

Application Process Schedule



READ

If you are unable to attend any of the below dates –
DO NOT RETURN APPLICATION

- | | | |
|-------------------|---|--|
| November 7, 2016 | - | Application Return Deadline |
| November 17, 2016 | - | Physical Fitness Test |
| December 2, 2016 | - | Psychological/Reading Comprehension Test |
| January 16, 2017 | - | Start of Class |

NOTE

Completed applications MUST be returned in person to the Police Academy Office. DO NOT mail your completed application. Applications received by mail will be rejected.



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332

Fax: 610-655-6393

*Andres Dominguez Jr, Chief of
Police*

610-655-6241

Dear Prospective Cadet:

The Reading Police Academy is located on the campus of Alvernia University, Francis Hall 400 Saint Bernardine Street Reading, Pennsylvania. The Academy has been certified since 1976 by the Commonwealth of Pennsylvania, Municipal Police Officers' Education and Training Commission to teach the basic police officer curriculum. The Reading Police Academy is owned by the City of Reading and operated by the Reading Police Department.

The Basic Training Course as prescribed by Act 120, is designed to provide students with the initial skills necessary to begin their police careers. The Act 120 course is required training for all Pennsylvania municipal police officers. Two types of students attend the academy. The first are newly hired police officers enrolled to satisfy the requirements of Act 120. The second are pre-service students who are not hired by a police department. The pre-service students are taking the course in the hopes of enhancing their chances of police employment.

The course consists of 820 hours and is completed in a 20-week program. Classes run from 0700-1600 hours, Monday through Friday with few exceptions and can last until 1700 hours on testing dates. A 1/2 hour is provided for lunch. Prospective students should be aware that the Reading Police Academy operates as a structured paramilitary school and the course is both academically and physically challenging.

It is important that all applicants are aware of the physical training standards and be able to meet the minimum standard to gain admission into the program. A copy of the Cooper Institute standards is provided in the application packet. Applicants failing to meet the standard **will not be accepted** into the program.

Lt. Andrew J. Winters

Additional information is available at:

www.readingpa.gov

www.mpoetc.state.pa.us





READING POLICE ACADEMY

815 Washington Street Reading PA 19601-3690

Lt. Andrew J. Winters
Director of Training

610-655-6332
Fax: 610-655-6393

To: All persons interested in attending the Reading Police Academy
January, Full-Time Class (2017-01)

From: Lt. Andrew J. Winters, Director of Training

Enclosed is the Application and Information package that you requested concerning the Reading Police Academy. The information includes:

1. An explanation of the Basic Municipal Police Training Course.
2. An outline of the subjects presented in the course.
3. An Application to apply for enrollment in the course.
4. An explanation of the Physical Examination
5. A Preliminary Physical Examination Form - SP 8-300C (9-2004)
6. An Authorization to conduct a Criminal History Investigation.
7. Applicant Notification Procedure
8. A Release and Indemnity form (must be notarized)
9. Refund Policy
10. Essential duties of a police officer.
11. Informed Consent Form
12. Health History Form
13. Notice to Applicants

The starting date for the January FULL-TIME class is **Monday, January 16, 2017**. Upon successful completion of all facets of the application process, including the psychological examination, and Physical Agility test, the class will be filled on a first come basis. The applications will be date, time stamped as they are received. Seating is sometimes limited. It will be beneficial to you to complete all application forms in a timely manner and submit them with the other requested paperwork in person, to the Academy. The Academy is located at Alvernia University, Reading, PA Francis Hall Room #136.

If you should have any questions, please call (610) 655-6332.

Return the completed application, the \$50.00 non-refundable application fee (check or money order made payable to "CITY OF READING"), and related items no later than Monday November 7, 2016.

Applications must be returned in person. Applications received via mail will be rejected.



READING POLICE ACADEMY

815 Washington Street Reading PA 19601-3690

The Basic Municipal Police Training Course as prescribed by Act 120 is designed to provide students with the initial skills and information necessary to begin their police careers. It is attended by two types of students. The first are newly hired police officers enrolled to satisfy the requirements of Act 120. The second are pre-service students who are not police officers. The pre-service students are taking the course in the hopes of enhancing their chances of police employment. The course consists of all major phases of police service and includes a significant component of “situational” training.

Should the number of applications received exceed the allotted number of class seats, newly hired police officers will be given preference. Applicants will be accepted on a first-received, first-accepted basis.

