



MUNICIPAL POLICE OFFICERS'
TRAINING ACADEMY

CADET HANDBOOK

WESTMORELAND
COUNTY
COMMUNITY COLLEGE 

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GENERAL INFORMATION

Basic Tenets of Law Enforcement

Let the following Basic Tenets of Law Enforcement guide you as you begin your quest.

- Let common sense guide your judgment and courtesy control your actions every time.
- Be ready to serve the public interest staunchly and fearlessly, 24-hours each day.
- Strive diligently to free the innocent and to convict the guilty. Justice, not punishment, is the goal of law enforcement.
- Avoid the temptation to seek personal advantage from the knowledge and stature gained through your position.
- Honor, do not abuse, your badge; the rights of individuals are our most precious possessions.
- Uphold the reputation of the organization as public esteem, earned by years of dedicated law enforcement work, may be shattered by one act of misconduct.
- Beware that favoritism, wealth, race, creed and influence have no place on the scales of justice.
- Learn more, serve better and earn more. Grow with the profession by acquiring the skills and techniques of modern law enforcement.
- Act always as a model to youth, a source of friendship and a shining example of integrity.
- Properly prepare the body, mind and conscience to discharge your responsibilities and then do your best in service to the community and the country.

ACADEMY INFORMATION

Philosophy

In today's law enforcement community, we find an ever-increasing trend toward true professionalism. This trend is mandated by our society's concern for a reliable and effective system of criminal justice that uses alternatives to crude and simple physical force. Today's society will not allow the law enforcement community to return to an era of limited education for police officers.

The officer must be democratically oriented and mindful of the dignity of every citizen. He/she must also be knowledgeable in the technical and legal aspects of this occupation. The Municipal Police Officers' Training Academy (MPOTA) exists to provide the police cadet with quality training, motivation and a positive philosophy of understanding about our society and its value systems. This academy is committed to continue this trend toward professionalism in its training programs so the future officer can function in the community as an important member of the law enforcement team.

History

Since its inception in 1979, the Westmoreland County Community College Municipal Police Officers' Training Academy has provided police officers with the knowledge and training necessary to perform today's law enforcement tasks as well as a foundation upon which the officer may continue to enhance his or her police skills and academic knowledge.

All of the programs are under the jurisdiction of the Municipal Police Officers' Education and Training Commission (MPOETC), headquartered in Harrisburg, Pennsylvania. The Commission is empowered to implement the statutory requirements of the various police training acts. There are three training components available at Westmoreland:

- Municipal Police Officers' Training Academy (Act 120)
- Mandatory In-Service Training (Act 180)
- Lethal Weapons Training (Act 235)
- Act 165 Military + Out-of-State Officers

Accreditation

Westmoreland is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3642 Market Street, Philadelphia, PA 19014, 267-284-5000. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Municipal Police Officers' Training Academy and its programs are fully certified through the Commonwealth of Pennsylvania by MPOETC and are inspected annually by the Commission.

Location & Facilities

The Municipal Police Officers' Training Academy is located at the Westmoreland Youngwood Campus, approximately 35 miles southeast of Pittsburgh.

Most facilities are available to the cadet during normal business hours including The Den Café, student lounges, library, College Learning Center and recreational and exercise facilities. Other off-site facilities include a firing range located at Westmoreland's Public Safety Training Center (PSTC) in Smithton (South Huntingdon Township). There are no housing facilities on campus.

WESTMORELAND MUNICIPAL POLICE OFFICERS' TRAINING ACADEMY GENERAL REQUIREMENTS

Any person applying for the Municipal Police Officers' Training Academy must adhere to the following to be considered for admission:

1. Be at least 18 years of age.
2. Be of good moral character and, under oath, attest that he/she has no prior criminal record.
3. Complete and submit an application, including Release of Information and Certification and the Oath of Application, before the advertised deadline.
4. Submit a letter of reference from the chief of police, law enforcement officer or Magisterial District Judge who has jurisdiction in the municipality in which the applicant resides.
5. Provide, upon request, current photo identification.
6. Provide, upon request, proof of high school graduation or GED certificate.

