If you are interested in a career as a law enforcement officer in Texas,

Angelina College is a great place to start! The AC Police and Security Training Program offers the Basic Peace Officer Course (BPOC) in a full-time class.

This Application Packet is for the

2021 Spring

BASIC PEACE OFFICER COURSE

Daytime Course

APPLICATION PACKET



Angelina College Police and Security Training Program is licensed as the Regional Police Academy in the Deep East Texas region by the Texas Commission on Law Enforcement.

Angelina College does not discriminate on the basis of race, religion, color, sex, age, national origin or disabilities and is an equal opportunity/affirmative action employer.

Applicants requiring accommodations should notify the Training Manager,

Mr. Jason Burrous, at [policeacademy@angelina.edu](mailto:policeacademy@angelina.edu)

Congratulations! You are about to embark on a very rewarding career when you chose to join the Law Enforcement Academy.

If you know of anyone else that is interested, please have them send an e-mail to policeacademy@angelina.edu for their own copy of our application packet. We ask you not to share this with anyone as things change at times. Having an e-mail for everyone planning to apply allows notifications to reach everyone directly should something change.

Check your email at least once a week. Should a change to any of the application details be necessary you will be informed by email.

Your second prescreening is \*STEP 1\* to read this entire instruction packet completely. This packet holds important information and attempts to provide an explanation of everything you need to do for each step of the application and preparation process into the BPOC.

Frequently Asked Questions (FAQ's):

What are the dates for Spring 2021 BPOC class?

The 2021 Spring-Full-Time BPOC Class

Applicant Assessment scheduled to begin at 9am on Thursday, January 28. 2021.

The deadline to register for the Applicant Assessment is 2pm on Wednesday, January 27, 2021.

Classes are scheduled to begin on Monday, February 8, 2021 and conclude in latter June 2021. Class meets on both weekdays and some weekend days. A schedule of class days will be made available for cadets prior to the first day of class. Class times are normally 7:45am to 5:30pm. There will be a few classes that begin earlier and a few that end later. Advanced notice will be given when classes will meet at different times. Classes will also be held on several Saturdays throughout the course.

How much does the Basic Peace Officer Course cost?

Tuition is $2,000.00. Uniform Shirts will be supplied by the Academy as well as duty gear and weapons. The student will be responsible for their own law book, slacks and P.T. gear.

How old do I have to be?

You must be 21 or older not later than May of 2021.

But I am \_ old, am I too old?

There is no maximum age to attending the BPOC, as long as you are able to meet the physical and mental requirements. The only limitation to age is that law enforcement agencies that are civil service have an age range. There are many non-civil service agencies that do not have any maximum ages.

Do I have to have college hours?

No. State law requires that you be a high school graduate or have a GED.

How long is the Basic Peace Officer Course?

740 hours.

What kind of training is involved in the Basic Peace Officer Course?

Training begins in the classroom. Training includes classroom, physical training, and scenario based training. Applicants should refer to the section on Preparing for the Applicant Assessment in this packet to understand the mental and physical levels needed to successfully enter the BPOC class.

How much training can be missed if a schedule conflict or illness arises? How are absences handled?

Cadets are required to attend all training. You should clear your schedule of all conflicts before class begins. There are issues that are unavoidable, therefor opportunities to make-up up to 39 hours of training is possible. Understand this is not make-up work like back in elementary school and requires all absences to be made up. Missing 40-hours of class or more is not allowed and will result in being dropped from the class.

Does Angelina College pay me while I am in training?

No. Angelina College Police Academy training is not a job. Training will prepare you to work in law enforcement in the State of Texas. There are law enforcement agencies that will hire people and send them to Angelina College Police Academy. It is not uncommon for cadets to be hired by law enforcement agencies before completing the BPOC.

Is Financial Aid available to help with tuition and supplies?

Students that qualify are able to use financial assistance through Pell Funding, Workforce grants, and Military benefits. The Angelina College Financial Aid Office will assist students in the process. Many students are able to receive funds to assist with tuition and supplies.

# Step One in for the BPOC Class

If you have read this far in the application packet, you are well on your way to completing our second pre-screening (a part of Step 1)! Be sure to read each step and complete them in a timely manner to ensure clearance to register for the Police Academy!

