

# Navarro College Police Academy Basic Peace Officer Course Student Registration Information

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**The Basic Peace Officer Course is** a 696-hour program designed to prepare the student to pass the Peace Officer licensing exam given by Texas Commission on Law Enforcement (TCOLE).

- 42 topics ranging from 2 hours to 74 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 18 weeks ➤ Monday - Friday, 8:00 am-5:00 pm.

Night Academy schedule:

- Night Academy takes two semesters (Fall and Spring) ➤ Monday - Thursday, 6:00 pm-10:00 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.
- Cannot have received a dishonorable 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

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

**Alan Eddins- Police Academy Coordinator- 903-875-7702**

Application packets are also available online at [policeacademy.navarrocollege.edu/application-process/](http://policeacademy.navarrocollege.edu/application-process/) or by emailing [policeacademy@navarrocollege.edu](mailto:policeacademy@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

- Complete the online Navarro College Application for Admission (ApplyTexas)
- Show evidence of vaccination against Bacterial Meningitis to the Office of Admissions and Records. (If 22yrs of age and younger)
- Submit official transcript of high school record or Submit official college/university transcripts to the Office of Admissions and Records

### 2. Take the TSI Test

- Schedule and complete the TSI Test at any NC campus. (Reading and Writing sections; Math is not required) **\*Former Military and Associates Degree or Higher exempt\***
- Bring test scores to Academy personnel immediately following the test.
- All applicants, unless former military or possessing a college degree must submit scores for admission to the Police Academy.

### 3. FAST Application/Criminal History Records Check

- Download and print the Non-Law Enforcement Academy TCOLE FAST Fingerprint application (Follow the instructions).
- Schedule your appointment with IdentoGO online or by calling 1 (888) 467-2080. Print your appointment form and take valid forms of ID to your appointment. Payment fee due at the time of appointment via approved FAST site.

**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. Submit a **Notarized** copy of the Navarro College Police Academy Application to Academy Staff.
2. Submit a **Notarized** copy of the Personal History Statement to Academy Staff. **(Make a copy for your records and for the Psychological Examination)**
3. Submit **color** copies of driver's license and social security card, as well as a copy of your birth certificate or passport, and high school diploma or equivalent to the Academy.
4. Submit any other documents required or requested by Academy staff, sign all release documents.

### Schedule Physical Exam/Drug Screen & Psychological Exam:

- The student must use one of the listed practitioners for the Medical/Drug Screen and Psychological Evaluation. The names and locations of all approved providers are located on page 7 of this document.
- Have the physician or official conducting the physical and drug screen sign the L-2 form and the L-2 Notice Duties.
- Obtain a copy of the drug screen results for submission to Academy Staff
- Schedule Psychological Exam:
- **Submit a copy of the Personal History Statement to the Psychological Examiner.** Once the exam is complete have the examining official sign the L-3 form and the L-3 Notice of Duties.
  - **All Medical and Psychological Providers are now submitting documents directly to the Police Academy Electronically.**

**Once these steps have been completed, submit all documentation to Academy Personnel in Corsicana or in the office of Building D in 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:

- 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 twenty (20) students. Classes will be filled on a first come-first served basis according to pre-registration and the application process. **In the event that a class has not the minimum number of students required, ten (10), students registered in that class will be offered to attend another location or the opportunity to attend the next scheduled academy.**

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 will 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.

## PAYMENT AND FINANCIAL AID INFORMATION

### TUITION & FEES

#### **BASIC PEACE OFFICER COURSE                      \$2,554.09**

Tuition must be paid in full prior to the first day of class. Payment may be given to the **Cashier's office** on any NC Campus. **NO funds** will be accepted at the police academy. NO REFUNDS will be given after the first day of class. Financial aid and scholarship opportunities are available.

Scholarship Opportunities include the following:

Officer Brent Thompson Memorial Scholarship- This scholarship is dedicate to the memory of Officer Brent Thompson. To be eligible for this scholarship students must be enrolled in the Police Academy Basic Peace Officer Certificate or intend to enroll for this program and be residents of Navarro or Ellis County. This award will pay tuition, books and fees for students enrolled in the Police Academy. Serious applicants must insure that all requested information is supplied. Including a minimum 500 word essay explaining why you want to become a law enforcement officer.

