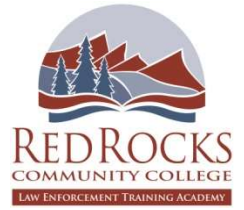




Red Rocks Community College
Law Enforcement Academy
Application Packet
Fall 2018



Application must be completed in its entirety. Incomplete applications will be NOT be accepted. Veterans and active duty military personnel with special circumstances (e.g. upcoming deployments, drill requirements, disabilities, etc.) are welcome and encouraged to communicate these, in advance if possible, to the Director of the Law Enforcement Academy.

- Academy:** Begins Monday, August 6th, 2018 and ends Friday, December 11th, 2018. The POST exam date will be announced during the Academy. Enrollment is limited to 30 students.
- Course Times:** The intensive 39-college credit program is 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 \$7,804* (with COF applied). Nonresident tuition, please contact the Cashier's Office and financial aid is available for eligible students. Information is available at www.rrcc.edu/finaid. Please contact RRCC Financial Aid directly with any further questions at 303-914-6256. In addition, each cadet/student must purchase books (approximately \$300), his or her own handgun, duty belt, flashlight, handcuffs, and other miscellaneous equipment. Incidental costs during the academy include \$150 for the POST test, \$39.50 to be fingerprinted, \$35 (approx.) for your certified background check, \$13.00 for a CBI name check and approximately \$70-80 for a CPR/First Aid class for cadets/students without current cards. **There is a \$50 cost for your Oral Board selection process- go to the LEA website: "How to Apply to LEA: Individual" list of requirements & link.**

**Tuition and fees are subject to change, usually after July 1st each year..*

Requirements: Applicants must be a minimum of 21 years of age, possess a high school diploma or GED, and complete an assessment test (CCPT) to determine reading and writing skills level if you have not completed college English. Applicants must provide a copy of their Colorado driving record (and/or other driving record if not a Colorado resident for 5 years), Colorado driver's license, a criminal history check from the Colorado Bureau of Investigation (CBI), a background check, and resume.

Process: Complete RRCC online application **and** sign up for COF (College Opportunity Fund) at www.rrcc.edu. Completed application and required documentation must be obtained (see checklist on next page) **as soon as possible** once the application process has been opened (check the police academy [LEA] website). Applicants who meet the minimum requirements and **complete** the application packet may be eligible for an Oral Board Interview process, the last step in the application process. ***At the time of the Oral Board, paper and electronic copies must be available on the date of the interview process.***

Oral Board

Interviews: Will be conducted as scheduled by the Director. There will be limited oral board dates with few or no alternative dates! Plan to attend the scheduled date/time!

Restrictions: Items that may exclude students from acceptance into the academy include: moving vehicle violations (DUI, DMV suspension, reckless driving, etc.) in the last 3-5 years; certain misdemeanor convictions; a conviction of any felony or crime of moral turpitude; recent drug use; 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 Director.

Submit the enclosed academy application packet online along with the required documents listed below by email.

CHECKLIST OF REQUIRED DOCUMENTS

(See details below)

- _ Submit an RRCC **college** application (get a student "S" number)
- _ Complete the RRCC **Academy** Application
- _ Pay the Oral Board fee (**ONLY after the Director assigns you an oral board date**) and provide a receipt of payment (**go to the "How to Apply to LEA: Individual" list of requirements & link**)
- _ Resume with 5 years of work history
- _ 3 letters of reference (covering approximately the prior 5 years)
- _ CCPT Assessment scores (if required)
- _ Background check (*see background check info below*)
- _ Receipt from CBI for fingerprint card submission
- _ Receipt from CBI for CBI name search request
- _ Colorado motor vehicle record & any other DMV record within 5 years
- _ 4x6 photo headshot (current)
- _ Copy of high school diploma/GED (or records, see below)
- _ Copy of any non-certified college transcripts
- _ Copy of valid Colorado driver's license (enlarged to 3x5)
- _ Copy of Military DD214 (if applicable)
- _ Non-US Citizen (please contact Academy office for required documents)

_ **Complete Applicant Questionnaire** at

<https://www.surveymonkey.com/s/TKZB2CH>

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

The CCPT test is offered at the RRCC Assessment Center (303-914-6720). Please check the website 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. Colorado ACCUPLACER tests taken within the last year are acceptable

The CCPT exam ***may be waived if the applicant possesses an Associate's degree, Bachelor's degree, or higher, **OR** if you received a "C" or better in an equivalent English 121 or higher class in the recent years.

Background Check:

You must complete a "Castle Branch" background check as part of your application to the Law Enforcement Academy. You can complete the background check at: <http://cccs.castlebranch.com/comm-college-red-rocks.html> .

If you have any questions regarding the background check, please contact Customer Experience department at: **888-723-4263**. A copy of the results must be in your application packet!

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 Director Mark Beluscak at Red Rocks Community College Law Enforcement Academy, not to your home. Include the receipt from CBI, **taped to a blank sheet of paper**, with your application packet. Print your name on the receipt. Cost: \$13

CBI Fingerprint receipt:

Submit the completed POST-approved fingerprint card to CBI. Include **the receipt from CBI, taped 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 Colorado Department of Motor Vehicles, 1881 Pierce Street, Lakewood, or at any full-service office. The record does not have to be official. Approximate cost: \$5.00.