REQUIREMENTS

A. POLICE OFFICERS:

1. The officer must be approved to attend the training by the Municipal Police Officers’ Education and Training Commission (MPOETC). The employing municipality must file form SP 8-300 with the MPOETC.
2. The Municipality must pay the tuition or submit the Original Direct Tuition Reimbursement form (SP8-322) to the Reading Police Academy.
3. The officer must complete the Reading Police Academy application, Release and Indemnity form (notarized), and other requested paperwork and submit to the Director of Training.
4. The officer must provide a photocopy of his/her valid driver’s license.
5. The officer must wear the approved Academy uniform.
6. The officer must successfully complete the Nelson-Denny Reading Comprehension Test at the 9th Grade reading level.
7. The officer must complete the Reading Police Academy PT Testing procedure and pass at the 30% of the MPOETC Fitness Standards for age & gender.

B. PRE-SERVICE STUDENTS:

1. The applicant must complete and return the Academy Application with all of the necessary paperwork.
2. Each applicant must pass a series of psychological tests, a Nelson Denny reading comprehension test, and an intelligence test as required by the Director of Training. The tests are administered by a psychologist. The student is responsible for paying the psychologist's fee at the time of testing. Each applicant will be notified by mail with the details of when to report for this testing.
3. The applicant must have a medical examination performed at his/her expense to certify that there is no reason why he/she would not be able to participate in an active physical fitness program. The Academy will provide the form to be completed by the examining physician and this form must be legible to the Academy Director. **The form must state at the bottom in the "Remarks" section that the applicant is capable of performing in an active physical fitness program.**
4. The applicant must be at least 20 years of age by the closing date of the application process.
5. Each applicant must submit photocopies of his/her high school diploma or G.E.D., Birth Certificate, and valid driver's license.
6. Applicants must sign an authorization for the Reading Police Academy to conduct a criminal history check and background investigation.
7. Students must purchase and wear the Academy uniform designated by the Director of Training
8. You are expected to pay a non-refundable application fee of \$50.00 when you submit your application. This check or money order must be made out to the "City of Reading". On the first day of class, the balance of \$3,992.00 is due. **The Reading Police Academy does not provide financial aid or payment plans.**
9. Applications and the related paperwork, the physical exams, and the psychological tests are only valid for the class you are applying for. They will need to be repeated if you do not obtain entry into this class.

C. COURSE INFORMATION:

1. Act 120 requires a minimum of approximately 777 hours of instruction plus approximately 22 hours of testing. Attendance is mandatory and is strictly enforced.
2. Students must score a 75% or better in each of the graded topic areas, except Emergency Response and CPR. A score of 80% or better is considered passing in Emergency Response and CPR.
3. Students cannot become certified unless they have passed all topic areas. Any topic area graded as a failure must be re-taken in its entirety. According to MPOETC Rules & Regulations, a student can only record two failures before dismissal from the Academy.
4. Homework and study should be expected. Physical fitness standards must be met by the conclusion of the course. Standards have been set by the Training Commission and will be given to each student on the first day of class.

HOURS AND TYPES OF CLASSES

A. FULL-TIME ONLY:

Full-Time classes meet Monday through Friday from 0730 Hours to 1600 Hours with the exception of a few days (as per the training schedule). One-half hour is provided for lunch. The entire course takes approximately twenty (20) weeks.

NOTE: The requirements listed for the Reading Police Academy are not the same as those for becoming a police officer for the Reading Police Department. **Successful completion of the Academy does not ensure employment with the Reading Police or any other Department.** Questions regarding employment should be directed to the Civil Service Board or Personnel Office of the Municipality in which you wish to be hired.

The Reading Police Academy does not discriminate in admission on the basis of race, color, religion, age, or sex.

**FIREARMS TRAINING AT THE
READING POLICE ACADEMY**

The purpose of this memorandum is to outline the firearms training program and weapons authorized for firing at the Reading Police Academy Pistol Range.

Pre-Service students will be trained with Smith & Wesson pistols, Models 3913 or 5906, firing a 9mm cartridge. These pistols will be furnished by the Academy. The Academy will also furnish a holster, gun belt, magazines, and a magazine pouch for the student's use. Ammunition will be furnished at the range.

Students employed by a law enforcement agency which issues semi-automatic pistols will be trained on our pistols as outlined above. If the agency desires, the student will be qualified on the agency's pistol. This is for qualification only and not firearms training. The Rangemaster, prior to use, will inspect these firearms and any firearm deemed unsafe will not be allowed on the range. Students will need 3 magazines, a double magazine pouch and holster. This requires a signed letter by the Chief of the agency that is employing the student.

