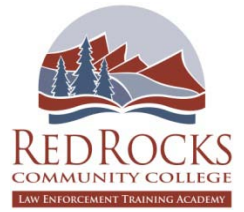




# Red Rocks Community College Law Enforcement Training Academy Application Packet



**Next Academy:** Begins January 18 and ends by May 16. The POST exam date will be announced during the academy. Enrollment is limited to 30 students. The Fall 2011 Academy will begin August 2011.

**Course Times:** The intensive 37-college credit program is 17-18 weeks in length. Classes meet from 8:00 a.m. to 5:00 p.m. Monday-Friday. There will be a few select classes held in the evening and on Saturdays.

**Program Cost:** For Colorado residents, tuition and fees for the academy will be approximately \$5,200\* (with COF applied) for the Spring 2011 Academy. Nonresident tuition will be approximately \$17,000\*. Financial aid is available for eligible students. Information is available at [www.rrcc.edu/finaid](http://www.rrcc.edu/finaid). Please contact RRCC Financial Aid directly with any further questions at 303-914-6256. In addition, each student must purchase books (approximately \$250), his or her own handgun, leather, flashlight, handcuffs, and other miscellaneous equipment. Incidental costs during the academy include \$125 for the POST test, \$39.50 to be fingerprinted and approximately \$80 for a CPR/First Aid class for students without current cards. \*Tuition and fees are subject to change.

**Requirements:** Applicants must be 21 years of age, possess a high school diploma or GED, and complete an assessment test (ACCUPLACER) to determine reading and writing skills level. Students must provide a copy of their driving record, driver's license, a criminal history check from the Colorado Bureau of Investigation (CBI), and resume. A written essay and background questionnaire are a part of the interview process.

**Process:** Complete RRCC online application and sign up for COF (College Opportunity Fund) at [www.rrcc.edu](http://www.rrcc.edu). Completed application and required documentation must be received (see checklist on next page) **by the October 29, 2010 application deadline**. Applicants who meet the minimum requirements and submit a *complete* application packet will be sent a questionnaire. Upon completion of the questionnaire, qualified candidates will be scheduled an oral and written interview.

**Interviews:** Will be conducted in October/November. Allow at least two hours for additional paperwork, a written exercise, and the interview.

**Restrictions:** Items that may exclude students from acceptance into the academy include: moving vehicle violations (DUI, suspension, reckless driving, etc.) in the last 3-5 years; certain misdemeanor convictions; a conviction of any felony or crime of moral turpitude; or academic assessment scores (below college entry level). **If you have been charged with a crime other than a traffic offense**, obtain court records **as soon as possible** indicating the disposition of the case, and submit the disposition with your application to the Academy.

**Send all communication to:**

Red Rocks Community College  
Law Enforcement Training Academy  
ATTN: Lynn Beltran, Box 34  
13300 West Sixth Avenue  
Lakewood, Colorado 80228-1255

**Submit the enclosed academy application packet along with the required documents listed below.** Final selection of students will take place after interviews are completed. Applicants will be notified in writing of acceptance into the program.

### **CHECKLIST OF REQUIRED DOCUMENTS**

*(See details below)*

- |  |  |
|--|--|
| _ Submit RRCC college application                  | _ 4x6 photo headshot (current)   |
| _ <a href="#">RRCC academy application</a> (link)  | _ Copy of high school diploma/GED  |
| _ ACCUPLACER Assessment scores                     | _ Copy of any college transcripts  |
| _ Receipt from CBI for CBI name search request     | _ Copy of valid Colorado drivers license<br>(enlarged to 3x5)              |
| _ Receipt from CBI for fingerprint card submission | _ Copy of DD214 (if applicable)  |
| _ Motor vehicle record                             | _ Non-US Citizen (please contact<br>Academy Office for required documents) |
| _ Resume with 3 reference contacts                 |  |
| _ 3 additional letters of reference                |  |

**ACCUPLACER Assessment Test:** *Please submit an application for admission to Red Rocks Community College online before you take the ACCUPLACER test in the Assessment Center.*

The ACCUPLACER test is offered at the RRCC Assessment Center (303-914-6720). Please check the website [www.rrcc.edu/assessment/](http://www.rrcc.edu/assessment/) for testing times. No appointment is needed, the exam is computerized, and the test is free. Allow approximately two hours to complete the exam. ACCUPLACER tests taken in the last four years are acceptable. All applicants including those with advanced degrees are required to complete this assessment test. **Minimum scores required are 80 in the reading section and 95 in sentence skills.**

