

Ocean County Police Academy



Academy Pre-Service Application

TRAINEE ENTRANCE REQUIREMENTS

There are set forth below sections of the Police Training Act (PTA) 52:17B-66 et.seq., which govern the eligibility of a police officer nominated to attend a basic police training school in the State of New Jersey.

The Police Training Commission in accord with the PTA requires that these requirements be strictly adhered to prior to the nomination of a police officer to a basic training program.

13:1-1.1 Definition

“Police Officer” means any employee of a law enforcement agency, a correctional agency or a juvenile justice agency who, by statute, comes under the jurisdiction of the Commission or any member of a fire department or force who is assigned to an arson investigation unit pursuant to public law 1981, Chapter 409.

13:1-8.1 Certification required prior to acceptance of trainees into a basic course

Prior to the acceptance of a trainee into a basic course, the chief of police or chief executive officer of the employing law enforcement agency shall certify by completing a trainee record card issued by the Commission that:

1. With respect to police officers as defined by this chapter, the appointing authority has complied with the provisions of N.J.S.A. 52:17B-68.1 and 69 and 18A:6-4.4 including, but not limited to, the following:
 - a. The individual has received a probationary appointment; and
 - b. The individual has been granted a leave of absence with pay during the period of the police training course;
2. With respect to special law enforcement officers, the local unit has complied with the provisions of N.J.S.A. 40A:14-146.8 et seq. concerning the appointment of the individual;
3. The employing law enforcement agency has fingerprinted the individual and sent copies of the fingerprints to the Division of State Police and the Federal Bureau of Investigation in order to ascertain whether the individual has been convicted of an offense which would disqualify him or her from appointment as a police officer. The results obtained from the Division of State Police and the Federal Bureau of Investigation shall be made known to the appointing authority;
4. The employing law enforcement agency has conducted a pre-employment or background investigation of the individual to ascertain his or her character, fitness and eligibility to be permanently appointed as a police officer. The results of the pre-employment or background investigation shall be made known to the appointing authority; and
5. The individual has undergone a medical examination by a licensed physician to determine if the individual is medically fit to undergo training. The physician shall state, on a form prescribed by the Commission, whether the individual is medically fit to undergo the training for which the individual is enrolled.

13:1-8.2 Notification of school director

An appropriate official from the employing law enforcement agency seeking to enroll an individual in a Basic Course shall notify the school director in writing, 10 days prior to the commencement of the course, that the agency has complied with its responsibilities as provided in this subchapter. In the event an agency is unable to comply with this section, the agency shall forward a written request to the Commission for an extension of time and shall indicate the reason(s) for the request. Failure to comply with respect to this notification may result in the affected individual being denied admittance into the basic course.

52:17B-68.1. Basic training, course for investigators

A person appointed as an adult or juvenile corrections officer or as a juvenile detention officer by the State or county shall satisfactorily complete prior to permanent appointment a basic training course approved by the Police Training Commission. A corrections officer or juvenile detention officer who was appointed before the effective date of this act shall satisfactorily complete, within two years of the effective date of this act, an in-service basic training course approved by the Police Training Commission and designed to meet the training needs of corrections officers or juvenile detention officers with prior work experience.

A person may be exempt from the requirements of this section if that person has successfully completed training conducted by a federal, State or county agency the requirements of which are substantially equivalent to the requirements of a basic training course approved by the Police Training Commission pursuant to section 4 of this act.

A person shall be given a probationary appointment as a corrections officer or as a juvenile detention officer for a period of one year so that the person seeking permanent appointment may satisfactorily complete a basic training course for corrections officers or for juvenile detention officers conducted at a school approved by the Police Training Commission. The probationary time may exceed one year for those persons enrolled within the one-year period in a basic training course scheduled to end after the expiration of the one-year period. A person shall participate in a basic training course only if that person holds a probationary appointment and that person shall be entitled to a leave of absence with pay to attend a basic training course.

Prior to permanent appointment, a person appointed as an investigator in the Department of Corrections shall satisfactorily complete a basic course for investigators approved by the Police Training Commission.

52:17B-69. Probationary, temporary appointment as police officer

Notwithstanding the provisions of R.S.11:22-6, a probationary or temporary appointment as a police officer may be made for a total period not exceeding one year for the purpose of enabling a person seeking permanent appointment to take a police training course as prescribed in this act, provided, however, that the time period may exceed one year for those persons enrolled

prior to the one-year limit in a police training course scheduled to end subsequent to the one-year limit, and for those persons who, prior to the one-year limit, have been scheduled to attend a police training course which commences subsequent to the one-year limit. In no case shall any extension granted for the reasons herein listed exceed six months. Every person holding such a probationary or temporary appointment shall enroll in a police training course, and such appointee shall be entitled to a leave of absence with pay during the period of the police training course.

