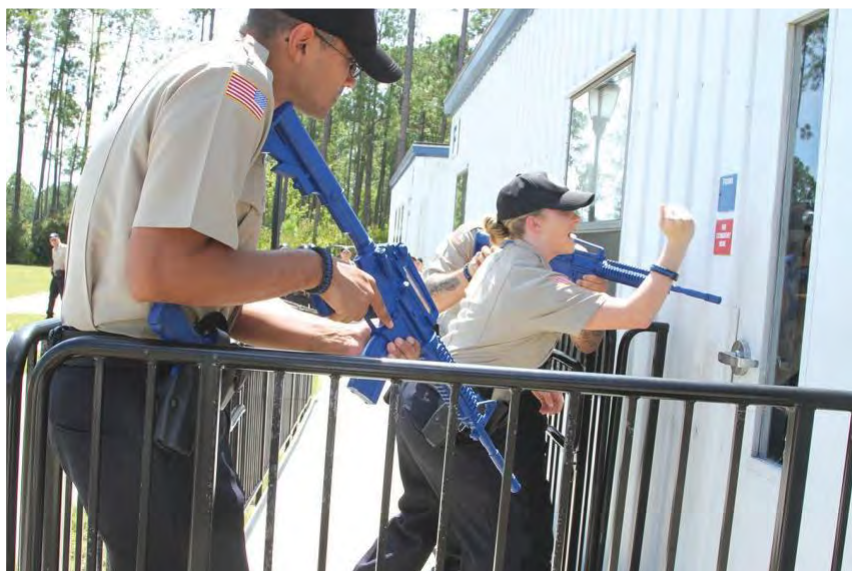


**CRIMINAL JUSTICE**  
904 808 7490

**FINANCIAL AID**  
904 808 7407



**ST. JOHNS RIVER STATE COLLEGE**  
**CRIMINAL JUSTICE**  
**PROGRAM APPLICATION**





ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM  
Higgins-Solomon Criminal Justice Center  
St. Augustine, FL 32084

Dear Applicant:

Thank you for your interest in the Criminal Justice Training Program offered by St. Johns River State College. We have enclosed for your review the following items:

- Qualifications for admission to the Law Enforcement and Corrections Basic Recruit Training Programs
- Schedule of upcoming classes
- Step by step application process guide
- Paperwork necessary to complete in order to be considered for acceptance into the program.

We are very proud of our graduates and the contributions they are making to the professions of Law Enforcement and Corrections. Further, we are excited that you have expressed an interest in applying for the academy program needed to enter these rewarding careers. Moreover, the admissions and screening process for applicants wanting to take one of our programs takes a considerable amount of time so I recommend that you facilitate the completion and submission of all required documentation. We look forward to assisting you in any way possible.

#### SJR State Non-Discrimination Statement

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW, Suite 19T10, Atlanta, GA 30303-8927.

Spanish version:

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@SJRstate.edu. Una denuncia anónima está disponible a SJRstate.edu/report. Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

# ST. JOHNS RIVER STATE COLLEGE

## CRIMINAL JUSTICE TRAINING PROGRAM

### **Law Enforcement/Corrections**

#### **Basic Recruit Training**

#### **Program Information**

The Law Enforcement and Corrections Basic Recruit training programs are designed for individuals who are seeking careers in law enforcement or corrections. Certified by the Criminal Justice Standards & Training Commission, successful completion of this training will qualify students for entry-level employment as a Florida criminal justice officer. Program graduating students will be issued a vocational certificate that certifies they possess the basic vocational qualifications to enter the corrections or law enforcement professions. Further, they will be eligible to sit for the State of Florida Officer Certification Examination, necessary for criminal justice certified employment in the state. Please contact the Criminal Justice Training Program at (904) 808-7490 for more information.

#### **Qualifications for Admission**

- Be at least 19 years of age by the end date of the program.
- Be a citizen of the United States of America.
- Be a high school graduate or equivalent.
- Possess a valid Florida driver's license.
- Currently have medical insurance.
- Pass a physical examination that was administered prior to program entry, but not more than a year from the program start date, by a licensed physician, physician's assistant (PA), or advanced registered nurse practitioner (ARNP) using an SJR State approved form.
- Be of good moral character.
- Be fingerprinted by SJR State College
- Have not been convicted of any felony, or of a misdemeanor involving perjury or false statement, nor have received a dishonorable discharge from any of the Armed Forces of the United States. 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 false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled *nolo contendere* to a misdemeanor involving false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer.
- Have not been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction.
- No use of any illegal substances, including use of prescribed medicine not prescribed to you within 12 months.
- Take the Law Enforcement or Corrections (as applicable) Basic Abilities Test (BAT) and achieve at least the minimum passing score as established by the FDLE approved vendor whose test was taken. Test score is valid for four (4) years and must have been taken within four (4) years of the beginning date of the course. You must take and pass the BAT prior to turning in your application packet. Please note: Veterans and applicants with an associate degree or higher are exempt from taking the BAT. They must provide to the Criminal Justice administration office a copy of their DD214 showing honorable or an official transcript from their academic institution showing they graduated at the time they

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

turn in their application packets.

- Take the Basic Motor Skills Test (BMST) and successfully complete it. (*SEE ENCLOSED DESCRIPTION*)



## Application Process

**Step 1:** Apply online to SJRState College (\$30) at the following web address: <http://www.sjrstate.edu/admissions.html>  
Please select the **"VOCATIONAL APPLICATION"**

College Application **NOTE:** Please read residency status information and provide proof of FL residency to admissions.

**Step 2** A. Basic Abilities Test (BAT)

Basic Abilities Individuals who desire to enter a basic recruit training program for law enforcement or corrections in Florida must first pass the FDLE (BAT). This test is based on a job task analysis of each subject areas adopted by the Criminal Justice Standards and Training Commission. The BAT score is valid for four years from the date of the test. There are two different tests, one for law enforcement and one for corrections. Candidates will make payment and scheduling arrangements completely through the Pearson VUE site. <https://pearsonvue.com/>  
All future candidates must register through Pearson VUE, and should select either the SJR State PearsonVue test center in Orange Park or Palatka in order to test with us.

You can purchase a study guide at [www.publicsafetyrecruitment.com/studyguides](http://www.publicsafetyrecruitment.com/studyguides). Click on "Law Enforcement". *If test is not passed, candidates may retake a different form. Another test fee will be charged.*

**When ready to turn in Application:**

**Step 3:** Come to the Criminal Justice Training Center---Bldg J any week day between 8am---4pm (Summer schedule is M---Th from May through mid Aug) to complete fingerprinting & Application. Bring with you the following to the fingerprint session:

- Application
- A. Criminal Justice Training Program application
  - B. Copies of following documentation:
    - Birth certificate
    - Sealed, official copy of high school transcript OR Official GED test scores (sealed)
    - Social Security Card
    - Florida Driver's License
    - DD 214 page 4 (if applicable)
    - Naturalization paper (if not born in the United States)
  - C. "Affidavit of Applicant" This form must have your signature notarized. We have Notary Public on campus.
  - D. Submit official score report of BAT if taken at a school other than SJR State College
  - E. Checklist--- (signed)
  - F. Medical exam (FDLE form 75) completed by any doctor of your choice

+ If either of the following applies, please do not complete an original SJR State College Application; instead, complete the applicable form listed below:

1. Currently enrolled SJR State College student, then complete a "Change of Program of Studies" form adding the appropriate academy program (i.e., 5005 for Law Enforcement Officer, 0540 for Corrections Officer, 0544 Crossover from corrections to law, or 0545 crossover from law to corrections). This form is not available on---line.
2. Past SJR State College student (having taken at least one course) and two or more College terms have passed, then complete an "Update Application." This form is available on---line.

