

USE THIS APPLICATION FOR:

- **BASIC LAW ENFORCEMENT TRAINING**
- **BASIC CORRECTIONAL OFFICER TRAINING**

Florida Gateway College pledges nondiscrimination, equal access, equal education opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial assistance, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

- **PLEASE READ ALL INFORMATION IN THIS PACKET VERY CAREFULLY.**
- **ALL QUESTIONS MUST BE ANSWERED.** If the question does not pertain to you, indicate so by writing NA in the space.
- **ALL SECTIONS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.** Failure to do so will disqualify your application from consideration.
- **APPLICANTS MUST COMPLETE ALL REQUIREMENTS ON PAGE 3 BEFORE TURNING IN APPLICATION TO TRAINING CENTER.** This includes taking the Basic Abilities Test (BAT) .
- **ALL INCOMPLETE APPLICATIONS WILL BE RETURNED**

PLEASE INCLUDE COPIES OF ANY REQUESTED DOCUMENTS. THE TRAINING CENTER WILL NOT MAKE COPIES FOR YOU. NO PARTS OF THIS APPLICATION WILL BE RETURNED.

To: Prospective Applicant

From: Director, Criminal Justice Training Center

Subject: Law Enforcement and Correctional Officer Application

We are pleased that you are pursuing a career in Criminal Justice.

The Law Enforcement Recruit Training Program (Academy) is 770 hours in length and consists of 17 courses required by the State of Florida for law enforcement certification.

The Training Center offers two different times for the programs:

- A **part-time** program, +/- 20 hours per week, usually Monday through Friday from 6pm - 10pm and some Saturdays. We offer two part-time classes each year, one normally scheduled to start in February and end in October and the other scheduled to start in August and end in May. **A minimum number of students are required to start a class.**
- A **full-time** program, +/- 40 hours per week, usually Monday through Thursday, 7am – 5:30 pm. Some limited Saturday classes are on the schedule. We offer two full time classes each year, normally scheduled to start in January and July each year. Depending on holidays, these programs last about five months. Students are provided with a complete schedule at the beginning of the program.

The Correctional Officer Recruit Training Program (Academy) is approximately 420 hours in length and consists of 12 courses required by the State of Florida for correctional officer certification.

Make sure all boxes have been completed before returning to Training Center.

CHECK LIST

- ☒ Request a basic law enforcement application from training center.
- ☐ File for admission to FGC - in building 15, and admit/change your program code to:
The Program Pre-Code for Law Enforcement is "BLED."
The Program Pre-Code for Correctional Officer is "BCRD."

COMPLETE THE FOLLOWING FORMS (IN PACKET)

- ☐ Initial Application
- ☐ Affidavit of Applicant
- ☐ Criminal History/Background Authorization
- ☐ No Prior Military Service Form
- ☐ Take and pass Basic Abilities Test (BAT)
- ☐ Take physical forms to a certified Doctor and have forms filled out and signed by physician.

INCLUDE A COPY OF EACH OF THE FOLLOWING

- ☐ Birth certificate
- ☐ High School Diploma or GED
- ☐ Valid Florida Driver's License or exemption **AND** Social Security Card
- ☐ Three "Letters of Reference" completed by non-family members
- ☐ DD 214, if you have prior military experience, or affidavit of "No Prior Service"

Student must provide evidence of good moral character by providing three (3) letters of reference from non family members

All of the paperwork from the above checklist, to include taking the BAT test, must be turned in AS A COMPLETE PACKAGE in person to office staff in Building 1, Olustee campus. Incomplete packets will not be accepted.

APPLICATION PROCESS

The purpose of the application process is to seat the applicants best qualified to become a Law Enforcement or Correctional Officer. The process was developed by the Criminal Justice Training Center at Florida Gateway College with the assistance of the Law Enforcement and Correctional Assessment Committees and the endorsement of the Criminal Justice Advisory Committee.