18A:6-4.4. Police training course

Every person so appointed and commissioned shall, within 1 year of the date of his commission, successfully complete a police training course at a school approved and authorized by the Police Training Commission; provided, however, that the Police Training Commission may, in its discretion, except from the requirements of this section any person who demonstrates to the commission's satisfaction that he has successfully completed a police training course conducted by any Federal, State or other public or private agency, the requirements of which are substantially equivalent to the requirements of that at a school approved by the commission.

13:1-5.1 Certification requirements; basic courses

A trainee shall be eligible for certification when the school director affirms that:

1. The trainee has achieved the minimum requirements set forth in the basic course applicable to his or her appointment and has demonstrated an acceptable degree of proficiency in the performance objectives contained in the particular basic course;
2. The trainee has participated in no less than 90 percent of the total instructional time assigned to those performance objectives designed by the Commission; and
3. The trainee has successfully completed the training required by the Commission to be conducted by the employing law enforcement agency.



For Academy Use Only	
(Course)	(Class #)

Ocean County Police Academy

Academy Pre-Service Application

I. Agency

Type of Appointment Regular Police Officer Special Police Officer Class I Special Police Officer Class II Corrections Officer

Employing Agency Name	Employing Agency County	Employing Agency ORI#			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency Address	City	State	Zip		
Agency Executive (Chief, Director, Sheriff, Warden)	Applicants Date of Appointment Month / Day / Year				

II. Applicant Information

Name (Last)	(First)	(Middle)	Maiden (If Applicable)	Social Security Number
Address	City	State	Zip	
Cell Phone Number	Home Phone Number	Work Phone Number		
Primary Email Address		Secondary Email Address		
Date of Birth Month / Day / Year	Age	Birthplace (city, state)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Height
Weight				
Race / Ethnicity				
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African American / Black <input type="checkbox"/> Caucasian / White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____				
Marital Status			Number of Children	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed				
Driver Licence Number	Driver Licence State	SBI # (if known)		

III. Emergency Contact Information

Name (Last)	(First)	(Middle)	Relationship to Trainee	
Address		City	State	Zip
Cell Phone Number	Home Phone Number		Work Phone Number	

IV. Work History

WORK HISTORY

Beginning with your present or most recent job, list past employers, including part time, temporary or seasonal employment.

1 From: _____ To: _____ Employer: _____

Address: _____

Phone Number: (____) _____ - _____

Job Title: _____

Duties: _____

Supervisor: _____

Reason for leaving: _____

2 From: _____ To: _____ Employer: _____

Address: _____

Phone Number: (____) _____ - _____

Job Title: _____

Duties: _____

Supervisor: _____

Reason for leaving: _____

V. Educational History

High School	City & State	Graduate ?	
		Yes	No
_____	_____	_____	_____
_____	_____	_____	_____

V. Educational History(continued)

List in chronological order, beginning with your most recent College / University Education:

College / University Attended: _____

City & State: _____

Major / Minor: _____ Degree received, if any: _____

College / University Attended: _____

City & State: _____

Major / Minor: _____ Degree received, if any: _____

List other schools attended (Trade, Vocational, Business, etc.) in chronological order, beginning with your most recent. Give name and dates attended, course of study, certificate and any other pertinent information.

VI. Special Qualifications/Skills/Leadership Experience

List any special licences you hold (such as Paramedic, Pilot, Radio Operator, Scuba, etc.), including licencing authority, original date of issue, and date of expiration (Attach copy).

List any specialized machinery or equipment, which you can operate.

If you are fluent in a foreign language, indicate in each area your level of fluency (Excellent, Good, Fair).

Language	Reading	Speaking	Understanding	Writing
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

VII. Law Enforcement Experience

Number of years of Law Enforcement experience in various ranks or positions held, and the amount of time spent in each position.

Law Enforcement Agency	Position or Rank	From	To

Have you attended a New Jersey Police Academy? Yes _____ No _____

 If yes, Academy Name _____ Class Type _____

 Class Number _____ Date of Graduation _____

Have you ever filed an appeal with the Police Training Commission? Yes _____ No _____

Have you ever been dismissed from a law enforcement training program, as a result of a positive drug test? Yes _____ No _____

If you answered yes to either question please explain: _____

VIII. Legal Background Information

Have you ever been arrested or detained by a police officer or summoned into court for anything **other than** a traffic violation? Yes _____ No _____

If yes, complete the following:

Offense Alleged or Charged	Agency/ Jurisdiction	Date	Disposition of Case

IX. Military Service

Have you served in the U. S. Armed Forces: yes _____ no _____

Dates of Service: From: _____ To: _____

SHERIFF'S OFFICE

MICHAEL G. MASTRONARDY
SHERIFF

BRIAN J. KLIMAKOWSKI
UNDERSHERIFF



TELEPHONE
732-363-8715

FAX NUMBER
732-905-8345

OCEAN COUNTY POLICE ACADEMY

659 Ocean Avenue
Lakewood, New Jersey 08701

Waiver, Release, and Indemnification Agreement

I, _____, in consideration of being permitted to participate in an entry level Police training program, hereby acknowledge and agree as follows:

