibited persons are also unlawful. 18 USC 922(d).

These categories include any person:

- Under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year;
- Convicted of a crime punishable by imprisonment for a term exceeding one year;
- Who is a fugitive from justice;
- Who is an unlawful user of or addicted to any controlled substance;
- Who has been adjudicated as a mental defective or has been committed to any mental institution;
- Who is an illegal alien;
- Who has been discharged from the military under dishonorable conditions;
- Who has renounced his or her United States citizenship;
- Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of an intimate partner; or
- Who has been convicted of a misdemeanor crime of domestic violence (enacted by the Omnibus Consolidated Appropriations Act of 1997, Pub. L. No. 104-208, effective September 30, 1996). 18 USC 922(g) and (n).

I _____, hereby attest that I have read the federal Gun Control Act (GCA) above and that I **DO NOT** fall into one of the above categories and I am eligible to possess a firearm.

Signature

Date

Witness

Date



Florida Department of Law Enforcement

PHYSICAL FITNESS ASSESSMENT

Incorporated by Reference in Rule 11B-35.001(11)(d)14., F.A.C.



CJSTC 75B

- 1. Applicant's Name: Last First MI
2. Applicant's Address:
3. Enter Last Four Digits of Social Security Number:
4. Training School:

The Applicant Is Requesting Admission Into a Basic Recruit Training Program for One of the Following Disciplines:

- Law Enforcement [] Correctional [] Correctional Probation []

6. Student Participation in Basic Recruit Training Program Activities. A student enrolled in a basic recruit training program (BRTP) is required to participate in the following activities:

- A. Defensive tactics and firearms high-liability training...
B. Physical Fitness Conditioning and Physical Fitness Testing: A BRTP student shall participate in physical fitness conditioning and a fitness test...
C. The training center director has attached the training schools physical fitness conditioning program: Yes []

*****TO BE COMPLETED BY THE APPLICANT*****

- 7. Medical Conditions Regarding OC/CS Contamination. A BRTP student should be aware of the following personal considerations that may restrict participation...
8. BRTP Student Certification. I certify that I have reviewed the above information and [] I do or [] do not have any medical restrictions...

9. Student's Printed Name:

10. Student's Signature: Date:

- 11. Prior Exposure to OC or CS. For a student who has had prior chemical agent exposure that includes chemical agent contamination and working through the effects of chemical agent contamination...
I certify that I have [] OR I have not [] been exposed to oleo-resin capsicum (OC) and/or orthochlorobenzal-malononitrile (CS) in the manner described in item number 11 above.

*****TO BE COMPLETED BY THE EXAMINING PHYSICIAN*****

- 12. Physician Attestment. The above applicant is seeking entry into a law enforcement, correctional, or correctional probation basic recruit training program. Rule 11B-35.001(11)(d)14., F.A.C., requires a complete physical examination at a level of specificity sufficient to determine whether there are any medical or physiological restrictions...

- [] I hereby attest that I have examined the above named applicant and find him or her CAPABLE of participating in the basic recruit training program activities indicated in item numbers 6, 6A, and 6B above.
[] I hereby attest that I have examined the above named applicant and find him or her NOT CAPABLE of participating in the basic recruit training program activities indicated in item numbers 6, 6A, and 6B above.

13. Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature Printed Name Examination Date

14. Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number Licensing State

15. Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address

*****TO BE COMPLETED BY THE TRAINING CENTER DIRECTOR OR DESIGNEE*****

16. Training Center Director or Designee's Printed Name:

Training Center Director or Designee's Signature: Date:

INSTRUCTIONS FOR COMPLETING FORM CJSTC-75B

A basic recruit student approved to enter a basic recruit training program (B RTP) shall review and complete form CJSTC-75B to indicate the presence of any medical conditions that may prevent participation in the Physical Fitness Program and Chemical Agent Contamination of the B RTP. A copy of the Physical Fitness Program for law enforcement, correctional, or correctional probation discipline shall be attached to this form for the student to review.

