Criminal Justice Institute
Hillsborough Community College
Ybor City Campus

Law Enforcement Program
Application Procedures

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## APPLICATION PROCEDURES
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APPLICATION PROCEDURES

Step 1: Verify that you meet the minimum requirements for admission.

- I am at least 19 years of age (no maximum age).
- I am a citizen of the United States.
- I am a high school graduate or equivalent.
- I am of good moral character as defined by F.S. 943.13(7) and F.A.C. Rule 11B-27.0011 (See Appendix I).
- I have not been convicted of a felony or a misdemeanor involving perjury, false statement or domestic violence in which a determination of guilt was the result of a trial or a plea of nolo contendere, regardless of whether adjudication was withheld or sentence suspended.
- I have not been convicted of a misdemeanor within the last five years in which a determination of guilt was the result of a trial or a plea of nolo contendere, regardless of whether adjudication was withheld or sentence suspended. See Appendix I for a list of misdemeanors.
- I have not used any illegal drugs in the past three years (36 months).
- I have a valid driver’s license and no more than three moving violations within the past five years and/or a total of five in my lifetime, regardless of whether adjudication was withheld or sentence suspended.
- I have not received a dishonorable discharged from the Armed Forces of the United States.
- I understand that I must pass a fingerprint-based criminal history background check with the FDLE and FBI pursuant to F.S. 943.14(8).
- I understand that I must pass a medical examination from a licensed physician, to include drug testing.
- I understand that I must pass a Florida Basic Abilities Test (FBAT) pursuant to 943.17.
- I understand that I must pass an Integrity Test.
- I understand that I must pass a physical fitness test to include a 1.5 mile run within 15:54 minutes, 30 sit ups within 1 minute and 25 pushups within 1 minute.
- I understand that I am NOT eligible for financial aid if I am “re-tracking” or repeating the program after earning a certificate of completion previously.
Step 2: Submit HCC Application for Admission and CJI Law Enforcement Program Application for Admission.

- Complete a HCC Application for Admission. Current or former returning HCC students must still complete an application to ensure that the applicant is placed in the correct program code.
- Attach a $170.00 non-refundable application processing fee to the CJI Law Enforcement Program Application for Admission.
- The application processing fee must be paid with a personal check or money order made payable to Hillsborough Community College.
- **Note:** Applications that are submitted with incomplete questions or with missing documents will be not be considered for admission and will be returned to the applicant for additional information.

Step 3: Apply for Financial Aid and Scholarships

- Students seeking financial assistance must apply by the deadline established for each term/semester:
  - **March 15** – summer term (classes starting between May 5 – August 10)
  - **May 15** – fall term (classes starting between August 15 – December 5)
  - **October 15** – spring term (classes between starting December 5 – May 1)
- To apply for financial aid, students must:
  - Request a Federal Student Aid PIN
  - Complete a Free Application for Federal Student Aid (FAFSA)
  - Complete a Student Aid Report (SAR)
  - Submit copies of latest tax returns or parent’s tax returns if declared a dependent (1040A, 1040EZ, 1040)
- Students with a cumulative college G.P.A. below 2.0 may not be eligible for financial assistance.
- Students who have previously completed the law enforcement program or who have received financial assistance are NOT eligible for financial assistance again.
Step 4: Complete the Integrity Test

- Applicants seeking admission to the law enforcement program must first successfully pass an Integrity Test. The Integrity Test is designed specifically for applicants applying for public safety positions.

- Unlike cognitive exams that measure an applicant’s skills in reading, writing and math, the Integrity Test contains a series of questions that measure an applicant’s ethics, moral character and work attitudes.

- The Integrity Test is scored by a private, independent company strictly on a PASS / FAIL scale. Applicants are permitted one test administration per 12 month period. Applicants failing the test are denied admission to the law enforcement program and may reapply one year from the date of the test.

- Applicants will be notified in writing by the Criminal Justice Institute Admissions Office of the date, time and location for testing. Applicants will be notified by mail of the test results.

Step 5: Complete a Florida Basic Abilities Test (FBAT)

- Applicants seeking admission to the law enforcement program must successfully pass a Florida Basic Abilities Test.

- The purpose of the Florida Basic Abilities Test is to determine if the applicant has the minimum cognitive abilities needed to successfully apply the knowledge learned in the training program.

- The following "basic abilities" are tested:

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- Applicants are graded on a numerical score. The minimum passing score is 71. Applicants are permitted no more than three test administrations per 12 month period. Applicants failing the test after three attempts are denied admission to the law enforcement program and may reapply one year from the date of the final test.

- A study guide can be found on the following website: www.mdc.edu/north/f-bat.