\* **Step 4** : Fingerprinting Complete "Fingerprint & Basic Motor Skills Test Authorization Form" and do the following:

- \* & Physical
- A. Submit Authorization Form to Administrative Office Abilities Test (i.e., Admissions/Business offices on any SJRSC campus).
  - Payment B. Pay the amounts listed.
  - C. Obtain a receipt.

ACCEPTANCE LETTER WILL BE MAILED BASED ON AVAILABILITY AND IF ALL REQUIREMENTS AND QUALIFICATIONS ARE MET IN THEIR ENTIRETY AFTER THE BASIC MOTOR SKILLS TEST. THE LETTER WILL HAVE INFORMATION REGARDING ORIENTATION DATE AND TIME.



St. Johns River State College  
Workforce Development  
Law Enforcement and Corrections Academy Programs  
**Advising Checklist**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academy Program: ☐ Corrections ☐ Law Enforcement

Academy Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Start Semester: \_\_\_\_\_  
Month/Day/Year Semester and Year

Academy End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End Semester: \_\_\_\_\_  
Month/Day/Year Semester and Year

**PLEASE BRING A COPY OF YOUR TEST SCORES AND TRANSCRIPTS WITH YOU**

Students are encouraged to enroll in the Criminal Justice Technology Associate in Science Degree program following completion of the academy. Initial enrollment in English, humanities, or mathematics courses for any student requires placement scores no more than two years old. Placement scores may not be required if a student has earned a degree or college coursework in English and math from a regionally accredited institution.

- ☐ Discussed the difficulty of Employment opportunities with no college or military experience.
- ☐ Discussed the Articulation of 15 for LE and 6 for Corrections credits upon passing the State Exam after successful completion of the academy.
- ☐ Discussed the benefits of taking the PERT prior to the academy.

\_\_\_\_\_  
Instructor/Coordinator printed name

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Instructor/Coordinator Signature

\_\_\_\_\_  
Signature of Student

Contact :Lt. Sockwell by e-mail: [AngelaSockwell@sjrstate.edu](mailto:AngelaSockwell@sjrstate.edu)

Contact Cpl. Owens by e-mail: [ThreasaOwens@sjrstate.edu](mailto:ThreasaOwens@sjrstate.edu)

Contact Cmdr. Donlon by e-mail [JohnDonlon@sjrstate.edu](mailto:JohnDonlon@sjrstate.edu).





## ST. JOHNS RIVER STATE COLLEGE CRIMINAL JUSTICE TRAINING PROGRAM

### Instructions for Completion of Affidavit of Applicant

1. Read over the attached affidavit carefully before signing.
2. Using blue or black ink or type:
  - a. Print your name
  - b. Enter your Social Security Number
  - c. Place a check in the applicable "true" or "false" box for each statement.
3. Sign and date the form **only in front** of a Notary Public.
  - a. Use blue or black ink
  - b. Use this example format for entering the date: Jan. 24, 2020
  - c. Notary will complete bottom of form
4. Submit Affidavit in person to:

St. Johns River State College  
Criminal Justice Center - Bldg. J  
2990 College Drive  
St. Augustine, FL 32084



# ST. JOHNS RIVER STATE COLLEGE CRIMINAL JUSTICE TRAINING PROGRAM

## AFFIDAVIT OF APPLICANT

NAME: \_\_\_\_\_  
(Print legibly in blue or black ink or type)

SS# \_\_\_\_\_

### PLEASE READ CAREFULLY BEFORE SIGNING

I fully understand that in order to qualify for entrance into the SJR State Criminal Justice Basic Recruit Training Academy Program, I must fully comply with the provisions of Section 943.13, Florida Statutes, as follows:

1. Be at least 19 years of age.
2. Be a citizen of the United States of America
3. Be a high school graduate or its equivalent
4. Must not have been convicted of any felony or of a misdemeanor involving perjury or false statement, nor have received a dishonorable discharge from any of the Armed Forces of the United States. 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 a sentence or withholding of adjudication.
5. Agree to be fingerprinted.
6. Pass a physical examination by a licensed physician, physician's assistant, or advanced registered nurse practitioner.
7. Be of good moral character.

In addition, I attest to the following (check the box representing your choice, either True or False):

- 1) ☐ True ☐ False I understand that by executing this document I am attesting that I have met the qualifications as specified, and I have provided documentation of proof of my qualifications to the criminal justice training school listed above.
- 2) ☐ True ☐ False To the best of my knowledge and belief, I am not under investigation by any local, state, or Federal agency or entity for any wrongdoing, either criminal, civil, or administrative.
- 3) ☐ True ☐ False I have not been convicted of any crime involving domestic violence, nor am I now under the provisions of a domestic violence injunction.
- 4) ☐ True ☐ False I have never been certified as a criminal justice officer in the State of Florida.
- 5) ☐ True ☐ False I understand that I must have a valid Florida Driver License to enter and to remain in the academy.
- 6) ☐ True ☐ False I have read my criminal justice training school application and it is true and correct, and all other information I will furnish in conjunction with my application is true and correct.
- 7) ☐ True ☐ False I understand that by completing all of the required proofs to be submitted as listed in the document known as the "Application Process" that this does not guarantee my acceptance into the program nor provide for any refund of monies expended by me in meeting those required proofs.

**NOTICE:** This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the school and/or the Criminal Justice Standards and Training Commission. Any intentional omission when submitting the application or false execution of this affidavit shall constitute a misdemeanor of the second degree and disqualify you from entering or continuing in the basic recruit training school and may disqualify you from employment as an officer.

\_\_\_\_\_  
Signature of Person whose name is printed above  
(Sign in front of Notary)

\_\_\_\_\_  
Date

Witness, my hand and official seal, this \_\_\_\_\_ Day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_





## CRIMINAL JUSTICE TRAINING PROGRAM

### Application Process Checklist

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

Please check the program you are applying for.

☐ LAW ENFORCEMENT

☐ CORRECTIONS

#### Student Checklist

#### (For College use only)

Please check each box as they are completed.