There are twelve (12) steps to the initial application, which must be completed and documentation turned in to complete the Registration process. Each step is explained on the following pages. All steps must be completed and all documents on file with the AC Police Academy before an applicant can be cleared to register.

Step One: Read the entire Application Packet

Step Two: How to contact the Academy

Step Three: Register for the Applicant Assessment

Application Assessment Thursday, January 28, 2021 at 9am beginning in the Police Department and Regional Police Academy Building in Lufkin, Texas. Deadline to register for the Applicant Assessment is 2pm on Wednesday, January 27, 2021

Step Four: Preparing for the Applicant

Step Five: Background

Step Six: Drug & Physical Screening

Step Seven: Psychological Screening

Step Eight: Bacterial Meningitis Inoculation

Step Nine: State Driving Record

Step Ten: Personal History Statement

Step Eleven: Copies of Documents

Step Twelve: Financial Assistance



If you have any questions or concerns you need to contact the Academy Training Manager, Jason Burrous, or Administrative Assistant Ms. Kim Capps. The training team does include a number of people, but most of the instructors are part-time employees with Angelina College that hold full-time law enforcement positions or are subject matter experts in their field. Mr. Burrous is the full-time Academy Training Manager and the person that can assist you with questions or concerns. Send an email to policeacademy@angelina.edu Emails can be sent at any time and are usually returned within 24-hours.

Mr. Burrous will be happy to schedule a telephone call or meet with applicants in person, but use e-mail to schedule those in advance. Coordinating a telephone call or meeting in advance by e-mail will make sure you get the answers and information you are needing.

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| --- |
| STEP THREE  Registering for the Applicant Assessment |

1. Print the file named "Application Documents to Print"
2. Complete the "Applicant Assessment Registration Form" by legibly printing the required information.
3. Return the completed document with your $15.00 payment to the AC Police & Security Training Program before 2pm on Wednesday, January 27, 2021.
   * 1. The "Applicant Assessment Registration Form" can be sent by e-mail (scan the document or take a clear photograph and e-mail to policeacademy@angelina.edu

b) The "Applicant Assessment Registration Form" can be mailed to:

Ms. Kim Capps [policeacademy@angelina.edu](mailto:policeacademy@angelina.edu)



The Applicant Assessment is the pre-test to applying for the Basic Peace Officer Course at

Angelina College. The Applicant Assessment consists of two tests: a reading comprehension test and a physical fitness assessment. Applicants should practice and prepare to be successful on both tests before the Applicant Assessment. Anyone that is not able to meet the reading comprehension standards will not be cleared to register.

Reading Comprehension Assessment

 The Reading Comprehension Test is used to determine an applicant's reading level. Scoring at or above a level 5 (5th grade reading level) is required for admittance into the BPOC class.

 You are encouraged to review the Reading Comprehension Practice Packet. The packet allows you to practice the reading skills information on levels 3 — 7. This will help you understand what to expect for the Reading Comprehension Assessment, how the questions are worded, and what answers they are looking for.

 You are also encouraged to read for an hour or more every day. Sharpen and improve your reading by reading newspapers, magazines, books, or other media. This will help you perform better on the Reading Comprehension Assessment and will help you be prepared for the large amount of reading that is involved in the academic portion of the BPOC.

Physical Training Assessment

 The Physical Fitness Assessment is a 5-part fitness test that includes (1) 1.5-mile run, (2) 20 push-ups, (3) 20 sit-ups, (4) vertical-jump of 12" or more, and (5) a 300-meter sprint. To pass the assessment all 5-portions of the Test must be passed.

> The PT-Assessment is conducted in the parking lot on the AC campus in Lufkin.

 The PT-Assessment is conducted outside, regardless of weather, so dress appropriately for the PT-Assessment.

 The best way to prepare for the PT-Assessment is to complete all 5 tests in the PT Assessment 5 times each week for several weeks.

