

MEMORANDUM

To: Applicants of the 115th Basic Training Program
From: Kenneth Hawkins, Interim Director of Training
Date: September 29, 2022
Subject: INSTRUCTIONS ON ATTENDANCE AND REPORTING

Welcome! The Vermont Police Academy's Basic Training Course for Level III Law Enforcement applicants is a residential program for all state, local, and county officers seeking certification. Using a centralized training model for all Vermont agencies provides an exceptional opportunity for ensuring all students are equipped with the same baseline of understanding. Instructors and mentors will lead you in building resilience, developing character and a personal dedication to our core values, as well as a sense of commitment to the communities you will serve. A philosophy of guardianship and community-oriented policing is emphasized throughout the program. The Academy works with police agencies across Vermont to bring you exceptional subject matter experts who share their knowledge and experience. You will develop confidence, grit, and a sense of passion and responsibility in protecting all of Vermont's community members and visitors.

The 115th Basic Training Class for Police Professionals will begin on February 6, 2023. Each week, recruits must be present Monday morning through Friday afternoon, and often arrive at the Academy on Sunday evenings to prepare for the week ahead.

The Academy's training program will prepare you for a long and safe career in law enforcement. You will, by design, be exposed to varying stressful situations from completing timed tasks to live, realistic scenarios. As you progress, you will be expected to perform increasingly complex law enforcement-related tasks, requiring application of knowledge learned, as well as demonstrating critical thinking skills. On Day One of this program, your journey will begin with a physically and mentally demanding shift. The program is regimented, demanding adherence to rules and regulations through demonstration of discipline, integrity, and professionalism.

The concept of 'police legitimacy' is central to this profession. Accountability is of the utmost importance. Therefore, while you are here, you will be accountable for your educational progress, your personal appearance, the appearance of shared living areas, and the development of positive relationships with your colleagues.

Standards and expectations are high because our communities deserve nothing less.

Physical Fitness Assessment & Orientation:



Attending and passing the fitness assessment at the Academy on one of three opportunities is required: 12/27/2022, 1/3/2023, 1/10/2023. The fitness assessment will begin promptly at 0830 hours. Physical fitness is a major part of the Vermont Police Academy's Basic Training Course. You are required to complete a medical exam and fitness test prior to entry to promote safe participation and reduce chance of injury. Our fitness program goals for you involve safety, confidence building, and a lifelong commitment to wellness. You should expect to spend approximately an hour at the Academy for the assessment that will include a 2000-meter row on a Concept2 rowing machine. The minimum standard required for entry is the 40th percentile. Your hiring agency may require a higher standard. More information on this testing process and guidance for preparing yourself for a fitness program can be found here: <https://vcjc.vermont.gov/training/three/physical-training-standards>. Be sure to prepare yourself to participate in a rigorous physical fitness program.

COVID-19: All applicants attending the PT test and Orientation must follow all safety precautions required under COVID-19 safety plans. Check yourself for the following symptoms before you leave home:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Take your temperature before leaving for the Academy. If it is elevated or you have any of the above symptoms, **do not** travel to the Academy and notify your employer immediately. Check the CDC website for updates on symptoms and current recommendations.

Orientation will occur at **0830** hours, **January 13, 2022**, for **ALL** candidates who pass the PT test. It will take place at the Vermont Police Academy (Classroom 3). A fair amount of information is provided, so come prepared to take notes. Topics will include but are not limited to, contact information for staff information for family members, clothing sizes, expectations, and policies. You should expect this to last at least two hours.

Firearms – Ask someone at your department to brief you on the nomenclature and function of your weapon before Day One.

When to Report for Basic Training:

Arrive at the Vermont Police Academy, no earlier than 1230 hours and no later than 1300 hours, on Monday, January 13, 2023. It is suggested that you bring only the items that you will need for the first week and that those items are contained in a single bag you can easily carry. You are required to live at the Academy Monday through Friday.

The Academy will provide a uniform for classroom wear, as well as bed linen and a pillow. You or your department must purchase (at a minimum) a sweatsuit, seven (7) T-shirts,

five (5) pairs of shorts, 5 cloth face masks, and a hat at a total cost of \$198.50. The Academy will arrange for the purchase of those items, and they will be provided to you on Day One. Confirm with your employer that they may be billed directly or arrange for pre-payment with Mitchell's Tees in Pittsford.

The items below are REQUIRED when you report for Basic Training:

- A. Water bottle – durable, 16-28 ounce capacity.
- B. 10 T-shirts (white, no V-neck)
- C. 10 pairs of underwear (compression for running; optional)
- D. Females - 10 Bras (Sports Bra recommended) Neutral Colors
- E. 1 black belt
- F. 1 pair black boots, smooth leather
- G. 1 pair team building boots, any type of boot, hiking, etc.
- H. 1 Set of shirt stays
- I. 10 pairs black socks
- J. 3 pairs heavy black socks
- K. 10 pairs white athletic socks (crew length)
- L. 1 pair running shoes - solid platform
- M. 1 extra pair of sneakers (gym or running)
- N. 1 department issue jacket
- O. 1 department issue raincoat
- P. 1 set of handcuffs (black or silver) and holder or pouch w/key(s)
- Q. 1 department issue or approved baton (straight/expandable/PR-24)
- R. 1 set duty leather (or nylon) with holster (level 2 security or better) and ammo pouch
- S. 1 pair shower shoes (thong sandals/ flip-flops; no crocs)
- T. 1 large can black shoe polish, application brush, a shoe brush and an old T-shirt or other cloth for polishing
- U. 1 standard size clipboard (approx. 9"x12")
- V. 2 large solid color bath towels
- W. 1 laundry marker for marking clothing
- X. Complete personal hygiene kit (shaving supplies, toothbrush, soap, deodorant, etc.)
- Y. Females – hair accessories as needed to keep your hair up above your collar.
- Z. Laundry bag
- AA. Firearm and 3 magazines (NO AMMUNITION).
- BB. Firearm Owner's Manual
- CC. 2 Bottles TRAINING O.C. Spray (department-approved size) and department approved duty holster
- DD. Department flashlight (and charging unit if rechargeable) EE. Black cotton or woolen hat & gloves for cold weather
- FF. Twelve strong, durable clothes hangers (wooden or plastic)
- GG. Digital watch (no smart watch, battery-powered)
- HH. Recruit Manual
- II. 12-inch ruler

DO NOT BRING:

- A) Chemical Spray (OC, Mace, etc.)
- B) Ammunition of any type
- C) Jewelry of any type except wedding ring, watch, Medical Alert bands
- D) Pocket knives or multi-tools with knives.
- E) Medication not prescribed.

If you have any questions regarding this information, please contact the Vermont Police Academy at **802.483.2743**. Please notify the Academy **immediately** if you decide at any time to withdraw from the program.