

**NOTE: This is an 8-page document – Read ALL!!!**

**PRE-SERVICE TRAINEES BASIC TRAINING PROGRAM**

Act 120 - Municipal Police Officers' Education and Training Commission

For admission to the HACCC – Central Pennsylvania's Community College Police Academy, the following procedures are required:

**U. S. Citizenship is Required: ("Green Cards" are NOT acceptable)**

1. A \$40.00 fee must be paid in order to take the required Nelson-Denny Reading Test (\$15.00) and MPOETC Fitness Test (\$25.00.) The fitness test is valid for 6 months. After 6 months, a physical exam and retest are required. In the event an individual does not attain qualifying scores on either or both of the tests, each time tests are retaken, additional fees will be charged, i.e. \$15.00 for the Nelson-Denny Reading Test and \$25.00 for the Physical Fitness Test. All fees charged are non-refundable.
2. Be a minimum of twenty-one (21) years of age at the conclusion of the training program. Applicants/Cadet must have a valid driver's license.
3. Attain a qualifying score on the Nelson-Denny Reading Test, which evaluates reading comprehension and vocabulary. If you fail Version H of the Nelson-Denny Reading Test, you may retest using Version G without a waiting period. If you fail both tests, there is a 3-month wait period to retest.
4. Attain qualifying scores on the MPOETC Fitness Standard Test. This test consists of: 300-meter timed run, bench press (weights), one minute sit-ups and a 1 1/2 mile timed run.
5. Report the day of scheduled testing as follows:
  - a. must have photo identification
  - b. possess the required MPOETC Physician Statement form in which the examining physician verifies the individual is able to participate in the MPOETC Fitness Standard Test and rigorous physical training is not prohibited. This MPOETC Physician Statement Form must be dated within 6 months of the start date of the Academy that you plan to attend.
  - c. be attired in gym clothing to include good quality running shoes. Bring water.
6. Submit results of drug screening
7. Agree in writing on a form provided by the Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) to abide by all the policies and procedures established by the Complex. The "Policies & Procedures" document will be provided to you when you are scheduled for your oral interview.
8. Show proof of medical insurance. The coverage must run for the duration of the training.
9. A letter of recommendation from the Chief of Police in the jurisdiction in which you reside is required. The recommendation is to be addressed to the Director of Law Enforcement Training, Senator Jeffrey E. Piccola Law Enforcement Complex and should include the following:
  - a. A statement indicating the Chief is unaware of any arrest record for the applicant, which would preclude him/her from being employed as a Police Officer.
  - b. Provide additional information the Chief deems relevant for the applicant's admission to the Police Academy.
10. Obtain a Criminal History Check through the PENNSYLVANIA STATE POLICE. For ONLINE application for the Criminal History Report (CHRI), go to: <https://epatch.state.pa.us/Home.jsp> Please list yourself as the requestor. This **must** be dated within 6 months of the start date of the Academy that you plan to attend.
11. Obtain an FBI Criminal History Check: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

12. Obtain a copy of the applicant's complete 10-year driving record from the PENNSYLVANIA DEPARTMENT OF TRANSPORTATION. License Messenger Services are also authorized to conduct this check. For ONLINE application go to: [www.dmv.pa.gov](http://www.dmv.pa.gov) This **must** be dated within 6 months of the start date of the Academy that you plan to attend.
13. Submit the following Information:
  - a. An 'Application for Admission' as provided by the Senator Jeffrey E. Piccola Law Enforcement Complex, HACC/Central Pennsylvania's Community College (PLEC-HACC).  
**NOTE:** There is an application fee of \$25.00 to accompany your application. We accept cash, check or money order made out to "HACC;" Visa, MasterCard & Discover.
  - b. Three (3) signed letters of reference from non-relatives.
  - c. Three (3) signed letters of reference from former employers. If in the event you do not have three (3) former employers, you may use a personal/non-relative reference for each employer that you may lack. You must have a total of six (6) references.
14. Complete a Psychological Examination MMPI and a clinical interview with a Pennsylvania licensed psychologist with the written report to be submitted by the psychologist to the Director of Law Enforcement Training. This must be dated within 6 months of the start date of the Academy you plan to attend.
15. Show proof of graduation from high school or have a G.E.D. **In addition, a copy of high school transcripts must be attached/submitted.**
16. Submit a copy of military discharge (DD214), if applicable.
17. Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant.
18. Successful completion of an oral interview conducted by three members of the law enforcement community along with the Director and Education Specialist of Law Enforcement Training. Successful completion of the oral interview will have been accomplished if the members, by majority, vote to admit the candidate to the Police Academy. The oral interview will occur approximately three to four weeks prior to the Academy's starting date. The PLEC will schedule this interview and you will receive notification of the date and time by email provided you have completed all application requirements.
19. Tuition for the January 2019 full-time and the part-time Academy will be \$5000. Please be informed that every hour of the Academy is absolutely mandatory. While we understand that there are unavoidable situations that may arise, all missed hours must be made up at your expense at the rate of \$35.00/Hour.
20. There are two full-time academies each year, one beginning in January and the other in June and one part-time Academy beginning in January and ending in December.
21. Proof of Citizenship is required. See information on page 8 of this document.