The Training Center Director and other college staff will review all applications. Florida Gateway College is authorized to and does have higher standards than the minimum standards set by FDLE. If the training center is in possession of any information that would lead us to believe the student will not be successful or in any way undermine the professional standards set by our training center then the applicant will be denied entrance to our programs.

At this point you may be disqualified for any of the following reasons:

- 1.) Insufficient scores on the BAT.
- 2.) Criminal history which will preclude certification by the State of Florida.
- 3.) Unfavorable background or criminal record, which will exclude the applicant from employment consideration.
- 4.) Incomplete or improperly filled out application forms.
- 5.) Any physical condition, which, without reasonable accommodations, precludes you from becoming a Law Enforcement or Correctional Officer.

PHYSICAL FITNESS ENTRANCE TEST

Potential recruits will be required to complete a 1.5 mile run as part of the process of entering one of our basic law enforcement or corrections programs. Law Enforcement recruits must complete the run in under 19 minutes. Corrections recruits must complete the run in under 20 minutes. It is highly recommended that potential students prepare ahead of time for this test in order to assess their abilities. The test will be given about one week prior to the course start date. **There will be no exceptions made to the time requirements.**

NOTICE OF SOCIAL SECURITY NUMBER USE

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE: In compliance with Florida Statute 119.071(5), Florida Gateway College issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student at FGC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at Florida Gateway College including registration, access of your online record, etc. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security number of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the Social Security number of every student. A student may refuse to disclose his/her Social Security number to the college, but refusing to comply with the federal requirement may result in fines established by the IRS. In addition to the federal reporting requirements, the public school system in Florida uses the Social Security number as a student identifier. This use is authorized in Florida Statute 229.559 and in School Code Section 1008.386. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties.

Check One:

☐

Law Enforcement

Corrections to Law Enforcement Crossover

☐

Correctional Officer

Law Enforcement to Corrections Crossover

Please circle

one:

Law Enforcement: Full Time Part Time

Corrections: Full Time Only

**CRIMINAL JUSTICE TRAINING CENTER
INITIAL APPLICATION**

COMPLETE ALL SECTIONS – ALL SECTIONS MUST BE NOTARIZED. SIGN ONLY
AFTER READING FULLY AND THEN ONLY IN THE PRESENCE OF A NOTARY PUBLIC.

1. FULL LEGAL NAME

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN

List any other names or aliases you have used:

2A. PRESENT ADDRESS

& Street

Apt. #

City

State

Zip

Home Telephone: _____ Cell Telephone: _____

Other Telephone number where you can be reached: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

EMAIL ADDRESS: _____

2B.EMERGENCY CONTACT PERSON:

_____ Name		_____ Relationship
_____ # & Street		_____ Apt. #
_____ City	_____ State	_____ Zip
Home Telephone: _____		Cell Telephone: _____

3. Have you attended any other Criminal Justice Training Center? Yes _____ No _____

If Yes, explain details:

If it is found that you are ineligible statutorily to enter or remain in this academy, you will be removed at that time. This would include but not be limited to the Academy or State discovering that a conviction for a crime that was either sealed or expunged that would have precluded you from entry if found at or before the training program began, is found after the Academy is started.

_____ Date	_____ Signature of Applicant
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AFFIDAVIT OF APPLICANT

NAME: _____
(Print) Last, First Middle

(Please read carefully before signing)

I fully understand that in order to qualify for admission to the Basic Law Enforcement or Correctional Officer Training Program, I must fully comply with the all of the provisions outlined below:

1. Be at least 18 years of age prior to graduation of program
2. Be a citizen of the United States
3. High school diploma or GED.
4. Not have been convicted of any felony, domestic violence or of a misdemeanor involving perjury or false statement. Any person who after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
5. Never have received a dishonorable discharge from any of the Armed Forces of the United States
6. Must be able to pass a physical examination by a licensed physician to include a drug screening urinalysis
7. Be of good moral character
8. **Currently** possess a **valid** driver's license

I am aware that employment is not guaranteed upon successful completion of this basic course. I also understand that all information furnished by me to FGC's Criminal Justice Training Center may be furnished to any requesting law enforcement/correctional agency during future background checks or inquiries.