1. I understand the nature of the activities I may perform while involved in an entry level police training program requires mental judgement and a high degree of physical fitness, agility, and dexterity, and that this may include strenuous exercise in varying environmental conditions, which requires physical fitness, strength, and stamina.
2. I understand that police training involves the risk of injury or death, and I voluntarily assume these risks.
3. I understand that the County of Ocean, the Ocean County Sheriff's Office, and the Ocean County Police Academy will not provide medical or health insurance coverage to me during any aspect of my participation in the police training described herein. I hereby represent and warrant that I am and will be covered throughout the police training activity by a policy of accident and health insurance that provides coverage for injuries I may sustain in the course of my participation in the training program. I understand that I may be required to show proof of insurance coverage prior to my participation in the police training program.
4. I understand that I am responsible for attending and successfully completing the minimum requirements set forth by the Police Training Commission (PTC). I understand that I must abide by all the rules and policies set forth by the Ocean County Police Academy. I understand that the rules and guidelines of the Academy are intended to protect me and other participants from harm, to protect property from damage, and to make my learning experience and the learning experience of other participants enjoyable. I understand that my failure to abide by the rules and policies may result in my being denied admission to or may result in my being dismissed from the training program.
5. I certify that the information provided on my application form submitted in connection with the police training program is true and accurate.
6. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the County of Ocean, the Ocean County Sheriff's Office, the Ocean County Police Academy, and their employees, agents, and representatives, from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgements, expenses and costs, including attorney's fees, which arise out of, result from, occur during, or are connected in any manner with my intentional and/or negligent conduct during my participation in the police training program.

SHERIFF'S OFFICE



MICHAEL G. MASTRONARDY
SHERIFF

BRIAN J. KLIMAKOWSKI
UNDERSHERIFF

TELEPHONE
732-363-8715

FAX NUMBER
732-905-8345

OCEAN COUNTY POLICE ACADEMY

659 Ocean Avenue
Lakewood, New Jersey 08701

7. To the extent authorized by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge the County of Ocean, the Ocean County Sheriff's Office, the Ocean County Police Academy, and their employees, agents, and representatives, from any and all liability, loss, damage or expense, including attorney's fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgements, costs or expenses, including attorney's fees, which arise out of, occur during, or are in any way connected with my intentional and/or negligent conduct during my participation in the police training program.
8. I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of New Jersey and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

CERTIFICATION BY APPLICANT: I, the above-mentioned Applicant agree to comply with all rules and regulations set forth by the Police Training Commission and the Ocean County Police Academy, with regard to its training programs, and understand that I may be subject to sanctions for infractions thereof, including possible notification of the department head and dismissal from training. Further, I certify that I am in good health, physically fit and agree that in the case of accident or illness, the Police Academy Staff may take whatever actions are necessary to arrange for emergency medical services. I understand I am responsible for maintaining health care coverage throughout my participation in the training program. In the case of illness or injury resulting from training, all necessary medical expenses will lie solely on me, the Applicant, unless other arrangements have been made with my sponsoring agency. Further, I agree that all issues of civil liability shall be determined in accordance with the General Laws of the State of New Jersey.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE DOCUMENT, THAT I UNDERSTAND ITS TERMS, THAT BY SIGNING IT I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS I MIGHT OTHERWISE HAVE, AND THAT I HAVE SIGNED IT KNOWINGLY AND VOLUNTARILY.

Applicant's Signature

Date

State of New Jersey
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____

(Seal)

Notary Signature _____

Appendix A: Medical Screening

Contents:

Description of Medical Screening Process

Letter to Prospective Trainee

Health History Statement (PTC-7) fillable .pdf

Letter to Physician

Medical Certification Form (PTC-8) fillable .pdf

DESCRIPTION OF MEDICAL SCREENING PROCESS

Any person attending the following basic courses must undergo a medical examination by a licensed physician to determine if the individual is fit to undergo training:

- Basic Course for Police Officers
- Basic Course for Class Two Special Law Enforcement Officers
- Basic Course for Investigators
- Basic Course for State Corrections Officers
- Basic Course for County Corrections Officers
- Basic Course for Juvenile Detention Officers
- Basic Course for County Park Rangers
- Basic Course for Juvenile Residential and Day Program Youth Workers
- Basic Course for Parole Officers
- Basic Course for Juvenile Corrections Officers
- Basic Course for Juvenile Parole Officers

The medical examination shall be administered within 90 days of an officer's admittance to a basic course. The physician shall state, on a form prescribed by the commission, whether or not the individual is fit to undergo training.

