

# Law Enforcement



## Meet Mr. Barber, your guide and academy mentor

From the onset of your journey into the Criminal Justice Academy, you will need to contact Mr. Mark Barber, Academy Assessment Coordinator, 352-726-2430, x272. The entry process takes several weeks to complete and he will walk you through the various stages in meeting your requirements for Law

Enforcement Officer training. Here is an abbreviated list of the basic steps you need to follow to gain entry into the academy:

1. Take a Criminal Justice Basic Abilities Test (CJBAT) exam and pass with 79% or better. CJBAT exams are conducted every Monday and Tuesday at 8:00 am in Room 283. The cost is \$40 and are generally completed within a 2½ hour timeframe.
2. Make an Application Appointment with Mr. Barber
3. Make a Submission Appointment with Mr. Barber (see Document Requirements below) and process Fingerprints (\$70)
4. Attend Academy Orientation (date to be announced)
5. Report for training (date to be announced)



| Open Enrollment Schedule         |                          |                             |
|----------------------------------|--------------------------|-----------------------------|
| Academy                          | Open Enrollment          | Academy Training Date       |
| Law Enforcement<br>37-09-1177-01 | July 21-October 10, 2008 | January 26-October 26, 2008 |
| Law Enforcement<br>37-09-1177-02 | January 26-May 15, 2009  | July 2009                   |

## Program Description

Instruction includes a combination of theory, laboratory and supportive courses. Instruction in the criminal justice specialties includes the history and composition of the criminal justice system activities, police ethics and responsibilities, law enforcement agencies, crime laboratory procedures, arrest and custodial procedures, investigations, trial and court procedures, and recordkeeping,. Supportive instruction is provided in communications, constitutional rights, human relations, social sciences, first responder skills, self-defense and firearm training.

## Entrance Requirements

In order to attend the Academy, you must meet the FDLE requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be 19 years of age or older
- U.S. Citizenship – Although U.S. citizenship is not specifically required to be an applicant for this program, non-U.S. citizens should make every effort to obtain U.S. citizenship prior to making application for the following reasons.
  - In accordance with Section 943.13, F.S. (Florida Statute), any person employed or appointed as a full-time, part-time, or auxiliary law enforcement officer must be a citizen of the United States.
  - In accordance with Chapter 11B-35.002(2), F.A.C. (Florida Administrative Code), Within four years of the beginning date of a Commission-approved Basic Recruit Training Program, an individual shall successfully complete the program, achieve a

passing score on the applicable State Officer Certification Examination (SOCE) , **and gain employment as an officer.**

- Have a valid Florida driver's license
- Complete the Basic Abilities Test (BAT) with a score of 79% or better. An individual must pass a Commission-approved CJBAT prior to basic recruit class.
- Have earned a high school graduate or equivalent diploma.
- Physical exam, including electrocardiogram.
- Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzal-malonotrite (CS). Students must have a physician's approval to participate in order to gain entry into the academy.
- Background investigation by school through Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
- Have never been convicted of any felony charge.
- Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- It is recommended that applicants have good physical agility and hand-eye coordination.
- Never have received a dishonorable discharge from any of the Armed Forces of the United States.
- Be of good moral character.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967 and the Omnibus Consolidated Appropriations Act of 1997. Amendments to the Gun Control Act of 1968 make it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe, that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including law enforcement officers.

