

Pre-Academy Admission Standards for Potential Trainees

On April 2, 2014, the Police Training Commission (PTC) adopted psychological and physical fitness standards which must be successfully met by potential trainees prior to orientation day for the basic course to which the potential trainee seeks admission. The pre-academy requirements are applicable to potential trainees who seek admission to any of the following basic courses that begin on or after January 1, 2015:

1. Basic Course for Police Officers (including Alternate Route)
2. Basic Course for Special Law Enforcement Officers Class II
3. Basic Course for State Corrections Officers
4. Basic Course for County Corrections Officers
5. Basic Course for Investigators
6. Basic Course for Juvenile Corrections Officers
7. Basic Course for Juvenile Parole Officers

Certification of psychological fitness must be provided by the employer to the school director prior to orientation day for the basic training course to which the potential trainee seeks admission. The Commission and/or any school will not be responsible for the cost of psychological fitness certification.

Physical Fitness Testing Requirements

1. The PTC pre-admission physical fitness test shall include a 300 meter run, push-ups, a measured vertical jump, sit-ups, and a 1.5 mile run, administered in that order.
2. A potential trainee must successfully complete all five (5) components of the PTC prescribed pre-admission physical fitness test. Failure to successfully complete any component will end the testing process and eliminate the potential trainee from further participation. Remediation and re-testing are not authorized under any circumstances.
3. In order to participate in the physical fitness test, the potential trainee must present proof of medical clearance to the school director administering the test, certified by a physician chosen by the potential trainee, no more than 30 days prior to the date of the test, on a form prescribed by the Commission. Any cost for medical clearance certification shall be the responsibility of the potential trainee.

4. To successfully pass the physical fitness test, the potential trainee must complete:
 - a. A 300 meter run in 70.1 seconds or less
 - b. 24 push-ups in 1 minute or less
 - c. A vertical jump of 15 inches or more
 - d. 28 sit-ups in 1 minute or less
 - e. A 1.5 mile run in 15.55 minutes or less

5. A potential trainee must pass pre-admission testing no more than twenty (20) weeks prior to orientation day for the specific class at a specific school to which the potential trainee seeks admission. A Police Training Commission certified physical conditioning instructor, designated by the school director, shall conduct the physical fitness test no more than twenty (20) weeks prior to the orientation day for the class. The designated instructor shall submit the results of the testing to the school director. Test results may not be carried from one class to another, nor from one school to another. Commission staff will not accept the results of testing administered more than twenty (20) weeks prior to orientation day of the class for which the trainee seeks admission.

6. The date, time and location of the test shall be determined by the school director, with approval from Commission staff.
 - a. The testing shall be conducted in accordance with the PTC Physical Conditioning Training Manual, as applicable.
 - b. All five (5) components of the physical fitness test must be conducted and completed within one continuous eight (8) hour period.
 - c. All running events shall take place on a level running track or roadway, previously approved by Commission staff.
 - d. All remaining events shall take place on a level surface, previously approved by Commission staff.
 - e. A school director, with permission of Commission staff and for good cause shown, may schedule an alternate test date for a potential trainee who, for emergent and/or compelling reasons, was unable to report for testing on the originally scheduled date.

- f. The instructors conducting the tests shall verbally advise the potential trainee of each successful repetition for the sit-up and push-up components while the potential trainee is undergoing those components of the testing procedure (i.e. “one complete, two complete, three complete,” etc).
7. The school director shall:
 - a. Submit to Commission staff, on a form prescribed by the Commission, a complete list of potential trainees who participate in the pre-admission testing, indicating their individual scores for each physical fitness test component, and whether or not each potential trainee passed the psychological fitness evaluation. The documentation for all physical fitness testing, and the results of all psychological fitness evaluations shall be maintained by the school director, and shall be made available for examination by Commission staff upon request.
 - b. Submit the required documentation as set forth herein to Commission staff not later than 10 working days after orientation day for the course in which the trainee is enrolled. School directors are expressly prohibited from allowing any trainee who has not met or exceeded the minimum score requirements of all five (5) pre-admission physical fitness test components, and successfully passed the psychological evaluation as set forth herein, from participating in any basic training class.
8. The failure of a potential trainee to successfully complete and pass the psychological and physical fitness pre-academy entrance requirements set forth herein may not be appealed to the Police Training Commission.

Potential trainees are encouraged to prepare themselves for the pre-academy physical fitness testing described herein, since successful completion of the testing is a prerequisite for admission to the basic courses.