The following materials pertain to the medical screening process:

- LETTER TO THE PROSPECTIVE TRAINEE - This letter informs the prospective trainee that he or she must obtain a medical clearance prior to acceptance into a commission basic course. The employing agency shall provide the prospective trainee with a copy of this letter.
- HEALTH HISTORY STATEMENT (PTC-7) - The prospective trainee shall complete this form and shall give it to the examining physician. The physician shall return the completed form to the employing agency where it shall be treated confidentially. It must be pointed out that the information on the form was obtained specifically for training purposes and access to the form shall be strictly limited. It is the responsibility of the employing agency to make known to the trainee whether or not the agency wishes to retain copies of the PTC-7 and to provide a copy of this completed form to the school that the trainee will attend.
- LETTER TO THE PHYSICIAN - This is to be given to the examining physician by the prospective trainee. The letter contains information with respect to the commission's Physical Conditioning Training Program, Defensive Tactics training (unarmed defense), Physical Restraint training, Firearms training, Baton training, exposure to chemical agents, and the medical screening process.
- MEDICAL CERTIFICATION FORM (PTC-8) - This form is to be completed by the examining physician and returned to the employing agency. It is the responsibility of the employing agency to indicate to the trainee whether or not the agency wishes to retain copies of the Medical Certification Form and to provide a completed copy of this form to the school the trainee will attend.

PTC

New Jersey

Police Training Commission



NOTICE TO TRAINEE

As part of the basic course you are planning to attend, you will be required to participate in certain training requiring physical activity. Depending on the basic course you are entering, these activities may include physical conditioning training, defensive tactics (unarmed defense), physical restraint training, baton training, exposure to chemical agents, and firearms training.* The purpose of this letter is to advise you that under N.J.A.C. 13:1-8.1(a)5, you are required to obtain medical clearance from a licensed physician prior to participation in the basic course.

The medical clearance is required to provide reasonable assurance that there is no medical reason why you should not participate in the training program. To obtain medical clearance, it is necessary for you to complete the Health History Statement (PTC-7) and to provide the completed statement to the examining physician. Please complete the Health History Statement prior to your physical examination.

Along with the Health History Statement and this letter to you, your agency chief (or designee) will provide you with the Medical Certification Form (PTC-8) and a letter to the examining physician. Please provide the following to the examining physician:

- Notice to Physician
- Health History Statement (PTC-7 completed)
- Medical Certification Form (PTC-8)
- An envelope which is marked Confidential and is addressed to the chief executive of the employing agency

* These activities are fully described in the Notice to Physician which your agency chief (or designee) will provide to you for submission to your examining physician. For your information, please review the description of physical activities that are applicable to the basic course you plan to attend.

The physician will be asked to return the completed Medical Certification Form to your agency. Medical clearance will depend upon the information contained in your Health History Statement and the results of your medical examination.

Thank you for your cooperation in complying with Commission requirements regarding medical clearance and best wishes for success in your career.

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

HEALTH HISTORY STATEMENT

Candidate's Name _____

Last 4 SS No. _____ Date of Birth _____

Candidate's Address: _____

Candidate's Employing Agency _____

Police Training Commission - Approved School Candidate Will Attend:

Name of Course: _____

Course Dates: _____

To the Candidate: Please complete in ink the following questionnaire concerning your past and present health. If you have an electronic copy of this form, it is a fillable .pdf, which can be typed and printed but cannot be saved.

Provide details for any positive answers on this statement.

(You need not explain positive answers for question 16.)

If additional pages are necessary, reproduce the last page.

The information on this form will be used strictly to determine training eligibility and the information will be treated confidentially.

1. Name and address of family doctor _____

2. Date last seen and reason _____

3. Do you use Tobacco products? Yes No What type? _____

How often? _____ Quantity? _____

4. Do you use alcoholic beverages? Yes No If Yes, what is your approximate intake of these beverages?

	None	Occasional	Often	Drinks per week?
Beer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hard liquor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

5. a. Have you taken any drugs or medications prescribed by a physician in the last year? Yes No

b. Have you taken any over-the-counter or non-prescription medications in the last year? Yes No

c. Are you now on any medication? Yes No

6. a. Have you ever undergone a drug test for any employment or admission into a law enforcement training program? Yes No

b. Have you ever produced a positive result on any drug test reported in 6.a.? Yes No

7. Do you have any hearing problem or deafness? Yes No Explain: _____

8. Do you wear glasses, contact lenses or have any other eye disorder? Yes No

Explain: _____

9. Do you have any dental problems? Yes No Explain: _____

10. Have you ever been hospitalized? Yes No If so, when? _____

11. Have you ever had any surgery or operations? Yes No Explain: _____

12. Do you have any physical or mental condition that would prevent you from participating in any form of strenuous, prolonged exercise? Yes No Explain: _____

13. Do you participate in any regular exercise program or sport? Yes No
 Explain: _____

14. Has your weight changed in the last year? Yes No
 How much? _____ (+ or - lbs.)

15. Have you ever experienced any heat stress related emergencies, including heat fatigue, heat cramps, heat exhaustion or heat stroke? Yes No Explain: _____

16. Are you pregnant? Yes No Have you ever been pregnant? Yes No
 Have you given birth during the six-week period of time preceding the start of the basic course? Yes No

17. Have you ever been discharged from the armed services for medical reasons?
 Yes No

Family History

	<u>Age</u>	<u>Health or Cause of Death</u>		<u>Age</u>	<u>Health of Cause of Death</u>
Mother			Father		
Brothers			Sisters		