1. **Applicant's Name.** Enter the applicant's last name, first name, and middle initial.
2. **Applicant's Address.** Enter the applicant's current address, city, state, and zip code.
3. **Applicant's Social Security Number.** Enter the last four digits of the applicant's social security number as in this example: 000-00-1234.
4. **Training School Name.** Enter the name of the Commission-certified criminal justice training school where the applicant is enrolled.
5. **Basic Recruit Training Program Discipline.** Place a check mark in one of the box(es) for the law enforcement, correctional, or correctional probation discipline for which the applicant is requesting admission.
6. **Student Participation in Basic Recruit Training Program Activities. Defensive Tactics (includes chemical agent contamination), Firearms, and Physical Fitness Conditioning and Physical Fitness Testing:** High-liability training in defensive tactics, firearms, and chemical agent contamination is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission and participation in the activities is a requirement for successfully completing a B RTP. **There is no pass or fail at this time.** The test results for each of the five required tests will be recorded on the Academy Physical Fitness Standards Report, form CJSTC-67A as "I" if the student did not perform the test component or "D" if the student was dismissed from the basic recruit training program.
 - A. **Defensive Tactics and Firearms Training.** Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS).
 - B. **Physical Fitness Conditioning and Physical Fitness Testing.** The Physical Fitness Test includes the following measures and are defined as follows:
 - **Vertical Jump.** This measures leg power by measuring how high a person jumps.
 - **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his or her back, the student will be given one minute to do as many bent-leg sit ups as possible.
 - **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
 - **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push ups as possible until muscular failure. Males are required to perform the standard push-up and females have the option to perform the standard or modified push-up.
 - **1.5 Mile Run/Walk.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, the student runs or walks a distance of 1.5 miles as fast as possible.
 - C. **A physical fitness conditioning program developed by the training school shall be attached to form CJSTC-75B prior to the student's examination by a physician, certified advanced registered nurse practitioner, or the physician's assistant.**
7. **Medical Conditions Regarding Chemical Agent Contamination.** The student shall review the listed medical conditions and list other conditions that may restrict him or her from participating in Chemical Agent Contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS).
8. **Basic Recruit Training Program Activities Certification.** The student shall check the appropriate box to indicate if he or she **does or does not** have a medical condition that would restrict participation in the B RTP activities indicated in item numbers 6, 6A, and 6B of this form.
9. **Student's Printed Name.** The student shall print his or her first name, last name, and middle initial.
10. **Student's Signature and Date.** The student shall provide a signature and date to verify the information provided by the student is true and correct.
11. **Prior Exposure to Chemical Agent Contamination.** The student shall indicate in the appropriate box if he or she has been previously exposed to chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrile (CS), and shall attach supporting documentation of such contamination.
12. **Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Attestment.** The physician shall check the appropriate box to indicate if the student is capable or not capable of participating in the B RTP activities indicated in item numbers 6, 6A, and 6B of this form.
13. **Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature, Printed Name, and Examination Date.** The physician shall complete this item to verify his or her attestation to item number 12 of this form.
14. **Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number and Licensing State.** The physician shall complete this item to verify his or her valid license number and licensing state.
15. **Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address.** The physician shall print his or her complete professional address.
16. **Training Center Director or Designee's Printed Name, Signature and Date.** The training center director or designee who signs this form shall print his or her legal first and last name. The training center director or designee shall sign and date this form.

Physical Fitness Training Plan



MUSCULAR ENDURANCE – approximately three 30 minute sessions each week that include exercises such as **calisthenics**, **pushups**, **sit-ups**, **pull-ups**, and **weight training** for all the major muscle groups. The use of fitness cords and bands can be used to reduce the risk of injury and to keep equipment costs at a minimum.

CARDIORESPIRATORY ENDURANCE – approximately three 20 minute bouts of continuous aerobic (activity requiring oxygen) rhythmic exercise each week. Popular aerobic conditioning activities include **brisk walking**, **jogging**, **swimming**, **cycling**, **rope-jumping**, **rowing**, cross-country skiing, and some continuous action games like **racquetball** and **handball**.

FLEXIBILITY – ten to twelve minutes of stretching exercises performed slowly without a bouncing motion. This can be included after a warm-up or during a cool down.

