



COUNTY OF BERGEN
DEPARTMENT OF PUBLIC SAFETY
BERGEN COUNTY POLICE ACADEMY
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County Executive

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Dear Chief / Director / Training Coordinator:

The following information pertains to the upcoming Basic Course for County Correctional Police Officers (BCCCPO) Class #33 (10/31/2024 – 02/28/2025).

***** NEW REQUIRMENTS *****

Recruits must now pass the physical fitness assessment prior to entering an academy.

A voluntary Pre-Entry Preparation Program (PEPP) will be conducted at the Bergen County Police Academy. The goal of the PEPP is to give each candidate the opportunity to prepare for the physical rigors of law enforcement training while stressing the importance of personal responsibility for physical conditioning, the physical fitness assessment standards, demonstration and participation. Candidates should dress for physical activity, bring a water bottle, a form of identification, and a cell phone.

The mandatory Pre-Academy Physical Fitness Assessment will be conducted at 9:00 A.M. on:

09/17/2024 initial test **10/08/2024** re-test (prior failures only)

The past practice of emailing "John Doe/Jane Doe" Recruit Training Applications is obsolete. To reserve a seat in the BCCCPO, simply email recruittraining@bergencountynj.gov and rking@bcsd.us with the requested number, department and point of contact.

The Police Academy's Class Packet on the website is delineated in greater detail below, and in the same order as the following:

*****Please only utilize the documents currently listed on this website as some have been updated.*****

1. Recruit Training Application: Must be completed, signed by the chief of police and returned to the academy by **Thursday October 10, 2024**. (Email: recruittraining@bergencountynj.gov and rking@bcsd.us)
2. Inter-Agency Agreement: Must be completed and signed by the chief of police and returned to the academy by **Thursday October 10, 2024**. (Email recruittraining@bergencountynj.gov and rking@bcsd.us)
3. Medical Screening Process / Notice to Trainee / Health History (PTC-7) Notice to Physician / Medical Certification (PTC-8) and returned to the academy by **Thursday October 10, 2024**. Form PTC-7, must

be fully completed by the candidate prior to arrival at HUMC. Also, submit a copy at the pre-assessment or prior (*In-person or Mailed to the Academy MUST BE DELIVERED IN A SEALED ENVELOPE*). PTC-8, must be signed/dated by physician and returned to the academy.

4. Responsibilities of Law Enforcement Agencies as required by N.J.A.C 13:1-8.1
5. Notice of New Appointment (NONA). Must be completed and uploaded onto the ACADIS Portal by by **Thursday October 10, 2024.**
6. HUMC's Candidate Physical Examination Instructions.
7. Equipment / Uniform list. (*The recruit keeps this list*).
8. Equipment / Uniform Vendors contact numbers. (*The recruit keeps this information*).
9. Design-N-Stitch order forms. (*The recruits keep these 2 forms*). You may order your PT Gear at any time prior at 107 Pink St. in Hackensack, or on the day of the pre-assessment.
10. Firearms Training Equipment list.
11. Physical Conditioning Testing memo.
12. Psychological Certification and returned to the academy by **Thursday October 10, 2024.**
(Email recruittraining@bergencountynj.gov and rking@bcsd.us)
13. Pre Academy Medical Clearance (May use personal doctor). Due on or before the date of the assessment.
(Email recruittraining@bergencountynj.gov and rking@bcsd.us)

All trainees that receive an appointment as a police officer / sheriff's officer will be granted a leave of absence with pay during the period of training pursuant to N.J.S.A. 52:17B-69.

Basic Course for County Correctional Police Officers program cost: **\$1,100 + \$45** per drug test administered.
Out of County Waivers: **\$400.**

All agencies must comply with the requirements of the Police Training Commission Rule N.J.A.C. 13:1-8.1 to include a background investigation, drug testing and medical clearance.

Each candidate is required to undergo a complete medical screening examination including Bruce Protocol 100% Maximal HR Stress Test, BMI Screening and Agility Screening at Hackensack University Medical Centers' Center for Occupational Medicine. **THIS IS THE ONLY ACCEPTABLE MEDICAL/STRESS TEST SCREENING FOR THE ACADEMY. CANDIDATES WHO FAIL THE MEDICAL SCREENING WILL NOT BE ADMITTED TO THIS ACADEMY. NOTE: This medical screening will include a pregnancy test for females.**

For scheduling, call the HUMC Center for Occupational Health at (551) 996-8670. We strongly suggest that you schedule the exam as early as possible (the fee for this exam is \$1325.00) NOTE: The Health History (Form PTC-7) and Medical Certification (Form PTC-8) should be delivered in a sealed envelope.