Applicants are encouraged to practice the entire PT-Assessment.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.5 mile run | AEROBIC POWER | 1.5 miles | 19 minutes or less | Walking is NOT allowed; must run continuously |
| Push ups | ABSOLUTE  STRENGTH | 20 push ups | No time limit | NOT allowed to bend legs; CANNOT arch or sag |
| Sit ups | MUSCULAR  ENDURANCE | 20 sits up | 1 minute or less | Buttocks must remain on the floor with no thrusting of the hips — hands must remain on head |
| Vertical jump | EXPLOSIVE POWER | 12 inches past standard reach | No time limit | Must jump from standing position; NO running and um in is allowed |
| 300 meter run | ANAEROBIC POWER | 300 meters | 89 seconds or less | Walking is NOT allowed; must run continuously |

1.5 MILE RUN: To perform this test an applicant must run continually from the starting line to the finish line. Walking and stopping are not allowed. Applicants will be warned the first time they walk or stop and will be disqualified the second time they walk or stop. The speed of the run must be sufficient to allow the applicant to complete the 1.5-mile in the amount of time allowed or less.

A group of applicants will perform this test at the same time, but the test is performed individually. Contact with another person, a person that is not participating in the assessment running with an applicant, or listening to any electronic device audio (music, cadence, etc.) is not allowed and will result in the applicant being disqualified. Applicants will be disqualified the second time they do not perform this test in accordance with standards

A gradual schedule is listed below for preparing for the 1.5-mile run:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Distance | Minutes |  |
| 1 | WALK | 1-Mile | 17 -20 | 5 |
| 2 | WALK | 1.5-Mi1es | 25 29 | 5 |
| 3 | WALK | 2-Mi1es | 32-35 | 5 |
| 4 | WALK | 2.5-Mi1es | 40 — 44 | 5 |
| 5 | WALK / JOG | 2-Mi1es | 26-28 | 5 |
| 6 | WALK / JOG | 2-Mi1es | 25-27 | 5 |
| 7 | WALK / JOG | 2.5-Miles | 32 —34 | 5 |
| 8 | WALK / JOG | 2.5-Mi1es | 30 - 33 | 5 |
| 9 | JOG | 2-Mi1es | 23 -25 | 5 |
| 10 | JOG | 2.5-Mi1es | 31 —34 | 4 |
| 11 | JOG | 2.5-Miles | 25 28 | 5 |
| 12 | JOG | 3-Mi1es | 30 - 33 | 4 |
|  |  |  |  |  |

PUSH UPS: To perform this test an applicant will position their hands slightly wider than shoulder width apart, with fingers facing forward. The applicant must raise his/her body up to a locked arm position, lower his/her body down so that the upper chest touches and depresses a 4-inch cube and raise his/her body back up to locked arm position. This is one repetition. Failure to depress the cube and fully extend the arms back to the locked positon will result in the repetition not counting. Legs must be kept straight with feet perpendicular to the floor and toes bent. Resting may only occur in the up position, with elbows locked.

Applicants will be warned the first time they do not perform this test in accordance with standards. Applicants will be disqualified the second time they do not perform this test in accordance with standards. There is no time limit on this test. There is a minimum number of push-ups that must be successfully completed to pass this test.

To improve your ability to do push-ups you need to determine how many push-ups you can do. Then twice a day 5-days each week do the maximum number of push-ups you can do. Each week increase the number of push-ups you are doing. The goal is to be able to do 35 or more push-ups before the Applicant Assessment.

SIT UPS: To perform this test a candidate will begin by lying on the back, knees bent, heels flat on the floor, with fingers held in contact with the sides or back of the head at all times. Candidates should avoid pulling the head with hands. A partner will hold the feet down firmly. In the up position, the applicant must touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting must be done in the up position.

