

**GREENE COUNTY   
Peace Officer Basic Training Welcome Packet**

Dear Academy Applicant:

Welcome to the field of Law Enforcement! It is our pleasure to provide you with information on the Peace Office Basic Training course offered through the Greene County Career Center in Xenia, Ohio. We look forward to traveling with you on your journey into the exciting, yet demanding, arena of police work. Enclosed please find our information/application packet for the upcoming academy course offerings for 2024-2025.

Please feel free to contact the program at Greene County Career Center at 937-372-6941, and speak with either myself (extension 1553) or Tracey R. Cassel (extension 1551) if you need additional assistance. We encourage you to visit our website at [www.greeneccc.com](http://www.greeneccc.com). You will find academy information, related law enforcement links and general information on financial aid and other services provided by the Greene County Career Center.

The Peace Officer Basic Training program is eager to put you on the path to realize your dreams of becoming an Ohio Peace Officer.

Sincerely,

Bryan Cook

Bryan Cook, Commander

Greene County Career Center

**Greene County Career Center Peace Officer Basic Training Academy**

The Greene County Peace Officer Basic Training Academy (GCPOBT) strives for professional distinction in providing state-of-the-art law enforcement training. All training at GCPOBT adheres to the standards set forth by the Ohio Attorney General’s office and the Ohio Peace Officer Training Commission. Our instructors come from noted regional law enforcement agencies and provide infinite years of law enforcement experiences and intuition. Greene County Peace Officer Basic Training Academy is honored to be partnered with area law enforcement agencies in the form of an Advisory Board and resource bank of elite instructors and trainers who lead by example.

Our academy is approximately 845 hours which sets our standards above the minimum state requirement of 740. Our training offers the Basic Peace Officer course and the following certifications:

* Oleoresin Capsicum (OC) Certification
* ASP Certification
* Taser (User Certification)
* Single Officer Response to an Active Shooter

Recruits are responsible to meet all scheduled training hours and provide their own transportation to the training sites. **Attendance is mandatory for all class sessions**. The program of training includes classroom, simulation and field training. The final classroom date is subject to change. The majority of the training will take place at Greene County Criminal Justice training sites; the rest will be at locations around Greene County.

Before submitting your application, please evaluate your personal and business commitments and resources. Compliance with all of the rules and policies set forth by the Academy are mandated. Absence from classes must be made up at the student’s expense. Attendance and participation in all facets of training is compulsory and failure to act in accordance with these standards will result in a request for your resignation or dismissal from the academy.

***SWORN OFFICERS***:

Persons who hold a current oath of office with any Ohio law enforcement agency are automatically eligible for the Basic Police Academy.

* A physical assessment and oral interview are required.
* Verify physical fitness to safely function in all phases of the academy’s strenuous training (verified by a licensed physician to include disability, chronic illness, pregnancy, etc.)

***OPEN ENROLLMENT RECRUITS***

Those applicants who are not affiliated with a law enforcement agency must meet the following minimum standards:

* Have a valid Driver’s License
* Have NO Felony convictions, warrants or investigations pending
* Have NO conviction for any offense stemming from a domestic violence charge, this includes guilty or no contest pleas to lesser charges when the original charge was domestic violence or drug charge.
* Have NO convictions for any drug offense
* Be in violation of Ohio’s Child Support Enforcement Laws
* Be certified by a licensed physician as able to participate in all phases of the academy’s strenuous and stressful training (includes disability, chronic illness, pregnancy, etc.)
* Successfully pass the entry level physical fitness assessment at 15% of the OPOTA academy completion standard

It is strongly recommended that open enrollment applicants have previous knowledge or experience in the criminal justice field. Applicants will be asked in an oral interview how they have prepared themselves for entrance into the Basic Police Academy, and preference will be given to candidates who can demonstrate appropriate preparation.

**Training Equipment and Uniforms**

All police academy recruits will wear the designated uniform of the day. This will consist of a Navy Blue shirt bearing the Greene County Criminal Justice Academy logo, khaki pants, black shoes, black belt and a navy blue ball cap bearing the logo, No exceptions. The academy will provide each recruit with instructional materials, books, two academy shirts, and a ball cap. Recruits are responsible for the following additional items by the first day of class:

* Khaki pants/slacks
* Pens, paper and at least four three ring large notebook binder
* Duty belt with *level two holster* and handcuff case with one pair of handcuffs, handcuff key, belt keepers or belt stays, ammo/magazine pouches, ASP baton and holder
* Lists of training equipment and suggested types and vendors will be supplied following the physical assessment, oral review board, and your acceptance into the academy.
* Firearms will be a 9mm, or .40 caliber and must be approved by the Academy Commander.