1<sup>st</sup> Admin. Review

2<sup>nd</sup> Admin. Review

☐ St. Johns River State College Application for Admission (online)

\_\_\_\_\_

\_\_\_\_\_

☐ Application for Criminal Justice Program

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of valid Florida driver's license

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of Social Security Card

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of birth certificate

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of **SEALED** transcript

Please attach copy of ☐ Official High School Transcript

\_\_\_\_\_

\_\_\_\_\_

OR ☐ GED scores (sealed)

\_\_\_\_\_

\_\_\_\_\_

☐ Affidavit of Applicant

\_\_\_\_\_

\_\_\_\_\_

☐ Fingerprinting (Live Scan) by SJRSC at CJ Training Center

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of DD 214/military discharge, IF APPLICABLE

\_\_\_\_\_

\_\_\_\_\_

☐ Copy of citizenship by Naturalization, IF APPLICABLE

\_\_\_\_\_

\_\_\_\_\_

#### Office Use Only

☐ Basic Abilities Test (Copy if from another institution)

\_\_\_\_\_

☐ Medical Exam -CJSTC Form 75

\_\_\_\_\_

☐ Basic Motor Skills Test

\_\_\_\_\_

By my signing below, I, the applicant, hereby attest that the above items that are checked are complete.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

**Comments:** \_\_\_\_\_

\_\_\_\_\_

1<sup>st</sup> Administrative Review

Date

2<sup>nd</sup> Administrative Review



**ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM**  
2990 College Drive  
St. Augustine, FL 32084

**DO NOT BEGIN COMPLETING THE ATTACHED APPLICATION UNTIL YOU  
HAVE READ AND UNDERSTAND THIS HONESTY STATEMENT.**

The integrity of a law enforcement or corrections officer **MUST** be above reproach. Any appearance of untruthfulness will cast doubt upon your integrity and reduce the likelihood that you will be hired by a criminal justice agency.

You **WILL NOT** be accepted into the criminal justice academy if any responses in this application are found to be untruthful. Untruthfulness means intentionally omitting, falsifying, misstating, or misrepresenting any information in this application. Furthermore, if your untruthfulness is discovered after you have been accepted into the academy, you will be immediately dismissed from the academy with no option to return.

All questions in this application must be answered completely and truthfully. Issues such as driving record, drug history, and criminal history may be obstacles to entering the academy; however, they are not always disqualifiers. Untruthfulness is **ALWAYS** a disqualifier. We are not looking for ways to keep you out of the academy; we are looking for ways to help you succeed. We can only assist if you are completely truthful.

Background investigators with potential employers will review the information in this application and compare it to the information you provide in employment applications and information discovered during extensive background investigations. If a background investigator finds that you were untruthful in this application, your employment processing will likely be terminated.

Please review your application to ensure you understood each question. Make sure each answer is complete and accurate. If you are unsure how any question should have been answered, please ask an academy staff member for clarification. If you believe you did not answer a question appropriately, correct it before submitting your application.

Please **DO NOT** submit your application until you are certain it is complete and accurate.

I, \_\_\_\_\_, I hereby certify that I have read and understand the above honesty statement. I further certify that all information provided in the attached application is true and complete to the best of my knowledge and belief.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

**ST. JOHNS RIVER STATE COLLEGE**  
**CRIMINAL JUSTICE TRAINING PROGRAM**  
2990 College Drive  
St. Augustine, FL 32084

**APPLICATION**

**INSTRUCTIONS:**

Please return this application to the address above with all portions fully, accurately, and clearly completed by printing in **BLACK OR BLUE INK OR BY TYPING**. **You can type in this form and print it.** You may use additional sheets of plain paper to complete your responses. Check the appropriate training program for which you are applying (also-please indicate the date and time class begins):

☐

Corrections Basic Recruit Program (Date:\_\_\_\_\_)

☐

Law Enforcement Basic Recruit Program (Date :\_\_\_\_\_)

**PERSONAL INFORMATION**

Last Name	First Name	Middle Name
-----------	------------	-------------

Home Address	City	State	County	Zip Code
--------------	------	-------	--------	----------

How long at this address?	_____ Years	_____ Months	How long in Florida?	_____ Years	_____ Months
---------------------------	----------------	-----------------	----------------------	----------------	-----------------

Mailing Address (if different from above)	City	State	Zip Code
---	------	-------	----------

Home Phone Number: (____) _____	Cellular Phone Number (____) _____
---------------------------------	------------------------------------

E-mail address: _____	Alternate Contact Number (____) _____
-----------------------	---------------------------------------

Social Security Number: \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Place of birth: ____	City	County	State	Country (if not USA)
----------------------	------	--------	-------	----------------------

Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please provide the date for your Naturalization: \_\_\_\_\_

Have you ever applied to this academy or another law enforcement academy? If so, provide details.

Can you perform the essential job functions of the type of officer for which you are applying to receive training without reasonable accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain what accommodation(s) you will require: \_\_\_\_\_

Medical Insurance (mandatory)

Please list name of company and validity dates: \_\_\_\_\_

## **EMERGENCY CONTACT INFORMATION**

Please provide information of a person to be contacted in case of an emergency:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

Cellular phone: ( ) \_\_\_\_\_ Other: \_\_\_\_\_

*In compliance with FL Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number (SSN). St. Johns River State College collects and uses your SSN only in the performance of the College's duties and responsibilities. To protect your identity, SJR State will secure your SSN from unauthorized access, strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number is used for all associated employment and educational purposes at SJR State. For more information about why we collect your SSN, visit [SJRstate.edu/ssnotification.html](http://SJRstate.edu/ssnotification.html).*

## **EDUCATION:**

Check appropriate boxes:

- ☐ High School diploma
- ☐ GED
- ☐ AS or AA
- ☐ BS or BA
- ☐ MA or MS
- ☐ PhD or EdD
- ☐ Other; please list \_\_\_\_\_

High School: \_\_\_\_\_  
Name of School  
\_\_\_\_\_  
Address (City/State)  
\_\_\_\_\_  
Date of Graduation (month/year)

GED Equivalent (if applicable): \_\_\_\_\_  
Place of issuance

College: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address (City/State)  
\_\_\_\_\_  
Degree Major Date of Graduation

College: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address (City/State)  
\_\_\_\_\_  
Degree Major Date of Graduation

**For any additional colleges attended, please attach a separate sheet of paper.**

## **EDUCATION:** (con't)

Have you previously attended a law enforcement or corrections academy?

Yes \_\_\_\_ No \_\_\_\_

If Yes, when and where?

---

Have you ever applied to a law enforcement or corrections academy?

Yes \_\_\_\_ No \_\_\_\_

If yes, when and where?

---

## **RESIDENCE INFORMATION:**

Starting with the most recent, list chronologically all places of residence for the last 10 years, including any residences while in school or military service. For a college campus residence, give dormitory name, college, city, and state. If residences in the military cannot be shown as street addresses, indicate complete military unit designation, base, city, and state. Use an additional sheet if necessary.

**Dates of Residence:** From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_  
Residence address \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Dates of Residence:** From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_  
Residence address \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Dates of Residence:** From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_  
Residence address \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Dates of Residence:** From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_  
Residence address \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Dates of Residence:** From \_\_\_\_\_ to \_\_\_\_\_ Rent \_\_\_\_ Own \_\_\_\_  
Residence address \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **EMPLOYMENT:**

Have you ever been the subject of any disciplinary action by an employer? Yes \_\_\_\_ No \_\_\_\_

If yes, provide details, including employer, date, type of discipline, reason for discipline:

---

Have you ever been terminated or asked to resign from any employment you have held? Yes \_\_\_\_ No \_\_\_\_

If yes, provide details, including: employer, date, and reason:

---

Have you ever resigned or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide details, including employer, date, and reason:

---

---

List chronologically all employment for the last 10 years, beginning with current employment. Include summer and part-time employment while attending school. All time must be accounted for; if unemployed for a period, list dates of unemployment.

