



SALT LAKE COMMUNITY COLLEGE



TO: DEPARTMENT SPONSORED AND SELF-SPONSORED INSTITUTE OF PUBLIC SAFETY APPLICANTS AT SALT LAKE COMMUNITY COLLEGE. (The following information is intended to familiarize you with some of the important aspects of applying for and attending basic training at the Salt Lake Community College Institute of Public Safety).

I. ADMISSION REQUIREMENTS

Utah Code 53-6-203 outlines the requirements for admission to basic law enforcement training programs.

- A. The applicant shall be a United States citizen.
- B. The applicant shall be at least 21 years old at the time of graduation from the Institute of Public Safety.
- C. Criminal history background check of local, state, and national criminal history files shall be searched to determine if the applicant has a criminal record.
- D. The applicant may not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary, or imprisonment in the penitentiary of this or another state.
- E. Conviction of any offense, not serious enough to be subject to (D) above, involving dishonesty, unlawful sexual conduct, physical violence, or the unlawful use, sale, or possession for sale of a controlled substance, is an indication that an applicant may not be of good moral character and may be grounds for denial of admission to a training program or refusal to take a certification examination.
 1. Notwithstanding Section 77-18-2, regarding expunged, or a similar statute or rule of any other jurisdiction, any conviction obtained in this state or other jurisdiction may be considered for purposes of this section.
 2. In this section, "conviction" includes a conviction which has been expunged, dismissed, or treated in a similar manner to either of these procedures.
 3. This provision applies to convictions entered both before and after the effective date of this section.
- F. The applicant shall be a high school graduate or shall furnish evidence of successful completion of an examination indicating an equivalent achievement.
- G. The applicant shall demonstrate good moral character, as determined by a background investigation, which may include consideration of offenses expunged under Section 77-18-2.
- H. The applicant shall be free of any physical, emotional or mental condition which might adversely affect the performance of duty as a peace officer, as determined through a selection process by the employing agency.

II. P.O.S.T. POLICIES & PROCEDURES

- A. If applicant has been convicted of a felony, they will not be accepted into law enforcement training.
- B. If applicant's conviction or involvement is for a misdemeanor, they may not be accepted. However, P.O.S.T. will examine individual records once the applicant furnishes all documentation including police reports, court dockets and a detailed written letter of explanation from the applicant on the circumstances of the arrest.
- C. This documentation will only be considered after the appropriate waiting period.
- D. The waiting period is four years from the date of conviction or involvement for crimes of dishonesty, unlawful sexual conduct or physical violence. The use, conviction or possession of unlawful controlled substances, including alcohol by restricted persons requires a two or five year wait depending on the type of substance(s) that were involved.
- E. If after reviewing Utah Code 53-6-203 applicants find they do not meet one or more of the requirements, do not proceed with this application. Applicants with questions as to whether or not they meet the requirements should contact the Bureau Chief over Basic Training at P.O.S.T. (801) 256-2322 before proceeding.

III. ENTRANCE TESTING

- A. All applicants for law enforcement training are required to take and pass the National Police Officer Selection Test, prior to submitting their application. There is an exam fee for each time it is taken. The examination is available Tuesday and Wednesday at 5:30 p.m., at the following test site:
Salt Lake Community College Skills Center, Room W128
1575 South State Street
Salt Lake City, UT 84115
- B. If the Skills Center is not convenient for you, other test sites throughout the State have been designated as official test sites by P.O.S.T. and will be accepted by the Institute of Public Safety. Please call (801) 957-3409 for a list of other test sites.

IV. ADMISSION AVAILABILITY

- A. Admission priority will be given to Salt Lake Community College students first.

V. ANTICIPATED EXPENSES FOR SPONSORED AND SELF-SPONSORED STUDENTS

- A. Uniforms are required: See Dress Requirements on page 5 of these instructions. Expenses for the self-sponsored uniform and accessories are approximately \$300.00, plus the dress shoes for each uniform. This uniform must be worn on the first day of class. You can purchase the self-sponsored uniform from any of the uniform specialty stores, such as UWI Embroidery or Skaggs Company. The Salt Lake Community College Institute of Public Safety patches must be worn on the uniform shirt and can be purchased at UWI Embroidery, 237 W. 8600 S., Midvale, UT (801) 561-7022.
- B. You will be required to purchase an approved physical training uniform (T-shirt, shorts, sweat suit) by the first physical training session. Each cadet must have their last name stenciled on the back of the T-shirt in at least 1" characters. Total cost of this uniform is approximately \$80.00. This uniform may also be purchased from a vendor that will be available on the first day of class. Please do not make your checks out to SLCC.