7. Obtain and submit (before the advertised deadline) a physical examination by a PA licensed physician, certified nurse practitioner or physician's assistant.
 - Vision requirements for a municipal police officer are: a visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. Normal depth and color perception are also required.
 - The physical form must be dated no earlier than six (6) months prior to the first class session.
8. Obtain scores in the 30th percentile in the Physical Fitness Tests (One-minute sit-up test, One-minute push up test, 1.5 mile run and 300-meter run).
9. Obtain and submit (before the advertised deadline) a psychological examination, including the Minnesota Multiphasic Personality Inventory (MMPI), by a licensed psychologist or psychiatrist.
10. Attain at least a 9th grade reading level on the Nelson-Denny Reading Examination.
11. Submit to a criminal history check and background investigation.
 - Any conviction graded misdemeanor of the 2nd degree or higher is grounds for automatic disqualification.
 - No applicant will be considered while under parole or probation, whatever the offense, including sentences of ARD (Accelerated Rehabilitative Disposition) nor will an applicant be considered within one year of completing ARD probation.
12. Complete, if requested, an oral interview with the Academy Director and Lead Instructor.
13. Submit a copy of military discharge (DD-214), if applicable + F.B.I. background check.
14. If you are already a sworn municipal police officer, present written authorization from the commissioner, Pennsylvania State Police, showing approval of enrollment.
15. F.B.I. fingerprint clearance for Act 165 cadets.

Acceptance into the academy is contingent upon successful completion of every process described above. Representatives of the academy staff determine final acceptance after reviewing all available information. The college reserves the right to reject any applicant who fails to comply with all the standards established above or who fails to fully cooperate in any of the screening processes.

Class Information

Applications

Application materials are available anytime throughout the year. Go to www.westmoreland.edu/policeacademy or call 724.925.4112 for all materials needed.

Attendance

Strict attendance requirements are administered as outlined in the Rules and Regulations. Cadets are not permitted to miss any of the instructional hours as required by MPOETC.

Certificates

Westmoreland certificates of completion are awarded to those cadets successfully meeting all the examination, performance and attendance requirements as mandated by the Commission. Certification is granted by MPOETC upon a written letter of conditional hire by a political subdivision and successful completion of the state certification examination.

Credit for Completion

Upon successful completion of the academy program, the cadet is eligible to receive up to a maximum of 15 Criminal Justice credits upon enrollment in the college's Criminal Justice Associate Degree program. Those credits include the following courses:

- CRJ 160 Criminal Law
- CRJ 262 Crime Prevention
- CRJ 276 Community Relations
- CRJ 296 Introduction to Criminalistics
- CRJ 263 Investigative Concepts

Curriculum

A broad spectrum of information is presented to satisfy the educational needs of the basic patrol officer. The basic police training course curriculum includes instruction in the following areas:

- Antisocial Behavior
- Application of Force
- Communications
- Custody
- Defensive Tactics
- Firearms
- First Aid & CPR
- Handling Violent & Dangerous People
- Human Relations Skills
- Investigations
- Operation of a Patrol Vehicle
- Patrol Procedures & Operations
- Pennsylvania Criminal Law
- Pennsylvania Rules of Criminal Procedure
- Pennsylvania Vehicle Code
- Physical Conditioning
- Professional Relations
- Plus any other subjects the commission deems necessary

Dismissal

There are various reasons, as noted in the Rules and Regulations, which are just cause for dismissal from the academy. Obviously, as the academy follows the tenets of good law enforcement, each cadet is expected to abide by all academy, college, state and federal laws. Actions which would jeopardize the academy's reputation and status as a certified school may be grounds for suspension and/or immediate dismissal.

Schedule

PART-TIME ACADEMY

The part-time police academy class begins in early February and ends in November. Generally, classes meet on Mondays, Wednesdays & Fridays from 5:30 to 9:30 p.m., Saturdays from 8 a.m. to 5 p.m. and approximately 11 Sundays from 8 a.m. to 5 p.m.

FULL-TIME ACADEMY

The full-time police academy class begins in early June and ends in November. Classes meet Tuesday through Saturday 8-5 p.m. and also one Sunday a month 8-5 p.m.

Tuition

The full tuition is payable by the first class. However, a payment plan is available.