I further understand that by executing this document I am attesting that I have met the qualifications as specified. I certify that all information I will furnish in conjunction with my application is true and correct.

NOTICE:

This document shall constitute an official statement within the purview of Section 837.06, Florida Statutes, and is subject to verification by the employing agency and/or Criminal Justice Standards & Training Commission. Any omission, intentional or otherwise, when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and disqualifies you from employment as an officer.

SIGNATURE: _____

DATE: _____

Witness, my hand and official seal, this _____ day of _____ A.D. 20____.

Personally known to me _____ or Identification produced _____ Identification: _____

NOTARY PUBLIC SIGNATURE

CRIMINAL HISTORY/BACKGROUND AUTHORIZATION

I authorize the staff of the Criminal Justice Training Center, Florida Gateway College, or their authorized representative, to enter my name and personal data into the NCIC/FCIC computer for a criminal history check.

NAME: _____
LAST, FIRST MIDDLE (MAIDEN)

In keeping with the efforts of Florida Gateway College to identify the most qualified individuals for admittance to our programs, I do hereby voluntarily consent to the sampling and subsequent testing of my urine. I understand that refusal to supply the necessary sample may be grounds for the disapproval of my application for admittance into our programs. I further understand that the results of this testing may be utilized in conjunction with any other information that develops during the application process to determine my eligibility for admittance to our programs. I also understand that written confirmative laboratory reports may be subject to disclosure under the Florida Public Records Act.

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS ACCURATE, TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____

DATE: _____



**FLORIDA GATEWAY
COLLEGE**

COMPLETE ONLY IF YOU HAVE NO PRIOR MILITARY SERVICE

I _____ attest to the fact that I have never served in any branch of the United States military. Failure to disclose service in the military will be considered falsification of the application process which will result in immediate dismissal from Florida Gateway College. I further understand that if I have any question what may or may not constitute military service I will bring my specific circumstances to the attention of the program director for clarification.

(Signature)

(Print Name)

Basic Abilities Test

The Florida Department of Law Enforcement mandated the Basic Abilities Test in January 2002. Students are required to pass the Basic Abilities Test before entrance into an academy in the State of Florida is permitted. Here at Florida Gateway College, students will take the Basic Abilities Test (**BAT**).

Students must pass the *BAT to get into any of the academies here at the Criminal Justice Training Center.

The BAT is administered in our testing center (Bldg 7) on our main campus. The applicant must be at the testing center with receipt of payment and photo identification.

COST: the BAT is \$39.00

The BAT is a computerized test. Test time is 2½ hours. More information on the BAT can be found at: <https://home.pearsonvue.com/fdle/bat>

The BAT measures the following 16 abilities:

Deductive Reasoning
Perceptual Speed
Inductive Reasoning
Problem Sensitivity
Flexibility of Closure
Selective Attention
Speed of Closure
Spatial Orientation

Information Ordering
Time Sharing
Memorization
Visualization
Oral Comprehension
Written Comprehension
Oral Expression
Written Expression

RETAKE POLICY:

FBAT – You may take the BAT 3 times without a waiting period between those 3 times. Once you have taken it 3 times you must wait 1 year to take it again.

Scores must be attached when the application is turned in. So plan accordingly.



Florida Department of
Law Enforcement

PHYSICIAN'S ASSESSMENT

Incorporated by Reference in Rules
11B-27.002(1)(d) and 11B-35.001(10)(d)14., F.A.C.



CJSTC
75

1. Applicant's Name: _____
Last _____ First _____ MI _____
2. Last Four Digits of the Applicant's Social Security Number: _____
3. Hiring Agency: _____
4. Training School: _____
5. The Applicant Is Requesting Employment and/or Admission Into a Basic Recruit Training Program in One of the Following Disciplines:
Law Enforcement ☐ Correctional ☐ Correctional Probation ☐

Note: For employment, a position description that describes the job duties the applicant will perform must be provided.
For training, the physical fitness conditioning program developed by the training center must be provided.