All students will be qualified on the current duty ammunition as issued by the Reading Police Department. Students employed by a law enforcement agency may be qualified on their department's duty ammunition. This ammunition will be inspected by the Rangemaster prior to being used by the student.

The firearms training program is very demanding. It requires students to fire a weapon single and double action with both hands and also with one hand using their strong and weak hand. Students must be able to fire all exercises to successfully complete the firearms portion of training. To ensure that each student is able to fire the weapon the required number of times, a diagnostic test will be given to each student. Each student will be required to trigger a revolver in the double action mode according to the table below. Any student not passing this test is strongly advised to begin a program to increase his/her ability to fire a handgun.

Minimum Standard – Time Limit of 30 Seconds

	Strong Hand	Weak Hand
Males	75	65
Females	60	45

Basic Police Curriculum (Amended)

Revision Date: Friday, August 01, 2008
 Publish Date: Wednesday, September 03,

2008

CURRICULUM SECTION & CODE		UNIT NAME	Lecture	Practical	TESTS (TEST NO. & CURRICULUM AREAS TESTED)	
I. INTRODUCTION TO THE ACADEMY	N/A	a. Academy Mission	(1)			
	N/A	b. Academy Objectives	(2)			
	N/A	c. Rules and Regulations	(1)			
	N/A	d. Learning Skills	2			
	01-001	e. Role & Function of MPOETC	1			
II. INTRODUCTION TO LAW ENFORCEMENT IN PA	02-001	a. History and Principles	4			
	02-002	b. Police, Public and C.O.P.	8			
	02-003	c. Ethics and Moral Issues	8			
	02-004	d. PA Criminal Justice System	4		Testing Area #1	I d,e,f/II a,b,c,d
III. PHYSICAL & EMOTIONAL READINESS	03-001	a. Physical Fitness	4			
	03-002	b. Emotional Health/Stress Mgmt.	8		Testing Area #2	III a,b
	03-003	c. Academy Physical Requirements	0	42	Testing Area #3	III c
IV. LAWS AND PROCEDURES	04-001	a. Authority and Jurisdiction	2			
	04-002	b. Constitutional Law	4			
	04-003	c. Criminal Law	32		Testing Area #4	IV a,b,c
	04-004	d. Criminal Procedure/Laws of Arrest	32		Testing Area #5	IV d
	04-005	e. Search and Seizure	24		Testing Area #6	IV e
	04-006	f. Admissions and Confessions	2			
	04-007	g. Civil Laws	4			
	04-008	h. Liquor Laws	1			
	04-009	i. Controlled Substances	6			
	04-010	j. Cell Phone Laws	1			
	04-011	k. Lethal Weapons Law	1			
	04-012	l. Electronic Surveillance Act	2			
	04-013	m. Environmental Crimes	1		Testing Area #7	IV f,g,h,I,j,k,l,m
V. DEFENSIVE TACTICS	05-001	a. Use of Force in Law Enforcement	8		Testing Area #8	
	05-003	b. Tactical self-defense	4	32		

CURRICULUM SECTION & CODE		UNIT NAME	Lecture	Practical	TESTS (TEST NO. & CURRICULUM AREAS TESTED)	
VI. MOTOR VEHICLE LAW ENFORCEMENT	06-001	a. Vehicle Code & Enforcement	40	8	Testing Area #9	VI a (TWO PARTS A & B)
	06-002	b. DUI Enforcement & Prosecution	12		Testing Area #10	VI b
VII. MOTOR VEHICLE COLLISION INVESTIGATION	07-001	a. Collision Investigation	16			
	07-002	b. Hazardous Materials	4		Testing Area #11	VII a and b
VIII. PATROL PROCEDURES AND OPERATIONS	08-001	a. Role of Patrol in Policing the Community	4		Testing Area #12	VIII a,h,I,j
	08-002	b. Patrol Procedures	12	4		
	08-003	c. Patrol activities & incidents	6	2		
	08-004	d. Monitoring & Controlling Vehicular & Pedestrian traffic	9	2		
	08-005	e. Vehicle Stop Techniques	8	8		
	08-006	f. Roadblocks & Barricades	2			
	08-007	g. Crimes in Progress	3		Testing Area #13	VIII b,c,d,e,f,g
	08-008	h. Crowd control & Civil disorder	3			
	08-009	i. Crime Prevention/Fear Reduction	2			
	08-010	j. Special Problems-Gangs and Terrorism	8			
	IX. PRINCIPLES OF CRIMINAL INVESTIGATION	09-001	a. Officer as First Responder	8		
09-002		b. Securing the Crime Scene	2	2		
09-003		c. Interview and Interrogation	8			
09-004		d. Identifying, Collecting Evidence	8			
09-005		e. Identification of Suspects	2			
09-006		f. Crimes against People	2			
09-007		g. Crimes against Property	2			
09-008		h. Injury and Death Cases	4		Testing Area #14	IX a,b,c,d,e,f,g,h
09-009		i. Sex Crimes	4			
09-010		j. Controlled Substances	8			
09-011		k. Informants & Intelligence	2			
09-012		l. Surveillance	2			