Tuition includes Professional Instruction from currently licensed and retired Peace Officers, 1 Uniform Shirt, 1 Uniform PT T-Shirt, 1 Uniform Hoodie, Ammunition for firearms training, 2 TASER cartridges for TASER Certification, CPR Certification and card, supplemental insurance policy, 1 copy of Texas Criminal and Traffic Law Manual and 1 copy of the latest version of the National Highway Traffic Safety Administration Standardized Field Sobriety Manual.

Additional Uniform shirts, PT T-Shirts and Hoodies may be purchased by a cadet currently enrolled in the academy. This is encouraged to promote a professional look.

## **FINANCIAL AID**

If a student is unable to pay the amount of tuition and fees, the student may apply for Financial Aid. Financial Aid is available to Basic Peace Officer Course students who qualify. This Aid may include a grant, which does not require repayment. Additionally, student loans, subsidized or unsubsidized, may be available which will require repayment. Qualification for grants and loans are determined on an individual basis. If a student drops out or is removed from the program prior to its completion, the student may be responsible for repayment of grants that otherwise would not require that repayment. It takes several weeks to process the application for Financial Aid.

**Please apply well in advance of the course start date.**

### **ALL TUITION and FEES MUST be Paid no later than the FIRST DAY of Class.**

For more specific information about Financial Aid, contact:

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

You may apply for Financial Aid at <http://www.navarrocollege.edu/financialaid/>

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 qualifications for the Hazelwood Act please go to:

[http://www.navarrocollege.edu/financialaid/veterans\\_hazlewood.php](http://www.navarrocollege.edu/financialaid/veterans_hazlewood.php)

For more information about the Hazelwood Act and for Veterans benefits please contact Mark Sjostrom in the financial aid office or at [mark.sjostrom@navarrocollege.edu](mailto:mark.sjostrom@navarrocollege.edu).

## **REFUNDS**

Refunds for Continuing Education courses **will not** be offered after the first day of class.

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## DETAILS OF THE ACADEMY

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### SUPPLIES

- Pens,
- Paper,
- Highlighters, etc...
- Index cards for use as flashcards (Approximately 350)

### UNIFORMS

- Black Academy shirt (NC Bookstore),
- White under shirt
- Black pants, (Dickie's Uniform Pants or 5.11/Proper/Tru-Spec Style Tactical Pants)
- 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,
- White Academy T-shirt (NC Bookstore)
- Athletic training shoes
- 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

- Police Style Duty Belt
- Double magazines pouch for Glock 17/22
- Holster for Glock 17/22
- Four (4) belt keepers
- Hearing Protection for gun range
- One (1) pair of clear safety glasses
- One (1) pair of handcuffs with key
- One (1) black leather handcuff case

**Equipment may be purchased at any law enforcement supply company.**

**\*\*\*Handguns are provided by the Police Academy for use at the firing range. Possession of personal firearms on campus will be addressed during orientation sessions. No Navarro College Police Academy student will be allowed to possess a firearm in a Police Academy Classroom or training session without the supervision of an instructor or the coordinator.**

## **OUTSIDE OF CLASS COMMITMENTS**

Driving Course - There will be a required weekend commitment for students to participate.

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.

Canvas – 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 ONLY done at one of the locations listed: 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. Please provide the Physical Examiner with the "Notice of Duties" form accompanied by the L-2 form.**

**Enviva Health Services  
219 W6th Avenue  
Corsicana, Texas 75110  
903-872-1880**

**Hometown Medical Associates  
115 W. Collins ST  
Corsicana, TX 75110  
903-602-5009**

**Advantage Medical  
1102 Solon Place Way  
Waxahachie, TX 75165  
972-351-9993**

**Psychological testing may be conducted ONLY by one of the following providers: You will need to schedule an appointment for they Psychological testing. Please provide the Psychological Examiner with a copy of your completed Personal History Statement, "Notice of Duties" form accompanied and the L-3 form.**

**Dr. Phillip Taff  
715 W. 2nd Ave  
Corsicana, TX 75110  
903-872-4442**

**Misti Cowley, B.A.  
Pepper Psychological Services, PLLC  
1112 E. Copeland Rd. Suite 560  
Arlington, TX 76011  
Office (817) 538-5893  
Office Hours: M--F 7am to 3pm**

**Price, Proctor & Associates  
11882 Greenville Ave Suite 107  
Dallas, TX 75243  
972-644-8686**