**NOTE:** The MPOETC Fitness Standard Test and the Physician Form, psychological examination, criminal history check, FBI check and the driving record MUST be dated within 6 months of the start date of the Academy that you are planning to attend.

**NOTE:** FULL-TIME PRE-SERVICE CADETS MAY NOT HOLD EMPLOYMENT WHILE ATTENDING THE ACADEMY.

The full-time Academy is primarily scheduled Monday through Friday; however, it involves some evenings and some Saturdays and possible Sundays.

The part-time Academy is primarily Tuesday, Wednesday, Thursday evenings 6:00pm – 10:00pm and Saturdays 7:00am – 5:00pm. Additional evenings/days and times may be scheduled in order to accommodate completion of required hours for the program.

For additional information or questions, please call 717-780-2562.

A number of pre-service recruits may attend the Academy on a space-available basis.

**Where:** HACC/Central Pennsylvania's Community College  
Senator Jeffrey E. Piccola Law Enforcement Complex, One HACC Drive, Harrisburg, PA 17110-2999

Pre-service recruits are responsible for their own tuition and other expenses. **(HACC reserves the right to change the hours and fee.)**

**Enrollment:** The College will assign a HACC ID number as your student identification for record keeping, identification and billing purposes.

Pre-service recruits must complete all pre-service applications and requirements to be accepted into the Academy. Official confirmation requirement and additional information will follow.

Full-time pre-service cadets may not hold employment while attending the Academy.

**Note:** the following must be dated within six (6) months of the start date of the Academy that you wish to attend.

Application for Admission  
MPOETC Physical Examination Form  
MPOETC Fitness Standard Test  
Drug Testing Results  
MPOETC Psychological Examination Form  
State Criminal Record Check  
FBI Criminal History Check  
Driving Record/History

**Address to submit any paperwork:**

HACC/Sen. Piccola Law Enforcement Complex Room 106  
Attn: Mrs. Margaret Santo  
One HACC Drive  
Harrisburg, PA 17110-2999



SENATOR JEFFREY E. PICCOLA
LAW ENFORCEMENT COMPLEX
HACC POLICE ACADEMY APPLICATION FORM

Check as it applies:

ACADEMY DATE: January Academy \_\_\_\_\_ or July Academy \_\_\_\_\_

[ ] Veteran [ ] Full-time Academy [ ] Part-time Academy

Please include Application Fee of \$25.00.
Please make your check or money order payable to HACC.

PERSONAL HISTORY & INFORMATION

(Please Print)

Full Name \_\_\_\_\_
(last name) (first name) (middle name)

Sex: [ ] Male [ ] Female Last four (4) digits of Social Security # \_\_\_\_\_

Present Address: \_\_\_\_\_
(street address)

(city) (state) (zip) (county)

E-mail Address: \_\_\_\_\_
(please print clearly)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Marital Status: [ ] Single [ ] Married

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ U.S. Citizen: [ ] Yes [ ] No

U. S. Citizenship is Required
("Green Cards" are NOT acceptable)

[ ] Yes [ ] No Are you physically fit and able to participate in Physical Training?

[ ] Yes [ ] No Have you ever failed a psychological examination? If the answer to this
questions is yes, the date of this failure was \_\_\_\_\_.

[ ] Yes [ ] No Are you currently taking any medications? If yes, list:

[ ] Yes [ ] No Are you currently under a physician's care? If yes, explain:

[ ] Yes [ ] No Do you currently have any injuries that would affect your performance during the
Academy? If yes, explain:

[ ] Yes [ ] No Do you have any other police experience? If yes, explain:
(include years of service & department name)

**PRINT FULL NAME:** \_\_\_\_\_  
Last Name First Name Middle Name

**EDUCATION**

Name of Institution      Location      Years Attended      Degree      Date Granted  
Credit Hours

\_\_\_\_\_  
(high school)

\_\_\_\_\_  
(college)

\_\_\_\_\_  
(other)

**PROFESSIONAL INFORMATION**

(List present position first - Preceding 10 years only)

Dates      Employer      City      Position      Salary      Reason for Leaving

[ ] Yes [ ] No - Do you have any prior Military Service? If yes, explain:

Dates      Branch      Rank      Duties      Status

**EMERGENCY CONTACT INFORMATION**

Parent Name \_\_\_\_\_ Telephone \_\_\_\_\_

Spouses Name \_\_\_\_\_ Telephone \_\_\_\_\_

Other \_\_\_\_\_ Telephone \_\_\_\_\_

In the event of an emergency, I hereby authorize and direct the College to send me to the hospital or physician most readily accessible, and/or to administer necessary emergency care.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



**PRINT FULL NAME:** \_\_\_\_\_

**Sign Below**

Last Name

First Name

Middle Name

§ 6105(a):

