

## MEMORANDUM

To: Applicants of the 117th Basic Training Program  
From: Kenneth Hawkins, Director of Training  
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 117<sup>th</sup> Basic Training Class for Police Professionals will begin on February 5th, 2024. 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: December 20, January 3rd or 10th, 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 1.5 mile run and a 500-meter row on a Concept2 rowing machine. The minimum standard required for entry is the 40<sup>th</sup> 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.

**Orientation** for the 117th Basic Training Class will occur on Friday, January 12th at 0830 at the Vermont Police Academy, in Classroom #3. Recruits will receive information about policies, expectations, required equipment etc.

### **When to Report for Basic Training:**

Arrive at the Vermont Police Academy, no later than 0800 hours, on Monday, February 5th 2024. 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:*

1. 10 T-shirts (white, no V-neck)
2. 10 pairs of undergarments Neutral Colors - Bagged
3. 1 black belt
4. 1 pair black boots, smooth leather
5. 1 pair team building boots, any type of boot, hiking, etc.
6. 1 Set of shirt stays
7. 10 pairs black socks
8. 3 pairs heavy black socks
9. 10 pairs white athletic socks (crew length)
10. 1 pair running shoes - solid platform
11. 1 extra pair of sneakers (gym or running)
12. 1 department issue jacket
13. 1 department issue raincoat
14. 1 set of handcuffs (black or silver) and holder or pouch w/key(s)
15. 1 department issue or approved baton (straight/expandable/PR-24)
16. 1 set duty leather (or nylon) with holster (level 2 security or better) and ammo pouch
17. 1 pair shower shoes (thong sandals/ flip-flops; no crocs)
18. 1 large can black shoe polish, application brush, a shoe brush and an old T-shirt or other cloth for polishing - Bagged
19. 1 standard size clipboard (approx. 9"x12")
20. 2 large solid color bath towels

21. 1 laundry marker for marking clothing
22. Complete personal hygiene kit (shaving supplies, toothbrush, soap, deodorant, etc.) - Bagged
23. Females – hair accessories as needed to keep your hair up above your collar.
24. Laundry bag
25. Firearm and 3 magazines (NO AMMUNITION).
26. Firearm Owner's Manual
27. 2 Bottles TRAINING O.C. Spray (department-approved size) and department approved duty holster
28. Department flashlight (and charging unit if rechargeable)
29. Black cotton or woolen hat & gloves for cold weather
30. Twelve strong, durable clothes hangers (wooden or plastic)
31. GG. Digital watch (no smart watch, battery-powered)
32. Recruit Manual and or Knowledge
33. 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.