

Navarro College Police Academy Basic Peace Officer Course **Student Registration Information**



The Basic Peace Officer Course is a 779-hour program designed to prepare the student to pass the Peace Officer licensing exam given by Texas Commission on Law Enforcement (TCOLE).

- 42 topics ranging from 1 to 74 hours in length are covered during the course.
- Approximately one-third of the class is devoted to developing physical skills required to become a peace officer.

SCHEDULE

Day Academies are offered during the Fall and Spring semesters.

- Day Academies Monday - Friday, 8:00 am-5:00 pm. The full Fall Semester and Winter Mini semester is needed to complete the Fall Academy. The Full Spring Semester and May Mini semester is needed to complete the Spring Academy.

Night Academy schedule:

- Night Academy takes two semesters and two mini semesters to complete (Fall/Winter Mini and Spring/May Mini) ➤ Monday - Thursday, 6:00 pm-10:00 pm. Some weekend classes are required.

Start and End times may vary.

ADMISSION STANDARDS

Students must meet all eligibility requirements of TCOLE and the Navarro College Police Academy Advisory Board to enroll.

- Must be a U.S. Citizen
- Must be 21 years of age, or 21 years of age by the graduation date of the Academy. A student 18 years of age or older is eligible for licensing if the student:
 - Has received an Associate's Degree; or 60 semester hours from an accredited college or university; or
 - Has received an honorable discharge from the Armed Forces of the United States after at least two years of service.
- No Class B Misdemeanor convictions in the past 10 years. (This includes Deferred Adjudication)
- No Class A Misdemeanor or felony convictions. (This includes Deferred Adjudication)
- No conviction for **any** family violence offense. (This includes Deferred Adjudication)
- Applicants must pass a physical examination, a psychological examination and a drug screen immediately submitted to the Academy upon completion.
- High school diploma **OR** GED
- Must not be prohibited by law from operating a motor vehicle.
- Must not be prohibited by state or federal law from possessing firearms or ammunition.
- You cannot have a dishonorable discharge from the military.

This information will be verified by Academy staff. Academy staff reserves the right to request additional documentation to verify any requirements of Navarro College, the Police Academy, or TCOLE.

REGISTRATION PROCESS

A complete application packet may be obtained by calling the Police Academy at the following numbers:

903-875-7702

Applications are also available online at <https://www.navarrocollege.edu/academics/police-academy/applications-and-forms.html>

Students must have all completed documents returned to the Academy prior to the corresponding deadline posted on the Police Academy website.

PRE-REGISTRATION

1. Apply to Navarro College

- Complete the online Navarro College Application for admission at <https://www.applytexas.org/>
- Supply to the Registrar all pertinent information-
 - High School diploma/transcripts, GED, Home School diploma, other college transcripts,
 - Proof of residency and citizenship, if applicable.
 - Notice of Vaccination Against Bacterial Meningitis (If younger than 22 years of age)

2. Take the TSI Test

- Schedule and complete the TSI Test at any NC campus. (Reading and Writing sections, Math is not required) **(Exemptions- Prior Military or Degreed students)**
- Bring test scores to Academy personnel immediately following the test.
- All applicants must submit scores for admission to the Police Academy. There are no exceptions per the Police Academy's Advisory Board.
- There is a \$35.00 fee for the TSI Test.

3. FAST Application/Criminal History Records Check

- Follow directions on form downloaded from NC website and schedule appointment. Print your appointment form and take valid forms of ID to your appointment.
- Remit a non-refundable fee for the background check to the approved FAST site, payable at the time of appointment. This fee is not set by Navarro College and is subject to change.

THE ACADEMY WILL CONTACT THE STUDENT AFTER RECEIVING INFORMATION FROM TCOLE REGARDING RESULTS OF THE FAST APPLICATION.

THE STUDENT SHOULD PROCEED WITH THE "AFTER PRE-REGISTRATION" ITEMS UPON DIRECTIONS FROM ACADEMY STAFF.

AFTER PRE-REGISTRATION PROCESS:

1. Complete the Navarro College Police Academy Application.
2. Bring color copies of your driver's license and social security card, as well as a certified copy of your birth certificate and high school diploma or equivalent to the Academy.
3. Submit any other documents requested by Academy staff, sign all release documents.

Note: Students are required to immediately notify the Academy Coordinator of any arrest/criminal charge that occurs after the submission of the FAST fingerprint check. Failure to disclose such information may result in dismissal from the Academy. Students are required to report any subsequent suspension of their driver's license to Academy Staff immediately. Failure to notify Academy staff of such action is grounds for dismissal from the Academy.

Schedule Physical Exam/Drug Screen:

- The student must use Enviva Health Services or Hometown Medical Associates in Corsicana or Advantage Medical in Waxahachie for the physical and drug screen.
- Have the physician or official conducting the physical and drug screen sign the L-2 form.
- Original copy of the signed L2 form must be submitted to Academy Staff
- Schedule Psychological Exam: You must take a copy of your completed Personal History Statement to your Psychological Evaluation. Please see the website for approved Psychological Providers. Once completed, have the examining official sign the L-3 form.
- Original copy of the signed L3 form must be submitted to Academy Staff.

Once these steps have been completed, submit all documentation to Academy Personnel in Corsicana or Waxahachie. When your documentation is verified as completed, you will be registered in the Police Academy courses. You should then:

Pay Tuition & Fees:

- Payment for class may only be accepted at the Cashier's/Business Office on any NC Campus. This must be completed prior to the first day of class.