To improve your ability to do sit-ups you need to determine how many sit-ups you can do in a minute. Then twice a day 5-days each week do the maximum number of sit-ups-ups you can do in a minute. Each week increase the number of sit-ups you are doing. The goal is to be able to do 30 or more push-ups before the Applicant Assessment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Activity | Repetitions | Seconds | Duration |  |
| 1 | SIT-UPS | 20 | 60 1 -minute | 2 times a day for 5 days | |
| 2 | SIT-UPS | 30 | 90 1.5-minutes | 2 times a day for 5 days | |
| 3 | SIT-UPS | 35 | 120 2-minutes) | 2 times a day for 5 days | |
| 4 | SIT-UPS | 40 | 150 2.5-minutes) | 2 times a day for 5 days | |
| 5 | SIT-UPS | 35 | 120 2-minutes) | 2 times a day for 5 days | |
| 6 | SIT-UPS | 35 | 120 2-minutes | 2 times a day for 5 days | |
| 7 | SIT-UPS | 45 | 150 2.5-minutes | 2 times a day for 5 days | |
| 8 | SIT-UPS | 40 | 150 (2.5-minutes) | 2 times a day for 5 days | |
| 9 | SIT-UPS | 30 | 120 2-minutes | 2 times a day for 5 days | |
| 10 | SIT-UPS | 35 | 150 2-minutes | 2 times a day for 5 days | |
| 11 | SIT-UPS | 45 | 150 2.5-minutes) | 2 times a day for 5 days | |
| 12 | SIT-UPS | 50 | 180 3-minutes) | 2 times a day for 5 days | |

VERTICAL JUMP: To perform this test the candidate will stand with one side toward the wall and will reach up as high as possible to mark his/her standard reach. The candidate then jumps as high as possible and marks the spot on the wall above his/her standard reach mark. Applicants will be allowed the opportunity to jump three times in order to achieve a passing score.

Mark a place on a wall that is 15" above your reach. Practice several times a day 5 days each week jumping and touching the mark or above the mark.

300-METER SPRINT: The chart below will help you improve your springing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  |
| 1 | SPRINT | 300 | 120 | 2 times a day for 5 days | |
| 2 | SPRINT | 300 | 100 | 2 times a day for 5 days | |
| 3 | SPRINT | 300 | 100 | 2 times a day for 5 days | |
| 4 | SPRINT | 400 | 180 | 2 times a day for 5 days | |
| 5 | SPRINT | 300 | 90 | 2 times a day for 5 days | |
| 6 | SPRINT | 400 | 150 | 2 times a day for 5 days | |
| 7 | SPRINT | 300 | 80 | 2 times a day for 5 days | |
| 8 | SPRINT | 450 | 180 | 2 times a day for 5 days | |
| 9 | SPRINT | 300 | 80 | 2 times a day for 5 days | |
| 10 | SPRINT | 500 | 210 | 2 times a day for 5 days | |
| 11 | SPRINT | 300 | 78 | 2 times a day for 5 days | |
| 12 | SPRINT | 500 | 190 | 2 times a day for 5 days | |



A background check must be completed for all applicants. If you are not licensed by the Texas Commission on Law Enforcement (TCOLE) then you must complete their background check. Many people that apply hold a government security clearance, a handgun license, or have some other credentials but unless you are licensed by TCOLE there is no exception to completing their background check.

Go to and complete the TCOLE Criminal History Screening Self-Assessment.

If the self-assessment shows that you are qualified to attend law enforcement training, then the next step is to have TCOLE perform a background check.

Make a reservation to get your fingerprints taken by IdenToGo online at https://uenroll.identogo.com/

1. Enter Code — 11G4J8 - then Select SCHEDULE OR MANAGE APPOINTMENT
2. the Academy Provider Number — LE-511286

You will pay the $40.45 fee when you go to get your fingerprints taken. IdentoGo accepts money orders or credit cards (Note they charge a 2.1 % service fee for credit cards). They do NOT accept cash.

Note: From the time your fingerprints are taken to the time AC receives the clearance letter from TCOLE can take up to three weeks. Have your fingerprints taken early to ensure you are able to be cleared to register for the BPOC.

In the event that Angelina College Police Academy does not receive a clearance from TCOLE before the first day of class you will not be able to register and will have to attend a later BPOC class.

TCOLE Criminal History Screening

—Self -Assessment—

The following questions will assist in determining your eligibility to attend law enforcement training:

Age, Education & Citizenship:

1. Are you a high school graduate or hold a GED? O Yes O No
2. Are you a U.S. citizen? O Yes O No If YES was answered on Questions 1, & 2 continue to Question 3.

If NO was answered to either or both questions you are not qualified to attend law enforcement training.