### **Document Requirements (given at time of Submission Appointment)**

- Photocopy of birth certificate or signed affidavit verifying naturalization of U.S. Citizenship
- Photocopy of a signed Social Security Card displaying your current legal name
- Photocopy of a valid and current driver's license with correct residential address
- Photocopy of driver's license status: [www.hsmv.state.fl.us](http://www.hsmv.state.fl.us). There is a fee for this service.
- Photocopy of marriage license or adoption papers or any name-change documents
- Photocopy of Military Discharge DD214 or complete a Non-Military Statement
- Completed Fingerprint Card paid for in Room 103 and processed at WTI/CJA; \$70 fee.
- Official High School Diploma or transcripts in sealed envelopes (no exceptions)
- Photocopy of GED scores and diploma
- Any/all official college transcripts
- Photocopy of health insurance or school insurance card
- Physician Assessment Form 75B (furnished by WTI/completed by your physician)

### **Typical Academy Schedule**

Students may enroll in this program on a full-time basis. The Law Enforcement Academy is 815 hours in length and approx. 10 months in duration with a credit hour value of 15. Classes are held from 5:00 pm to 10:00 pm Monday through Thursday. There are 10 Saturday sessions for Pistol Range training and a full weekend for the Driving Range.

|            |  |
|------------|--|
| Chapter 1  | Introduction to Law Enforcement                    |
| Chapter 2  | Legal  |
| Chapter 3  | Communications                                     |
| Chapter 4  | Human Issues                                       |
| Chapter 5  | Patrol 1   |
| Chapter 6  | Patrol 2   |
| Chapter 7  | Crime Scene Investigations                         |
| Chapter 8  | Criminal Investigations                            |
| Chapter 9  | Traffic Stops                                      |
| Chapter 10 | Traffic Crash Investigations                       |
| Chapter 11 | CMS Law Enforcement Vehicle Operations             |
| Chapter 12 | CMS First Aid for Criminal Justice Officers        |
| Chapter 13 | CMS Criminal Justice Firearms                      |
| Chapter 14 | CMS Criminal Justice Defensive Tactics             |
| Chapter 15 | Dart-Firing Stun Gun                               |
| Chapter 16 | Criminal Justice Officer Physical Fitness Training |

## Completion Requirements

- Complete the required curriculum
- Meet the basic skill levels as required by the State of Florida
- Maintain required attendance
- Be recommended for a certificate by the Law Enforcement Coordinator
- Students are required to pass each exam with a minimum score of 80%. Failure to meet the 80% requirement will result in termination from the Academy.
- Students may retake only one (1) exam. This retake is allowed only if the student can demonstrate a compelling and sufficient reason.
- Graduated students must take and complete a Florida Certification Exam.
- Upon completing the Academy, the student is eligible to take the State law enforcement exam. Upon successfully passing the State exam, the student is eligible to be employed by a law enforcement agency as a law enforcement officer.
- Pay all WTI debts in advance of course start date

| <b>Law Enforcement Tuition Fees</b>                                     | <b>FL Resident</b>                   | <b>Non-FL Resident</b> |
|---|--------------------------------------|------------------------|
| <b>Student Fees</b>   |                                      |                        |
| Job Prep Vocational Fees  | \$1,567.34                           | \$6,269.34             |
| F-Bat   | \$40.00                              | \$40.00                |
| Background & Fingerprinting   | \$70.00                              | \$70.00                |
| Accident Ins. (Unless covered by private policy)                        | \$11.00                              | \$11.00                |
| <b>Books &amp; Supplies</b>   |                                      |                        |
| Vol. 1 -- Law Enforcement Curriculum*                                   | \$5.10                               | \$5.10                 |
| Vol. 2 -- High Liability Curriculum*                                    | \$3.90                               | \$3.90                 |
| Contemp. Criminal Procedures -- FL Crimes, Motor Vehicles & Other Laws* | \$77.45                              | \$77.45                |
| Street Drugs Guide*   | \$6.80                               | \$6.80                 |
| Law Misc. Handouts*   | \$10.00                              | \$10.00                |
| Black Webb Uniform Belt*  | \$5.65                               | \$5.65                 |
| <b>Firearms</b>   |                                      |                        |
| Gun Rental w/Equipment *  | \$42.00                              | \$42.00                |
| Ammo Lab Fee 38 Cal.  | \$259.25                             | \$259.25               |
| Range Fee   | \$25.00                              | \$25.00                |
|   | * Subject to Florida State Sales Tax | \$9.05                 |
|   |                                      | \$9.05                 |
|   | <b>\$2,132.54</b>                    | <b>\$6,834.54</b>      |

Please note: These are current fees. Tuition rate will increase 5% effective July 1, 2008. All prices are subject to change.