Tuition covers the following items:

- All instruction, instructional materials & textbooks
- Classroom materials & range rentals
- Training aids & physical fitness clothing (except shoes)
- Cadet name pin & patches
- Ammunition & targets
- Academy facilities
- Weapon for firearms training
- Embroidered polo summer shirt (will be ordered after class begins)

Cadets provide the following:

- Black BDU pants for firearms & defensive tactics
- Gym shoes
- Personal effects (towels, toiletries, etc.)
- "Dickies" Uniform, khaki work pants & long-sleeve shirt
- Black tie (clip-on-style)
- Black shoes & boots
- Black belt

Do not purchase any items prior to acceptance.

Refund Policy

All refunds are calculated from the official start date of the course. You must contact Registration at 724.925.4204 to officially drop a course. If you do not officially drop, you remain obligated for all tuition and fees.

For courses 20-weeks through 29-weeks long — If you officially drop through the second week of the course, you may be eligible to receive a 100% refund of tuition and fees. If you officially drop during the third or fourth week of the semester, you may be eligible to receive a 60% refund of tuition. There are no refunds after the fourth week of the course.

For courses of 30-weeks or longer — If you officially drop through the third week of the course, you may be eligible to receive a 100% refund of tuition and fees. If you officially drop during the fourth, fifth or sixth week of the course, you may be eligible to receive a 60% refund of tuition. There are no refunds after the sixth week of the course.

WESTMORELAND MUNICIPAL POLICE OFFICERS' TRAINING ACADEMY RULES & REGULATIONS

Attendance Requirements

State regulations require each academy cadet to receive a minimum of 920 hours of training, exclusive of examinations. Each cadet is required to attend 100% of the training classes. Failure to attend a training session may be grounds for discharge unless the cadet can provide evidence the absence was due to any of the following reasons:

- Illness or injury (each absence must be supported by a doctor's excuse)
- Death in the immediate family
- An unavoidable emergency reported to the instructor or director before the missed session.

Missed training must be made up in order for the cadet to qualify for certification as a municipal police officer. The academy director will determine the appropriate manner in which makeup material is to be completed.

Attendance Procedure

Roll call will be taken at the start of each morning, afternoon and evening session. A cadet who appears after the start of a scheduled session will be considered tardy. A cadet who is tardy three times throughout the program will be given a written warning noting "Habitual Tardiness." Such written warnings will become part of the cadet's academic record. Upon being tardy a fourth time, the cadet may be discharged from the academy.

A cadet who is going to be tardy or absent shall make the following notification(s) prior to the start of the training session to be missed and shall state the reason for the absence or tardiness to:

- Academy director.
- Lead instructor, if unable to speak with academy director.
- College security officer, if unable to speak with academy director and lead instructor. (Request the security officer notify the academy instructor.)

A cadet who repeatedly fails to report his/her absence or tardiness in advance of a training session may be dismissed from the academy.

Books, Materials & Equipment

- Each cadet will be responsible for all books, materials and equipment issued to him/her.
- All items will be maintained in good condition and returned if so requested or a replacement fee will be assessed.
- Student learning objectives and various text books will be furnished by Westmoreland. Cadets are to read assigned section(s) of subject matter before attending the related lecture.
- Batons, handcuffs, duty belt and holster will be provided to a cadet during the first defensive tactics instruction session and shall be returned to the custody of a Westmoreland instructor at the conclusion of police academy training or upon the cadet's departure from the academy.

- Training firearms and ammunition will be provided to a cadet at the beginning of each range session. Training firearms and unexpended ammunition shall be returned to the custody of a Westmoreland range instructor at the conclusion of each firearms training session.
- Pepper mace will be provided to a cadet at the beginning of each pepper mace training session. Pepper mace shall be returned to the custody of a Westmoreland instructor at the conclusion of each pepper mace training session.

Courtesy & Professional Conduct

- Each cadet will conduct himself/herself as a professional on and off school premises.
- Each cadet will participate in reciting the pledge of allegiance at the start of a training day.
- All cadets will rise to attention when an instructor, academy official, or guest makes their initial entry into the classroom.
- Each cadet will show necessary courtesy to all school officials and instructors by addressing him/her as: Sir, Mr., Mrs. or Ms., followed by the official's or instructor's last name.
- In the classroom, when the cadet has a question of the instructor or has an answer to an instructor's question, the cadet will raise his/her hand and wait to be called upon.