6. Student Participation in Basic Recruit Training Program. A student enrolled in a basic recruit training program (B RTP) is required to participate in the following activities:
 - A. Defensive tactics and firearms high-liability training is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission. Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
 - B. Physical Fitness Conditioning and Physical Fitness Testing: A B RTP student shall participate in physical fitness conditioning and a fitness test and includes the following measures:
 - Vertical Jump
 - One Minute Sit Ups
 - 300 Meter Run
 - Maximum Push Ups
 - 1.5 Mile Run/Walk
 - C. The training center director has attached the training school's physical fitness conditioning program: Yes ☐ No ☐

*****TO BE COMPLETED BY THE STUDENT*****

7. Medical Conditions Regarding OC/CS Contamination. A B RTP student should be aware of the following personal considerations that may restrict participation in the chemical agent contamination of the B RTP and could possibly be aggravated to a severe degree during the contamination: Recent eye surgery, heart problems, panic disorder or stress, respiratory disorder, emphysema (loss of elasticity/thinning of lung tissues), bronchial asthma, x-ray evidence of pneumoconiosis (black lung), evidence of reduced pulmonary (lung) function, chronic obstructive pulmonary disease, coronary (heart) artery disease, cerebral (brain) blood vessel disease, severe or progressive hypertension (high blood pressure), epilepsy, generalized seizures, pernicious anemia (severe reduction in red blood cells), diabetes (any form), pnueumomediastinum gap (air in the sac surrounding lungs), history of skin allergies, or any condition for which the student is presently taking medication.
8. B RTP Student Certification. I certify that I have reviewed the above information and I do ☐ or do not ☐ have any medical restrictions that would prevent me from participating in the basic recruit training program activities outlined in item numbers 6A and 6B above.
9. Student's Printed Name: _____
10. Student's Signature: _____ Date _____
11. To the Examining Physician:

The examination of this applicant is for employment or training as an officer, and shall include a complete physical examination at a level of specificity sufficient to determine whether there is any medical or physiological reason that would prevent the applicant from performing the essential functions for employment or training as an officer for the discipline indicated in number 5 above. Disabilities, impairment, or limitations identified by the examination, which would prevent the applicant from performing the essential functions for the officer position, should be reported to the employing agency.

12. Physician's Attestation:
 - ☐ I hereby attest that I have examined the above named applicant and find him/her **CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
 - ☐ I hereby attest that I have examined the above named applicant and find him/her **NOT CAPABLE** of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer job for which the applicant is seeking employment and/or training reflected in number 3 and/or 4 above.
13. Pre-existing Conditions: Sections 112.18 and 943.13, F.S., require agency knowledge of the following three pre-existing conditions. However, these outcomes do not statutorily disqualify the applicant from employment.
Please respond to the following "in my professional opinion, this examination":
 - 13a. Did ☐ or did not ☐ reveal evidence of tuberculosis.
 - 13b. Did ☐ or did not ☐ reveal evidence of heart disease.
 - 13c. Did ☐ or did not ☐ reveal evidence of hypertension.

14. _____
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Signature Printed Name Examination Date
15. _____
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's License Number Licensing State
16. _____
Physician, Certified Advanced Registered Nurse Practitioner, or Physician Assistant's Professional Address

INSTRUCTIONS FOR COMPLETING FORM CJSTC-75

Use this form to document and verify the applicant's compliance with the employment requirements of Section 943.13, F.S., and Rule 11B-27.002(1)(d), F.A.C., and/or with the Basic Recruit Training Program entrance requirements of Rule 11B-35.001(14)(b), F.A.C.