## Uniform Fees

Uniforms are ordered from a vendor that comes to the school at a designated time. Uniforms must be ordered and paid for at that time. The cost ranges from \$300-\$350 depending on size.

|  |   |
|--|---|
| ▪ 3 short-sleeve uniforms shirts (Khaki) | ▪ 2 pairs PT shorts                     |
| ▪ 1 long-sleeve uniform shirt (Khaki)    | ▪ 3 pairs khaki pants                   |
| ▪ 1 Tan Clip-on tie                      | ▪ 1 pair black "Corafram" lace up shoes |
| ▪ 4 High liability t-shirts              | ▪ 4 Uniform Patches                     |
| Other items to be purchased on your own: | ▪ 3 pairs white socks                   |
|  | ▪ 3 pairs black dress socks             |
|  | ▪ 1 pair athletic shoes (sneakers)      |

## Orientation Dress Code

- **Males** – Business Casual – Polo Shirt, dress shirt and slacks (no jeans or T-shirts). Any males with facial or lengthy hair must be shaven/cut. No visual earrings or piercings. No jewelry; wedding rings/bands and watches permitted. Dress/casual shoes; no beach sandals or tennis shoes.
- **Females** – Business Casual – Dresses, pants, skirts, tops (no jeans); no spaghetti straps. Long hair must be styled up (high pony tail or clipped). No multiple piercings; petite studs may be worn on lobes; one on each ear. No other jewelry; wedding rings/bands and watches permitted. Dress/casual shoes; no beach sandals or tennis shoes.

## Tuition Assistance

If you wish to apply for a PEL grant, visit [www.fafsa.gov](http://www.fafsa.gov). If you wish to apply for a scholarship, it is recommended that you visit/call WTI's Student Services Department: 352-726-2430, x385. Keep in mind that these funding options cover tuition only. Books, uniforms, ammo, etc., are not covered by PEL or Scholarship funding.

If you enroll and gain acceptance to the academy, and initiate efforts to have your tuition funded via Scholarship, Pell Grant or VA/GI, your eligibility **must be** verified. It is necessary for you to notify Mary Nell Stokes, Financial Aid Specialist at WTI, 352-726-2430, x248, or [stokesm@citrus.k12.fl.us](mailto:stokesm@citrus.k12.fl.us).

## CJBAT (Criminal Justice Basic Abilities Test) Facts

CJBAT is administered every Monday & Tuesday at WTI

Contact Bennie Demicoli for a seat: 352-726-2430, x272

The test is very reading comprehensive, contains a lot of visuals, and has very minimal math. It is in booklet format with answer sheets.

- Once you reserve your seat, arrive at WTI at 7:40 am
- Recommend you park in the middle of the WTI lot
- Go to far left of complex into the main Admin Building (100) and go to room 101 to register
- Go two doors down to room 103 to remit \$40
- Walk back out to parking lot; go to far right of the building complex
- Building 200, 2<sup>nd</sup> floor, back side of building above children's play area
- Report to Room 283 by 8:00 am
- You'll meet Mr. Barber, CJA Assessment Coordinator, who administers the test
- Test takes about 2.5 hours; you'll be complete by 11:00 am
- Call Bennie Demicoli for test results on Wednesday at 2:00 pm

WOULD YOU LIKE TO PREP FOR THIS TEST? If you are so compelled, go to [www.iosolutions.org](http://www.iosolutions.org). They host an online prep test for approx. \$15.00.

