Navarro College
Police Academy
Basic Peace Officer Course
Student Registration Information

The Basic Peace Officer Course is a 680-hour program designed to prepare the student to pass the Peace Officer licensing exam given by Texas Commission on Law Enforcement (TCOLE).

- 33 topics ranging from 4 hours to 68 hours in length are covered during the course.
- Approximately one-third of the class is devoted to developing physical skills required to become a peace officer.

SCHEDULE
Day Academies are offered during the Fall and Spring semesters.

- Day Academies run one semester, approximately 17 weeks
- Monday - Friday, 8:00 am-5:00 pm.

Night Academy schedule:
- Night Academy takes two semesters (Fall and Spring)
- Monday - Friday, 6:30 pm-10:30 pm.

ADMISSION STANDARDS
Students must meet all eligibility requirements of TCOLE and the Navarro College Police Academy Advisory Board to enroll.

- Must be a U.S. Citizen
- Must be 21 years of age, or 21 years of age by the graduation date of the Academy.
  - A student 18 years of age or older is eligible for licensing if the student:
    - Has received an Associate’s Degree; or 60 semester hours from an accredited college or university; or
    - Has received an honorable discharge from the Armed Forces of the United States after at least two years of service.
- No Class B Misdemeanor convictions in the past 10 years. (This includes Deferred Adjudication)
- No Class A Misdemeanor or felony convictions. (This includes Deferred Adjudication)
- No conviction for any family violence offense. (This includes Deferred Adjudication)
- Applicants must pass a physical examination, a psychological examination and a drug screen immediately submitted to the Academy upon completion.
High school diploma OR GED
Must not be prohibited by law from operating a motor vehicle.
Must not be prohibited by state or federal law from possessing firearms or ammunition.
You cannot have a bad conduct discharge from the military.

This information will be verified by Academy staff. Academy staff reserves the right to request additional documentation to verify any requirements of Navarro College, the Police Academy, or TCOLE.

REGISTRATION PROCESS

A complete application packet may be obtained by calling the Police Academy at the following numbers:

903-875-7560
903-875-7702

Application packets are also available online at www.navarrocollege.edu

Students must have all completed documents returned to the Academy two weeks prior to the start of the Academy course.

PRE-REGISTRATION

1. Apply to Navarro College
   - Fill out the Navarro College Application for Admission
   - Return the Application for Admission to the Office of Admissions and Records,
   - Supply to the Registrar all pertinent information-
     o Driver’s License,
     o High School diploma/transcripts, GED, Home School diploma, other college transcripts,
     o Proof of residency and citizenship, if applicable.
     o Notice of Vaccination Against Bacterial Meningitis

2. Take the Accuplacer Test
   - Schedule and complete the Accuplacer Test at any NC campus. (Reading and Writing sections, Math is suggested but not required)
   - Bring test scores to Academy personnel immediately following the test.
   - All applicants must submit scores for admission to the Police Academy. There are no exceptions per the Police Academy’s Advisory Board.
   - There is a $29.00 fee for the Accuplacer Test.
3. **FAST Application/Criminal History Records Check**
   - Follow directions on form downloaded from NC website and schedule appointment. Print your appointment form and take valid forms of ID to your appointment.
   - Remit a non-refundable fee for the background check to the approved FAST site, payable at the time of appointment. This fee is not set by Navarro College, and is subject to change.

**THE ACADEMY WILL CONTACT THE STUDENT AFTER RECEIVING INFORMATION FROM TCOLE REGARDING RESULTS OF THE FAST APPLICATION; THE STUDENT SHOULD PROCEED WITH THE “AFTER PRE-REGISTRATION” ITEMS UPON DIRECTIONS FROM ACADEMY STAFF.**

**AFTER PRE-REGISTRATION PROCESS:**

1. Complete the Navarro College Police Academy Application.
2. Bring color copies of your driver’s license and social security card, as well as a copy of your birth certificate/passport, and high school diploma or equivalent to the Academy.
3. Submit any other documents requested by Academy staff, sign all release documents.

Note: Students are required to immediately notify the Academy Coordinator of any arrest/criminal charge that occurs after the submission of the FAST fingerprint check. Failure to disclose such information may result in dismissal from the Academy. Students are required to report any subsequent suspension of their driver’s license to Academy Staff immediately. Failure to notify Academy staff of such action is grounds for dismissal from the Academy.

**Schedule Physical Exam/Drug Screen:**
- The student must use Enviva Health Services in Corsicana or Waxahachie for the physical and drug screen.
- Have the physician or official conducting the physical and drug screen sign the L-2 form.
- Obtain a copy of the drug screen results for submission to Academy Staff.

**Schedule Psychological Exam:**
- Once completed, have the examining official sign the L-3 form.

**Once these steps have been completed, submit all documentation to Academy Personnel in Corsicana or Waxahachie. When your documentation is verified as completed, then:**

**Pay Tuition & Fees:**
- Payment for class may only be accepted at the Cashier’s/Business Office on any NC Campus. This must be completed prior to the first day of class.
Purchase:
- Uniform & Required clothing (see clothing information below),
- Books (see book information below),
- Any other designated materials.