Heart and Blood Vessels

18. Have you ever had high blood pressure? Yes No When? _____

19. Have you ever had any type of heart trouble (murmur, leaky valve, rheumatic fever, heart attack, coronary?) Yes No Explain _____

20. Do you have any chest pain, skipped heart beats or palpitations? Yes No Explain _____

21. Do you have any kind of circulation problem (cold hands or feet, leg pain while walking, varicose veins, swollen legs or ankles, vein problem, phlebitis)? Yes No Explain _____

22. Have you ever had any type of stroke? Yes No Explain _____

Lung Problems:

23. Have you ever had any lung problem (shortness of breath, chronic cough, wheezing, asthma, emphysema, bronchitis, pneumonia)? Yes No Explain _____

24. Are you now or have you ever used inhalers? Yes No When/how often? _____

Muscle - Bone - Joint Problems

Have you ever had:

25. Any type of back problem (slipped disk, low back strain, back pain, neck pain)? Explain _____

26. Recurrent dislocations of any joint, recurrent strains or sprains or any type of arthritis?

27. Any athletic or other injury, broken bones, requiring medical attention? _____

Nervous, Mental or Emotional Disorders

28. Have you ever had any nervous or emotional disorders (seizures, fits, epilepsy, blackouts, fainting spells, mental illness, depression, head injury or concussion)?

Yes No Explain _____

Allergies

29. List and explain any allergy problems (food, rash, hay fever, sinus trouble, wheezing, reaction to medicines) _____

Blood Sugar, Blood Tests, Cancer

30 List and explain any high or low blood sugar, abnormal cholesterol, thyroid, anemia or other abnormal blood test, leukemia or cancer _____

Please list anything else which you feel may be important in your medical history, including any conditions not specifically referred to in the preceding questions. _____

PTC

New Jersey

Police Training Commission



Notice to Physician

Under N.J.A.C. 13:1-8.1(a)5, the individual you are examining is required to obtain medical clearance prior to acceptance into a Police Training Commission basic course involving physical activity. This training may include physical conditioning, defensive tactics (unarmed defense) training, baton training, physical restraint training, exposure to chemical agents and firearms training.

Physical conditioning consists of a series of physical fitness assessments and a program of physical exercise conducted at a school approved by the Police Training Commission. The exercise program will be conducted a minimum of three and a maximum of five times per week, each session lasting sixty minutes. For individuals who are more highly fit, an additional ten minutes of aerobic activity is permitted. The program of physical exercise will focus on flexibility, cardiorespiratory endurance (aerobics), strength, power, speed, and neuromuscular coordination (agility, balance). The intensity of training is individualized to the extent possible in a group setting and is gradually increased throughout the course of the exercise program.

Please note that some of the commission-approved schools have requested and received commission approval to include variations to the mandated physical conditioning training program. These variations include the use of Universal equipment, super-circuit weight training, boxing, obstacle courses and the horizontal ladder. The director of the school where the trainee will be enrolled has been informed to supply directly to you information concerning a school's variation from the commission-mandated physical conditioning program.

Defensive tactics (unarmed defense) training teaches the trainee to use body parts as defensive weapons. The trainee will use the open hand, elbow, forearm, knee, foot, and hand during the defensive moves. Take-down tactics, holds, punching, straight kicks and headblocks are some of the defensive tactics employed during the training. Balance and leverage (extensive use of trunk and abdominal muscles) are part of the defensive stance used by the trainee.

Chemical agent training is held at either an indoor or an outdoor training area. A trainee may be exposed to either a direct facial spray of Oleoresin Capsicum (OC) or a room in which the chemical agent has been released. The trainee experiences the physiological impairments and reactions associated with the agent as well as understanding the aftercare required.

Firearms training is held either in an indoor or an outdoor range and the trainees use

handguns and shotguns. A trainee walks briskly or slowly jogs from the 25-yard to the 1-yard line, with intermittent stops at designated yard lines, and fires the handgun. Standing, prone, kneeling and barricaded positions are assumed. Trainees use both the strong and support hands for handgun firing. Shotguns, weighing approximately 11 pounds, are fired from a standing position using the strong shoulder position. In the Basic Course for State Corrections Officers, rifle training is required. Rifles, weighing approximately 12 -13 pounds are fired from behind barricades from a standing and kneeling position. The strong shoulder and strong knee positions are used.

For firearms training, manual dexterity is required and there may be problems if any fingers or limbs are missing or if there are problems with vision.