**WHAT DO I NEED TO BRING WITH ME?** \$40 and Driver's License.

WHAT HAPPENS NEXT? If your desire is to attend a Law Enforcement or Corrections Officer Academy, once you pass your respective CJBAT (79 for LE and 72 for CO), then you'll ask for an Application Appointment with Mr. Barber. It's a one-hour meeting to walk through the 18-page, comprehensive Academy application. Mr. Barber will provide you with guidance and additional instructions for the Academy entrance process at that time.

**RECAP OF ACADEMY FIVE-STEP PROCESS**

- Take and pass a CJBAT (score 79 for LE or 72 for CO) -- \$40
- 1-hour Application Appointment with Mr. Barber
- ½ hour Submission/Fingerprint Appointment with Mr. Barber -- \$70
- Attend an Orientation/Order Uniforms -- \$350-400
- Report for Academy Training

If you have any questions, please contact the Criminal Justice Secretary.

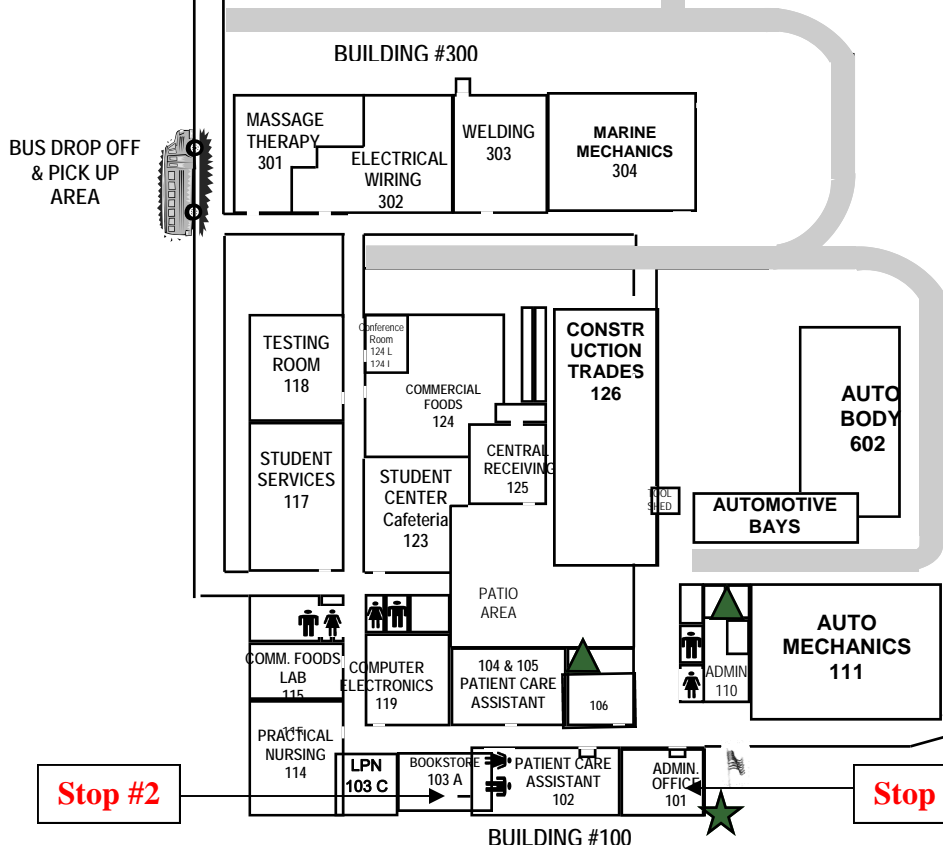
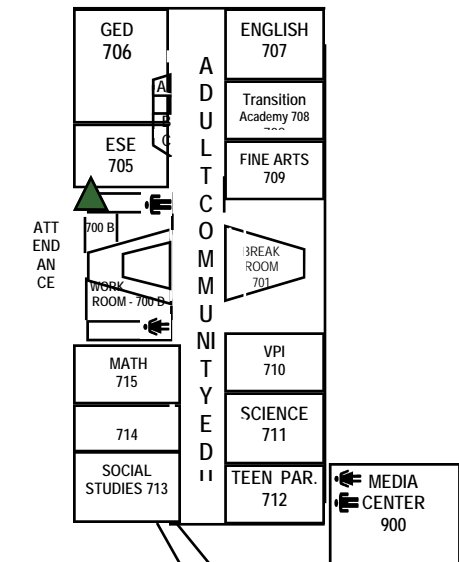
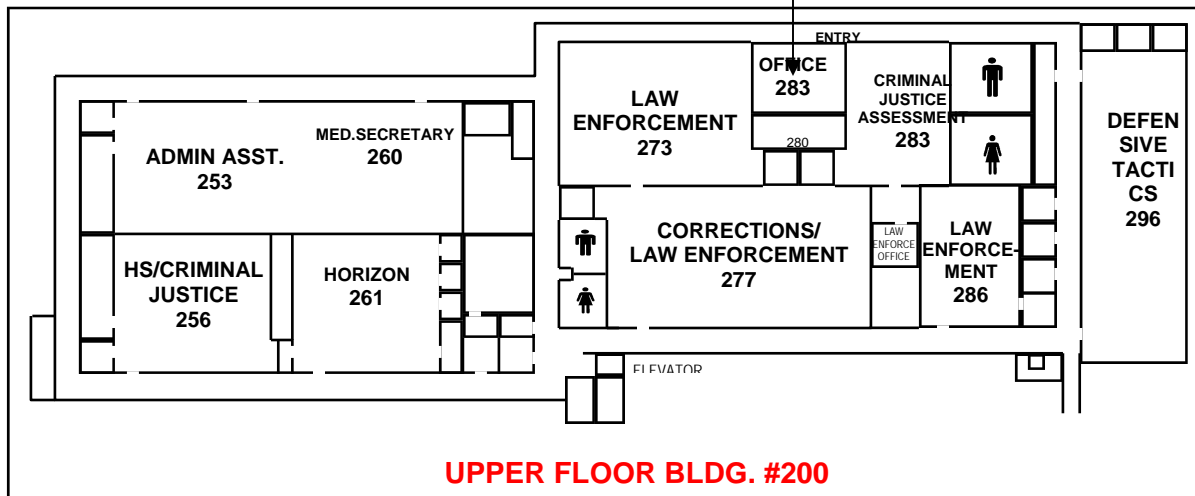
*Bernadette "Bennie" Demicoli*