Discipline

A cadet may be discharged from the police academy for the following offenses:

- Personal actions and performance that suggest lack of adequate professional police qualities, including failing or refusing to conform to any Academy Rule or Regulation.
- Failing to meet academic requirements set forth in the Examinations and Grades section.
- Insubordination toward an academy instructor, administrator or staff member.
- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime.
- Repeated violation of criminal law graded as a summary offense.
- Failure to report police contact described under General Conduct.
- Supplying academy officials with any false information on any school application or document.
- Intentionally providing false or misleading information to an instructor, administrator or staff member making inquiry about an academy related matter.
- Failure to meet financial obligations to Westmoreland.
- Failure to adhere to the college's Student Code of Conduct.

Social Media

- The posting of a photo, video, audio or other electronic communication which would subject a cadet, Westmoreland County Community College police academy, or any academy staff or instructor to public ridicule or otherwise potentially damage the good reputation of any person or entity described above is prohibited.

- The posting of a photo, video, audio or other electronic communication depicting any part of the police academy training activity without the expressed consent of the academy director is prohibited.

General Conduct

The following conduct is prohibited:

- Cursing, profane or obscene language.
- Abusive language, ethnic slurs, sexually expressive statements, sexual harassment or display of personal animosities toward others.
- Fighting or tumultuous behavior.
- Theft or misappropriation of college property or another person's property.
- Horse-play, practical jokes or physical contact which might jeopardize a person's welfare or safety.
- Any action that disrupts the learning environment in the classroom or other part of a training facility.
- Any form of gambling.
- Use, possession or introduction of any form of intoxicants or illegal drug in a training facility or on college property.
- Smoking in any non-designated area of the Westmoreland campus.
- Eating in a classroom.
- Possession of, or reproduction of, an examination not issued by an instructor.
- Cheating on examinations or possession of unauthorized material(s) during a testing session.
- Distributing examination answers to another current or future Westmoreland police cadet.
- Insubordination toward an academy instructor, administrator or staff member.
- Any act which is a violation of criminal law and graded as a felony or misdemeanor crime.
- Repeated violation of criminal law graded as a summary offense.
- Supplying academy officials with any false information on any school application or document.
- Intentionally providing false or misleading information to an instructor, administrator or staff member making inquiry about an academy related matter.

A police cadet must immediately (within 24 hours) report to the academy director or lead instructor any law enforcement contact he/she has during the course of academy training if the contact:

- Results in issuance of a summary traffic or non-traffic citation, excluding parking offenses.
- Results in arrest for any misdemeanor or felony offense, either in person or by summons.
- Results in issuance of a Protection from Abuse Order.
- Results in the cadet being named a suspect or witness in a criminal episode.

Westmoreland Student Regulations

Cadets are to adhere to the college's student regulations as outlined in the student handbook, which is located in the college catalog.

Personal Grooming

Males – Hair will not touch the bottom of the shirt collar at the back of the head nor shall the sides fall below the bottom of the earlobes. The front will not fall below the eyebrows. Sideburns will not be lower than the bottom of the earlobes. Mustaches will be neat, trimmed and will not fall below the edge of the mouth. Goatees and beards are prohibited. The cadet's face will be clean shaven. Fingernails will be trimmed close to the edge of the finger to avoid being caught during defensive tactics and firearms training.

Females – Hair will be cut, pulled back or pinned up so the hair does not fall lower than the middle of the shoulder blades on the back nor fall below the shoulder on the sides. Hair will not be below the eyebrows in the front. Fingernails will be trimmed close to the edge of the finger to avoid being caught during defensive tactics and firearms training. Fingernail polish, if worn, will be clear. Cadets will not wear excessive or brightly colored makeup.