Purchase:

- Required clothing (see clothing information below),
- Books (see book information below),
- Any other designated materials.

Maximum class size for the Basic Peace Officer Course is twenty (24) students. Classes will be filled on a first come-first served basis according to pre-registration and the application process.

If a class has not met the minimum number of students required, ten (10), students registered in that class will be offered to attend another location or the opportunity to attend the next scheduled academy.

PAYMENT AND FINANCIAL AID INFORMATION

TUITION & FEES

BASIC PEACE OFFICER COURSE \$2,842.07

Tuition must be paid in full prior to the first day of class. Payment must be given to the **Cashier's/Business office** on any NC Campus. **NO funds** will be accepted at the police academy.

FINANCIAL AID

If a student is unable to pay the amount of tuition and fees, the student may apply for Financial Aid. Financial Aid is available to Basic Peace Officer Course students who qualify. This Aid may include a grant, which does not require repayment. Additionally, student loans, subsidized or unsubsidized, may be available which will require repayment. Qualification for grants and loans are determined on an individual basis. If a student drops out or is removed from the program prior to its completion, the student may be responsible for repayment of grants that otherwise would not require that repayment. It takes several weeks to process the application for Financial Aid.

Please apply well in advance of the course start date.

ALL TUITION and FEES MUST be Paid no later than the FIRST DAY of Class.

For more specific information about Financial Aid, contact:

Navarro College Financial Aid @ 903-875-7400

You may apply for Financial Aid at <http://www.navarrocollege.edu/financialaid/>

Veterans/Texas Veterans may qualify for financial aid through the Veterans Certifying Official at Navarro College. It takes several weeks to process Veterans benefits. **Please apply well in advance of the course start date.**

For Qualification info on the Hazelwood Act please go to:
http://www.navarrocollege.edu/financialaid/veterans_hazlewood.php

For more information about the Hazelwood Act and for Veterans benefits please contact Mark Sjostrom in the financial aid office.

REFUNDS

Refunds for Continuing Education courses will not be offered after the first day of class.

DETAILS OF THE ACADEMY

SUPPLIES

- Pens,
- Paper,
- Highlighters, etc...
- Index cards for use as flashcards (Approximately 350)

UNIFORMS

- Navy Polo Academy shirt (NC Bookstore),
- Khaki pants, (5-11, Dockers, Dickies)
- Plain black uniform trouser belt,
- Plain black, polish-able uniform boots (no pointed toes, tennis shoes or slip-on low quarter shoes).
- Black Police Academy jacket (No other jackets allowed)

WORKOUT APPAREL-

- Black shorts or sweatpants
- Grey Academy T-shirt (NC Bookstore)
- Workout shoes,
- black athletic socks.

All Basic Peace Officer students will be required to participate in skills training and physical conditioning training.

EQUIPMENT to be furnished by the student

- Black Police Style Duty Belt (leather or nylon)
- Holster for Glock 17/22 pistol
- Double magazines pouch for Glock 17/22
- Four (4) black belt keepers
- Hearing Protection for gun range
- One (1) pair of clear safety glasses
- One (1) pair of handcuffs with key
- One (1) black handcuff case

Equipment may be purchased at any law enforcement supply company.

*****Handguns are provided by the Police Academy for use at the firing range.**

Possession of personal firearms on campus or any Police Academy premises is grounds for dismissal from the Police Academy and Navarro College, and referral to the Navarro College Department of Public Safety.

UNDER NO CIRCUMSTANCES ARE POLICE ACADEMY STUDENTS ALLOWED TO BE IN POSSESSION OF PERSONAL FIREARMS WHILE ON CAMPUS OR AT POLICE ACADEMY FACILITIES.

This also applies to a person who holds a license to carry.

OUTSIDE OF CLASS COMMITMENTS

Firearms Training - Students will be required to qualify during the day and at night. Students should plan to be at the range at minimum one evening during Firearms Training. Certain Academy courses may require firearms training on weekends.

Canvas – Students may be required to complete homework or other assignments outside of normal classroom hours. Internet access is required. If a student does not have internet access at home, staff will refer the student to a public computer lab that is accessible outside of normal business hours.

Bad Weather – All hours of the academy are required to be taught. In the event of bad weather, the missed classes must be made up. Academy staff will reschedule any make up days. These may be made up on weekends.

PSYCHOLOGICAL AND PHYSICAL EXAM INFORMATION

Physical Exam/Drug Screening should be ONLY done at one of the two locations listed:

Enviva Health Services
292 W6th Avenue
Corsicana, Texas 75110
903-872-1880

Hometown Medical Associates
215 W. Collins St.
Corsicana, TX 75110
903-602-5009

Advantage Medical
1102 Solon Place Way
Waxahachie, TX 75165
972-351-9993

Psychological testing may be conducted ONLY by one of the following providers:

Dr. Phillip Taff
2000 W 2nd Ave Ste B
Corsicana, TX 75110
903-872-4442

Pepper Psychological Services, PLLC
1112 E. Copeland Rd. Suite 560
Arlington, TX 76011
817-538-5893

Price, Proctor & Associates
11882 Greenville Ave Suite 107
Dallas, TX 75243
972-644-8686

Ensure that you take your L2 & L3 forms and obtain the proper signatures/marks. Return the original documents to the Academy.