Dates of employment or unemployment: From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties:

---

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_ No \_\_\_\_

---

Dates of employment or unemployment From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties:

---

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_ No \_\_\_\_



---

Dates of employment or unemployment

From:\_\_\_\_\_ To:\_\_\_\_\_

Employer:\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:\_\_\_\_\_

May we contact this employer? Yes\_\_\_\_\_ No \_\_\_\_\_

---

Dates of employment or unemployment

From:\_\_\_\_\_ To:\_\_\_\_\_

Employer:\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties:

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving:\_\_\_\_\_

May we contact this employer? Yes\_\_\_\_\_ No \_\_\_\_\_

---

## **MILITARY SERVICE:**

Have you ever served on active duty in the Armed Forces of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Highest Rank: \_\_\_\_\_

Duty Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Date of discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

## **DRIVING HISTORY:**

Do you have a valid Florida driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

Does your current driver's license contain any restrictions? Yes \_\_\_\_ No \_\_\_\_

If yes, list the restrictions: \_\_\_\_\_

Do you currently or have you ever had a driver's license in a state other than Florida? Yes \_\_\_\_ No \_\_\_\_

If yes, list the state and driver's license number:

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_

Have you ever had a driver's license suspended or revoked? Yes \_\_\_\_ No \_\_\_\_

If yes, please provide details including the date and reason for the suspension or revocation:

\_\_\_\_\_

In the last **FIVE (5) YEARS** have you been issued any traffic citations for moving or criminal violations, such as: speeding, reckless driving, careless driving, DWI/DUI, running a red light, running a stop sign, improper lane change, etc.? Yes \_\_\_\_ No \_\_\_\_

If yes, please list the type of violation(s), where the violation took place, date you received the citation, and disposition:

Date	Type of Violation	Location	Disposition

In the last **FIVE (5) YEARS** have you been involved in any traffic crashes in which you were the driver, whether you were at fault or not? Yes \_\_\_\_ No \_\_\_\_

If yes, list the date, investigating agency and location:

Date	Investigating Agency	Location

## **CRIMINAL ACTIVITY:**

Please read each of the following questions carefully and answer honestly. If you are uncertain how you should answer a particular question, please contact an SJR State Criminal Justice Academy staff member for guidance.

Have you ever been detained by law enforcement for any suspected or actual criminal offense? \_\_\_\_Yes \_\_\_\_No

If yes, explain the reason for the detention including the date(s), agency, whether charge(s) were filed against you, and whether you were a juvenile or an adult at the time of the detention.

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Have you ever been issued a Notice to Appear for a criminal offense? Yes \_\_\_\_ No \_\_\_\_

If yes, provide the date, reason for the Notice to Appear, issuing law enforcement agency, and the disposition:

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Have you ever been under investigation or questioned by any law enforcement agency for any crime in the past? (This does not include non-criminal traffic violations such as speeding or careless driving) Yes \_\_\_\_ No \_\_\_\_

If yes, please explain, including the date and law enforcement agency name: \_\_\_\_\_

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Have you ever been arrested for any criminal offense, regardless of the disposition? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain charge(s), date(s), agency, location, disposition (including fine, incarceration, length of probation, etc.), and whether you were a juvenile or were an adult: \_\_\_\_\_

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Have you ever been convicted, had adjudication withheld, had sentence suspended, or entered a plea of guilty or *nolo contendere* in any criminal offense? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain charge(s), date(s), agency, location, disposition (including fine, incarceration, length of probation, etc.), and whether you were a juvenile or were an adult: \_\_\_\_\_

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Have you ever been subject to a court order restraining you from harassing, stalking, or threatening an intimate partner or child of such partner? Yes \_\_\_\_ No \_\_\_\_

If yes, please provide details, including date(s) and disposition: \_\_\_\_\_

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Have you ever been charged with and/or convicted of domestic violence? This includes the use, threatened use or attempted use of physical force against a current or former spouse, parent, guardian, child, girlfriend, boyfriend, or person with a similar relationship. Yes \_\_\_\_ No \_\_\_\_

If yes, please provide details, including date(s) and disposition: \_\_\_\_\_

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Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which has adopted or has demonstrated a policy or cause of approving or advocating the commission of violence to deny other persons their rights under the Constitution of the United States, or which has sought to alter the form of local, state, or Federal government by unconstitutional means? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please provide the name(s) of the organization(s), the date(s) of your involvement, and your responsibilities

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Please review the below list of criminal offenses and place a check mark indicating whether you have ever committed, been arrested, or been charged with any of these offenses. If you mark "YES" to any of these offenses, please provide details on a separate sheet and attach to this application. Please use the following definitions to assist you with your answers. If you are uncertain how to answer, please contact an SJR State Criminal Justice Academy staff member for assistance.

**Definitions:**

**Committed:** You have committed any act that is illegal whether or not you were caught or the crime went undetected.

**Arrested:** Taken into custody, issued a Notice to Appear, fingerprinted, booked, Mirandized, or pled no contest for any offense, etc., whether or not the charges were dropped or abandoned or adjudication was withheld.

**Charged:** A formal accusation of criminal activity that requires you to appear in court to answer to a criminal charge.

Criminal Offense	Committed			Arrested			Charged			Age at the time
	Yes	No		Yes	No		Yes	No		
Burglary										
Theft/Theft from an employer										
Armed Robbery/Robbery										
Illegal Possession of Narcotics										
DWI or DUI										
Auto Theft										
Shoplifting										
Assault/Battery										
Murder										
Vandalism										
Rape/Other Sex Crimes										
Indecent Exposure										
Perjury/False Statements										
Possession/Distribution of Child Pornography										
Domestic Battery										
Child Abuse/Neglect										
Forgery/Uttering/Fraud										
Prostitution										
Under age consumption of alcohol										
Any other <b>Criminal</b> offense (Explain on separate page)										

## **Drug History:**

Other than your own prescription, have you **EVER** used and/or experimented with **ANY** narcotic or controlled substance such as, but not limited to, marijuana, hashish, cocaine, LSD, amphetamines, heroin, steroids, mushrooms, Ecstasy, GHB, or any drug similar in nature? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain substance, when last used, and how often: \_\_\_\_\_

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Have you EVER used a prescription drug which was not prescribed to you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain, including type of drug, date of use, and how often:

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Have you **EVER** sold, purchased, and/or supplied any illegal drugs, including marijuana, to anyone, including family and/or friends? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain circumstances, including date and type of drug: \_\_\_\_\_

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## **PERSONAL REFERENCES:**

List three character references. List only references who are responsible adults of reputable standing in their community. Do not include relatives, former or present employers, or fellow employees. Your references must be individuals who have known you for at least two years.

Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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Name: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**PERSONAL STATEMENT:**

In your own words, explain why you want to become a corrections or law enforcement officer and how the Basic Recruit Training Program will help you reach your goals.

[illegible]



**Please use this page to provide additional information or explanations related to the questions in this application.**

[illegible]

## Applicant Certification

I understand that by executing this document I am attesting that I meet the qualifications as specified. I HEREBY CERTIFY that I have read my application, and it is true and correct, and all other information I will furnish in conjunction with my application, is true and correct.

I HEARBY SWEAR OR AFFIRM that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that information given by me is true and complete to the best of my knowledge and belief. I am aware that statements made by me on this application are subject to later investigation. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of fact, my application may be rejected and my name removed from any eligibility list; and if already selected, I may be dismissed from the screening process and/or the academy class. I also understand that failure to comply with or complete any portion of the testing, examination, or other application process may result in my application being rejected or suspended, and my name removed from the eligibility list; and if already in the academy class, I may be dismissed. I further understand that nothing in this application constitutes a promise of commitment, nor has any other promise or commitment been made to me by the Criminal Justice Selection Center at St. Johns River State College as to a time when hiring will take place, when a decision on hiring will take place or whether I will, in fact, be hired.

NOTICE TO APPLICANTS: This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the employing agency and/or Criminal Justice Standards and Training Commission. Any intentional omission when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and may disqualify you from employment as a law enforcement office in the State of Florida.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (Date) by \_\_\_\_\_

who is personally know to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Signature

*NOTICE TO APPLICANTS: This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by St. Johns River State College, employing agency, and/or the Florida Criminal Justice Standards and Training Commission. Any intentional omission when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and may disqualify you from employment as a law enforcement or corrections officer in the State of Florida.*

### SJR state Non-Discrimination Statement

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW, Suite 19T10, Atlanta, GA 30303-8927.

Spanish version:

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@SJRstate.edu. Una denuncia anónima está disponible a SJRstate.edu/report. Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.



## Fingerprinting/Criminal History



I, \_\_\_\_\_, understand that my fingerprints will be used to check the criminal history records of the FBI. The FBI criminal history records, if any, will be used to determine my suitability for admission into the criminal justice academy program.

I acknowledge that I have been advised that procedures for obtaining a change, correction, or update of the FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34. Should I elect to pursue a change, correction, or update of the FBI criminal history, I must immediately notify the St. Johns River State College, Criminal Justice Department.

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

Your FBI Identification Record may not reflect all instances in which you were arrested and fingerprinted. The FBI maintains criminal history records voluntarily submitted by local, state, federal, and certain international agencies. You may need to contact the arresting agency or the repository of the state in which the arrest(s) occurred for criminal history record information. A state repository is responsible for maintaining and updating state criminal history records.

## Frequently Asked Questions

### What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. You can obtain an estimate of the current processing time by calling (304) 625-5590.

### Can the FBI send the results to someone (or an agency) other than me?

Under the U.S. Department of Justice Order 556-73, the results must be returned to the requestor or his/her designated legal representative. A notarized authorization to release the results to the legal representative must accompany such a request.

### Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service — check the business listings in your telephone book.

### Why was I told there was a problem with my criminal history but I received my fingerprint card stamped “No Arrest Record?”

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the record problem.

- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's record. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository in which the arrest occurred.

For additional information concerning your record request and the challenge process, please contact the Customer Service Group at (304) 625-5590 or refer to [www.edo.cjis.gov](http://www.edo.cjis.gov)

## Additional Concerns

### Firearm Background Checks

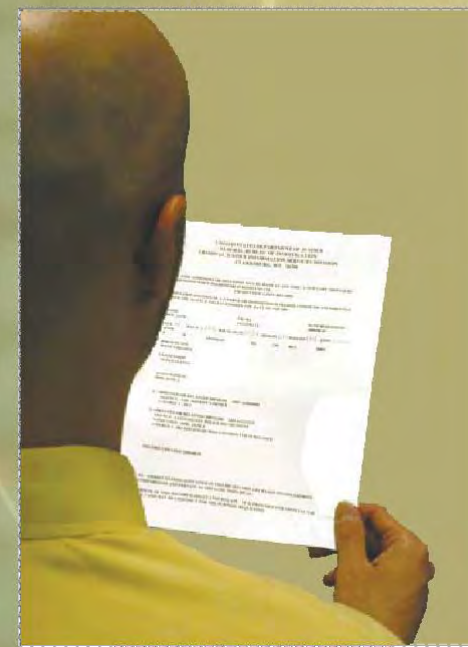
The Correspondence Group cannot access National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 444-6427 for firearm issues only or visit their Web site at [www.fbi.gov/hq/cjisd/nics.htm](http://www.fbi.gov/hq/cjisd/nics.htm).

### Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the requiring agency for correct procedures.



## How to Obtain and Challenge Your FBI Identification Record



## What is an FBI Identification Record?

An FBI Identification Record, often referred to as a “RAP Sheet,” is a listing of information taken from fingerprint submissions retained by the FBI in connection with arrests. In some instances, it also includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. For criminal offenses, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge(s), and the arrest disposition(s) if known. The FBI’s Criminal Justice Information Services (CJIS) Division is not the source of the arrest data reflected on an identification record. All arrest information included in an identification record is obtained from fingerprint submissions, disposition reports, and other reports submitted voluntarily by agencies having criminal justice responsibilities.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide criminal history information via the telephone or facsimile.

## How do I obtain a copy of my FBI Identification Record for personal review?

**You may obtain a copy of your FBI Identification Record by sending a request to:**  
Federal Bureau of Investigation  
CJIS Division  
Attention: Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

### You are required to provide the following:

- 1) Your written request.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the U.S. Treasury, or a credit card. For credit card payment information, refer to [www.edo.cjis.gov](http://www.edo.cjis.gov).
- 3) A current, original tenprint fingerprint submission (not previously processed) taken by a local law enforcement agency and bearing your **name, date of birth, and place of birth**. Key information needed is magnified below.

### What will I receive?

In accordance with regulations established by the U.S. Department of Justice, the FBI’s CJIS Division is empowered to furnish an individual with a copy of any record in our Criminal File pertaining to him/her or to advise the individual that no such record exists. In instances where a criminal history record exists in our Criminal File, the FBI Identification Record itself serves as our official reply. When no record is found, a dated “No Arrest Record” stamp, placed on the back of the fingerprint card the individual submitted for the Criminal File search, serves as our official reply.

No  
Arrest  
Record

## How do I challenge my record?

If, after reviewing your record, you believe it is inaccurate or incomplete, you may challenge the record by contacting the agency (or agencies) that originally submitted the information or by sending your challenge to the FBI’s CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. The Correspondence Group will contact the appropriate agencies in an attempt to verify or correct the challenged entry for you. Upon receipt of official communication from the agency with jurisdiction over the data, the FBI will make appropriate changes, if necessary, and notify you of the outcome. Updating your FBI criminal history record can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s).





