



## **ALAMO AREA LAW ENFORCEMENT ACADEMY**

**8700 Tesoro, Suite 700**

**San Antonio, TX 78217**

**(210) 362-5291**

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Dear Applicant,

Thank you for your inquiry about the Alamo Area Regional Law Enforcement Academy. Established in 1972, this Academy has been successfully training peace officers for the central Texas region for more than thirty years. As a potential future peace officer for the State of Texas, your choice of an Academy for your basic training is an important decision not to be taken lightly.

As a Regional Academy, we provide training for over 160 local law enforcement agencies. As the training academy for these agencies, our standards are set by these agencies and they far exceed the minimum state standards. The law enforcement profession is not for everyone so we consider it an important part of our job to help you understand what is involved in this career choice.

### **1. Can anybody join a police academy and become a peace officer?**

No, you must meet certain eligibility requirements set by state law and the Alamo Area Regional Law Enforcement Academy.

### **2. What things may keep me from being eligible?**

- a. not meeting state required basic educational certifications.
- b. having a criminal history that includes felonies and some classes of misdemeanors.
- c. a dishonorable discharge or a bad conduct discharge from military service.

### **3. Does your Academy disqualify applicants for any other reason than those mentioned above?**

You must pass an entrance exam that determines level of basic reading, writing and math skills. In addition, you must also pass a physical examination, psychological examination, drug screening and meet a physical fitness standard discussed below. Failure to pass any one of these requirements will exclude an applicant from the Academy.

### **4. How long does a basic academy take to complete?**

The Basic Peace Office Course is 1,126 hours. If you are enrolled in the full-time course which is 8 hours per day, you will complete the program in approximately 6 months. If you are enrolled in the part-time course which is 4 hours per evening, you will complete the program in approximately 12 months.

### **5. How much does all this cost?**

The basic tuition for this course is \$2,000. Tuition covers books and use of Academy training equipment. Additional out of pocket expenses will include about \$500.00 for uniforms, the cost of training ammunition, and some incidentals.

## **6. Do I have to pay that all up front?**

Although students are permitted to pre-pay everything that it is required, a student may opt for an installment plan. Under this arrangement a student is required to pay one-third on the first day of the course, two-thirds within 60 days, and the remainder is due within 120 days after the first day of the course. Uniform costs are paid directly to the uniform company. The company expects payment upon delivery of the uniforms. This is typically about two weeks after the first day of class. Cost of ammunition can vary due to several factors. Most classes typically band together on this purchase to greatly reduce overall costs. We recommend that the cadet class plan ahead in purchasing their ammunition as soon as practical.

## **7. Does the Academy offer any financial assistance?**

Other than the installment plan mentioned above, the Academy is approved for V.A. Benefits with the Department of Veterans Affairs program.

## **8. Are uniforms required?**

As a traditional police academy, we have standards that govern rules of conduct; including a dress code. This code requires the wearing of the approved Academy uniform. Unless a student is currently employed by a law enforcement agency and is authorized by that agency to wear their dress uniform, all students must wear the approved Academy uniform.

## **9. Does the Academy require me to purchase a weapon?**

No, the Academy will provide all firearms related training weapons. No personal weapons will be allowed at the Academy and during all training evaluations.

## **10. Is there any physical training involved?**

The law enforcement profession demands the mastery of many physical skills such a driving, shooting, and defensive tactics. Much of the training will include hands-on instruction requiring the student to participate in physically demanding tasks. The Academy requires applicants to pass an entrance physical fitness assessment prior to beginning the Academy. The assessment uses elements of the Cooper Institute's Physical Fitness Assessment battery. These elements include:

1. 1 ½ mile run in 16:31 or less
2. 12 or more push-ups in one minute
3. 22 or more sit-ups in one minute

The standards are derived from the Cooper Institute's single cut-point standards and are set at the 20th percentile for acceptance to the Academy. The Academy class will conduct physical training two days per week at the end of class, extending class by one hour. Every cadet is expected to pass a mid-term physical training exam. There will also be a minimum standard for graduation. The final standards are based on the 40th percentile of the Cooper single norms and are as follows:

1. 1 ½ mile run in 14:46 or less
2. 21 or more push-ups in one minute
3. 29 or more sit-ups in one minute

### **11. How lenient is the Academy on attendance if I have schedule conflicts?**

The Texas Commission on Law Enforcement Standards and Education mandates attendance requirements. For this reason, the Academy requires, without exception, that you attend 95% of all classroom instruction and 100% of all tactical “hands on” training. Failure to meet this standard will result in termination from the program.