1. Will you be 21 years old or older by May of 2021? O Yes O No

If YES was answered on Questions 3 continue to question 4.

If NO was answered, have you completed 60-hours of college credit or have you served honorably in the military for two-years or more? O Yes O No

If YES, you have completed 60-hours of college credit continue to Question 4

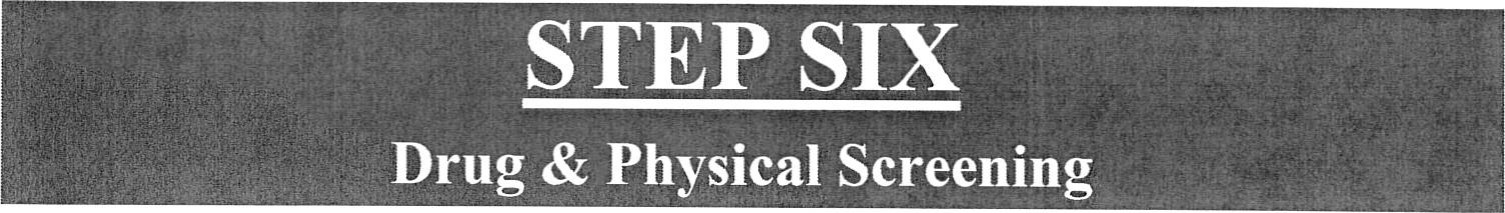
If NO you do not meet age qualifications to attend law enforcement training yet.

Criminal History:

|  |  |  |
| --- | --- | --- |
| 4. If you have served in the military, | Never Served in Military | |
| was your discharge 'less than honorable'? o  5. Have you been convicted, ordered deferred adjudication or probation for a | Yes O | No |
| Class B Misdemeanor in the last 10-years? o  6. Have you ever been convicted, ordered deferred adjudication or probation | Yes O | No |
| for a Class A Misdemeanor or Felony? o | Yes O | No |
| 7. Have you ever been convicted of any Family Violence offense? o | Yes O | No |
| 8. Are you prohibited from owning or possessing a firearm? o | Yes O | No |
| 9. Are you prohibited from owning or possessing ammunition? o | Yes O | No |
| 10. Are you prohibited from operating a motor vehicle? o | Yes O | No |

 If YES was answered to any or all of the questions 4 through 10 you are not qualified to attend law enforcement training.

 If NO was answered to all questions 4 through 10 you are qualified to attend law enforcement training.



You will need the TCOLE L2 Licensed Medical Declaration Form from the "Application Documents to Print" attachment.

Legibly print your information in boxes 2, 3, 4, 5, 6, 7, 8, & 9.

A physical and drug screening is a requirement of the Texas Commission on Law Enforcement. Urgent Doc locations in Lufkin and Nacogdoches are the only approved medical providers to have the screening completed. Applicants are responsible for expenses for the physical and drug screening. Screenings are estimated around $110.00.

Applicants can go to either Urgent Doc location anytime the clinic is open. Let them know you are an applicant to Angelina College Police Academy and you need the physical and drug screen.

Make sure to take the TCOLE L2 Form. The doctor's office does not have these forms.

The doctors will complete the form and give it back to you. The original document with the doctor's signature is required for you to register. You are also responsible for turning in a copy of your drug screening paperwork that is provided by the doctors office.

 Hours of Operation:

M —F 8am — 9pm

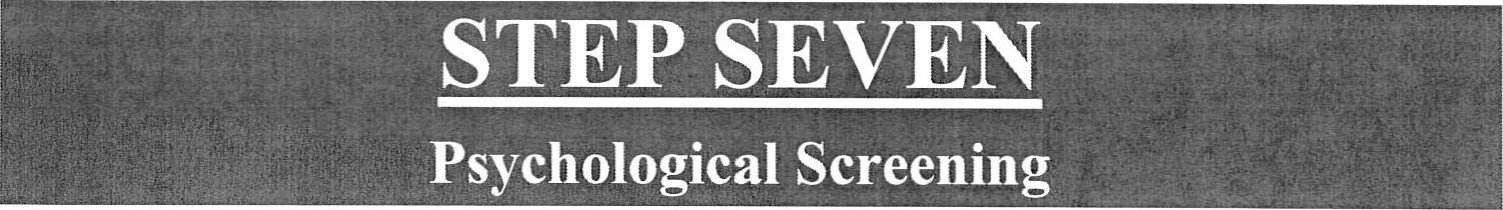
Urgent Doc sat. 8am-8pm

Urgent Care Clinic Sun. 1 pm — 6pm

http://urgentdoc.com

Lufkin - 525 N Brentwood Drive, Lufkin TX 75904 Phone: 936-634-3627

Nacogdoches - 4909 North Street, Nacogdoches TX 75964 Phone: 936-560-9898



You will need the TCOLE L3 Licensed Psychological and Emotional Health Declaration Form from the "Application Documents to Print" attachment.

Legibly print your information in boxes 2, 3, 4, 5, 6, 7, 8, & 9.

A psychological screening is required by the Texas Commission on Law Enforcement.

Applicants are responsible for expenses for the psychological screening. Expenses are estimated around $340.00.

Dr. Epperson is the doctor approved for use:

|  |  |
| --- | --- |
|  | |
| 1214 Ellis Ave  Lufkin, TX 75941 | 936-637-0074 |

When scheduling your appointment let the doctor's office know that you need a psychological evaluation to attend the Police Academy at Angelina College.

Be sure to take your L-3 form with you to your appointment. The doctor's office does not have these forms.

The doctors will complete the form and give it back to you. The original document with the doctor's signature is required for you to register. You are likewise required to provide the doctor a copy of your Personal History Statement that is part of this packet, prior to the assessment.

Bacterial Meningitis Inoculation

Applicants under the age of 30 must provide documentation of a bacterial meningitis vaccination or booster within the past five years and ten days or more before the start of class. To comply with state law applicants under the age of 30 you must provide one of the following to register for BPOC Class: A document bearing the signature or stamp of the physician or his/her designee that includes the month, day, and year the vaccination was administered; or An official immunization record generated from a state or local health authority (must include month, day, and year the vaccination was administered); or An official record received from school officials, including a record from another state(must include the month, day, and year the vaccination was administered); or An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit completed by the student declining the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services is available at https:/l\_webds.dshs.state.tx.us/immco/affidavit.shtm

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# STEP NINE

Driver License Verification

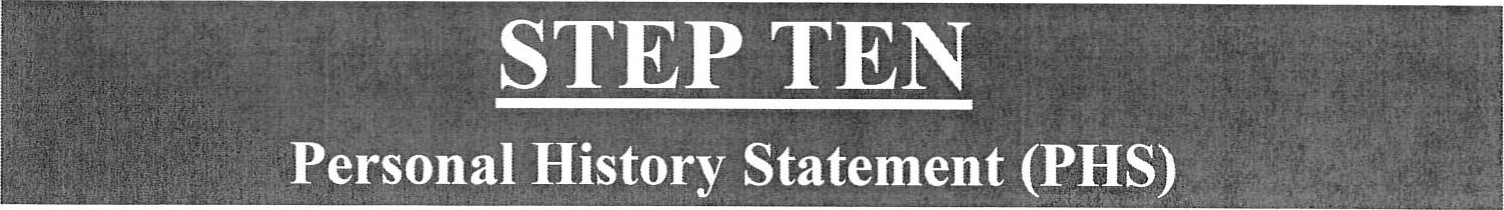
A valid driver license is a requirement to attend the BPOC. Applicants must obtain a STATUS RECORD from Texas DPS showing their driver's license is valid. If the applicant has a driver license issued in another state documentation showing that driver license is valid is required.

## Go to https://www.dps.texas.gov

Select DRIVER RECORD REQUEST under the DRIVERS LICENSE/ID HOME under the SERVICE TAB.

Select the LICENSE STATUS REPORT.

The expense for the report is $4.00. The applicant is responsible for this expense.



The BPOC Applicant's Personal History Statement (PHS) booklet must be completed by the applicant. This is the third attachment you received with your e-mail from policeacademy@angelina.edu

Print the entire PHS Packet. Then read the directions on the Personal History Statement packet. Complete all pages in the PHS except DO NOT SIGN PAGE 21. Angelina College will have Notary Public to notarize your signature (page 21) during the Applicant Assessment.