To assist you in understanding the training program this individual will participate in, we have enclosed the following:

- Chart 1 - Physical Conditioning Exercise Program Overview and Sequence of Exercises for Five-Day Week
- Chart 2 - Physical Conditioning Exercise Program Overview and Sequence of Exercises for Three-Day Week
- Chart 3 - Static and Dynamic Flexibility Exercises
- Chart 4 - Calisthenics/Strength Exercises
- Chart 5 - Defensive Tactics
- Other - Medical Certification Form

The Commission-approved Physical Conditioning Training Program manual specifies that the following shall be included in the physical examination:

- o A hearing examination.
- o Physical examination of the spine and limbs for bone and joint abnormalities and of the neck, chest, abdomen, eyes, ears, nose, and throat
- o Auscultation of heart and lung sounds for identification of possible cardiac murmurs, dysrhythmias, or chronic lung disease
- o Measurement of resting heart rate, blood pressure and respiration
- o Height and weight

The following laboratory work is required:

- o Chemical analysis of blood for levels of serum cholesterol, triglycerides, glucose, and uric acid
- o Urinalysis from State Toxicology Laboratory (Agency must Submit)

- o **Electrocardiogram.**

If indicated because of medical history or a finding on the examination, a chest x-ray may be required.

A maximal exercise stress test may be required. In keeping with the guidelines of the American College of Sports Medicine, it is desirable for an individual 45 years of age or older to have a maximal exercise stress test before beginning the training program. An exercise stress test prior to acceptance into the school is strongly recommended for prospective trainees whose medical screening and fitness evaluation indicate a higher risk status or the presence of disease. The physician, however, will determine whether or not the stress test is to be administered.

A Health History Statement (PTC-7) including cardiac-related information has been completed by the trainee to assist you in determining whether or not the individual is fit to undergo the commission-approved programs as specified in this letter. The trainee has been directed to provide you with the completed Health History Statement so that it may be reviewed during the medical examination. The responses contained in the Health History Statement are to be used as a starting point in the medical examination. Please feel free to inquire into any other areas which, in your medical opinion, are necessary so that you may accurately determine whether the prospective trainee is medically fit to undergo the programs described. Please retain a copy of the completed Health History Statement (PTC-7) in your files in accordance with N.J.A.C. 13:35-6.5.

Following the examination it is requested that you complete the enclosed Medical Certification Form (PTC-8). Please indicate whether the individual is:

Medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Baton training, Physical Restraint training, Firearms Training and in the Police Training Commission's Physical Conditioning Training Program without limitations.

If the individual has a temporary illness or injury which will clear prior to the training program, please note that on the PTC-8 form.

Not medically fit to undergo training.

The nature and severity of any risks or disease should be viewed in light of the content of the training programs and the trainee's physical condition.

To ensure confidentiality of the completed Medical Certification Form and the Health History Statement, please return both in the envelope which is marked Confidential and is addressed to the chief executive of the employing agency.

Please retain a copy of the completed Medical Certification Form for your records.

Your cooperation is greatly appreciated.

CHART 1

PHYSICAL CONDITIONING EXERCISE PROGRAM

OVERVIEW AND SEQUENCE OF EXERCISES FOR FIVE-DAY WEEK

- Warm-Up.....5 minute walk accelerating to a slow jog.
- Flexibility Exercises.....7 minutes of stretching exercises to enhance range of motion of the principal joints associated with musculature. Flexibility exercises are to be selected from the exercises listed in Chart 3 and described in the Flexibility Exercises section. Exercises are to include stretching of the primary muscle groups that are going to be used during the conditioning phase.
- Aerobic Activities.....15-20 minutes of exercises from the following list of options: jogging/running, rope jumping, swimming, and bicycling. Trainees at the intermediate level of fitness (Level II) and at the advanced level (Level III) may add no more than an additional 10 minutes of aerobic activities to this component of the exercise session as specified in the Aerobic Activities Prescription Guidelines.
- Transition Cool-down.....3 minutes of rhythmic movement including stretching.
- Calisthenics/Strength Exercises.....20 minutes of strength exercises three times a week and 10 minutes, two times a week. Exercises are to be selected from the exercises listed in Chart 5 and described in the Calisthenics/Strength Exercises section.
- Speed and Agility Exercises.....5 minutes of sprinting and 5 minutes of agility running two times a week. (Trainees, however, may require additional time for the speed and agility components because of the rest periods specified in the Speed and Agility Prescription Guidelines.)
- Cool-down.....5 minutes

CHART 2

PHYSICAL CONDITIONING EXERCISE PROGRAM

OVERVIEW AND SEQUENCE OF EXERCISES FOR THREE-DAY WEEK

- Warm-up5 minute walk accelerating to a slow jog.
- Flexibility Exercises.....7 minutes of stretching exercises to enhance range of motion of the principal joints associated with musculature. Flexibility exercises are to be selected from the exercises listed in Chart 3 and described in the Flexibility Exercise section. Exercises are to include stretching of the primary muscle groups that are going to be used during the conditioning phase.
- Aerobic Activities.....15-20 minutes of exercise from the following list of options: jogging/running, rope jumping, swimming and bicycling. Trainees at the intermediate level of fitness (Level II) and at the advanced level (Level III) may add no more than an additional 10 minutes of aerobic activities to this component of the exercise session as specified in the Aerobic Activities Prescription Guidelines.
- Transition Cool-Down.....3 minutes of rhythmic movement including stretching.
- Calisthenics/Strength Exercises.....20 minutes of strength exercises every other day; 10 minutes when time is allotted for Speed/Agility exercises. See below. Exercises are to be selected from the exercises listed in Chart 5 and described in the Calisthenics Strength Exercises section.
- Speed and Agility Exercises5 minutes of sprinting and 5 minutes of agility running every other day. See below. Trainees, however, may require additional time for the speed and agility components because of the rest periods specified in the Speed and Agility Prescription Guidelines.
- Cool-Down.....5 minutes