COOL DOWN – approximately five to ten minutes of slow walking, low-level exercise, combined with stretching.



Sample One (1) Hour Workout:

1. Warm Ups: **Trunk Rotations, Arm Circles, Lunges, Stretching** – 10 Minutes
2. Muscular Endurance: **Push Ups, Sit Ups, Pull Ups** – 10 Minutes
3. Cardiorespiratory Endurance: *30 Minute **Class Run** – 30 Minutes
4. Flexibility/Cool Down: **Slow Walk, Stretching** – 10 Minutes

*Pace will vary based on fitness level of group running; classes can be broken into different groups based on individual fitness level (i.e., beginning, advanced, etc...).

Supplemental handouts for the **Physical Fitness Training Plan** are attached and listed below:

- PF Training Plan Handout #1: Warm Up & Stretching
 - PF Training Plan Handout #2: The Importance of Hydration during Exercise
 - PF Training Plan Handout #3: Beating the Heat during Summer Exercise
 - PF Training Plan Handout #4: Common Forms of Heat Related Illnesses
 - PF Training Plan Handout #5: Jogging Safely
 - PF Training Plan Handout #6: 10 Basic Weight Training Exercises
- Additional PF Training Plan Handouts are in development.

Note: This two page outline of the Physical Fitness Training Plan should be attached to the CJSTC Form #75B – Basic Recruit Student Physical Fitness and Chemical Agent Contamination to be viewed by the examining physician.

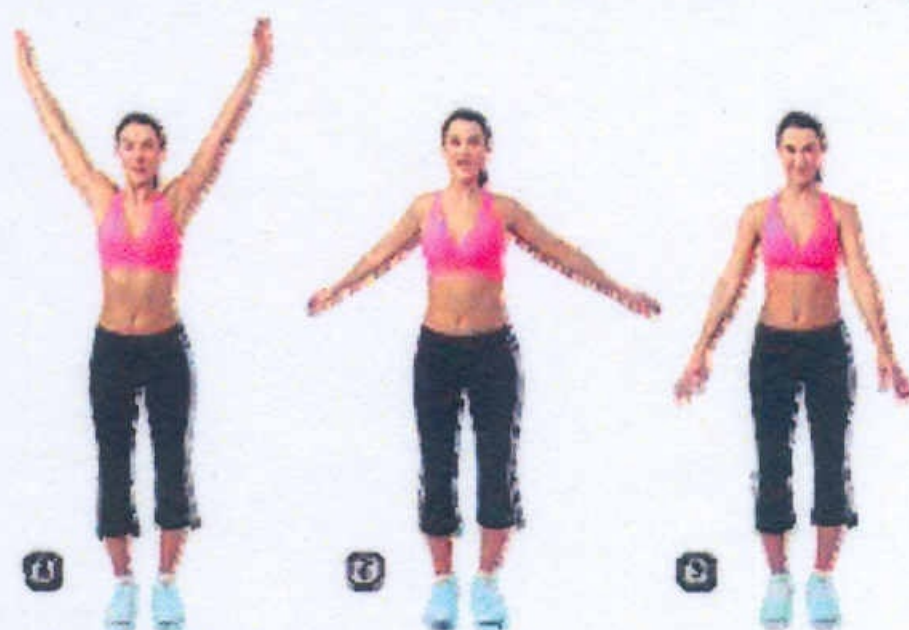
Physical Fitness Training Plan

Physical fitness is most easily understood by examining its components, or "parts." There is widespread agreement that these four components are basic.

1. **Cardiorespiratory Endurance** – the ability to deliver oxygen and nutrients to tissues, and to remove wastes, over sustained periods of time. **Long runs** and **swims** are among the methods employed in measuring this component.
2. **Muscular Strength** – the ability of a muscle to exert force for a brief period of time. Upper-body strength, for example, can be measured by various **weight-lifting exercises**.
3. **Muscular Endurance** – the ability of a muscle, or a group of muscles, to sustain repeated contractions or to continue applying force against a fixed object. **Pushups** are often used to test endurance of arm and shoulder muscles.
4. **Flexibility** – the ability to move joints and use muscles through their full range of motion. The **sit-and-reach test** is a good measure of flexibility of the lower back and backs of the upper legs.