## ST. JOHNS RIVER STATE COLLEGE CRIMINAL JUSTICE TRAINING PROGRAM

### Basic Motor Skill Test (BMST) - Waiver and Affidavit -

NAME: \_\_\_\_\_

Generated ID: \_\_\_\_\_

#### PLEASE READ CAREFULLY BEFORE SIGNING

By initialing each entry and signing below, I hereby attest that I have the following understanding:

- \_\_\_\_\_ 1. That successful completion of the Basic Motor Skill Test, herein also known as the BMST, is part of the application process in order to be considered for acceptance to the SJR State College Criminal Justice Basic Recruit Training Program.
- \_\_\_\_\_ 2. That the BMST consists of a series of job-related tasks collectively intended to be completed in the fastest possible time and will require maximum effort on my part.
- \_\_\_\_\_ 3. That the BMST is designed to measure balance, muscular endurance and strength, flexibility, anaerobic power and capacity, fine motor skill, and aerobic power.
- \_\_\_\_\_ 4. That the BMST consists of two parts, which include the Strength and Endurance Test (Part 1) trigger pull, vehicle push, and a half mile run, and the Job Task Course (Part 2) consisting of 15 activity stations, which I must complete in a specified time.
- \_\_\_\_\_ 5. That in order to participate in the BMST, I must have submitted, prior to participation, a medical exam completed by a physician, physician's assistant, or advanced registered nurse practitioner; and that I participate at my own risk; and that to the best of my knowledge there is no medical condition or disorder, previous or present, that I have that would preclude me from participating in the BMST, nor has the medical personnel who conducted the medical examination advised against my participating in the BMST.
- \_\_\_\_\_ 6. That in order to participate in the BMST, I, my agents, officers, successors, and assigns, agree to release, indemnify, defend, and hold harmless St. Johns River State College (SJR State), its employees, successors, assigns, trustees, officers and agents from and against all actions, causes of actions, claims, damages or losses of any kind, and demands whatsoever (including attorney's fees) whether known or unknown, present or future arising from or related to the use of SJR State's facilities, including claims of negligence of any kind. Personal property present at SJR State's facilities shall be at the owner's risk. SJR State will not be responsible for lost, damaged, or stolen property.

**NOTICE:** This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the school and/or the Criminal Justice Standards and Training Commission. Any intentional omission when submitting the application or false execution of this affidavit shall constitute a misdemeanor of the second degree and disqualify you from entering or continuing in the basic recruit training school and may disqualify you from employment as an officer.

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

\_\_\_\_\_  
DATE

**ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM**

**Basic Motor Skill Test (BMST)**

The Basic Motor Skills Test consists of two parts, which include the Strength and Endurance Test (Part 1) and the Job Task Course (Part 2). Part One includes three activities while Part Two includes 15 activities. Each applicant must successfully complete the first activity (Trigger Pull) to be permitted to continue with the test. Each activity must be completed within the allotted time to pass the course.

**NOTICE**

Every person who uses the facilities of the Criminal Justice Training Center does so at his or her own risk. St. Johns River State College assumes no responsibility for any injury or loss of any kind whatsoever sustained by any person while participating in the BMST, Physical Abilities Test, or any related activity.

No person may enter the obstacle course field unless under the immediate supervision by a Criminal Justice Training Center faculty or staff member.

Testing will not be conducted during inclement weather, or at any time the Training Center staff determines that conditions or circumstances would make testing unsafe.

**PART ONE**

In order to complete an activity, the applicant must meet all requirements listed for time, distance, and number of repetitions.

The applicant must successfully complete the first activity (Trigger Pull) in order to be permitted to continue.

The Part One activities are listed below:

1. Trigger Pull – 6 times with strong hand, 6 times with weak hand.
2. Vehicle Push – 20 feet on level, paved surface.
3. Half---Mile Run – in six minutes or less. An applicant who fails the half mile run is not eligible to continue.

**PART TWO**

The **Job Task Course** consists of 15 activity stations, which replicate barriers and obstacles commonly encountered in law enforcement and tests skill, strength, stamina, and speed needed in basic law enforcement operations. The course must be completed within three minutes from the time the applicant initially touches the first station.

Each station must be completed as set forth in the descriptions provided below.

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**Part Two**

**STATION 1**  
**High Wall**



This station consists of a vertical masonry wall rising to a height of five feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and commercial districts and enclosed residential developments.

**Execution**

Approach from the starting point, grasp top of the wall with both hands and scale wall, drop to ground on the opposite side of the wall landing on feet with knees flexed to avoid injury.

Both hands and both feet may be used in scaling the wall.

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 2**

**Ladder Platform---Ramp**



This station consists of a stationary vertical ladder with six rungs and a top crossbar rising 7---feet above the running surface, a horizontal platform, and a downward slanting ramp. It simulates a variety of obstacles which may be encountered in foot pursuit, including ladders, building parapets, rooftops, and loading ramps.

**Execution**

Ascend ladder using both hands and feet; climb over top crossbar of ladder, proceed across platform and down ramp on foot.

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CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 3**  
**Fixed Railing**



This station consists of a metal railing approximately three feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.

**Execution**

Approach and grasp top rail with both hands and force body weight over rail, landing on both feet on opposite side.

**DO NOT ATTEMPT TO JUMP OVER RAIL WITHOUT USING HANDS.**

# ST. JOHNS RIVER STATE COLLEGE CRIMINAL JUSTICE TRAINING PROGRAM

## **STATION 4** **Chain Link Fence**



This station consists of a tubular steel frame rising approximately five feet above the running surface. It simulates chain link fences and gates frequently encountered in foot pursuit.

### **Execution**

Approach and grasp top rail of tubular frame while placing foot high in the fence panel. Force body weight over obstacle, landing on both feet on opposite side.



# ST. JOHNS RIVER STATE COLLEGE CRIMINAL JUSTICE TRAINING PROGRAM

## STATION 5 Window



This station consists of a concrete wall with a window opening approximately three feet eight inches above the running surface. It simulates window openings in buildings and other structures which may be encountered during foot pursuit.

### **Execution**

Approach wall, enter window by placing hands on sill and climbing through, landing on feet on opposite side.  
**DO NOT DIVE THROUGH WINDOW.**

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CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 6**  
**Door**



This station consists of a masonry wall with a standard width door which is hinged on the left and opens toward the previous station. It simulates doors and/or gates which might be encountered during foot pursuit, both of which must be returned to the closed position after passage, for security, safety, or other reasons.

**Execution**

Approach closed door, grasp knob and pull door open; release knob and pass through opening; grasp knob on opposite side with same hand, pull door closed engaging latch mechanism before continuing on course.  
**KEEP HANDS CLEAR OF DOOR EDGE AND DOOR JAM AT ALL TIMES.**

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CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 7**

**Maze**



This station consists of sets of parallel metal rails controlling direction of travel and requiring two 180-degree changes in the degree of travel.

**Execution**

Turn left to enter station, follow course as restricted by rails, turning right 180—degrees, and then turning left 180—degrees. Exit bearing left toward next station.

**DO NOT TOUCH RAILS WHILE EXECUTING THIS STATION.**

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 8**

**Fixed Railing**



This station consists of a metal railing approximately three feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.