**Academy Conduct**

All recruits, instructors and persons associated with the Greene County Peace Officer Basic Training will display professional, mature and respectful behavior at all times. The Law Enforcement Code of Ethics must be adhered to as of Day One of the Academy. Any disruptive, disrespectful or unsafe behavior will not be tolerated and could result in disciplinary action to include dismissal from the academy with no refund of monies paid. Academy recruits and personnel shall adhere to the guidelines and policies set forth in the Student Handbook and will be required to sign a statement of understanding prior to beginning the academy.

Recruits are required to follow standards of personal appearance and hygiene:

* + Hair for Men-military or tapered hair, off of the ears and no longer than collar length
  + Hair for Women-if longer than shoulder length, must be pinned up or otherwise fastened securely to head
  + No afros, unless short and neatly barbered
  + No unusual hair dyes permitted
  + No braids, cornrows, etc. in the hair, except where braided in order to fasten securely to the head (women only)
  + No bandanas, hats or do-rags will be worn during classroom instruction
  + Men are to be clean-shaven, with no beards, goatees or long sideburns. A mustache may be worn so long as the ends of the mustache do not extend past the ends of the upper lip.
  + No facial jewelry of any kind is permitted, including tongue piercings. No earrings are permitted for men or women. There are to be no visible body piercings anywhere else on the body; all jewelry (with the exception of wedding ring) is to be removed before the physical contact portion of the training begins.
  + All tattoos must be covered, particularly those of a vulgar or offensive nature. If the tattoos are in an area that cannot be covered, it is highly recommended that the individual consider having them removed.
  + Student in the academy must present a clean, neat, professional appearance at all times. Clothing may not have stains, tears or holes, and will be washed and wrinkle free.
  + Students will not wear excessive cologne or perfume.
  + Beginning with the first day of class, students will be required to keep a typed notebook, to be submitted every month for inspection and grading.

**Cost and Financial Assistance**

Tuition is payable either up front, in a payment plan, through financial aid assistance, or a combination of self-pay and financial assistance. **All financial arrangements and/or fees must take place at least two weeks prior to the starting date of the academy**. Failure to comply with deadlines will prevent you from participation in the academy. After enrollment and the beginning of the academy, failure to meet scheduled payment dates will cause you to be terminated from the academy with no refund of monies paid to date. Recruits sponsored and funded by an agency, must provide a letter of intent or purchase order on company letterhead. Please contact Mr. Prather, Financial Aid Advisor, at [bprather@greeneccc.com](mailto:bprather@greeneccc.com) or 937-372-6941 ext. 2310 with questions.

**Physical Fitness Training**

All prospective academy recruits will be required to pass a Pre-Academy Physical Fitness Assessment prior to beginning academy training. Please review the **Pre-Academy** **Physical Fitness Standards** based on the **15th percentile of the Cooper Fitness Standards** from the Ohio Peace Officer Training Commission. If you fail to meet the Pre-Academy Physical Fitness Standards, you will be eliminated from the process.

Physical conditioning and the successful passing of the Final Physical Fitness Assessment at the end of the academy are compulsory. Please review the **Final** **Physical Fitness Assessment Standards** based on the **50th percentile of the Cooper Fitness Standards** from the Ohio Peace Officer Training Commission. If you fail to meet the Final Physical Fitness Standards, you will not be able to sit for the state exam and must repeat the entire academy. Although academy staff will condition each recruit during the academy, all are encouraged to begin an exercise regimen prior to, during, and after the academy.

See Fitness Standards Table below.

**Ohio Peace Officer Basic Training Program**

**Physical Fitness Standards**

**(50th Percentile\*)**

**Age and Gender Minimum Scores**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Pre-Academy (15th)** | **Final (50th)** |  | **Pre-Academy (15th)** | **Final (50th)** |
| Sit-ups (1min)  Push-ups (1 min)  1.5 Mile Run | **Males (<-29)**  32  19  14:34 | **Males (<-29)**  40  33  11:58 |  | **Females (<-29)**  23  9  17:49 | **Females (<-29)**  35  18  14:07 |
| Sit-ups (1min)  Push-ups (1 min)  1.5 Mile Run | **Males(30-39)**  28  15  15:13 | **Males (30-39)**  36  27  12:25 |  | **Females (30-39)**  18  7  18:37 | **Females (30-39)**  27  14  14:34 |
| Sit-ups (1min)  Push-ups (1 min)  1.5 Mile Run | **Males(40-49)**  22  10  15:58 | **Males (40-49)**  31  21  13:11 |  | **Females (40-49)**  13  5  19:32 | **Females (40-49)**  22  11  15:24 |
| Sit-ups (1min)  Push-ups (1 min)  1.5 Mile Run | **Males(50-59)**  17  7  17:38 | **Males (50-59)**  26  15  14:16 |  | **Females (50-59)**  7  4\* Modified  21:31 | **Females (50-59)**  17  13\* Modified  17:13 |
| Sit-ups (1min)  Push-ups (1 min)  1.5 Mile Run | **Males (60+)**  13  5  20:12 | **Males (60+)**  20  15  15:56 |  | **Females (60+)**  2  1\* Modified  23:32 | **Females (60+)**  8  8\* Modified  18:52 |