****If you were not a resident of Colorado for the last 5 years, include your prior state or country driving record in “addition” to the Colorado driving record!**

Resume:

Include (1) current phone number and address, (2) five years of work experience and education, (3) indicate all schools attended and degree earned, if applicable, and (4) attach three letters of reference. These letters need to be from persons who have known you for 5 years or more. IF this requirement is not possible, please contact the Academy Director by email.

Copies of:

- (1) Copy of high school diploma or equivalent (**see below**), (2) Official non-certified college transcripts and diplomas (if applicable), and (3) current Colorado driver's license (enlarged to 3x5):
- (2) **POST requirement:** copy of high school diploma or GED (if a college transcript is submitted in lieu of a high school diploma or GED the process for certification may be delayed, as POST must contact the college to ensure at the time of acceptance into college that they required the student to have a high school diploma or GED.
- (3) **POST requirement:** If your high school education is from another country, you must have your education evaluated by an approved US Department of Education credential evaluation service provider.
<http://www.naces.org> **or** <http://www.aice-eval.org>

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 may be offered by Colorado POST at the end of the academy. Cost: \$150
- **CPR/First Aid Class:** A current CPR/First Aid card is required to take the POST exam. The CPR/First Aid certification must meet Colorado POST requirements. Red Rocks

offers this class throughout the year, and cadets must obtain certification before the end of the Academy. Approximate cost: \$70-80. If enrolled in the police academy, you may be required to have this card by the academy mid-term date!

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!**

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

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

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 P.O.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

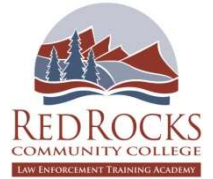
POST-Approved: FINGERPRINT CARD

Pick up the **appropriate** fingerprint card from the Red Rocks Police Department (RRCC) or Colorado POST! The appropriate fingerprint card is preprinted with specific POST information.

RRCC Campus Police can complete the fingerprint card for a charge of \$20. Please contact them directly regarding their hours at 303-914-6394.



RED ROCKS COMMUNITY COLLEGE BASIC LAW ENFORCEMENT ACADEMY



EQUIPMENT & BOOK LIST

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

FIREARMS: (Specific questions regarding firearms or related equipment can be discussed during firearms safety class.)

SEMI-AUTO: The weapons manufacturers listed below are the weapons approved by the Director and Program Instructors for use in the Red Rocks Community College Law Enforcement Academy. All weapons must be traditional double action or double action only semi-automatic pistols. Single action semi-automatic pistols may be approved for agency sponsored cadets/recruits only and must be approved by the Academy Director prior to the first Firearms training day. No "ported" or "compensated" weapons will be permitted during range activities. All semi-automatic pistols must chamber 9mm ammunition. Any Academy Director exception to these guidelines is very limited. Typically, cost, prior experience level, and availability are not approved exceptions to the 9mm caliber requirement.

Approved Manufacturers: Beretta, Glock, HK, Sig Sauer, Springfield XD Series, and Smith & Wesson M & P Series.

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:

9mm 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 if the duty belt cannot be secured for proper use.

HOLSTER:

Strong hand belt holster with a thumb break retention strap or similar device. Contact the Academy Director for questions about approved holsters and retention devices **ONLY** within 1 month of the academy start date. The holster must fit a Sam Brown-type (duty) belt or other standard police-issue duty belts. Cross-draw, flap style, break-front, or clamshell holsters are not allowed.

MAGAZINE HOLDER:

Must be capable of securely holding two extra handgun magazines and be attached to a Sam Brown-type duty belt or other standard issue type of police duty belt (open or snap).

ADDITIONAL SUPPLIES:

Adequate ear & eye protection, as well as a cleaning kit for the cadet's/student's handgun.

FLASHLIGHT:

Recommended: Maglight, Kel Light, or Stream light (battery or rechargeable, large or small). Weapon-mounted flashlights are acceptable for the night shoot, but the student must have a hand-held flashlight.

MISC:

1. Smith & Wesson or Peerless Hand Cuffs (no hinge cuffs)
2. Handcuff Holders (open or snap)
2. Large tactical handcuff key is strongly recommended
3. Whistle, police-style with a ball inside (no shrill whistles)
4. Internet Access (also available on campus), access to a memory stick/thumb drive

BOOKS:

1. Colorado Peace Officer's Handbook, Data Legal Publishing -**Current Edition**
2. Report Writing for Increased Convictions, Law Enforcement Resource Center, www.lerc.com
3. Police Report Writing- Traffic Code Workbook – Evidence Handbook, may be purchased as one printed book or booklet.

CLOTHING:

Black BDU (basic duty uniform) pants, academy t-shirts, academy polo shirts, khaki pants, black shoes or boots, gym clothes: dark or white tennis shoes: no neon or bright colors), black shorts/sweatpants. **Uniform clothing** will be ordered (at your expense) on or near the first day of class, except for gym clothing/shoes.

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

VETERAN'S BENEFITS

www.rrcc.edu/va

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

Aimee Vanrooyen

Email: aimee.vanrooyen@rrcc.edu

Phone: 303-914-6353

If you apply for veteran benefits and ARE accepted into the next police academy class, contact the Academy Director for "early" **enrollment of LEA classes!