Criminal Justice Academy Secretary  
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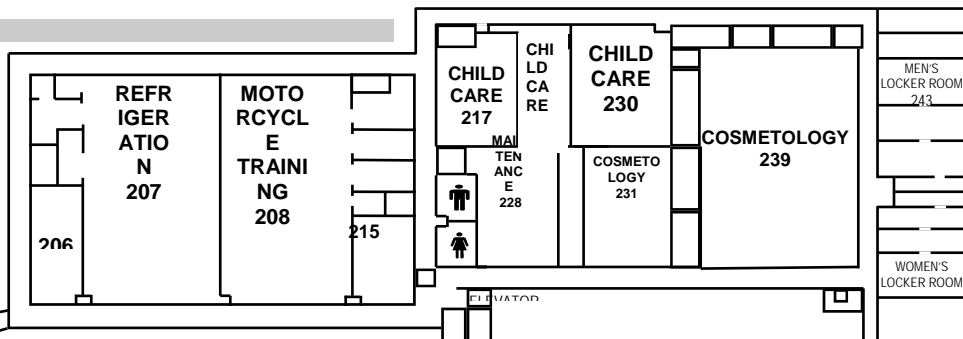
# Withlacoochee Technical Institute School

**Stop #3 CJBAT Testing Room**



Withlacoochee Technical Institute is a non-smoking campus.

-  Assistant Directors
-  Director



**Parking Lot**