- C. You must purchase a good pair of running shoes, and they should be kept for Institute training only. These will be needed prior to or during the first week of the Institute. Any questions regarding the running shoes should be directed to any member of the staff prior to purchase.
- D. Students must contact a physician of their choice and the doctor must indicate the applicant's ability to participate in a rigorous physical training program. It is difficult to anticipate even an approximate cost as these do vary.
- E. As of October 2006, random drug testing will take place in the SLCC training programs.
- F. The above section covers major expenses. In addition, there are incidental expenses for personal property which will be discussed later in these instructions. (See EQUIPMENT NEEDED: MODULE I and MODULE II.)

VI. TUITION AND ADMISSION FEES

- A. Students attending SLCC for the first time are required to pay an admission fee whether you are a non-matriculated student (non-degree seeking) or matriculated student (degree seeking). If you are a degree-seeking student in Criminal Justice or another major, you should consult with our Advisor prior to registration. (See Admission Instructions below.)
- B. Financial Aid - When you know that you are going to attend SLCC and need Financial Aid, you may apply for it on-line www.slcc.edu. You will also have to get your College Admission papers done and pay the admission fee. By applying early and if you qualify, the financial aid money will be ready for you in time for your classes. The deadlines for applying for each semester are:
 - Spring, starting in January – papers in by October 1st
 - Summer, starting in May – deadline is February 1st
 - Fall, starting in August – deadline is May 1st
- C. Module I Tuition- Special Functions Training is \$1500.00 for 13 weeks of training as outlined in the SLCC catalog. Tuition includes training books.
- D. Module II Tuition- Police Officer Training is \$3,000.00 for an additional 20 weeks of training as outlined in the SLCC catalog. (Completion of Module I is a prerequisite for Module II).

VII. ADMISSION INSTRUCTIONS

APPLICATION: Go on to www.post.utah.gov to complete application and then turn into us at The Miller Campus: 9750 So. 300 W, Bldg PSET, Room 270. M-F 8:00am-4:30pm (Bring a \$100.00 Deposit and a \$5.00 processing fee)

A. MODULE I- SPECIAL FUNCTION OFFICER

1. Schedule an appointment to submit the completed application packet to Miller Campus, Bldg PSET, Room 270 with a \$105.00 personal check, money order, or cashier's check (non-refundable), made out to SLCC (a \$100.00 will be deducted from the \$1,500, or \$3,000 tuition). Applications are accepted on a first come, first serve basis. On the first night of class (Orientation Night) bring a \$15.00 money order made out to the Bureau of Criminal Identification (B.C.I.) who will be doing the fingerprinting during class.

2. Upon approval of the application by SLCC staff, you will be supplied with instructions on how to register for the Institute. This is not the final approval. Your packet will then be forwarded to Peace Officer Standards and Training for a background investigation and they, not SLCC will grant final approval.
3. The remainder of the fee is due at the time of registration unless other arrangements have been made with registration. Proof of registration and tuition payments will be required on the first day of the Institute classes. You will not be allowed to start the Institute until registration requirements are met. Also, your admission into the Institute is not official until all fees are paid.
4. Should Peace Officer Standards and Training turn down your application, all your tuition will be refunded, less the \$105.00 non-refundable deposit for the processing of your application, provided a Request for Refund is written to the Director, and the student complies with all the official withdrawal policies of the College. The Director retains the right to refuse a refund if the student withdraws after the third week of the official start date.
5. If a self-sponsored student is dismissed, or drops out of the program, a reimbursement request may be filed. Reimbursements will be requested by the student in writing to the Director, and all refunds will be on a pro-rated basis. Again the \$100.00 non-refundable deposit will not be figured in the pro-rated formula, nor will it be considered for refund. Formal withdrawal from the college is necessary and is the responsibility of the student.

