



ZONE FIVE

Regional Law Enforcement Training Academy

The Senator Hugh T. Farley Center

121 Erie Boulevard
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Date:

To:

From: Rocco M. Fragomeni, Training Academy Director

Subject: **Basic Course for Police Officers Recruit Officer Packet**

**** YOUR DEPARTMENT IS REQUESTED TO PROVIDE THE ACADEMY WITH ANY RULES AND REGULATIONS THAT PERTAIN TO THE CONDUCT OF YOUR MEMBERS WHILE EITHER ON OR OFF DUTY. PLEASE ADVISE US IF YOUR DEPARTMENT DOES NOT HAVE A POLICY. PLEASE FORWARD THE POLICY TO aassistant@zone5academy.org**

****PLEASE SUPPLY EACH RECRUIT WITH A COPY OF THIS INFORMATION PRIOR TO THEIR ARRIVAL AT THE TRAINING ACADEMY****

This letter is to advise you of the acceptance of one candidate in the Basic Course for Police Officers, Session 62. Recruit(s) will report on Tuesday, January 24, 2017 07:45 A.M. and park in the recruit parking lot. When you come off of Exit 4C of I-890, Turn right at the traffic signal onto State Street, Turn right at the next traffic signal onto south Church Street, Continue to the third parking lot on the right located just after 120 South Church Street (Albany Value and Fitting-Swagelock building)

Classes will be held at the Training Academy located at 121 Erie Boulevard, Schenectady, New York. The length of the classes will be eight (8) hours per day. Daily starting times will vary, due to the availability of certain facilities and/or topic requirements. In addition, there are several shift changes scheduled for various topic areas. Students will be provided with a copy of this schedule. Please contact Mrs. Zarrillo at (518) 393-2707, Ext 21 or by email at aassistant@zone5academy.org with a list of your recruit officer(s) name(s) along with their date of birth. In addition, provide the academy with the name and number of the recruit officer(s) immediate supervisor.

Worker's Compensation - N.Y.S. Law mandates each recruit be covered by Worker's Compensation. The academy now requires that **all** departments complete the Proof of Worker's Compensation form (attached.)

On Day one the recruits will need to have with them running shoes, a pair of shorts and a non-logo T-Shirt so they can be tested at the track. The department will be notified of the deficiency. **THE Recruit is required to rest at 40% for admittance to the academy.**

Physical Training: In September 2010, the Municipal Police Training Council approved an amendment to the Physical Fitness standards for the mile and a half run. Attached you will find the charts for the push-ups, sit-ups and 1.5 mile run categories. Per Training Academy standard each recruit **MUST** obtain a **minimum** of 60% for his/her age, in each of the categories, to successfully complete the Basic Course for Police Officer's training program. 40% of the physical fitness standard is required for admittance to the academy. (See below)

NOTE: If your recruit is non-civil service he/she will need to have a PT evaluation by a certified P.T. instructor. Entry level PT requirement is 40%, it is the same as civil service appointed recruits. Once the PT evaluation is successfully completed have the PT instructor forwards a copy of the evaluation and a copy of his/her PT credentials to Mrs. Zarrillo at the academy.

Cell Phones/Electronic Devices: Cell phones and electronic devices are **not** permitted on academy property.

Firearms: A recruit whose department mandates the carrying of a firearm **must** report to the Session Director **immediately** upon entering the building for firearm storage.

Academy Closures: Academy cancellations/closures will be posted on the Zone 5 Web site at least two hours prior to the start of classes. It is suggested that all recruits attending check the web site daily. This is the only notification procedure. www.zone5academy.org

Each recruit is required to have the following list of items for the start of the session:

UNIFORMS

Summer: Gray Class B Utility Uniform - (minimum of 2 sets)
(May 1st through October 15th) short sleeve shirts with open collar, white crew neck under garment, tie-bar, pants, black leather oxford-type shoes, black socks and black garrison belt (square buckle – silver.)

Winter: Gray Class B Utility Uniform - (minimum of 2 sets).
(October 16th through April 30th) long sleeve shirts, black clip-on neck tie, tie bar, pants, black leather oxford-type shoes, black socks and black garrison belt (square buckle – silver.)

Specialty Gear: Specialty consists of the following:

1. Duty boots, 8” above ankle.
2. Physical training is an important part of the academy. The equipment you train with is also of vital importance therefore, we request that the recruit gets fitted properly for a running shoe. There are stores such as Fleet Feet or the Good Feet store (both in Colonie) that will help fit you with a supportive running shoe that should complement your stride and running style. A proper fitting shoe will help your performance; however improper shoes will without a doubt hinder your ability. Please try to stay away from day glow colors if at possible. Try to obtain shoes in muted tones.
3. Black BDU pants (six pockets with a drawstring.)

All specialty gear is required for Day One, however report in class B Utility uniform. During week one recruit’s will often engage in marching exercises.

Additional Gear Requirements: In an effort to familiarize recruit officers with the physical demand that body armor and duty belts place on them, the Academy staff directs recruits to wear the aforementioned equipment within the first four weeks of the start of the session. To facilitate this training directive, agencies are requested to supply vests and leather gear as soon as possible after hiring so that recruits may enjoy full participation in this training segment.