GENERAL INSTRUCTIONS

- The physical examination must be performed by a physician licensed under Chapters 458 or 459, F.S., a certified advanced registered nurse practitioner, or a physician assistant.
- This form or an equivalent form, indicating that the officer is capable of performing the essential functions of the law enforcement, correctional, or correctional probation officer duties for which the applicant is seeking employment, **is required** for each new employment or appointment of an officer and may ~~shall~~ be used in conjunction with the Patient Information form CJSTC-75A or an equivalent form, to assist the physician, certified advanced registered nurse practitioner, or physician assistant, by providing testing guidelines to examine the applicant. The physical examination shall not be completed more than one year prior to the officer's date of employment or appointment and a CJSTC-75 form completed for one employing agency may not be used by any other employing agency. If the examination is for employment only, sections 6 – 10 are not required.
- This form, indicating that an applicant is capable of participating in a Basic Recruit Training Program (B RTP), **is required if the applicant is entering a B RTP** and must be completed prior to entrance into a B RTP. The completed form must be maintained in the B RTP course file.
- If an applicant is entering a Basic Recruit Training Program and gaining employment with a criminal justice agency at the same time, a single CJSTC-75 form may be completed for the employing agency and for the training center. The original CJSTC-75 form should reside at the employing agency with a copy being provided to the training center.

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

1. **Applicant's Name:** Enter the applicant's full legal name.
2. **Last Four Digits of the Social Security Number:** Enter the last four digits of the applicant's social security number.
3. **Hiring Agency:** Enter the hiring agency's name (if applicable).
4. **Training Center:** Enter the training center's name (if applicable).
5. **Request for Employment and/or Training as an officer:** Place a check mark in the box for the discipline in which the applicant is being employed or completing training.
6. **Student Participation in Basic Recruit Training Program Activities. Defensive Tactics (includes chemical agent contamination), Firearms, and Physical Fitness Conditioning and Physical Fitness Testing:** High-liability training in defensive tactics, firearms, and chemical agent contamination is a component of the curriculum mandated by the Criminal Justice Standards and Training Commission and participation in the activities is a requirement for successfully completing a B RTP. **There is no pass or fail at this time.** The test results for each of the five required tests will be recorded on the Academy Physical Fitness Standards Report, form CJSTC-67A as "I" if the student did not perform the test component or "D" if the student was dismissed from the basic recruit training program.
 - A. **Defensive Tactics and Firearms Training.** Firearms training requires firing a handgun and long gun creating exposure to lead. Defensive tactics training requires sustained physical exertion and chemical agent contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
 - B. **Physical Fitness Conditioning and Physical Fitness Testing.** The Physical Fitness Test includes the following measures and are defined as follows:
 - **Vertical Jump.** This measures leg power by measuring how high a person jumps.
 - **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his or her back, the student will be given one minute to do as many bent-leg sit ups as possible.
 - **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
 - **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. Males are required to perform the standard push-up and females have the option to perform the standard or modified push-up.
 - **1.5 Mile Run/Walk.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, the student runs or walks a distance of 1.5 miles as fast as possible.
 - C. **A physical fitness conditioning program developed by the training school shall be attached to form CJSTC-75 prior to the student's examination by a physician, certified advanced registered nurse practitioner, or the physician assistant.**
7. **Medical Conditions Regarding Chemical Agent Contamination.** The student shall review the listed medical conditions and list other conditions that may restrict him or her from participating in Chemical Agent Contamination to the chemicals oleo-resin capsicum (OC) and/or orthochlorobenzalmalononitrile (CS).
8. **Basic Recruit Training Program Activities Certification.** The student shall check the appropriate box to indicate if he or she **does or does not** have a medical condition that would restrict participation in the B RTP activities indicated in item numbers 6A and 6B of this form.