Tattoos

- A cadet shall not have a tattoo of any kind displayed on any part of the head, including but not limited to the forehead, nose, eye lids, ears, lips, cheeks, jaw, chin (immediately under the chin or jaw).
- Displays, depicts or encourages in words or image insensitivity toward or acts of violence directed toward a person or group based upon sex or sexual orientation, race or ethnic heritage, religion or religious orientation.
- Is a symbol, image or name of any organization or group that espouses insensitivity or acts of violence directed toward a person or group described above.
- Displays, depicts or encourages in words or image an unpatriotic theme including desecration or insult of the American flag or a government official.
- No cadet will be accepted for training until the prohibited tattoo is professionally removed, or in the case of the top or back of the head, covered with hair.
- A cadet shall not obtain, acquire or self inflict any new tattoo during academy training.

Jewelry

- Cadets may wear one watch and one ring (on each hand) during classroom training. All other jewelry, including earrings, necklaces and bracelets is prohibited. No rings, watches or other jewelry will be worn during physical fitness, firearms or defensive tactics training.
- A cadet shall not have body piercing ornaments or jewelry visible on any part of the body that may be exposed to public view while wearing the winter or summer uniform, gym clothing or range attire.

Uniforms

The following uniform guidelines shall be followed by all cadets:

- **Duty uniforms** shall be clean and pressed. The uniform will include the shoulder patch neatly sewn to each shoulder, one inch below the shoulder seam and centered on the crease of the sleeve. The name tag will be attached immediately over the right shirt pocket. The cadet's dress shoes and belt will be black. Shoes will be polished and shined. A solid black clip-on tie will be worn with the long-sleeve winter uniform shirt.
- The uniform shall not be worn except during training sessions, training related activity or travel to and from a training session.
- Any time the uniform is worn, no matter the location, it shall be worn in the appropriate manner. The uniform shall not be worn unbuttoned, shirt tail exposed or in any other manner that might discredit the cadet or the academy.
- **Gym attire** – Cadets will wear the issued gym clothing or BDU attire during physical fitness and defensive tactics training. Cadets will also wear white over-the-calf gym socks and acceptable running/jogging shoes with the gym clothing.
- **Firing range attire** – Cadets will wear the required uniform shirt at the range. Cadets may not wear blue jeans but will wear other attire appropriate for conditions prevailing on range days (including, but not limited to: boots, gloves, hat, warm coat, rain gear, etc.).

Notebooks

- All cadets will maintain a loose-leaf notebook that will contain written or typed notes of all areas of instruction, student handouts and other related materials.
- Notebooks will be periodically inspected by instructors who will review the contents and assign a status of "acceptable" or "not acceptable." Any cadet who receives a status of "not acceptable" will be advised of the deficiency. He/she will have one week to bring his/her notebook up to "acceptable" standards. If a cadet fails to bring his/her notebook up to "acceptable" standards in one week, he/she will be issued a written warning advising that the notebook will be updated within one additional week. Such written warning will become part of the cadet's academy record. If within one week of the warning notice an "acceptable" status is not achieved, the cadet may be discharged from the academy.

Notices

- At the first class session, each cadet will be given a course schedule, a course syllabus. Each cadet will be responsible for reviewing the material and knowing the content of these items.
- Additional notices and directives (including updated schedules) may be issued to cadets from time to time and will supersede previous notices as applicable.
- Cadets shall check their Westmoreland email and D2L messages on a daily basis. Cadets are responsible for knowing the contents of all Westmoreland email directives and directives posted on D2L.

Examinations & Grades

- One multiple choice examination will be given for each testing area.
- A minimum of 80 percent is required to pass each module (5) based upon a cumulative score from all volume exams taken.
- A minimum of one proficiency examination will be given at the end of each firearms section. A proficiency score of 80 percent must be attained to receive a passing grade.
- A cadet who does not achieve the minimum passing score in any module is removed from the academy and must repeat the training module at Westmoreland or another academy.
- A cadet will be placed on academic probation for failing to achieve the minimum passing score for any volume. If the cadet fails to achieve the minimum passing commutative score of 80% in any module, the cadet must withdraw from the academy. The cadet may apply to a succeeding academy class, and if accepted, must retake the failed volumes of any module within two years.
- Examination results will be kept on file with the actual examinations by the academy director. Any cadet who fails to achieve a commutative score of 80 percent of a given module of instruction will not be awarded a certificate of any kind.