- Applicants will be notified in writing by the Criminal Justice Institute Admissions Office of the date, time and location for testing. Applicants will be notified by mail of the test results.
Step 6: Complete a fingerprint - based Criminal History Check

- Applicants seeking admission to the law enforcement program must successfully pass a state and national criminal history check conducted by Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).

- As part of the criminal history check, each student must provide a complete set of fingerprints.

- Applicants determined to be ineligible for Florida certification as an officer based on the criminal history check will be denied admission.

- Applicants will be notified in writing by the Criminal Justice Institute Admissions Office of the date, time and location for submitting a complete set of fingerprints. Applicants will be notified by mail of the criminal history check.

Step 7: Complete the Physical Fitness Test

- Applicants seeking admission to the law enforcement program must successfully pass a physical fitness test consisting of a 1.5 mile run, one minute of sit-ups and one minute of push-ups.

- Applicants must complete the 1.5 mile run within 15:54 minutes and perform 25 push-ups and 30 sit-ups within one minute each. Applicants failing any part of the fitness test must re-take the entire fitness test.

- Applicants are permitted no more than three test administrations per 12 month period. Applicants failing the fitness test must wait a minimum of 30 days and no more than 90 days for the second test administration and then a minimum of 90 days and no more than 120 days for the third test administration.

- Applicants will be notified in writing by the Criminal Justice Institute Admissions Office of the date, time and location for fitness testing.
Step 8: Selection Process

- The Criminal Justice Institute maintains an "open door" policy for admission. Any applicant meeting the established requirements for admission will be accepted into the law enforcement program. However due to the limited number of classes in each program and the limited number of seats in each class, the Criminal Justice Institute must use a ranking system to select students.

- **Applicants are selected based on their FBAT score and File Completion Date. Applicants who meet the admission requirements are rank ordered based on their FBAT score.**

- Applicants with the highest test scores on the FBAT are selected first. For example if there are 30 seats in a class, the top 30 applicants with the highest scores on the FBAT will be selected first. In the event of identical test scores, the File Completion Date will serve as the tiebreaker. For example if two applicants have identical test scores, the applicant who completed the application process first will be selected first.

- Applicants NOT selected to attend a class will be given the option of having their application placed into the "pool" for the next selection process. **Applicants are NOT automatically guaranteed a seat in the next academy. Applications are re-ranked according to FBAT scores and File Completion Dates. After one (1) year, applicants must reapply by submitting a new application.**

- Applicants NOT selected to attend a class based on their FBAT score or file completion date will be given the option of having their application placed into the "pool" for the next selection process. Applications are good for one (1) year from the original File Completion Date. After one (1) year, applicants must reapply by submitting a new application.

- In the event that an applicant changes the status of his/her application, the applicant will be issued a new File Completion Date. The new File Completion Date will be determined by the date of the applicant’s request for a change in status of his/her application. The applicant must submit a request for a change in status in writing to the Criminal Justice Program Admissions Office.

**The following conditions constitute a change in status:**

- If the applicant switches from one class schedule to another (i.e., from full-time to part-time).
- If the applicant reactivates their application from an inactive status.
- If the applicant declines their acceptance into a program.
- If an applicant submits a new FBAT. Score for the purpose of raising their score.

Step 9: Attend a Class Orientation

- **Applicants receiving a letter of "conditional acceptance" to attend the law enforcement program are required to attend an Orientation, pass a drug screen and medical examination prior to the first day of class.**

- The purpose of the Orientation is to provide information about medical examinations, rules and regulations, uniforms, weapons, ammunition, class schedules and training program requirements.

- **Attendance at the Class Orientation is mandatory. Failure to attend the Orientation will result in the student forfeiting their seat in the class.** Applicants will be notified in writing of the date, time and location for the Orientation.

**DISCLAIMER:** Hillsborough Community College reserves the right to make changes in the regulations, requirements, offering, and any provision announced in this catalog at any time as circumstances require. Revised 2012
Step 10: Complete a Drug Screen

- Tampa Occupational Health Services will be conducting onsite drug screening for the Criminal Justice Institute.
- The eight (8) panel drug screen performed for the Criminal Justice Institute will test for the following drugs: marijuana; cocaine, PCP, opiates, amphetamines, barbiturates, methamphetamines and propoxyphene alcohol.
- All test results are confidential. Applicants testing positive for drugs will be removed from the “pool of qualified candidates” and denied admission to the law enforcement program.

Step 11: Complete a Medical Examination

- Applicants seeking admission to the law enforcement program must complete a medical evaluation to determine if the applicant can safely participate in the physically demanding activities required for successfully completing the law enforcement training program.
- Physically demanding activities include, but are not limited to, fitness conditioning, unarmed self-defense, shooting firearms, driving emergency police vehicles and exposure to chemical agents such as oleo-resin capsicum (OC) and orthochlorobenzal-malonotrile (CS).