THE WORKOUT SCHEDULE

The physical fitness training plan will include something from each of the four basic fitness components described above. Each workout will begin with a warm-up and end with a cool down. As a general rule, the workouts will be spaced throughout the week and avoid consecutive days of hard exercise. **Approximately three (3) hours each week, throughout the duration of the basic academy, will be dedicated to physical fitness training.**



Here are the amounts of activity necessary for the average, healthy academy cadet to maintain and/or increase his or her overall level of fitness. Included are some of the popular exercises we will be using in each category.

WARMUP – five to ten minutes of exercises such as **walking**, **slow jogging**, **knee lifts**, **arm circles** or **trunk rotations**. Low intensity movements that stimulate movements to be used in the activity can also be included in the warm-up.

MUSCULAR STRENGTH – approximately two 20 minute sessions per week that include exercises for all the major muscle groups. **Lifting weights** is the most effective way to increase strength. The use of fitness cords and bands can be used to reduce the risk of injury and to keep equipment costs at a minimum.





**Gulf Coast State College
Division of Public Safety**

Florida Law Enforcement Academy (LEA)

Basic Recruit Training Program Application

APPLICANT AUTHORIZATION

I, _____, SSN ID# _____, do hereby authorize Gulf Coast State College to release copies of any and all student records held by the College to any of my past, present, or future, employing or sponsoring agencies and to the Criminal Justice Standards and Training Commission. Student records include, but are not limited to, information related to grades, transcripts, disciplinary actions, attendance, participation or performance in training or educational programs, evidence of misconduct or safety violations, and any other information maintained by the College that pertains to me.

I HEREBY AUTHORIZE the Criminal Justice Selection Center at authorize Gulf Coast State College to conduct a thorough investigation of my character, reputation, past employment, and medical history. Accordingly, I authorize these parties having knowledge of my past (including financial and credit records) to cooperate in this procedure by releasing information as requested. I respectfully request that former employers furnish the necessary information concerning my employment with their organization, and I hereby release them from any and all liability for damages for providing the information requested.

I HEARBY AUTHORIZE the Criminal Justice Selection Center at Gulf Coast State College to release all portions of my assessment file (including background information) to any law enforcement or corrections agency for the purpose of prospective employment. I do acknowledge and accept that under Florida law any information, with the exception of medical, criminal history, and test results, will become public record upon receipt by the Criminal Justice Selection Center, pursuant to Chapter 119, Florida statutes; and I hereby waive any rights or claims I may have, whether presently fully developed or not, against Gulf Coast State College, its Public Safety Training Center and the Criminal Justice Selection Center at Gulf Coast State College, or any of the aforementioned agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the Selection Center's handling, processing, investigation, etc., my application for employment. I also acknowledge and accept that I will NOT be privy to the information retained by the Criminal Justice Selection Center in the background investigation section of my file.

Applicant Signature _____ Date _____

Applicant's Printed Name _____

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ (date)

by _____ who is personally known to me or has
produced _____ as identification.

Notary Signature

Expiration of Notary



**Gulf Coast State College
Division of Public Safety**

Florida Law Enforcement Academy (LEA)

Basic Recruit Training Program Application

APPLICANT CERTIFICATION

I HEREBY SWEAR OR AFFIRM that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact; and, that the information given by me is true and complete to the best of my knowledge and belief. I am aware that statements made by me on this application are subject to investigation. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from any candidate eligibility list; and if already selected to attend the academy, I may be dismissed from the academy class. I also understand that failure to comply with or complete any portion of the testing, examination, or other application process may result in my application being rejected or suspended, and my name removed from any candidate eligibility list; and if already in the academy class, I may be dismissed. I further understand that nothing in this application constitutes a promise of commitment, nor has any other promise or commitment been made to me by any of the staff of Gulf Coast State College, or its Public Safety Training Center as to a time or place, or whether I will, in fact, be hired.