**Execution**

Approach and climb over railing landing on the opposite side.

**DO NOT ATTEMPT TO JUMP OVER RAIL WITHOUT USING HANDS.**



ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 9**  
**Tunnel**



This station consists of a section of concrete pipe, with an inside diameter of three feet.

**Execution**

Enter and crawl through, exiting opposite end.

**EXERCISE CAUTION TO AVOID STRIKING HEAD ON UPPER RIM OF PIPE.**

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 10**  
**Rope Grid**



This station consists of an area 30 feet long, divided by nylon rope to create 12 individual compartments on each side of a center dividing line.

**Execution**

Enter from the left turn by placing left or right foot in the corresponding space of the first pair of compartments. Continue through grid, stepping alternately into **each** compartment.

**EXERCISE CAUTION WHILE COMPLETING EXERCISE TO AVOID TRIPPING.**

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 11**

**Log**



This station consists of a log, 40 feet in length, in the center of the running surface, lying parallel to the direction of travel.

**Execution**

Approach and step onto log and walk along the top of the log to the opposite end.

**DO NOT RUN ACROSS THE TOP OF THE LOG.**

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 12**  
**Parallel Bars**



This station consists of two parallel steel bars seven feet long and two feet apart, mounted approximately 4 feet above the running surface.

**Execution**

Enter and with both hands grasp the bars at the center and thrust body upward. Extend both arms, locking the elbows, and proceed forward without touching the running surface by moving each hand alternately. Drop to the ground carefully, landing on both feet, with knees flexed so as to avoid injury. Feet must land beyond the support poles. Advance to next Station.



ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 13**  
**Low Wall**



This station consists of a vertical masonry wall rising to a height of approximately four feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and residential areas.

**Execution**

Approach on running surface, as previously indicated, place both hands on the wall, force body weight upward and drop to opposite side, landing on both feet with knees flexed so as to avoid injury. Bear to right and continue on course.

ST. JOHNS RIVER STATE COLLEGE  
CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 14**  
**Pole Run**



This station consists of a running surface with two vertical poles at each end that are approximately 36 feet apart.

**Execution**

Enter from Station 13, passing to the right of the first pole; proceed down and around pole two. Make one and one half laps, two complete 180---degree turns and continue to the weighted drag.

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CRIMINAL JUSTICE TRAINING PROGRAM

**STATION 15**  
**Weighted Drag**



This station consists of a weighted sled totaling one-hundred fifty (150) pounds which will be pulled by an attached handle/rope for fifty (50) feet on a level surface.

**Execution**

The candidate will drag the weighted sled the designated fifty (50) feet using their method of choice. The sled must be moved in a controlled and continuous manner."

**Time measurement stops when runner has completed the weighted drag.**



Florida Department of  
Law Enforcement

## PHYSICIAN'S ASSESSMENT

Incorporated by Reference in Rules  
11B-27.002(1)(d) and 11B-35.001(11)(c)14., F.A.C.



**CJSTC**  
**75**

1. Applicant's Name: \_\_\_\_\_  
Last First MI
2. Last Four Digits of the Applicant's Social Security Number: \_\_\_\_\_
3. Hiring Agency: \_\_\_\_\_
4. Training School: \_\_\_\_\_

5. The Applicant Is Requesting Employment and/or Admission Into a Basic Recruit Training Program in One of the Following Disciplines:

Law Enforcement ☐ Correctional ☐ Correctional Probation ☐

**Note:** For employment, a position description that describes the job duties the applicant will perform must be provided.

For training, the physical fitness conditioning program developed by the training center must be provided.

6. **Student Participation in Basic Recruit Training Program.** A student enrolled in a basic recruit training program (B RTP) is required to participate in the following activities:
- A. Defensive tactics and firearms high-liability training is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission. Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
- B. **Physical Fitness Conditioning and Physical Fitness Testing:** A B RTP student shall participate in physical fitness conditioning and a fitness test and includes the following measures:
- Vertical Jump
  - One Minute Sit Ups
  - 300 Meter Run
  - Maximum Push Ups
  - 1.5 Mile Run/Walk
- C. The training center director has attached the training school's physical fitness conditioning program: Yes ☐ No ☐

\*\*\*\*\*TO BE COMPLETED BY THE STUDENT\*\*\*\*\*

7. **Medical Conditions Regarding OC/CS Contamination.** A B RTP student should be aware of the following personal considerations that may restrict participation in the chemical agent contamination of the B RTP and could possibly be aggravated to a severe degree during the contamination: Recent eye surgery, heart problems, panic disorder or stress, respiratory disorder, emphysema (loss of elasticity/thinning of lung tissues), bronchial asthma, x-ray evidence of pneumoconiosis (black lung), evidence of reduced pulmonary (lung) function, chronic obstructive pulmonary disease, coronary (heart) artery disease, cerebral (brain) blood vessel disease, severe or progressive hypertension (high blood pressure), epilepsy, generalized seizures, pernicious anemia (severe reduction in red blood cells), diabetes (any form), pnueumomediastinum gap (air in the sac surrounding lungs), history of skin allergies, or any condition for which the student is presently taking medication.
8. **B RTP Student Certification.** I certify that I have reviewed the above information and I do ☐ or do not ☐ have any medical restrictions that would prevent me from participating in the basic recruit training program activities outlined in item numbers 6A and 6B above.
9. **Student's Printed Name:** \_\_\_\_\_
10. **Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_
11. **To the Examining Physician:**

The examination of this applicant is for employment or training as an officer, and shall include a complete physical examination at a level of specificity sufficient to determine whether there is any medical or physiological reason that would prevent the applicant from performing the essential functions for employment or training as an officer for the discipline indicated in number 5 above. Disabilities, impairment, or limitations identified by the examination, which would prevent the applicant from performing the essential functions for the officer position, should be reported to the employing agency.

12. **Physician's Attestation:**

- ☐ I hereby attest that I have examined the above named applicant and find him/her **CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
- ☐ I hereby attest that I have examined the above named applicant and find him/her **NOT CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.

13. **Pre-existing Conditions:** Sections 112.18 and 943.13, F.S., require agency knowledge of the following three pre-existing conditions. However, these outcomes do not statutorily disqualify the applicant from employment.

Please respond to the following "in my professional opinion, this examination":

- 13a. Did ☐ or did not ☐ reveal evidence of tuberculosis.
- 13b. Did ☐ or did not ☐ reveal evidence of heart disease.
- 13c. Did ☐ or did not ☐ reveal evidence of hypertension.

14. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature Printed Name Examination Date
15. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number Licensing State
16. \_\_\_\_\_  
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-75

Use this form to document and verify the applicant's compliance with the employment requirements of Section 943.13, F.S., and Rule 11B-27.002(1)(d), F.A.C., and/or with the Basic Recruit Training Program entrance requirements of Rule 11B-35.001(14)(b), F.A.C.