**CBI Name Search receipt:** Complete the enclosed Public Request for Arrest Information form and submit it to CBI, 690 Kipling, Suite 3000, in Lakewood. CBI is open from 8 a.m. to 5 p.m. **Send results** to Lynn Beltran at Red Rocks Community College Law Enforcement Training Academy, not to your home. Include the receipt from CBI, *stapled* to a blank sheet of paper, with your application packet. Print your name on the receipt.  
Cost: \$13

**CBI Fingerprint receipt:** Submit the completed fingerprint card to CBI. Include the receipt from CBI, *stapled* to a blank sheet of paper, with your application packet. Print your name on the receipt.  
Cost: \$39.50

**Motor Vehicle Driving Record:** Apply in person at the Department of Motor Vehicles, 1881 Pierce Street, Lakewood, or at any full-service office. Approximate cost: \$2.20.

**Resume:** Include (1) current phone number and address, (2) work experience and education, (3) indicate schools attended and degree earned, if applicable, (4) attach three letters of reference, and (5) list three additional reference contacts.

**Photocopies of:** (1) high school diploma or equivalent, (2) college transcripts and diplomas (if applicable), and (3) Colorado drivers license (enlarged to 3x5).

**Costs:** In addition to the tuition and fees, miscellaneous expenses will include the following:

**Equipment:** Included, but not limited to – books, handgun, duty gear, handcuffs, flashlight, etc.

**POST Test:** State certification exam given by POST at the end of the academy. Cost: \$125

**CPR/First Aid Class:** A current CPR/First Aid card is required to take the POST exam.

This class will be offered before the academy.

Approximate cost: \$80

# ATTENTION ALL APPLICANTS

## RED ROCKS COMMUNITY COLLEGE LAW ENFORCEMENT TRAINING ACADEMY

All applicants accepted to Colorado state law enforcement academies must have submitted an approved fingerprint card to CBI/FBI by the first day of the Academy.

Please note that it takes approximately two months for a fingerprint card to be processed, so it is to your advantage to have the cards completed and sent in to CBI in a timely manner.

Noncompliance with this legal requirement will result in entrance to the Academy being delayed until the next semester that the Academy is offered.

**Please read and follow the  
instructions below!**

**AGENCIES!!**  
Please note  
that your  
cadets are  
not exempt  
from this  
requirement.

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### COLORADO P.O.S.T. APPLICANT PROCEDURE FOR OBTAINING FINGERPRINT CLEARANCE

In order to be permitted to enter a Colorado P.O.S.T.-approved Basic Law Enforcement Training Academy, an applicant must be fingerprinted (Rule 14-Background Investigations). This is accomplished by having a law enforcement agency take the applicants prints using a P.O.S.T.-provided card and submitting the card to the Colorado Bureau of Investigation (CBI). CBI and the Federal Bureau of Investigation (FBI) check the fingerprints and report the results of this fingerprint check directly to PO.S.T. Pursuant to § 24-31-304(a): “No person who has been convicted to a felony or certain misdemeanors may be certified to serve as a peace officer or a reserve peace officer in the state of Colorado . . . .” These misdemeanors are listed in § 24-312-305(1.5) (b) through (g).

The procedure for submitting your fingerprint card is as follows:

1. Take a single **P.O.S.T.-provided card** to a law enforcement agency to roll your prints.
2. The agency will roll the applicant’s fingerprints and charge any required printing fee for the process to the applicant.
3. The law enforcement agency or the individual will forward the completed card to **CBI**, accompanied by a certified check or money order, provided by the applicant, made out to **CBI** in the amount of **\$39.50** (CBI will not accept personal checks). **DO NOT MAKE THIS CHECK OUT TO P.O.S.T. – DO NOT HAVE THE CARD SENT TO P.O.S.T.**
4. CBI and FBI will notify P.O.S.T. directly of any criminal conviction. **IF** a conviction is determined to prevent the applicant from becoming certified, P.O.S.T. will notify the applicant of such information.
5. The P.O.S.T. fingerprint card is continuous (flagged). If you are convicted of a criminal charge after you have become certified, CBI will notify P.O.S.T. of this action.

#### **CARD SHOULD BE DELIVERED TO:**

Colorado Bureau of Investigation  
Attention: Fingerprint Identification  
690 Kipling, Suite 3000  
Denver, CO 80215

# FINGERPRINT CARD

Pick up the **appropriate** fingerprint card from the Emergency and Public Safety Department. The appropriate fingerprint card is preprinted with specific POST information. *These are only available at the Emergency and Public Safety Department.*

Emergency and Public Safety Available Office Hours

Monday – Friday 8:30am – 4:00pm

If you need to pick up a card outside of the hours, please contact us.