NOTICE TO APPLICANTS: This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the employing agency and/or Criminal Justice Standards and Training Commission. Any intentional omission when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and may disqualify you from employment as a law enforcement officer in the State of Florida.

Applicant Signature _____ Date _____

Applicant's Printed Name _____

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ (date)

by _____ who is personally known to me or has

produced _____ as identification.

Notary Signature

Expiration of Notary

IMPORTANT NOTICE

Academy students must adhere to strict attendance guidelines. The specifics of the attendance guidelines will be covered in your class orientation in detail; and, they are included within this application packet for informational purposes.

ATTENDANCE STANDARDS – CRIMINAL JUSTICE TRAINING ACADEMY

A. CRIMINAL JUSTICE TRAINING ACADEMY ATTENDANCE POLICY – FDLE Standards and Training Commission Rule 11B-35

1. Students are expected to attend all classes and participate in all classroom activities. However, recognizing that emergencies occur, any student absent for more than four (4) hours of any one course of instruction will be withdrawn from that particular course of instruction. It is the student responsibility to complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of “W”. The withdrawal deadline for an off-term or condensed term is one week after midterm. Administrative Withdrawal – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of “W”. The withdrawal deadline for an off-term or condensed term is one week after midterm. Withdrawals initiated prior to midterm will be recorded as “W.” Withdrawals initiated after the mid-point of midterm will be recorded as a “W” if passing, and an “F” if failing. **ATTENDANCE ON THE FIRST DAY OF ALL HIGH LIABILITY CLASSES (FIREARMS, DEFENSIVE TACTICS, FIRST AID, AND VEHICLE OPERATIONS) IS MANDATORY. STUDENTS WHO STOP ATTENDING CLASS, WILL RECEIVE AN “F” FOR THEIR END OF COURSE GRADE.**
2. Any absence from Criminal Justice Officer Physical Fitness Training must be made-up in person, as attendance and participation during all hours are required for course completion. Students missing fitness training will also be required to submit the required written make-up work as well.
3. All make-up work will be single spaced, handwritten, and in the narrative style. Make up material will be directly related to the specific goals and objectives; and, taken from the appropriate program course book. **ABSOLUTELY NO MAKE-UP WORK WILL BE DONE DURING CLASS TIME. (ANY STUDENT CAUGHT DOING MAKE-UP WORK DURING CLASS TIME WILL BE DISMISSED FOR THE REMAINDER OF THE CLASS.**

3. (Continued)

IF SAID DISMISSAL RESULTS IN A STUDENT EXCEEDING THEIR MAXIMUM NUMBER OF MISSABLE CLASS HOURS, THEY WILL BE WITHDRAWN FROM THE COURSE).

MAKE-UP WORK MUST BE TURNED PRIOR TO THE FINAL EXAM; OR, THE CANDIDATE WILL NOT BE ALLOWED TO TAKE THE FINAL EXAM AND THE GRADE WILL BE SUBMITTED AS A FAILURE ("F").

4. The candidate is responsible for missed information and will be expected to test on material along with the other candidates.
5. Make-up work can be taken, or paraphrased, from the Course Guide. The candidate will not receive credit for make-up work unless a completed ABSENCE REPORT is attached.
6. Any student who fails to sign the Daily Roster will be counted as absent for that period of time. Never sign the roster for another candidate. This will be considered a false statement.

B. TARDINESS POLICY (Class 1 violation)

1. Any candidate arriving after the class has begun will wait outside the classroom until the next break, unless authorized to enter by the instructor. If authorized by the instructor to enter class late, the candidate is still considered to have been absent for a full hour and shall sign the roster based on actual time of arrival.
2. All time outside the classroom is counted as an absence. **An absence for any portion of an hour will count as a full hour of absence.**

C. LEAVING AN ACADEMY CLASS IN PROGRESS (Class 1 violation)

1. Any candidate leaving a class early will be counted as absent for the period they are not in class. **An absence for any portion of an hour will count as a full hour of absence.**
2. The candidate will notify the instructor prior to the class that he/she will be leaving early.