All candidates must take a Pre-Academy Physical Fitness Assessment prior to starting the Academy. This test will be conducted on the aforementioned dates at the Police Academy. Candidates must wear appropriate physical training attire and running shoes. **ANY INDIVIDUAL REPORTING LATE FOR THE PRE-ENTRY FITNESS TEST WILL NOT BE TESTED AND WILL BE RETURNED TO THE SENDING AGENCY. IF THE CANDIDATE FAILS THE PRE-ENTRY FITNESS EVALUATION, THE CHIEF OF POLICE WILL BE NOTIFIED.**

ALL POLICE RECRUITS **MUST** BE BACKGROUND CLEARED, MEDICALLY CLEARED, DRUG TEST CLEARED, PSYCHOLOGICALLY CLEARED AND REGISTERED WITH THIS ACADEMY NO LATER THAN **Thursday October 10, 2024.**

All police recruits shall report to the Police Academy on **Thursday, October 31, 2024** for Orientation Day, which is required by the New Jersey Police Training Commission. **All Recruits MUST be duly appointed as Probationary County Correctional Police Officers prior to Orientation Day.**

On Orientation Day, the Basic County Correctional Police Recruit will report punctually in business attire.

All required recruit gear as listed on the Equipment/Uniform List should be brought on Orientation Day. In order to conform to the standards of the Police Academy, recruits should purchase the physical training attire from Design-N-Stitch.

Prior to Orientation Day, all recruits will be given a copy of the Bergen County Police Academy's Rules & Regulations, for which they are responsible. A disciplinary system is included and will be **strictly enforced** during training. Serious violations will not be tolerated and may be cause for immediate dismissal. Any recurring violations will be reported to the sending department. If violations continue, the recruit will be dismissed / withdrawn from the Academy.

During range exercises, each student must also be equipped with a functional bullet-resistant vest, ballistic resistant eye wear, ear protection, duty type flashlight. It is recommended that each trainee fire at least 300 rounds with their respective firearms personnel prior to range week. This training should cover the basics of marksmanship and fundamentals of the pistol.

The recruits will receive training in the use of the ASP, expandable baton. Any agency that issues/authorizes a side-handled baton, (PR-24,) will please notify the Police Academy in advance if this training is necessary. Once qualified, recruits should wear the agency issued/authorized baton, at the Academy.

All recruits will be certified in the Police Training Commission's required First Responder functional area. Sending Agencies interested in certifying their trainees as EMT's will have the option to continue their training after graduation, at the Bergen County EMS Academy in Paramus on an "In-Service Training" basis. Please contact Director Mike Tarantino at the EMS Center in Paramus, (201) 343-3407.

In accordance with the Attorney Generals Guidelines related to the Basic Course for County Correctional Police Officers, drug screening of trainees is conducted periodically at this Academy via urine testing. This procedure is included in our Rules and Regulations. Trainees will be fully apprised of these rules and regulations during orientation. In the event any illegal substance is detected in the recruit's urine, he or she will be dismissed from the Academy. In addition, the trainee shall be terminated from employment and reported to the Central Drug Registry by his or her sending agency. The trainee will be barred from future law enforcement employment in New Jersey. Please be sure to inform your recruits of this policy prior to his/her attendance.

NOTE: The New Jersey State Medical Examiner's Office charges a fee of **\$45.00 per urine test**. A minimum of one test will be administered during training. Each sending Agency is required to cover the cost for these tests.

Your department will be billed upon completion of the Basic Course for Police Officers. Email results to ([Email recruittraining@bergencountynj.gov](mailto:recruittraining@bergencountynj.gov) and rking@bcds.us). Please write the recruit's name on the form.

PLEASE NOTE: MANDATORY AGENCY TRAINING WILL BE THE LAST WEEK OF RECRUIT TRAINING, JUST PRIOR TO GRADUATION.

If you have any questions pertaining to this application or the Basic Course for County Correctional for Police Officers, please contact Captain Ryan King by emailing rking@bcds.us or calling 201-785-5727.

We appreciate your cooperation and assistance in working with us.

Sincerely,

Kenny

Kenneth R. Ehrenberg, Esq.

Director

Bergen County Police Academy