9. **Student's Printed Name.** The student shall print his or her first name, last name, and middle initial.
10. **Student's Signature and Date.** The student shall provide a signature and date to verify the information provided by the student is true and correct.
11. **Examining Physician:** The examining physician shall examine the applicant for any medical or physiological reasons that would prevent the applicant from entry into a B RTP or as an officer for employment purposes, pursuant to the attached job duties and/or physical conditioning program.
12. **Physician's Attestation:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box attesting that the applicant is capable or not capable of participating in basic recruit training and/or performing the essential functions of the law enforcement, correctional, or correctional probation officer discipline for which the officer/applicant is seeking training and/or employment.
13. **Pre-existing Conditions:** The physician, certified advanced registered nurse practitioner, or physician assistant shall mark the appropriate box for each pre-existing condition attesting that the examination of the applicant **Did or Did Not** reveal evidence of the pre-existing conditions listed. These outcomes are not disqualifying for employment.
14. **Signature:** The physician, certified advanced registered nurse, or physician assistant shall sign and print his or her name and enter the examination date.
15. **License Number:** Enter the physician, certified advanced registered nurse practitioner, or physician assistant's license number and licensing state.
16. **Professional Address:** Enter the physician, certified advanced registered nurse, or physician assistant's professional address.

FLORIDA GATEWAY COLLEGE-PHYSICAL FITNESS PROGRAM

The Florida Gateway College Basic Law Enforcement and Basic Corrections physical fitness program follows the “Cross Fit” model. The programs delivery involves constantly varied, functional movements, executed at high intensity. The program focuses on 10 recognized general physical skills. They are cardiovascular/respiratory endurance, stamina, strength, flexibility, power, coordination, agility, speed, balance, and accuracy. The goal of our program is to develop fitness to the extent that it improves each of these ten skills.

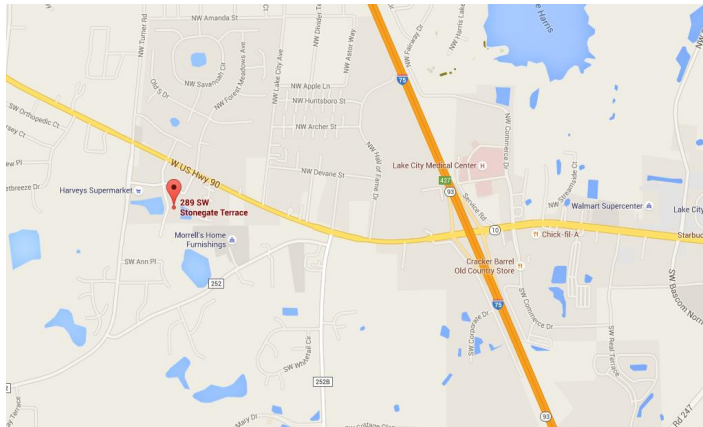
A student in our physical fitness program can be expected to do the following:

- Endurance runs
- Sprints
- Pull-ups
- Push-ups
- Bodyweight squats
- Kettle Bell swings
- Jump Rope
- Box Jumps
- Wall Balls (Pushing 10-12lbs ball overhead)
- Low weight dead lifts
- Lunges
- Tire Flips
- Broad Jumps
- Hand Stands
- Sit-ups
- Jumping Jacks
- Dead Lifts
- Overhead Presses

The program is designed to use a broad range of exercises and one or all may be used in a single exercises session. The student can expect to sustain an elevated heart rate for up to 30-40 minutes. The above list is not designed to list every possible exercise the student may be required to complete, however it is a thorough representation of the type of exercises the student will be subjected to.

As part of the application process for admittance into our Basic Law Enforcement or Corrections programs potential students must submit to a drug test. The student must pay (\$31) at the cashier's office (386-754-4211) and then pick up the urinalysis form from our training center prior to submitting the test. The drug test will be completed by the submission and testing of a urine sample. **The sample must be given within a certain window of time in correlation with the class start date. Please see college staff for these dates.**

Map of the Lake City location:



As part of the application process for admittance into our Basic Law Enforcement or Corrections programs potential students must submit their fingerprints for a criminal history/background check. The student must pay (\$50) at the cashier's office (386-754-4211) and then schedule an appointment to have this completed at our Olustee center. The background/criminal history check will be completed by the submission of fingerprints through our livescan system and entry of personal data and name into the NCIC/FCIC computer .