CURRICULUM SECTION & CODE		UNIT NAME	Lecture	Practical	TESTS (TEST NO. & CURRICULUM AREAS TESTED)	
IX. PRINCIPLES OF CRIMINAL INVESTIGATION (CONTINUED)	09-013	m. Civil Complaints & Service	2			
	09-014	n. Case Preparation	4			
	09-015	o. Radio Procedures	1		Testing Area #15	IX i,j,k,l,m,n,o
X. HUMAN RELATIONS	10-001	a. Perceptions of Human Behavior	8			
	10-002	b. Communication	4			
	10-003	c. Cultural Diversity	8			
	10-004	d. Ethnic Intimidation/Bias Crimes	4		Testing Area #16	X a,b,c,d,
XI. CRISIS MANAGEMENT	11-001	a. Behavior Mgmt. /Crisis Intervention	4			
	11-002	b. Dispute intervention/conflict mgmt.	4			
	11-003	c. Recognizing Special Needs	11		Testing Area #22	XI c
	11-004	d. Suicide, barricaded persons, hostage situations	4			
XII. FAMILIES IN CRISIS	12-001	a. Juvenile Law & Justice	4			
	12-002	b. Handling juveniles & their problems	4			
	12-003	c. Domestic violence & police response	8			
	12-004	d. Victim Assistance Laws	4		Testing Area #17	XI a,b,d/XII a,b,c,d
XIII. BASIC FIREARMS	13-001	a. Basic Firearms Course	8	72	Testing Area #21	XIII
XIV. OPERATION OF PATROL VEHICLES	14-001	a. Emergency Vehicle Operations	20	20		
XV. REPORT WRITING	15-001	a. Report writing & notetaking	8		Testing Area #18	XV
XVI. CASE PRESENTATION	16-001	a. Courtroom Testimony & Demeanor	12			
	16-002	b. Rules of Evidence	8		Testing Area #19	XVI a,b
XVII. FIRST AID & CPR	17-001	a. Emergency Response Training	52(56)			
XVIII. HANDLING ARRESTED PERSONS	18-001	a. Mechanics of Arrest, Restraint and Control	16			
	18-002	b. Handcuffing	4			
	18-003	c. Transporting Prisoners	4			
	18-004	d. Custody of the Mentally Ill	2			
	18-005	e. Booking and Lockup	2			
	18-006	f. Booking & Lockup/Juveniles	2			
	18-007	g. Special Problems	2		Testing Area #20	XVIII a,b,c,d,e,f,g

TOTAL HOURS = 510 + 52 (56) = 562 (566) + 192 (Practical) = 754 (758).

2017 Projected Cost for Pre-Service Cadet

Non-Refundable Registration Fee	\$50.00
Physical Exam	(responsibility of applicant)
Psychological/Reading Comprehension Test	\$240.00
Course Tuition	\$3,992.00
Cadet Uniform (2 sets)	\$100.00
PT Uniform (2 sets)	\$165.00



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lieutenant Andrew J. Winters
Director of Training

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr., Chief of Police

610-655-6241

PRE-SERVICE CADET APPLICATION

ACT 120

BASIC MUNICIPAL POLICE TRAINING COURSE

All items on this application must be completed. Applications with blank items will be returned and may result in your non-acceptance in the course of study. Please type or print legibly.

NAME: _____
Last First MI

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Social Security #: _____

Date of Birth: _____ Age: _____ Are you a U.S. Citizen: Yes No

Height: _____ Weight _____ Eye Color: _____ Hair Color _____

Drivers License Information:

State: _____ OLN # _____ Expiration _____

Email Address: _____

Place of Employment: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Occupation: _____ Work Phone: _____

HIGH SCHOOL: _____ Year Graduated: _____

Address: _____

City: _____ State: _____ Zip Code: _____

COLLEGE: _____ Year Graduated: _____

Address: _____

City: _____ State: _____ Zip Code: _____

MILITARY SERVICE: Yes No Branch: _____

Type of Discharge: _____ Date: _____

1. Have you ever been cited or arrested for any offense (traffic, summary, misdemeanor, or felony)? (If yes, attach separate sheet listing charge with detailed explanation) Yes No