PROHIBITS PERSONS CONVICTED OF ANY OF THE FOLLOWING OFFENSES UNDER 18 PA.C.S. FROM POSSESSING, USING, CONTROLLING, TRANSFERRING, MANUFACTURING, OR OBTAINING A LICENSE TO POSSESS, USE, CONTROL, TRANSFER OR MANUFACTURE A FIREARM IN THE COMMONWEALTH OF PENNSYLVANIA. A CONVICTION INCLUDES A FINDING OF GUILTY OR THE ENTERING OF A PLEA OF GUILTY OR NOLO CONTENDERE, WHETHER OR NOT JUDGEMENT HAS BEEN IMPOSED, AS DETERMINED BY THE LAW OF THE JURISDICTION IN WHICH THE PROSECUTION WAS HELD. THE TERM DOES NOT INCLUDE A CONVICTION WHICH HAS BEEN EXPUNGED OR OVERTURNED OR FOR WHICH AN INDIVIDUAL HAS BEEN PARDONED UNLESS THE PARDON EXPRESSLY PROVIDES THAT THE INDIVIDUAL MAY NOT POSSESS OR TRANSPORT FIREARMS.

§ 6105(b):

§ 908 PROHIBITED OFFENSIVE WEAPONS.

§ 911 CORRUPT ORGANIZATIONS.

§ 912 POSSESSION OF WEAPON ON SCHOOL PROPERTY.

\*§ 2502 MURDER

\*§ 2503 VOLUNTRAY MANSLAUGHTER.

§ 2504 INVOLUNTARY MANSLAUGHTER, IF THE OFFENSE IS BASED ON THE RECKLESS USE OF A FIREARM.

\*§ 2702 AGGRAVATED ASSAULT

\*§ 2703 ASSAULT BY PRISONER.

\*§ 2704 ASSAULT BY LIFE PRISONER.

§ 2709 HARRASSMENT AND STALKING, IF THE OFFENSE RELATES TO STALKING

\*§2901 KIDNAPPING.

§2902 UNLAWFUL RESTRAINT.

§2910 LURING A CHILD INTO A MOTOR VEHICLE.

\*§3121 RAPE.

\*§3123 INVOLUNTARY DEVIATE SEXUAL INTERCOURSE.

§3125 AGGRAVATED INDECENT ASSAULT.

\*§3301 ARSON AND RELATED OFFENSES.

§3302 CAUSING OR RISKING CATASTROPHE.

\*§3502 BURGLARY.

§3503 CRIMINAL TRESPASS, IF THE OFFENSE IS GRADED A FELONY OF THE SECOND DEGREE OR HIGHER.

\*§ 3701 ROBBERY.

§ 3702 ROBBERY OF MOTOR VEHICLE.

§ 3921 THEFT BY UNLAWFUL TAKING OR DISPOSITION, UPON CONVICTION OF THE SECOND FELONY OFFENSE.

\*§ 3923 THEFT BY EXTORTION, WHEN THE OFFENSE IS ACCOMPANIED BY THREATS OF VIOLENCE.

§ 3925 RECEIVING STOLEN PROPERTY, UPON CONVICTION OF THE SECOND FELONY OFFENSE.

§ 4912 IMPERSONATING A PUBLIC SERVANT, IF THE PERSON IS IMPERSONATING A LAW ENFORCEMENT OFFICER.

§ 4952 INTIMIDATION OF WITNESSES OR VICTIMS.

§ 4953 RETALIATION AGAINST WITNESS OR VICTIM.

§ 5121 ESCAPE.

§ 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE.

§ 5501 RIOT, IF THE OFFENSE RELATES TO A FIREARM OR OTHER DEADLY WEAPON.

§ 5515 PROHIBITING OF PARAMILITARY TRAINING.

§ 6110.1 POSSESSION OF FIREARM BY MINOR

§ 6301 CORRUPTION OF MINORS.

§ 6302 SALE OR LEASE OF WEAPONS AND EXPLOSIVES.

ANY OFFENSE EQUIVALENT TO ANY OF THE ABOVE-ENUMERATED OFFENSES UNDER THE PRIOR LAWS OF THIS COMMONWEALTH, OR ANY OFFENSE EQUIVALENT TO ANY OF THE ABOVE-ENUMERATED OFFENSES UNDER THE STATUTES OF ANY OTHER STATE OR OF THE UNITED STATES.

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL INFORMATION PROVIDED IS TRUTHFUL AND COMPLETE WITH THE FULL UNDERSTANDING THAT PROVIDING FALSE INFORMATION WILL RESULT IN MY EXPULSION FROM THE ACADEMY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**As part of the Police Academy application process,  
Proof of Citizenship is required.**

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be **UNEXPIRED**

Present one selection from List A **OR**  
a combination of one selection from List B **AND** one selection from List C

<b>LIST-A</b> Documents that Establish Both Identity and Employment Authorization	<b>LIST-B</b> Documents that Establish Identity	<b>LIST C</b> Documents that Establish Employment Authorization
	<b>AND</b>	
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		