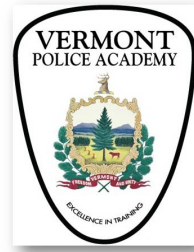


## Level II Academy Student:

Congratulations on being selected by your sponsoring agency to attend the 80-hour basic training course for Level II police professionals (the Part-Time Academy). The Vermont Criminal Justice Training Council recognizes this as your first step in the process to become a Level II police officer in State of Vermont.



Please bring the following items with you:

1) *Personal items:*

If you are staying overnight at the academy optional items you may wish to bring, alarm clock, towels, soap, toiletry articles. The Vermont Police Academy has public WiFi access. If you choose to bring a laptop, iPad or other electronic device, please remember that these items should be stored in your locked vehicle with any other valuables when not in use.

2) *Clothing:*

While in the classroom (Except for Range/Basic Handcuffing Day): Casual business attire is expected (collared shirt and slacks or skirt, and appropriate shoes...**no jeans are allowed except on range days/basic UOF days**).

Range day (Thursday/Friday- Week One): Clothing and boots/shoes that are appropriate for wearing both in and outside are encouraged. Students should also bring foul weather or cold weather gear. Jackets should allow that student access to weapon holster and magazine pouches as the range is outside. (No "low riding" jeans.)

Athletic attire/ sneakers for those wishing to use the gymnasium after classes have ended, and for Basic Handcuffing, Tuesday, Week Two.

3) *Firearms:*

**All Students are required to bring their department's Use of Force Policy.**

The only authorized firearm caliber are: 9MM, 10MM, .45, .40, .38, .357 SIG, and 357 magnums. No single-action only firearms (for example: A Colt 1911) are allowed.

**Students are expected to bring their bullet proof vest for range day, along with a baseball style hat.** Personal eye and ear protection are optional and may be provided by the Academy. This personal protection gear is mandatory.

**Firearm holster:** The **only** authorized holsters are level 1-3 retention holsters, nylon, leather, or imitation leather. No western security, speed draw, shoulder or cross draw holsters are allowed.

**Remember to bring your inner belt and keepers to secure your duty belt.**

Magazines or speed loaders: Three magazines or speed loaders are required.

We will provide eye and ear protection, or you may bring your own.

Please do not forget to indicate on the registration form what type of caliber of duty ammunition you will need as we provide it.

**No ammunition will be brought into the Academy building.**

Please note somewhere make, model, and serial number of the firearm you are bringing/qualifying with at the Academy's firearms range.

Any questions regarding firearms, contact Training Coordinator Jake Hansell at (802) 483-2735 or at [Jacob.Hansell@Vermont.gov](mailto:Jacob.Hansell@Vermont.gov)

**All necessary paperwork must be received by the Academy before your attendance at the Level II Academy. Please see the website for the specific paperwork deadline dates. The paperwork to be submitted is:**

- the appropriately signed Registration form,
- Medical History and Medical Examination form,
- the appropriately signed Certificate of Compliance form, and
- the Part-Time Firearms Pre-Academy Proficiency Checklist form.

**Failure to receive this paperwork by the given date may result in you not being able to attend the Academy or, in the case of a missing Firearms Pre-Academy Proficiency Checklist form, being able to participate in the range qualification piece of the Academy.**

Please do not forget to indicate on the registration form if you will be commuting to the Academy daily or staying as our overnight guest. (Class instruction is scheduled to end at 1600 hours Monday thru Friday), the day ends when all testing has been completed.

If you have any dietary restrictions or other questions about the Level II program, please do not hesitate to contact me at (802) 483-2743 or [Kenneth.Hawkins@Vermont.gov](mailto:Kenneth.Hawkins@Vermont.gov) prior to your attendance.

Please contact Gail Williams ([Gail.Williams@Vermont.gov](mailto:Gail.Williams@Vermont.gov)) at (802) 483-2731 if you should have any questions regarding whether or not the Academy has received your required paperwork. See below for the Academy's address.

### **Day One Monday-**

You should plan on reporting to the Vermont Police Academy **no later than 07:30 hours on the first day of the Part-Time Academy.**

Please park your vehicle in the Academy's student parking lot, located behind the main building. If you don't plan to commute, your personal gear should be kept in your vehicle until room assignments are made.

If you are commuting or overnight, you should bring your **unloaded** weapon Monday morning in its case. The unloaded weapon will be brought into the classroom to be turned in to the armory. No ammunition/live OC or CEW's of any type will be brought into the classroom.

Again, congratulations! We are looking forward to your participation in this program and on an ongoing professional relationship.

Sincerely,

Ken Hawkins  
Law Enforcement Certification Training Coordinator  
Vermont Police Academy  
317 Academy Road, Pittsford, VT 05763

