



ZONE FIVE

Regional Law Enforcement Training Academy
The Senator Hugh T. Farley Center

121 Erie Boulevard
Schenectady, New York 12305
(518) 393-2707
FAX (518) 382-8732



Eric Clifford, Chief
1ST Vice President
Schenectady Police Department

Michael Woods, Chief
2nd Vice President
Colonie Police Department

Rocco M. Fragomeni
Academy Director
North Greenbush Police Department (Retired)

James Frankoski, Chief
President
Rensselaer Police Department

Vadim Thomas, Director
Secretary
RPI Public Safety

David Kevern, Chief
Treasurer
North Greenbush Police Department

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 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(s) in the Basic Course for Police Officers, Session 74. Recruit(s) will report on Monday July 25, and **park in the recruit parking lot on P.S.I. Boulevard. Take Exit 4B off 890. Take right onto Edison Avenue. You will see the GE sign. The parking lot is opposite the gate (under Rte. 890 bridge) no closer than 5 feet from the pier.**

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 Ottaviani at (518) 393-2707, Ext 10 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.

EMPLOYMENT – Recruits must be employees of the agency that sends them to the academy they must be covered by compensation insurance They must have filed DCJS a properly executed certificate of employment (2214-a) and provide a copy to the academy. There are no exceptions.

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 test at 40% for admittance to the academy.**

Physical Training: 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. Recruit must be at 40%, of the cooper standard. Once the PT evaluation is PT instructor needs to forward a copy of results and their instructor credentials to the academy.

Cell Phones/Electronic Devices: are **not** permitted in the classroom.

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: **(In addition to items below see last page for additional items)**

UNIFORMS

Black Dickie brand uniforms can be purchased anywhere; the patches are available for purchases at the academy for \$2.50 each

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

Dickies Uniform Style No. Male LS 574, SS 1574 Pants original 874 work pants
Female LS – L5350, SS – FS574 Pants FP774

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 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 recruits will often engage in marching exercises.

Additional Gear Requirements: 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 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 & RECRUIT COSTS:

*See last page

No other PT/DT clothing is authorized.

Miscellaneous items required for PT/DT: Must be purchased by recruit of department

- a. White athletic/running socks.
- b. 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.
- c. 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
- i. Must have wrestling shoes or perform DT in bare feet.
- j. Protective Head Gear – per recruit for sanitary reasons

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 pad lock with rotary dial.
- g. PL/ CPL
- h. VTL

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, all duty leather gear
- Patrol Rifle with sling
- Duty Shotgun
- Holster
- Gun cleaning kit
- Eye protection (clear lens)
- Hearing protection
- Body Armor
- Flashlight (Primary and secondary)
- Weather appropriate attire
- Baseball hat
- BDU's and boots
- Taser

Ammunition:

- **NO ALUMINUM CASINGS (BLAZER BRAND AMMO)**
- Dummy Rounds: Minimum of 9 rounds of appropriate caliber,
- Duty Ammo: 250 rounds of appropriate caliber
- Practice Ammo: 1500 Rounds of appropriate caliber
- 20 rounds of .223 rifle
- 100 simunition rounds (**Needed for Street Survival**)
- 1 practice (inert) cartridge 2 Live taser cartridges

Targets:

(B-27E) Quantity = 20 FBI Q: Quantity =10
530 Bulls Eye: Quantity = 10

- ** 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 jurisdictions 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 into Mrs. Ottaviani 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 paperwork 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.

Supervised Field Training Review and Orientation

This is the final phase of the academy; this can only take place after all of the education portions of the academy have been completed successfully. The recruits are required to complete this position of the academy with a Field Training officer who has successfully complete the field training officer program. Agencies are required to prove to the academy that the FTO is certified by NYS. Please provide a certificate for each FTO. Also ensure that the FTO's name is legible on all forms.

ADDITIONAL

The recruits are required to complete ICS 100 and 700. These courses are offered online 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. 11** or by email at director@zone5academy.org



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Session #: **74**

Recruit Name: _____

Agency Name: _____

Item	Description	Per Unit	Quantity	Cost	Agency	Recruit
1	Search & Seizure	\$19.00	1	\$19.00		
2	Water Bottle	\$16.00	1	\$16.00		
3	Name Tag	\$12.00	1	\$12.00		
4	Session Pin	\$15.00	1	\$15.00		
5	Academy Pin	\$12.00	1	\$12.00		
6	Summer Hat	\$25.00	1	\$25.00		
7	Winter Hat	\$14.00	1	\$14.00		
8	Photo Sitting Fee	\$35.00	1	\$35.00		
9	One Nylon Jogging Suit (Black) Top & Bottom	\$68.00	1	\$68.00		
10	Sweatshirt LS	\$20.00	1	\$20.00		
11	PT Shorts	\$15.00	2	\$30.00		
12	PT Shirts	20.00	2	\$40.00		
13	Administrative Fee	75.00		\$75.00		
				\$381		

Please indicate Recruit payment or Agency payment by placing a check mark in the appropriate column and return to Ms. Ottaviani prior to the start of the session.

Should you need an additional invoice for your agency please notify Miss Ottaviani at (518) 393-2707 x 10 or aassistant@zone5academy.org