2. Have you ever been convicted for any offense (traffic, summary, misdemeanor, or felony)? (If yes, attach separate sheet listing charge with detailed explanation) Yes No

3. Do you use, consume, buy or sell illegal narcotics or controlled substances? (If yes, attach separate sheet with detailed explanation.) Yes No

4. Have you ever, at any age, used, consumed, sold or tried illegal narcotics or controlled substances in the past? (If yes, attach separate sheet with detailed explanation) Yes No

5. Do you consume alcoholic beverages? (If yes, explain to what extent:) Yes No

6. Have you ever applied to any other police academy? Yes No If yes list academies below:

7. Are you physically fit and able to undertake the prescribed, rigorous physical training sections of the Basic Municipal Police Training Course? List below any medical conditions/problems and or abnormalities that the Reading Police Academy should be aware of prior to starting the rigorous physical training program. Yes No

8. Are you now receiving, or have you ever-received physical disability compensation from any source? If yes to either of these questions, state the source, nature and extent of the disability. (Continue on an additional sheet of paper if necessary) Yes No

I, _____ (print name) swear or affirm that the information listed on this application is true and correct. I give permission to any person acting on behalf of the Reading Police Academy to verify this information. I understand and agree that if any falsification or omission of fact is found, it may be the basis for denial of acceptance into the course, or removal from the course. I agree to abide by the Rules and Regulations of the Reading Police Academy. I also agree to conform to proper conduct, both in and out of the classroom. I understand and agree that my failure to do so may result in my removal from the course.

Applicant's Signature

Date

Submit a completed photocopy of the PRELIMINARY PHYSICAL EXAMINATION FORM (SP 8-300C, 6-2000) and a properly notarized HOLD HARMLESS AGREEMENT with this application and photocopies of the following items:

- Birth Certificate
- Valid Driver's License
- High School Diploma or G.E.D.
- College Diploma
- Military Discharge Papers (DD214)

Failure to submit these documents will result in the application being returned to you and thereby affecting your chances of being accepted to the Reading Police Academy.

Physical Examination Information

Your physical examination, which must be completed by a medical doctor or D.O. or CRNP, shall include forwarding you to a lab to have the following completed: **Profile 2-Urinalysis Drug Abuse Panel 10 with alcohol**. This is to determine that the applicant is free from excessive use of alcohol, drugs or illegal controlled substances. You shall indicate to your examining physicians that submission of these tests results along with your fully completed physical examination form is required. Also the remarks section, on your physical examination form, must state that the **“applicant is capable of performing in an active physical fitness program”**.

One further note, you should be aware that as per the Rules and Regulations of the Municipal Police Officers Education and Training Commission (M.P.O.E.T.C.) that the results of your physical and psychological examination are only good for a period of six (6) months. Should you not be fortunate enough to secure a position within the current class you will most likely have to re-do the physical and psychological components for consideration in a possible future class.

**COMMONWEALTH OF PENNSYLVANIA
MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION
PHYSICAL EXAMINATION**

NOTICE TO EXAMINING PHYSICIAN

THIS EXAMINATION MUST BE ADMINISTERED BY A LICENSED PHYSICIAN.

This examination is to determine the physical fitness of the applicant to be certified as a police officer in Pennsylvania. The applicant who you are about to examine is applying for certification and will be vested with a position of public trust. He/she may, at some future time, be required to exercise significant physical strength and undergo high emotional stress.

NOTE: THIS FORM MUST BE PRINTED IN INK OR TYPEWRITTEN; PHOTOCOPIES WILL NOT BE ACCEPTED.

1. SOCIAL SECURITY NUMBER		2. DATE OF BIRTH (MO-DAY-YEAR)		3. DATE OF EXAM	
4. NAME (PRINT) LAST	FIRST	MIDDLE	SUFFIX		
5. STREET ADDRESS			CITY/BOROUGH	STATE	ZIP CODE

6. PHYSICIAN SHALL COMPLETE THE FOLLOWING:

A. Is this applicant free from the addictive or excessive use of either alcohol, drugs, or illegal controlled substances which has been determined using current laboratory testing procedures? YES NO

B. Is this applicant's physical condition such that the applicant can reasonably be expected to withstand significant cardiovascular stress? YES NO

C. Is this applicant free from any debilitating conditions such as tremor, incoordination, convulsion, fainting episodes, or other neurological conditions which may affect the applicant's ability to perform as a police officer? YES NO

D. Is this applicant free from any other significant physical limitations or disabilities which would, in the physician's opinion, impair the applicant's ability to perform the duties of a police officer or complete the required minimum training requirements? YES NO

E. Is this applicant missing any extremities, including digits, which would prevent performance of required police duties or meeting minimum training requirements? YES NO

QUESTIONS A - D MUST BE ANSWERED "YES" AND QUESTION E MUST BE ANSWERED "NO" FOR THE APPLICANT TO BE FOUND FIT.