CHART 3
STATIC AND DYNAMIC FLEXIBILITY EXERCISES

1. Neck Stretch (Dynamic)
2. Shoulder Stretches (Static)
3. Chest Stretch (Static)
4. Sitting Trunk Twist
5. Modified Indian Curl (Static)
6. Sitting Toe Touch (Static)
7. Straight Leg Abs
8. Lying Supine - Leg Over (Dynamic)
9. Prone Support Back Stretch (Static)
10. Standing Lateral Side Stretcher (Dynamic)
11. Supported Forward Stride Stretcher (Dynamic)
12. Standing Quad Stretches (Static)
13. Hamstring Stretch (Static)
14. Hamstring/Back of Knee Stretch (Static)
15. Hamstring and Calf Stretch (Static)
16. Standing Achilles and Calf Stretcher (Static)
17. Cross Body Arm Stretch
18. Standing Toe Touch
19. Lower Limb Neural Tension (Sitting)
20. Pelvic Tilt: Posterior - Legs Bent (Supine)
21. Knee-to-Chest with Neck Flexion Stretch (Supine)
22. Knee-to-Chest Stretch: Bilateral
23. Lumbar Rotation (Non-Weight Bearing)
24. Wall Slide
25. Hip Abduction (Side-Lying)
26. Hip Adduction (Side-Lying)
27. Terminal Knee Extension (Supine)
28. Hip Extension (Prone)
29. Knee Flexion (Standing)
30. Lower Limb Neural Tension (Long-Sitting)
31. Straight Leg Raise

CHART 3 , continued

- 32. Thoracolumbar Side-Bend: Double Arm (Standing)**
- 33. Knee Flexion (Sitting)**
- 34. Opposite Arm-Leg Lift (Prone)**
- 35. Side Lunge**
- 36. Quadras Stretch (3 Variations)**
- 37 Thoracolumbar Side-Bend: Single Arm**
- 38. Quadriceps Stretch**
- 39. Lumbar Rotation Stretch**
- 40. Gastrocnemius Stretch**
- 41. Soleus Stretch**

CHART 4

CALISTHENICS/STRENGTH EXERCISES

Back

1. Lateral Trunk Bends
2. Back Lifts
3. Sit-ups with Stabilizer Ball

Abdomen

1. Alternating Elbow to Knee Crunch
2. Bent Knee Sit-Ups (with partner)
3. Modified Curl-ups (with partner)

Chest

1. Recline Fly with Stabilizer Ball

Arms

1. Shoulder Rotations
2. Push-ups
Incline/Decline Push-up
3. Horizontal Dips
4. Pull-ups
5. Jumping Jacks
6. Tricep Extension with Heavy Ball
7. Reverse Hammer Curl

Shoulders

1. Dumbbell Exercises (6 variations)
2. Recline Press with Stabilizer Ball

Legs

1. Platform Balancing Exercise - Side Dip
2. Heel Raises
3. Knee Bends
4. Modified Knee Bends
5. Mountain Climbing
6. Squat Thrusts
7. Windshield Wiper (Advanced Exercise)

CHART 5

DEFENSIVE TACTICS

Goal: Trainees use body parts as defensive weapons.

A. Parts of the body to be used:

1. open hand and fist
2. elbow
3. forearm
4. knee
5. foot
6. head

B. Defensive stance:

1. balance
2. leverage - extensive use of trunk and abdominal muscles
3. concentration of power
4. use of opponent's power

C. Defensive tactics employed:

1. breaking and countering choke and strangle holds
2. escaping
3. headblocks and headlocks
4. body and clothing grabs
5. blocking
6. counter actions and follow-ups
7. punching
8. straight kicks
9. come-along holds
 - a. arm locks
 - b. wrist locks
 - c. fingerlocks
10. take-down tactics
 - a. wrist throw
 - b. stiff arm take-down
 - c. foot sweeps
11. break falls

D. Defensive tactics from the ground

E. Weapon retention

DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

MEDICAL CERTIFICATION FORM
(Please Print)

Candidate's Name: _____

Social Security Number: _____

Candidates's Employing Agency: _____

Agency Address: _____

PTC-Approved School
Candidate Will Attend: _____

Name of Course: _____ Course Dates: _____

Physician's Name: _____

Physician's Address: _____

Based upon the medical examination and review of the Health History Statement, the above-named individual is determined to be:

(Check one)

Medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Firearms Training, Baton Training, Physical Restraint Training, and in the Police Training Commission's Physical Conditioning Training Program without limitations.