Maximum class size for the Basic Peace Officer Course is thirty (30) students. Classes will be filled on a first come-first served basis according to pre-registration and the application process.

**PAYMENT AND FINANCIAL AID INFORMATION**

**TUITION**

| BASIC PEACE OFFICER COURSE | $1875.00 |

Tuition **must** be **paid in full prior** to the first day of class. Payment must be given to the Cashier's/Business office on any NC Campus. **NO funds** will be accepted at the police academy. Tuition includes ammunition, insurance, and other fees.

**FINANCIAL AID**

Financial Aid is available to Basic Peace Officer students who qualify. It takes several weeks to process the application for Financial Aid. **Please apply well in advance of the course start date.** For more information about Financial Aid, contact:

**Ms. Kristal Nicholson**  **(903) 875-7362**

You may apply for Financial Aid at [www.navarrocollege.edu](http://www.navarrocollege.edu)

Veterans/Texas Veterans may qualify for financial aid through the Veterans Certifying Official at Navarro College. It takes several weeks to process Veterans benefits. **Please apply well in advance of the course start date.** For Qualification info on the Hazelwood Act please go to:


For more information about the Hazelwood Act and for Veterans benefits please contact financial aid.

**REFUNDS**

Refunds for Continuing Education courses will not be offered after the first day of class.
BOOKS
- Texas Criminal Law & Traffic Law Manual – current edition,
- The Texas Peace Officer 13th Edition

Books are available for purchase at the Navarro College Bookstore and MUST be purchased prior the start of the first day of class.

SUPPLIES
- Pens,
- Paper,
- Highlighters, etc...
- Index cards for use as flashcards (Approximately 1500)

UNIFORMS
- Black Academy shirt (NC Bookstore),
- Black pants,(5-11, Dockers, Dickies)
- Plain black uniform trouser belt,
- Plain black, polish-able uniform boots (no pointed toes, tennis shoes or slip on low quarter shoes).
- Black Police Academy hooded sweatshirt (No other jackets allowed)

All Basic Peace Officer students are required to be in uniform on the first day of class. Contact the Academy Coordinator if you are unable to obtain your uniform prior to your first day of class, or if you have questions about the type of clothing/footgear required.

WORKOUT APPAREL-
- Black shorts or sweat pants (no logos or emblems),
- White Academy T-shirt  (NC Bookstore)
- Workout shoes,
- White athletic socks.

All Basic Peace Officer students will be required to participate in skills training and physical conditioning training.

EQUIPMENT to be furnished by the student
- Black Police Style Duty Belt
- Nylon magazines pouch for Glock 22
- Four (4) black belt keepers
- Hearing Protection for gun range
- One (1) pair of clear safety glasses
- One (1) pair of handcuffs with key
- One (1) black nylon handcuff case

Nylon items are acceptable
Equipment may be purchased at any law enforcement supply company.
***Handguns are provided by the Police Academy for use at the firing range. Under no circumstances are students allowed to be in possession of personal firearms while on campus or at Police Academy facilities. Possession of personal firearms on campus or any Police Academy premises is grounds for dismissal from the Police Academy and Navarro College, and referral to the Navarro College Department of Public Safety. This also applies to a person who holds a concealed handgun license. (Effective Spring 2014)

OUTSIDE OF CLASS COMMITMENTS

Driving Course - There will be a required weekend commitment from student to participate. Students will leave campus on Friday evening and return home on Sunday. Expenses for the weekend will be the student’s responsibility.

Firearms Training - Students will be required to qualify during the day and at night. Students should plan to be at the range at minimum one evening during Firearms Training. Certain Academy courses may require firearms training on weekends.

Blackboard – Students may be required to complete homework or other assignments outside of normal classroom hours. Internet access is required. If a student does not have internet access at home, staff will refer the student to a public computer lab that is accessible outside of normal business hours.

PSYCHOLOGICAL AND PHYSICAL EXAM INFORMATION

Physical Exam/Drug Screening should be done at one of the two locations listed:

Enviva Health Services
1014 Ferris Ave. STE #220
Waxahachie, Texas 75165
972-351-9993

Enviva Health Services
1430 W. 7th Avenue
Corsicana, Texas 75110
903-872-1880

No appointments are necessary, and you may walk-in at any time during normal business hours. Ensure that you take your L2 form and obtain the proper signatures/marks, as well as a copy of your 10 panel drug screen. Return the original documents to the Academy.
Psychological testing may be conducted by one of the following providers:

Katherine Donaldson  
Wellness Center  
508 Grace St., Waxahachie, TX 75167  
972-923-0730

Dr. Eric Holden  
Behavioral Measurers & Forensic Services, LLC  
1720 Regal Row Ste 120, Dallas, TX 75235  
972-437-4597

Dr. Laci James  
James and Associates  
824 ASH 171, Mexia, TX 76667  
254-562-9185  
254-625-1237