BLOOD PRESSURE SYSTOLIC _____ DIASTOLIC _____	HEART <input type="checkbox"/> NORMAL <input type="checkbox"/> ABNORMAL	LUNGS <input type="checkbox"/> NORMAL <input type="checkbox"/> ABNORMAL
---	---	---

HEARING
The applicant must be able to distinguish a normal whisper at a distance of 15 feet. The test shall be independently conducted for each ear, while the tested ear is facing away from the speaker and the other ear is firmly covered with the palm of the hand. The applicant is prohibited from using a hearing aid during the testing. If the applicant fails the whisper test, a decibel audio test is required.

RIGHT NORMAL ABNORMAL LEFT NORMAL ABNORMAL

VISION
The applicant must have distant vision of at least 20/70, uncorrected, in the stronger eye, correctable to 20/20; and at least 20/200, uncorrected, in the weaker eye, correctable to at least 20/40; and must be free of any significant visual abnormality. THE FOLLOWING MUST BE COMPLETED:

RIGHT UNCORRECTED 20/ ____ LEFT UNCORRECTED 20/ ____
RIGHT CORRECTED 20/ ____ LEFT CORRECTED 20/ ____

(i) Does the applicant have normal depth perception? YES NO

(ii) Does the applicant have normal color perception? YES NO

(iii) Is the applicant free from any other significant visual abnormalities? YES NO

IF THE APPLICANT'S HEARING OR VISION DOES NOT MEET THE REQUIREMENTS ABOVE, THE APPLICANT IS UNFIT.

7. REMARKS

8.

PHYSICAL CERTIFICATION

I HAVE PERSONALLY EXAMINED THE ABOVE-NAMED APPLICANT, AND IT IS MY PROFESSIONAL OPINION THAT THIS PERSON IS PHYSICALLY FIT OR UNFIT TO BE CERTIFIED AS A POLICE OFFICER IN PENNSYLVANIA AS INDICATED BELOW:

PHYSICAL VERIFICATION

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED IN THIS EXAMINATION FORM ARE TRUE AND CORRECT, AND THAT I AM SIGNING THIS DOCUMENT WITH THE FULL UNDERSTANDING THAT ANY FALSE INFORMATION OR STATEMENT WILL SUBJECT ME TO CRIMINAL PENALTIES OF 18 P.A.C.S. § 4904, RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

FIT

UNFIT

_____ DATE

_____ SIGNATURE - EXAMINING PHYSICIAN

A. NAME OF EXAMINING PHYSICIAN (PRINT)

B. LICENSE NO.

C. STATE

D. STREET ADDRESS

CITY/BORO

STATE

ZIP CODE

E. TELEPHONE NO.

9.

RELEASE OF PHYSICAL INFORMATION

Having applied for certification as a police officer in Pennsylvania I, _____, have duly subjected
NAME OF APPLICANT

myself to a physical examination by _____, as required by the Act. I hereby reserve
NAME OF PHYSICIAN
the right to have the data and conclusions of the physician remain confidential except to those whom I designate.

I hereby grant release for the aforesaid information to the police department employing me and the Municipal Police Officers' Education and Training Commission, or official designee, for purposes consistent with the application process pursuant to this Act. No other release of this information, explicit or implied, is granted at this time.

_____ SIGNATURE - APPLICANT

_____ SOCIAL SECURITY NO.

_____ SIGNATURE - EXAMINING PHYSICIAN

_____ DATE

FORM PROCESSING

This examination form must be forwarded to the employing police department by the examining physician within 15 days of the date of examination, **even if the applicant is found unfit**, and forwarded by that department with an application for certification to the Municipal Police Officers' Education and Training Commission.



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Director of Training

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

REFUND POLICY

The Reading Police Academy will refund Basic Municipal Police Training Course tuition payments as follows:

1. All refund requests must be submitted in writing. Refunds are based on the date the written request is received by the Director of Training or his designee.
2. The course tuition as of 2013 is \$3,992.00 plus a non-refundable application fee of \$50.00 (\$4,042.00).
3. Prior to the start of classes, 100% of the \$3,992.00 will be refunded.
4. Prior to the start of the third (3rd) week of classes, 50% of the \$3,992.00 (\$1,996.00) will be refunded.
5. After the start of the third (3rd) week of classes no refunds will be granted.