Yes, any notary can notarize your signature. Having your form notarized is fine, just know that there will be notaries available at no cost to notarize your PHS packet at the Applicant Assessment.

Make sure you do not leave any line blank. If there is no information that is needed to be placed on the line write "N/A". There may be pages with lines that have N/A . . . that is fine. Just do not leave any line without information or N/A on it.

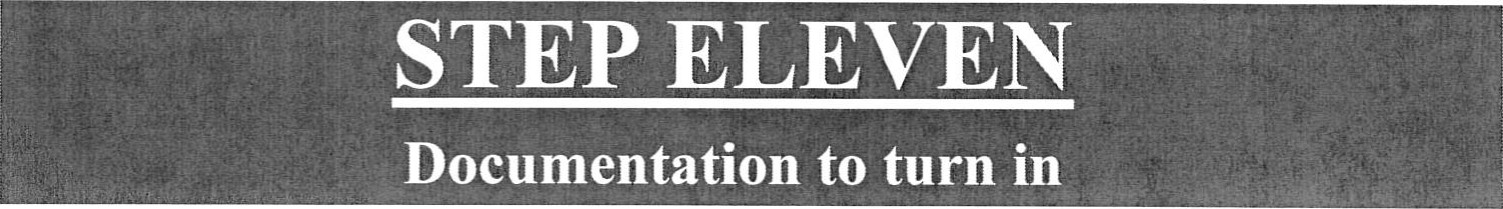
All documents on the checklist MUST be turned in to the Police & Security Training Office by or before registering for the assessment.

This checklist is in the "Application Documents to Print" attachment to help put your documents in the order needed to make checking in at the Applicant Assessment as smooth as possible. COPIES REOUIRED:

Note: The copies can be black & white or color, but must be only one-sided copies and they must be legible. Do not submit original documents unless you do not need them back.

The Police & Security Training Program does not make copies for applicants.

\*\* Each document must be copied on a separate sheet of paper

* + Page 1 - Copy — State Driver's License
  + Page 2 - Copy — Social Security Card
  + Page 3- Copy — Birth Certificate (must be a copy of state issued birth certificate — copies of hospital issued certificates are not acceptable)
  + Page 4 - Copy — High School Diploma, Transcript, or GED
  + Page 5 - Copy — Copy of all military discharge DD214 forms

ORIGINAL DOCUMENTS REOUIRED:

* + Page 6 - Original Document 1 — TCOLE L2 completed during your physical and drug screening.
  + Page 7 - Original Document 2 — TCOLE L3 completed during your psychological screening
  + Page 8 - Original Personal History Packet — packet must be completed in its entirety. Notaries will be available during registration; do not pay to have the PHS notarized. We will notarize the forms for you free of charge.

Financial assistance is available to qualified applicants to assist with tuition and supplies for attending full-time BPOC classes. All applicants are encouraged to complete the process to determine eligibility.

1. After submitting your application for the Applicant Assessment go to http://www.fafsa.ed.gov and complete the Free Application for Student Financial Aid (FASFA)
2. Allow two-weeks after you complete the FASFA before making contact with the AC Financial Aid office. Contacting the AC Financial Aid office before all documents have been processed can prevent the Financial Aid Counselors from being able to provide you with accurate information.
3. If you are a veteran and desire to use your eligible benefits you are also encouraged to submit a FASFA application too. Veterans should contact Financial Aid for assistance receiving your veteran benefits.
4. Following the two-week wait, contact the appropriate Financial Aid Counselor to determine your eligibility for Financial Aid:

Crystal Carter (for students whose last name begins with A - I) ccarter@angelina.edu (936) 633-5339

Rosa Heredia (for students whose last name begins with J - R) rheredia@angelina.edu (936) 633-5470

Celia Rainnger (for students whose last name begins with S-Z) [faadvisor@angelina.edu](mailto:faadvisor@angelina.edu)

Contessa James (for students using Veterans' Benefits) cjamses@angelina.edu (936) 633-5356