

MEMORANDUM

To: *Applicants of the 104th Basic Training Program*
From: Cynthia Taylor-Patch, Director of Training
Date: April 28, 2017
Subject: **INSTRUCTIONS ON ATTENDANCE AND REPORTING**

The 104th Basic Training Course for Police Professionals is a mandatory 16-week residential program scheduled from **scheduled from July 31, 2017 through November 17, 2017**. Following the Basic Training program, there are additional course offerings, some mandatory, some voluntary, including Radar, VIN, Fingerprinting, DUI, First Aid & CPR and others.

Seats will be reserved on a first come, first served basis for those who submit a complete registration form. Use only the most up-to-date forms from our website.

The Academy's training environment is structured for both intellectual and behavioral development. Our program is designed to place you under a certain amount of controlled stress. Although we do not operate under a strict military atmosphere, we do demand adherence to the program's rules and regulations through discipline. While you are here, you will be held accountable for your educational progress, your personal appearance, and the appearance of the class's living area.

Physical Fitness Assessment & Orientation

Physical fitness is a major part of the Vermont Police Academy's Basic Training Course. In order to participate in the hands-on training environment and properly develop a meaningful physical fitness training program, a fitness assessment must be conducted prior to the start of Basic Training. The assessment will be held on **July 7, 2017** at the Vermont Police Academy and will begin **promptly** at 0830 hours.

To be clear, you MUST attend, and pass, the PT assessment. There WILL NOT be any opportunities for make-ups or specially scheduled testing.

You should expect to spend approximately two (2) hours in the assessment. The test will include: bench press, sit-ups, push-ups, and 1.5 mile run. If you fail any event, you will NOT be allowed to enter the 104th Basic Training Program. During Basic Training, Academy staff will be administering a PT program that will start you on a path to maintain or improve your overall wellness. In order to participate in this program, we need to ensure you can meet minimum standards (based on age and gender) for all events. We use nationally recognized methods developed by the Cooper Institute for Aerobic Research. The minimum standard we require for entry is the 40th percentile. Your hiring agency may require a higher standard.



Physical Assessment Minimum Standards: 40th Percentile Requirements					
MALE		Bench Press	Sit-ups	Pushups	1.5 mile run
20-29		.99	38	29	12:38
30-39		.88	35	24	13:04
40-49		.80	29	18	13:49
50-59		.71	24	13	15:03
60-69		.66	19	10	16:46
FEMALE		Bench Press	Sit-ups	Pushups	1.5 mile run
20-29		.59	32	15	14:50
30-39		.53	25	11	15:38
40-49		.50	20	9	16:21
50-59		.44	14	n/a	18:07
60-69		.43	6	n/a	20:06

Prepare yourself to participate in a rigorous physical fitness program, not just for the entrance PT exam.

Orientation will occur at 1300 hours, **July 7, 2017** for **ALL** candidates who pass the PT test. It will take place at the Vermont Police Academy (Classroom 3). A fair amount of information is provided, so come prepared to take notes. Topics will include, but are not limited to, contact information for staff, information for family members, clothing sizes, expectations, etc. You should expect this to last at least two hours.

Firearms – Ask someone at your department to brief you on the nomenclature and function of your weapon before Day One.

When to Report for Basic Training:

You will arrive at the Vermont Police Academy, **no earlier than 1330 hours and no later than 1400 hrs, on Monday, July 31, 2017** to begin your training. It is suggested that you bring only the items that you will need for the first week and that those items are contained within a baggage system you can easily carry. You are required to live at the Academy Monday - Friday.

The Academy will furnish you with a uniform for classroom wear, as well as bed linen and a pillow. You or your department must purchase (at a minimum) a sweat suit, five (5) T-shirts, four (4) pairs of shorts, and a hat at a cost of **\$137.00**. The Academy will make arrangements for the purchase of those items and they will be provided to you on Day 1 following confirmation of your payment. **Please bring a check for \$137.00 with you, payable to “Mitchell’s Tees,” cash in this amount, or have your department make arrangements with us in advance.**

Recruits are **required to bring** the following items on the day they report for Basic Training:

1. 10 T-shirts (white, no V-neck)
2. 10 pairs of underwear (compression for running; optional)
3. Females - 10 Bras (Sports Bra recommended) Neutral Colors
4. 1 black belt
5. 1 pair black boots, smooth leather

6. 1 pair team building boots, any type of boot, hiking, etc.
7. 5 pairs black socks
8. 3 pairs heavy black socks
9. 5 pairs white athletic socks (crew length)
10. 1 pair running shoes - solid platform
11. 1 pair extra sneakers (gym or running)
12. 1 department issue jacket
13. 1 department issue raincoat
14. 1 set of handcuffs (black or silver) and holder or pouch w/key(s)
15. 1 department issue or approved baton (straight/expandable/PR-24)
16. 1 set duty leather (or nylon) with holster (level 2 security or better) and ammo pouch
17. 1 pair shower shoes (thong sandals/ flip-flops; no crocs)
18. 1 large can black shoe polish, application brush, a shoe brush and an old T-shirt or other cloth for polishing
19. 1 standard size clipboard (approx. 9"x12")
20. 2 large solid color bath towels
21. 1 laundry marker for marking clothing
22. Complete personal hygiene kit (shaving supplies, toothbrush, soap, deodorant, etc.)
23. Females – hair accessories as needed to keep your hair up above your collar.
24. Laundry bag
25. Firearm and 3 magazines (NO AMMUNITION).
26. Firearm Owner's Manual
27. 2 Bottles TRAINING O.C. Spray (department-approved size) and department approved duty holster
28. Department flashlight (and charging unit if rechargeable)
29. Black cotton or woolen hat & gloves for cold weather
30. Twelve strong, durable clothes hangers (wooden or plastic)
31. Thumb/USB drive (4GB or higher recommended)
32. Digital watch
33. Recruit Manual
34. 12-inch ruler

DO NOT BRING:

- A) Chemical Spray (OC, Mace, etc.)
- B) Ammunition of any type
- C) Jewelry of any type except wedding ring, watch, Medical Alert bands.
- D) Pocket knives or multi-tools with knives.

If you have any questions regarding this information, please contact the Vermont Police Academy at 802.483.2741. Please notify the Academy **immediately** if you decide at any time to withdraw from the program.