Should you be selected to attend the Reading Police Academy you will be required to sign this form on the first day of classes indicating your knowledge of this subject matter.



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

AUTHORIZATION TO CONDUCT CRIMINAL HISTORY INVESTIGATION

As an applicant desiring to enroll in the Basic Municipal Police Training Course to be conducted at the City of Reading Police Academy, I authorize the Director of the Academy and his agents to conduct a background investigation.

I further authorize a check of local, state and federal criminal records.

I understand that this investigation is to determine my suitability to attend this course and is not a pre-employment investigation. I further understand that no former or current employers will be contacted during this investigation.

Print or Type full name: _____

Address _____

Social Security #: _____

Signature

Date



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

I, _____ (print name) for and in Consideration of the City of Reading allowing me, on payment of tuition fee as may be required, to matriculate as a student at the Reading Police Academy and/or any of its related facilities, and intending to be legally bound, do hereby remise, release, quit-claim, and forever discharge the City of Reading, its officers, officials, agents, servants and employees, its various departments and bureaus, and the Reading Police Academy from any and all liability for any damages sustained by me, be they personal injuries or property damages, while attending training at the Reading Police Academy and/or any of its related facilities, or when I am on City property in my capacity as a student; and further, I do hereby agree to indemnify the City of Reading, its officers, officials, agents, servants and employees, its various departments and bureaus, and the Reading Police Academy from any and all loss sustained by the City, its officers, officials, agents, servants and employees, its various departments and bureaus and the Reading Police Academy, as a result of any conduct attributable to me in any way resulting in the loss or damage, either to myself or any third parties.

In witness Whereof, I hereunto set my hand and seal this _____ day of

_____, _____.

Notary Public

Applicant Signature

Address

Seal

City, State, Zip Code



READING POLICE ACADEMY



Informed Consent Form

My signature on this form indicates that I have given my informed consent to participate in a total fitness program sponsored by the Reading Police Academy. This Program may consist of any or all of the following activities:

Screening, to include filling out a Health History form and a Preliminary Physical Examination Form SP 8-300C provided.

Exercise testing, to include a 1.5 mile run, 300 meter run, bench press, push-ups and sit-ups.

Exercise Programs which mirror the essential duties of a Police Officer.

The purpose of screening is to ascertain risk for testing. The purpose of testing is to ascertain current level of fitness and to establish a starting point for exercise programming if the minimum entrance standard is attained. The purpose of exercise programming is to provide a vehicle to improve fitness levels, thus improving performance and health.

I understand that trained exercise leaders will supervise all exercise testing sessions and exercise classes. Trained exercise leaders will develop plans for unsupervised training sessions as well.

I understand that in any exercise test or program there is a chance of an unfavorable incident. These incidents may include injury, either orthopedic or heat related; unusual cardiovascular episodes, such as changes in blood pressure or irregular heart beats; and on rare occasions, heart attack. I understand that the staff has been trained to recognize the symptoms of these incidents and to take the appropriate actions, such as first aid and CPR. I further acknowledge my responsibility to immediately report any signs of these conditions to the staff.

I am aware that there is a possibility of soreness after testing or when beginning an exercise program. I agree to follow the directions of the staff regarding proper warm-up and cool-down to minimize this soreness.

I agree that if required I will obtain, at my expense, medical clearance from a qualified physician. I further recognize that any additional medical care required as a result of screening may be my financial responsibility.

I agree to answer all questions on the Health History Form honestly and accurately. I understand the possible consequences of not doing so include reducing the chance of safely completing the testing and exercising programs as well as dismissal from the Reading Police Academy.

By completing the testing and following the exercise program developed for me based on test results, I expect to realize certain benefits. These include improved cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. I realize that these changes will take time and are contingent upon my adherence to the program. Finally, I give my consent for any data gathered during the testing and exercise program to be used for program evaluation and research purposes. I give this consent on the condition that my confidentiality is guaranteed.

I have read and understood this form. I understand my responsibilities and those of the program staff.

Signature

Date

Witness

Date



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

APPLICANT NOTIFICATION PROCEDURE **RELEASE**

In the processing procedure required for applicants to the Reading Police Academy, it may become necessary to contact the applicant.

If conventional methods fail in attempting to contact the applicant, based on information contained within the submitted application, a certified or registered letter will be sent to the applicant's address listed on the application. Should this certified/registered letter be returned indicating that it was unclaimed or undeliverable; the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify the Reading Police Academy, in writing, of any address or phone number change. By affixing your signature to this form the applicant acknowledges that they have read and understood the contents of this procedure.