B. MODULE II- LAW ENFORCEMENT OFFICER

1. The first page of the application packet must be filled out again and returned to the Miller Campus, Bldg PSET, Room 270 by students who have completed Special Functions training within the last year. Otherwise, a complete application and documentation must be resubmitted. All instructions (2) through (5) as listed above are also applicable to Module II applicants. It is suggested that consultation with the Institute staff, (801) 957-3409, be made prior to the application for Module II, as additional requirements might be needed. An assessment can be made at this time to determine your standing for acceptance by Peace Officer Standards and Training.

VIII. INSURANCE INFORMATION FOR SELF-SPONSORED STUDENTS

- A. SLCC provides a supplementary insurance policy for students registering for classes. However, this insurance is to be considered supplementary only. Institute students are expected to provide their own insurance protection for injuries that may occur while participating in any basic training program.

IX. DRESS REQUIREMENTS

- A. The following dress code is mandatory for self-sponsored students:

<u>Male</u>	<u>Female</u>
Charcoal gray uniform shirt	Charcoal gray uniform shirt
Black uniform dress slacks	Black uniform dress slacks or skirt
Black tie	Black cross-tie (Air Force)
Conservative black dress shoes, polished	Conservative black dress shoes, polished
<u>(Cargo Pants ARE NOT Acceptable)</u>	

- B. The uniform is intended to help encourage basic students to look and act in a more professional way. The training supervisor at any time can instruct a student to change a uniform or any apparel when, in the opinion of the staff member, it does not meet the intent of the dress code.

- C. Absolutely no blue jeans, cutoffs, shorts, T-shirts, halters, hats, sandals, gym or athletic shoes, or bare feet are permitted during the training day.
- D. Only authorized Institute gym clothing will be worn during physical fitness training and defensive tactics training. No radio/tape headsets will be allowed during physical training classes.

X. ACADEMIC REQUIREMENTS

- A. Students will be required to maintain a high academic standard through frequent tests and quizzes. Failure to meet the minimum academic requirements will result in suspension or expulsion from the Institute.

XI. FIREARMS

- A. Firearms will not be needed during Module I training. Firearms for Module II classes will not be permitted on campus until instructed to bring them. Violation of this policy will result in disciplinary action, and could mean dismissal from the Institute.

- B. Recommended: Students should provide a firearm which conforms to the following standards:

- 1. Semi-Automatic Pistols:

- a. Only 9mm, 40 Cal. or 45 Cal.
- b. Questions regarding the various models of firearms should be directed to the Institute of Public Safety Director.

- 2. Ammunition will be supplied by SLCC for all training. Only Institute furnished ammunition is acceptable on the range. Weapons will be inspected and approved for use by SLCC instructors before they are used.

XII EQUIPMENT NEEDED

A. MODULE I- SPECIAL FUNCTION OFFICER

- 1. Handcuffs (approximately \$33.00) and handcuff case (nylon, approximately \$13.00). SLCC recommends either Smith & Wesson or Peerless. Hinged cuffs are not allowed. Cases are to be black basket-weave style, or whatever is issued by your agency. Do not purchase these until you are instructed to do so by your Defensive Tactics Instructor.
- 2. Black belt with silver buckles (approximately \$15.00).
- 3. Police Baton is not to be purchased until notified by your Defensive Tactics Instructor.
- 4. Appropriate ring for above baton (approximately \$13.00).

B. MODULE II- LAW ENFORCEMENT OFFICER

- 1. In addition to the personal equipment listed above, students entering Module II should also acquire the firearm as described in the FIREARM section above.

2. Duty holster (safety style) - should have the following features:
 - a. Covered trigger guard.
 - b. Strong thumb-break design.
 - c. Jacket slot styling.
 - d. Snatch-proof safety features
3. Two-pouch speed loader case for revolver shooters (sponsored students qualifying with auto-loaders will need a two pouch magazine holder).
4. Minimum of two speed loaders for revolver shooters (sponsored students qualifying with auto-loaders will need a minimum of three magazines).
5. Safety glasses designed for high impact resistance.
6. Ear Protection.
7. Flashlight should be "D" or "C" cell with push-button switch instead of slide bar.
8. Scientific pocket calculator for traffic block of instruction should have sine-cosine, and square root functions.