### GENERAL INSTRUCTIONS

- The physical examination must be performed by a physician licensed under Chapters 458 or 459, F.S., a certified advanced registered nurse practitioner, or a physician assistant.
- This form or an equivalent form, indicating that the officer is capable of performing the essential functions of the law enforcement, correctional, or correctional probation officer duties for which the applicant is seeking employment, **is required** for each new employment or appointment of an officer and may ~~shall~~ be used in conjunction with the Patient Information form CJSTC-75A or an equivalent form, to assist the physician, certified advanced registered nurse practitioner, or physician assistant, by providing testing guidelines to examine the applicant. The physical examination shall not be completed more than one year prior to the officer's date of employment or appointment and a CJSTC-75 form completed for one employing agency may not be used by any other employing agency. If the examination is for employment only, sections 6 – 10 are not required.
- This form, indicating that an applicant is capable of participating in a Basic Recruit Training Program (B RTP), **is required if the applicant is entering a B RTP** and must be completed prior to entrance into a B RTP. The completed form must be maintained in the B RTP course file.
- If an applicant is entering a Basic Recruit Training Program and gaining employment with a criminal justice agency at the same time, a single CJSTC-75 form may be completed for the employing agency and for the training center. The original CJSTC-75 form should reside at the employing agency with a copy being provided to the training center.

### INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

1. **Applicant's Name:** Enter the applicant's full legal name.
2. **Last Four Digits of the Social Security Number:** Enter the last four digits of the applicant's social security number.
3. **Hiring Agency:** Enter the hiring agency's name (if applicable).
4. **Training Center:** Enter the training center's name (if applicable).
5. **Request for Employment and/or Training as an officer:** Place a check mark in the box for the discipline in which the applicant is being employed or completing training.
6. **Student Participation in Basic Recruit Training Program Activities. Defensive Tactics (includes chemical agent contamination), Firearms, and Physical Fitness Conditioning and Physical Fitness Testing:** High-liability training in defensive tactics, firearms, and chemical agent contamination is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission and participation in the activities is a requirement for successfully completing a B RTP. **There is no pass or fail at this time.** The test results for each of the five required tests will be recorded on the Academy Physical Fitness Standards Report, form CJSTC-67A as "I" if the student did not perform the test component or "D" if the student was dismissed from the basic recruit training program.
  - A. **Defensive Tactics and Firearms Training.** Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
  - B. **Physical Fitness Conditioning and Physical Fitness Testing.** The Physical Fitness Test includes the following measures and are defined as follows:
    - **Vertical Jump.** This measures leg power by measuring how high a person jumps.
    - **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his or her back, the student will be given one minute to do as many bent-leg sit ups as possible.
    - **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
    - **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. Males are required to perform the standard push-up and females have the option to perform the standard or modified push-up.
    - **1.5 Mile Run/Walk.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, the student runs or walks a distance of 1.5 miles as fast as possible.
  - C. **A physical fitness conditioning program developed by the training school shall be attached to form CJSTC-75 prior to the student's examination by a physician, certified advanced registered nurse practitioner, or the physician assistant.**
7. **Medical Conditions Regarding Chemical Agent Contamination.** The student shall review the listed medical conditions and list other conditions that may restrict him or her from participating in Chemical Agent Contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
8. **Basic Recruit Training Program Activities Certification.** The student shall check the appropriate box to indicate if he or she **does or does not** have a medical condition that would restrict participation in the B RTP activities indicated in item numbers 6A and 6B of this form.

9. **Student's Printed Name.** The student shall print his or her first name, last name, and middle initial.
10. **Student's Signature and Date.** The student shall provide a signature and date to verify the information provided by the student is true and correct.
11. **Examining Physician:** The examining physician shall examine the applicant for any medical or physiological reasons that would prevent the applicant from entry into a BRTP or as an officer for employment purposes, pursuant to the attached job duties and/or physical conditioning program.
12. **Physician's Attestation:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box attesting that the applicant is capable or not capable of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer discipline for which the officer/applicant is seeking training and/or employment.
13. **Pre-existing Conditions:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box for each pre-existing condition attesting that the examination of the applicant **Did or Did Not** reveal evidence of the pre-existing conditions listed. These outcomes are not disqualifying for employment.
14. **Signature:** The physician, certified advanced registered nurse, or physician assistant shall sign and print his or her name and enter the examination date.
15. **License Number:** Enter the physician, certified advanced registered nurse practitioner, or physician assistant's license number and licensing state.
16. **Professional Address:** Enter the physician, certified advanced registered nurse, or physician assistant's professional address.

## Criminal Justice Academy | Physical Training Program

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### Objective:

- Physical Training Program: To improve the overall physical health and wellness of each recruit over the span of course study while also equipping them with tools to continue physical training post program completion. Course study to focus on cardiovascular and respiratory recovery with emphasis on agility, flexibility, functional strength and injury prevention to bolster a lasting career.
- Nutrition Program: To provide an introduction to basic nutrition knowledge and highlight its pertinence to Law Enforcement & Corrections careers.

### Physical Training | Overview of Program Exercise(s)

- The Physical Training (PT) Program will begin and end with an Academy Physical Fitness Standards Report as set forth by the Florida Department of Law Enforcement (FDLE) as outlined (Form CJSTC 75B).
- The PT Program is focused on cardiovascular endurance and recovery with emphasis on functional strength using self-resistance, agility and flexibility.
  - Functional strength is a classification of exercise which involves training the body for the activities performed in daily life.
  - Self-Resistance is the utilization of one's own body as the weight resistance during strength or fitness training.
- Daily exercise programs (designed per Instructor) will push recruits to their (individual) maximum cardiovascular output for short durations followed immediately by moderate to strenuous physical activity to improve recovery while the recruit is still physically performing. This method of training is to simulate a real-world situation form of recovery. Recruits will be trained to recover their breathing and have muscles perform past the initial exercise.
  - Ex. Recruits sprint at maximum speed for 100 meters then recover while completing instructor specified number of standard push-ups.
- PT Class exercises will vary day-to-day per Instructor's discretion. with minimal equipment usage.
- Each class will include pre-workout static and active stretching with a cardiovascular warm-up based on the exercises performed that day.
- Daily Exercises to include but are not limited to the following examples with variations and added resistance (Ex. Dumbbells, Kettle Bells and partner work). Each exercise can be advanced or modified per each individual recruit's physical ability and fitness level.



## Criminal Justice Academy | Physical Training Program

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Standard Push-Ups	Lemon Squeezes
Push-Up Variations	V-Ups
Triceps Dips	Leg Lifts
Pull-Ups	Six Inch Holds
Parallel Bars	Windshield Wipers
Standard Squats	Swimmer Kicks
Sumo Squats (Wide Foot Position)	Scissor Kicks
Deep Squats	Hip Raises
Single-Leg Squats	High & Low Planks
Calf Raises	Plank Jacks
Squat Jacks	Reverse Planks
Mountain Climbers	Forward Lunges
Burpees	Walking Lunges
Burpee Jumps	Reverse Lunges
Jumping Jacks	Side-to-Side Lunges
Box Jumps	High-Knees
Sit-ups	Sprints (100m or less)
Bicycle Sit-Ups	Short Run (300m to 1mile)
Crunches	Moderate-Run (1mile to 3miles)
Crunch Kick-Outs	SJRSC Obstacle Course
Russian Twists	