RRCC Campus Police can complete the fingerprint card for a charge of \$15. If you would like to contact them directly regarding their hours, please call 303-914-6394.

**Location:** Emergency and Public Safety Front Desk, Lakewood Campus, West Wing

**Contact:** 303-914-6333 or 303-914-6462





# RED ROCKS COMMUNITY COLLEGE BASIC LAW ENFORCEMENT TRAINING ACADEMY



## EQUIPMENT & BOOK LIST

Academy students are required to provide their own handgun, holster, duty belt, 3 magazines, magazine holder, cleaning equipment, flashlight, and handcuffs. Guidelines for acceptable equipment are as follows:

- FIREARMS:** (Questions regarding firearms or related equipment can be discussed during firearms safety class.)
- SEMI-AUTO:** 9mm, .40 caliber, or .45 ACP (not acceptable - .45 GAP pistol). **ALL** semi-autos must be double action. Barrel length 3.5 to 5 inches. Manufacturers for semi-autos include: Smith & Wesson, Glock, Sig Sauer, Beretta, Ruger, Springfield and H & K. Minimum of 3 magazines are required.
- Any manufacturer or caliber, other than the above, **MUST** be approved by the Range Instructor prior to the first range date. All weapons and magazines will be thoroughly inspected by an academy armorer. Weapons found to be deficient must have the deficiency corrected prior to being allowed on the range.
- AMMUNITION:** Ammunition is furnished by the academy. If you wish to purchase your own ammunition, only new factory ammunition will be accepted. See the Academy Director if you are interested in this option.
- DUTY BELT:** A standard leather or nylon duty belt; an inner belt and keepers.
- HOLSTER:** Strong hand belt holster with a thumb break retention strap. Holster must fit a Sam Brown-type belt. Cross-draw, flap-style, break-front, or clamshell holsters not allowed.
- MAGAZINE HOLDER:** Must be capable of securely holding two extra magazines and be attached to a Sam Brown-type belt.
- ADDITIONAL SUPPLIES:** Adequate ear and eye protection for the shooting range; cleaning kit for the student's handgun.
- FLASHLIGHT:** Recommended: Maglight, Kel Light, or Streamlight (battery or rechargeable, large or small); weapon-mounted flashlights are acceptable for night shoot, but the student must have a hand-held flashlight.
- MISC:**
1. Smith & Wesson or Peerless Hand Cuffs (no hinge cuffs).
  2. A large tactical handcuff key is strongly recommended.
  3. A whistle.
  4. Internet Access (also available on campus).
- BOOKS:**
1. Colorado Peace Officer's Handbook, Data Legal Publishing -**Current Edition**
  2. Colorado Peace Officer's Legal Source Book, Colorado DA's Council
  3. Report Writing for Increased Convictions, Law Enforcement Resource Center, [www.lerc.com](http://www.lerc.com)
  4. Police Report Writing, Janice Worthem
  5. Traffic Code Workbook, Cliff Dawson
  6. Evidence Handbook, RRCC Law Enforcement Training Academy
  7. Heartsaver First Aid - Only required if student has to take CPR/First Aid Course
  8. CRS Workbook Study Guide, Phil Baca, [www.coplawpublishing.com](http://www.coplawpublishing.com)
  9. Optional recommendations –  
Spelling for Law Enforcement, Sanderlin
- All books are available at the RRCC Bookstore.
- CLOTHING:**
1. Two black BDU pants.
  2. Minimum purchase of two academy t-shirts, which will be discussed the first day of class.

# HOW TO APPLY FOR YOUR COLLEGE OPPORTUNITY FUND (COF) STIPEND

Registration for the COF stipend is required of all students who are residents of Colorado. To be classified as a Colorado resident, the student must have lived in Colorado for one full year prior to the beginning of the semester.

***Directions to register:***

Go to this website:

<https://cof.college-assist.org>

Click on **APPLY FOR A STIPEND**

Takes you to the COF application page

Complete the application and click on **CONTINUE**

Follow the steps as directed

**NOTE:** Print the **CONFIRMATION PAGE** for your records

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## VETERAN'S BENEFITS

[www.rccc.edu/va](http://www.rccc.edu/va)

Eligible students who wish to apply for veteran's benefits may contact:

**DONNA MERRIMAN**

**Email:** [donna.merriman@rccc.edu](mailto:donna.merriman@rccc.edu)

**Phone:** 303-914-6353