### **12. Are there any other issues that may cause termination?**

Typically poor attendance and poor academics account for a large part of class attrition. However, violations of a stringent code of conduct can result in termination. As a Texas Peace Officer, you will be held to a higher ethical and professional standard than the average citizen and this is reinforced in our Academy. Consequently, cadets are required to avoid conduct that is unbecoming to a Peace Officer.

### **13. Does the Academy assist me with job placement if I successfully complete this course?**

Yes. Although the Academy does not have a formal job placement office, agency recruiters frequently address the Academy’s senior class. We make every effort to make our cadets aware of job prospects and facilitate the employment process. Additionally, the Academy provides the student with a full array of additional certificates that many departments are looking for in a new hire. These certificates include Radar, OC Spray, and ASP Baton, which are not usually offered in a Basic Peace Officer Course.

### **14. What do I have to do to get started?**

The enrollment process starts with the completion of the attached application and an entrance exam. There is no study guide for the entrance exam.

In order to take the entrance exam, you must bring the following required documentation the day of the exam:

1. Payment in the amount of \$35.00. (Only payment in the form of a money order, cashier’s check or cash **IN THE EXACT AMOUNT** will be accepted).
2. Proof of Citizenship (i.e. Birth Certificate or Naturalization Certificate).
3. Valid driver’s license.
4. Copy of high school diploma or high school transcript reflecting date of completion.
5. Copy of GED.
6. Proof of auto liability insurance.
7. Member 4 Form/DD214 (if prior military).

Upon successful completion of the entrance exam, you will be given a registration packet that will include the following documents:

1. A-1 form to be completed and signed by applicant;
2. Release of Liability and Hold Harmless form to be signed by applicant in front of a notary;
3. Informed consent form to be signed by applicant;
4. Physical Activity Readiness Questionnaire to be completed by applicant;
5. Medical Questionnaire to be completed by applicant and reviewed and signed by a licensed physician;

6. Medical Clearance form to be completed and signed by a licensed physician;
7. L-2 form to be completed and signed by a licensed physician after a complete physical exam and drug screen results;
8. L-3 form to be completed and signed by licensed psychologist or psychiatrist after a complete evaluation;
9. F.A.S.T. background check records request to be completed by applicant;
10. Financial Agreement form to be completed and signed by applicant;
11. Letters of Verification to be completed by applicants who are employed by a law enforcement agency and signed by applicant's agency administrator.

With the exception of the F.A.S.T. background check records request, all documents must be returned to the Academy prior to scheduling the physical training entrance exam.

### **15. How will I know that I've been accepted to the Academy?**

Class space is limited. Applicants will be accepted on a first come, first serve basis. The first 25 applicants who have successfully completed and returned all documentation will be seated in the current class. All remaining applicants will be seated in the next scheduled class. Applicants with incomplete documentation will be seated in the next scheduled class after receipt of all completed documents. Applicants will be notified by mail two weeks prior to the scheduled class date that they have been accepted into the Academy.

### **16. Is the Academy Veteran Affairs Approved?**

Yes.

#### **Tuition Payment Options Tuition Payment Option 1**

- Student may pay the entire tuition fee in one payment.

#### **Tuition Payment Option 2**

- Student may make three scheduled monthly payments. The payment schedule is outlined in the financial agreement form in the registration packet.

#### **Financial Aid Option**

- Veterans Administration. Students who qualify for Veterans Benefits may call (888) 442-4551 for verification of these benefits. Students must notify the Academy that they intend to use this as a source of financial aid. Once approved by the V.A. students will complete all necessary paper work on Orientation night of class. Since the V.A. pays the student directly while attending class, the student must make his / her payment under option 1 or 2 listed above.

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