\*Based on, the Cooper Institute, Physical Fitness Specialist Course and Certification. Our instructors provide individualized support services in the area of fitness, goal setting, nutrition and exercise so each recruit can focus on meeting personal and OPOTA standards.

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| Greene County  Peace Officer Basic  Training Academy  532 Innovation Drive  Xenia, OH 45385 | C:\Users\tcassel\Desktop\GCCC Icon.png | Adult Education Department  Greene County Career Center  (937) 372-6941 ext. 1551 |

**AUTHORIZATION TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize any commissioned agent or representative of the Greene County Peace Officer Basic Training Academy, bearing this release, or a copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, credit, support obligation records, or educational records including, but not limited to, academic achievement, attendance, personal history, disciplinary records, medical (per HIPPA requirements), fitness reports and military records. I hereby direct you to release such information upon request to the bearer.

This request is executed with full knowledge and understanding that the information is for the official use of the Greene County Peace Officer Basic Training Academy. Consent is granted for the Greene County Peace Officer Basic Training Academy to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as the custodian of such records, and any government agency, school, college, university, other educational institution, repository of military records, credit bureau, lending institution, consumer reporting agency, police departments or retail business establishment, including its officers, employees or related personnel, both individually and collectively, from any liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

FULL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MEDIA RELEASE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I do hereby grant and give to Greene County Career Center and the Greene County Peace Officer Basic Training Academy, its successor and assigns (hereinafter referred to as the school), the right to use, and to permit others to use my name, photograph, testimonial, voice image, or likeness on printed material, printed film, film recording, video tape, or other sound and/or visual device, both single and in conjunction with other persons or objects, for any and all purposes including but not limited to, private or public presentations on the radio, television, in theaters, newspapers, outdoor, direct mail, promotional literature, point-of-purchase material, signs, publicity, and promotion related thereto.

I warrant that I have the right to authorize the foregoing uses and to hereby agree to withhold the School harmless of any and all liability of whatever nature which may arise out of or result from such uses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip

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| Greene County  Peace Officer Basic  Training Academy  532 Innovation Drive  Xenia, OH 45385 | C:\Users\tcassel\Desktop\GCCC Icon.png | Adult Education Department  Greene County Career Center  (937) 372-6941 ext. 1551 |

**DOMESTIC VIOLENCE INFORMATION FORM**

Title 18, United States Code, Section 922 (g) (9) makes it illegal for anyone who has been convicted of a misdemeanor crime of Domestic Violence to possess any firearm or ammunition “Misdemeanor Crime of Domestic Violence” is generally defined as any offense, whether or not explicitly described in a statute as a crime of Domestic Violence, which has, as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victim’s current or former domestic partner, parent or guardian. The term “convicted” is generally defined in the statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon. Any person who has pled guilty or no contest to a lesser charge when the original charge was domestic violence, ORC 2919.25, is not eligible to apply.

If you are affected by this statute, you may not possess any firearm or ammunition; therefore, you are not eligible for positions in the uniform forces of the any Police Department. Please answer the following:

1. Have you ever been convicted of a misdemeanor crime of Domestic Violence

within the meaning of the statute? YES\_\_\_\_\_ NO \_\_\_\_\_

1. If you answered yes to Question 1, provide the following information with

Respect to the conviction:

Court/Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Docket/Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statute/Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that, to the best of my knowledge and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for disqualification for the position of Police Recruit with the Greene County Peace Officer Basic Training Academy.

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print or type

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Greene County  Peace Officer Basic  Training Academy  532 Innovation Drive  Xenia, OH 45385 | C:\Users\tcassel\Desktop\GCCC Icon.png | Adult Education Department  Greene County Career Center  (937) 372-6941 ext. 1551 |

TO: Child Support Enforcement Agency

RE:

Social Security #

The above-named individual is an applicant for the position of police recruit with the Greene County Peace Officer Basic Training Academy.

Would you please verify that this individual is current in his/her alimony and/or child support obligations. If not current, would you please furnish the delinquent amount? A notarized release of information is enclosed.

The applicant provided the following information concerning his/her obligations.

Oblige:

Children:

N/A: Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your assistance.

Sincerely,

Bryan Cook

Bryan Cook

Academy Commander