PHYSICAL TRAINING/DEFENSIVE TACTICS CLOTHING: Is custom designed for the Training Academy and can be purchased at Rosen’s Uniforms, 230 Central Avenue in Albany AND Rudnick’s, 140 Erie Boulevard, Schenectady, NY. **No other PT/DT clothing is authorized.**

Included in the clothing packet:

- * One (1) nylon jogging suit (jacket & pants) (**black**) Embroidered with training academy logo.
- * One (1) long sleeve sweat suit (shirt & pants) (**gray**) embroidered with training academy logo.

Miscellaneous items required for PT/DT:

- a. White athletic/running socks.
- b. Training Academy Logo short sleeve crew neck T-shirt (3) and two pair of P.T. Shorts. These items will be purchased from the academy and will be paid for from recruit dues.(these are minimum amount of clothing needed, extras may be purchased)
- c. It is required that all recruits wear a black spandex or nylon style padded riding short underneath the gray running short. Additionally female recruits should wear a sports bra. Research has shown that these items reduce injuries during heavy exercise periods.
- d. Re-useable ice pack.
- e. Soap, towel and other appropriate toilet articles.

- f. Boxing mouthpiece.
- h. A container of Antiseptic wipes. (i.e. Clorox etc.) 35 CT or more

ADDITIONAL MATERIALS

- a. Two (2) black three-inch, three ring binders.
- b. One (1) Black 1½ inch, three ring binder.
- c. 3-hole punch notebook paper.
- d. Pens (black ink only) and pencil.
- e. Tabbed page dividers for three ring binder.
- f. Silver lock with rotary dial.

The following items must be provided by your department for each recruit officer however, these items will not be brought to the Training Academy until instructed to do so by the Academy Director.

- Duty Handgun
- Duty Belt
- Duty Rifle
- Duty Shotgun
- All duty leather gear
- Holster
- Gun cleaning kit
- Eye protection
- Hearing protection
- Body Armor
- Flashlight (Primary and secondary)
- Weather appropriate attire
- Baseball hat
- BDU's and boots

Ammunition:

- **NO ALUMINUM CASINGS (BLAZER BRAND AMMO)**
- Dummy Rounds: Minimum of 9 rounds of appropriate caliber, 5 rounds of dummy shotgun shells
- Duty Ammo: 500 rounds of appropriate caliber
- Practice Ammo: 1200 Rounds of appropriate caliber
- 20 rounds of .223 rifle
- 100 simuniton rounds

Targets:

(B-27E) Quantity = 25 **FBI Q:** Quantity = 25
530 Bulls Eye: Quantity = 15

- ** 3. **E.V.O.C. Training:** Each department is responsible to provide **their** own

vehicle to be operated by **their** recruit officer(s) during training. If your department is unable to provide a car for EVOC arrangements must be made with another department to use their vehicle during training. A written agreement consenting to the use of another jurisdiction's vehicle must be signed by the Administrative Officers of both jurisdictions and submitted to the Academy Director four weeks prior to the start of EVOC training. Without written consent, recruit officers without a department vehicle to utilize will **not** be allowed to participate in the training.

** (Department vehicle insurance policy to have rider naming the Zone Five Regional Law Enforcement Training Academy, its officers, members, staff, instructors and students as being covered during the E.V.O.C. segment of training.)

FORMS

The practice of recruits bringing required forms with them will no longer be accepted. The agency must have the attached forms completed and turned them into Mrs. Zarrillo prior to the start of the academy. **Failure to submit these forms at the start of the session will result in the recruit officer in question being released back to their respective agency. Without exception, No one will be admitted to the session without the proper paper work on file.**

- a. Medical Release Form, form Z5RLETC-2
- b. N.Y.S. Division of Criminal Justice Services Police Registry Form DCJS-2214-A (Rev. 9/03). Original to DCJS, copy to the Academy.
- c. Authorization for Release of Information and Records, form Z5RLETC-8
- d. Student Profile Form, form Z5RLETC-9
- e. Proof of Worker's Compensation Insurance form. Z5RLETC-26

MEALS

Recruits must remain in the Training Academy during their lunch breaks. The Training Academy has a refrigerator and a microwave oven for recruit use.

ADDITIONAL

The recruits are required to complete ICS 100, 200 and 700. These courses are offered on line at <https://training.fema.gov/nims>. They should be made aware as soon as possible so they can get a head start. If the recruit has previously completed any of the programs they will need to present the certificate as proof for their file.

Departments are cautioned against using recruits for job related work assignments other than attending the Basic Course for Police Officers at the Zone Five Regional Law Enforcement Training Academy. The Officers, Board Members and Staff of the Zone Five Regional Law Enforcement Training Academy do not condone extra work assignments and are not liable for the actions of recruits acting other than as students.

Questions regarding these matters may be directed to the Academy Director at 393-2707, Ext. 22 or by email at director@zone5academy.org