XIII. PHYSICAL TRAINING REQUIREMENTS (PT)

- A. The recognized factors that make up total physical fitness are cardiovascular endurance, muscular strength, flexibility, and body composition (body fat percentage). Institute applicants should read carefully the minimum physical requirements contained in the application packet.
- B. Physical fitness is required and tested regularly at the Institute. A student who comes to the Institute overweight and out of shape will have a difficult time achieving acceptable levels of physical fitness during the Institute duration.
- C. One reason students do not complete the Institute successfully is poor level of physical fitness. In the past, it has been necessary to terminate some students during their first week of training because they are so out of shape that participating in a rigorous physical fitness program would, in the opinion of the Institute, be detrimental to their health.
- D. Five areas of physical fitness that must be passed to be eligible for graduation:
 1. 1.5 mile run = less than 14:46
 2. Push ups = 21 minimum (not timed)
 3. Sit ups = 29 (one minute)
 4. Vertical jump = 17.5 inches
 5. 300 meter = less than 64 seconds

All are National Aerobic Institute and Police Officer Standards and Training guidelines.
- E. The physical fitness program of the Institute bases itself on these four areas, but students should be advised that training is done in addition to the above described to bring a student to a high level of physical fitness. A 50% standard is prescribed at entry level and since the college program is longer than the day Academy, some flexibility has been added to the program. Individual questions will be addressed at the time of the pre-tests.

- F. All law enforcement certifications require that students pass the physical assessment test at 50% in all areas. Students are required to pass this test at the completion of their training. SLCC strongly recommends that anyone intending to attend the Institute classes start on a physical fitness program before they enter an Institute session.

XIV INSTITUTE LOCATION AND PARKING

- A. The Institute is located at the Larry H. Miller Campus, at 9750 So. 300 W., Bldg PSET, Room 270, Sandy, UT 84070 (801) 957-3920. If you are only attending the POST Academy, no parking permit is required. However, parking permits are required and available for purchase on all other campuses of the Salt Lake Community College.

XV VETERANS BENEFITS

- A. The Institute is approved by the Veteran's Administration and educational benefits are available to eligible veterans. Applications can be applied for through Darlene Head at (801) 957-4289, or at her office in the College Center 220, Redwood Road Campus.

XVI TIME REQUIREMENTS

- A. Module I- classroom training begins promptly at 5:30 p.m. and generally ends by 9:30 p.m. Monday through Thursday. Saturday training runs from 8:00 a.m. to 4:30 p.m. Students should be advised that on most Saturdays the Institute must last all day to take advantage of the daylight hours needed for some classes. Tuesday/Thursday classes can go as late as 10:30 p.m.
- B. Module II- classroom training begins promptly at 5:30 p.m. and generally ends by 9:30 p.m. Monday through Friday. Physical Training and Arrest Control Technique classes begin at 5:30 p.m. and could last as late as 10:30 p.m. Module II students should be aware that the majority of classes on Saturdays last all day from 8:00 a.m. to 4:30 p.m. to again take advantage of daylight hours for that portion of the training, such as firearms, emergency driving, etc.
- C. Students are expected to be punctual. Three unexcused tardies could mandate suspension or dismissal from the Institute.
- D. Unexcused absences will not be tolerated. Additionally, absences amounting to 10% of the Institute and/or 10% of any one block of training in the Institute will result in disciplinary action and can result in suspension, probation, and possibly dismissal.

XVII CODE OF CONDUCT

- A. Students will not act in an immature manner, nor will they engage in conduct that is unprofessional.
- B. Respect for supervisors and instructors is an absolute must.
- C. Horseplay or inappropriate behavior can bring about dismissal.
- D. Academic Standards will be maintained through frequent testing and quizzes. Failure to meet minimum academic requirements will result in suspension or expulsion from the Institute.

- E. The guidelines set forth in this handout include minimal instructions and do not completely reflect the Policies and Procedures of the Institute of Public Safety and/or Peace Officer Standards and Training. If you are admitted to the Institute, further instructions will be forthcoming at orientations or consultations with the Director and/or Institute Staff.

XVII FIRST DAY THINGS TO KNOW

- A. Be on time, or five to ten minutes early is good practice.
- B. Wear the appropriate uniform.
- C. Have money or check to pay for your physical training uniform if you have not already purchased it.
- D. Have receipts indicating all tuition and fees have been paid and/or have been arranged for. If it is necessary for you to use S.I.P.P. (Student Installment Payment Program), be sure all payments have been made by the time you graduate, or no certificate will be issued.
- E. Have a money order made out to B.C.I. for \$15.00 for fingerprinting.