Not medically fit to participate in Defensive Tactics (unarmed defense), Chemical Agent exposure, Firearms Training, Baton Training, Physical Restraint Training, and in the Police Training Commission's Physical Conditioning Training Program.

Physician's Signature and License No.

Date

SHERIFF'S OFFICE



MICHAEL G. MASTRONARDY
SHERIFF

BRIAN J. KLIMAKOWSKI
UNDERSHERIFF

TELEPHONE
732-363-8715

FAX NUMBER
732-905-8345

OCEAN COUNTY POLICE ACADEMY

659 Ocean Avenue
Lakewood, New Jersey 08701

STATEMENT OF ATTENDING PHYSICIAN
STRESS TEST

Candidates Name: _____

Social Security Number: _____

Candidates Employing Agency: _____

Agency Address: _____

Physicians Name: _____

Physicians Address: _____

I have afforded the above named individual an EXERCISE STRESS TEST-TREADMILL and find the applicant to be:

- Capable of performing arduous and strenuous physical exertion.
- NOT MEDICALLY FIT to perform arduous and strenuous physical exertion.

(Signature of Examiner)

(Date of Examination)

(Name of Examiner)

(Title of Examiner)

NOTE: Successful completion of this test is required for admission to the Ocean County Police Academy.

SHERIFF'S OFFICE



MICHAEL G. MASTRONARDY
SHERIFF

BRIAN J. KLIMAKOWSKI
UNDERSHERIFF

TELEPHONE
732-363-8715

FAX NUMBER
732-905-8345

OCEAN COUNTY POLICE ACADEMY

659 Ocean Avenue
Lakewood, New Jersey 08701

STATEMENT OF PSYCHOLOGICAL TESTING

Candidates Name: _____

Social Security Number: _____

Candidates Employing Agency: _____

Agency Address: _____

Psychiatrist/Psychologist Name: _____

Psychiatrist/Psychologist Address: _____

Based upon the pre-employment psychological evaluation and clinical assessment conducted, the above named individual is determined to:

- MEET the minimum requirements of psychological suitability for Law Enforcement employment.
- DOES NOT MEET the minimum requirements of psychological suitability for Law Enforcement employment.

(Signature of Examiner)

(Date of Examination)

(Name of Examiner)

(Title of Examiner)

DRUG TESTING FACTS

Law enforcement trainees

1. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with rules and regulations established by the Police Training Commission.
2. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor, the chief executive officer of the trainee's agency, or the academy director.

Notification of drug testing procedures

1. All newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will result in:
 - a. the officer's termination from employment; and
 - b. inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and
 - c. the officer being permanently barred from future law enforcement employment in New Jersey.
2. Newly appointed officers shall be further informed that the refusal to submit to a drug test shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.
3. Each police academy will include in its rules and regulations a provision implementing drug testing during basic training. Consequences of a positive test result

When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:

1. The trainee shall be immediately dismissed from basic training and suspended from employment by his or her appointing authority;
2. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority;
3. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
4. The trainee shall be permanently barred from future law enforcement employment in New Jersey.

Consequences of a refusal to submit to a drug test

Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

DRUG TESTING TRAINEE NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of the program of training at the **OCEAN COUNTY POLICE ACADEMY**, I will undergo unannounced drug testing by urinalysis during the training period.

I understand that a negative result is a condition of my continued attendance at the academy.

I understand that I can refuse to undergo the testing. I understand that if I refuse, I will be dismissed from the academy and from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, I will be dismissed from the academy.

I understand that if I produce a positive test result for illegal drug use, the academy will notify my employer of the positive test result. In addition, I will be permanently dismissed from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to law enforcement employment.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from serving as a law enforcement officer in New Jersey.

I have read and I understand the information contained on this "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

Signature of Applicant and Date

Signature of Witness and Date

SHERIFF'S OFFICE



MICHAEL G. MASTRONARDY
SHERIFF

BRIAN J. KLIMAKOWSKI
UNDERSHERIFF

TELEPHONE
732-363-8715

FAX NUMBER
732-905-8345

OCEAN COUNTY POLICE ACADEMY

659 Ocean Avenue
Lakewood, New Jersey 08701

**Certification of Nominee to attend the
Ocean County Police Academy**

I hereby certify that _____
(Name of nominee)

Whom I herewith nominate to attend the Ocean County Police Academy, has been duly appointed pursuant to the provisions of the Police Training Act , N.J.S.A. 52:17B-69, with the

title of _____ with the _____
(Type of Appointment) (Department or Agency)

on _____
(Date of Appointment)

I further certify that this officer meets all the requirements under the Police Training Act 52:17B-66 et. Seq., Title 13 Law & Public Safety 13:1-1.1 et. Seq., and the Rules and Regulations of the New Jersey Police Training Commission.

(Mayor or Appropriate Authority Name)

(Police Chief or Agency Executive Name)

(Mayor or Appropriate Authority Signature)

(Police Chief or Agency Executive Signature)

(Signature Date)

(Signature Date)