Print name: _____

S.S.#: _____

Signature

Date Signed



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

ESSENTIAL DUTIES OF A POLICE OFFICER

In consideration of my application for admittance to the Reading Police Academy to study the Basic Municipal Police Training Course (Act 120), by my signature below I acknowledge the following to be the Essential Duties of a Police Officer and that I may be exposed to any or all of these conditions (simulated) during the course of study. Additionally that the Act 120 course of study contains a very intense and demanding physical condition program:

1. Running for several hundred yards;
2. Climbing over obstacles;
3. Crawling;
4. Pushing motor vehicles;
5. Pulling or carrying accident, fire or crime victims;
6. Using physical force to apprehend and subdue arrestees;
7. Withstanding prolonged exposure, as long as eight (8) hours, to extreme weather conditions;
8. Withstanding long periods of standing and sitting;
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide;
10. Dealing with domestic disputes;
11. Dealing with verbal and physical abuse of the officer, including taunts, insults, and threats to the officer, including family members or fellow police officers;
12. Communicating effectively with individuals suffering from trauma;
13. Operating a motor vehicle for long periods of time;
14. Using a firearm and shotgun effectively;
15. Filling out written reports in a clear and concise manner
16. Potential operation of in-car computer systems and reporting packages.

I have reviewed the above list of essential job functions for a police officer and believe that, with regard to potential training scenarios in the Reading Police Academy that:

_____, Yes, I can fully perform all stated tasks (initial please)

_____, No, I cannot fully perform all stated tasks (initial please)

Print Name: _____

S.S.#: _____

Signature

Date Signed



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Training Director

610-655-6332
Fax: 610-655-6393

Andres Dominguez Jr, Chief of Police

610-655-6241

NOTICE TO ALL APPLICANTS

The attached application and supplementary forms must be completed and returned, **IN PERSON**, to the Reading Police Academy (Alvernia University, Francis Hall, RM #136) by 4:00 P.M. on Monday November 7, 2016. **No applications will be accepted after that date and time!**

The application must be accompanied with a check or money order ONLY, made payable to the “City of Reading” in the amount of \$50.00. Any check not clearing banking systems (account closed, insufficient funds, etc) will be grounds for automatic rejection of the application. Cash will not be accepted. This is a non-refundable application fee.

Please print and sign your name below, where indicated, acknowledging this Notice. If this Notice is not signed you will be removed from the application process.

Have you:

1. Notarized the Release and Indemnity Agreement
2. Signed the application at the appropriate place
3. Completely and truthfully answered every question
4. Reviewed the attached information re; process, course outline, firearms, etc
5. Reviewed and signed Authorization to Conduct Criminal History Investigation
6. Have completed, both sides, of the Physical Examination form by a physician, ensuring that ALL information is documented and signed by the examining physician.
7. Enclosed a copy of your drug screening.
8. Reviewed and signed the *Notification Procedure Release*
9. Reviewed and signed *Essential Duties of a Police Officer*
10. Enclosed a copy of your driver’s license, birth certificate, and high school diploma or GED.
11. Complete Health history form.
12. Read, signed and dated this notice.

Print Applicant Name

Applicant Signature

Date



Physical Fitness Test Battery Norms

AGE	[Male Standards]					[Female Standards]				
	20-29	30-39	40-49	50-59	60+	20-29	30-39	40-49	50-59	60+
300 Meter Run										
50TH	56.0	57.0	67.6	80.0		64.0	74.0	86.0		
30TH	62.1	63.0	77.0	87.0		75.0	82.0	106.7		
1 RM Bench Press Ratio										
50TH	1.06	0.93	0.84	0.75	0.68	0.65	0.57	0.52	0.46	0.45
30TH	0.93	0.83	0.76	0.68	0.63	0.56	0.51	0.47	0.42	0.40
1 Minute Sit-ups										
50TH	40	36	31	26		35	27	22	17	
30TH	35	32	27	21		30	22	17	12	
1.5 Mile Run										
50TH	11:58	12:24	13:12	14:23		14:04	14:34	15:34	17:19	
30TH	13:15	13:44	14:34	15:50		15:46	16:42	17:29	19:10	

Testing Order:

- 300 Meter Run
- Bench Press
- Sit Ups
- 1.5 Mile Run

This is a cumulative test. Each event is pass/fail. If one event is failed, the entire test is failed. There is no “averaging” of scores.