Gifts & Other Considerations

- No cadet will present any instructor or academy staff member with any gifts, sums of money or other consideration during the training program.
- Cadets will not accept any gifts, sums of money or other consideration from an instructor or academy staff member during the training program.

Graduation and Certification

- Westmoreland graduation certificates will be presented to cadets who successfully complete all modules of training with a minimum score of 80 percent and who have satisfied all college obligations.
- The necessary administrative forms for state certification (upon hire) will be completed by the municipal police department wishing to hire the graduate.
- Cadet must successfully pass a state certification examination before he/she will be certified as a municipal police officer.

Emergency Procedures

Injuries

- Injuries or accidents sustained while present at the school or range facilities will be reported immediately to the instructional staff. The instructional staff person or security guard will complete an accident report and submit it to the academy director within 24 hours of the occurrence.

In case of fire, a cadet shall:

- Pull the nearest internal fire alarm.
- Notify college Security by dialing 4250 from a hall courtesy phone or 724.925.4250 from a cell phone. Explain the nature of the emergency, building name and room number and answer any other questions as required.
- Attempt to extinguish small fires if trained to do so. If in doubt about the proper procedures or if personal safety is in doubt, evacuate immediately.
- Move away from the building to a safe location. Advise incoming emergency units of the nature of the situation and the location.

In case of medical emergency, a cadet shall:

- Advise the person to seek medical assistance at a hospital emergency room, a medical care unit or a physician's office.
- If an ambulance is deemed necessary and the person cannot communicate, use best judgment in determining if an ambulance is necessary.
- Call 8.9.1.1 from a courtesy phone for an ambulance and then call Security at ext. 4250 to inform them an ambulance has been called.
- State the status of the accident victim (be specific about what is happening to the person).
- Provide the exact location of accident/issue (building and room number).
- Stay with the injured individual until the arrival of the ambulance.
- If an ambulance is not needed, but the individual has no means of transportation to appropriate medical service, call the Human Resources Department at ext. 4080 during weekdays or Security guard at ext. 4250 after 5 p.m. and during weekends (Saturday and Sunday).
- Ask the instructor or Security to file an official accident/injury report with the facilities director within 24 hours of the incident regardless of where the incident occurred.

Internships

Internships are not required by MPOETC or Westmoreland. Cadets should not seek this experience, as municipalities generally will not assume the added liability and inherent risks of a student intern.

Student Support Services

Consult with the academy director if you are having difficulty with the course material or would like further assistance. The academy director will make appropriate referrals, if possible, to the designated college staff member for further assistance as needed.

Telephones

- A cadet may not use any regular college telephone for personal calls.
- Cell phones or pagers are to be turned off when in class. Cell phones may only be used during break or lunch times.
- A cadet will not be summoned from class for personal calls except in an emergency.
- No photos or video may be taken without instructor's permission.

Vehicle Parking

Cadet vehicles will be parked only in the designated student parking lots.

Violations

Cadets will abide by all laws of local municipalities, the Commonwealth of Pennsylvania and the United States of America. No applicant will be considered for the academy with a serious criminal history or while under parole or probation, whatever the offense, including sentences of ARD nor will an applicant be considered within one year of completing ARD probation. Violations will be subject to discipline as outlined in these Rules & Regulations and may include refusal of admission or expulsion from the training program.

Weapons

No weapon will be carried onto school property except upon the direct order of an instructor. The term weapon includes: firearms, shotguns, blackjacks, night sticks, chemical mace/OC pepper spray, stun guns or any other device which may cause bodily harm or injury to another person.

Civil Rights/Title IX Policy and Complaint Procedure

WESTMORELAND COUNTY COMMUNITY COLLEGE
Title IX Policy and Complaint Procedure Effective for
Complaints on or after August 1, 2024

Introduction

On April 19, 2024, the Department of Education Office for Civil Rights issued new Title IX regulations (DOE Regulations) which direct how educational institutions must address incidents of sexual assault and harassment involving both students and employees. These most recent regulations have significantly changed schools' obligations with regard to investigating and adjudicating incidents of sexual assault and harassment involving their students and employees. Consequently, changes are now required to the Westmoreland County Community College (College) current Title IX Policy and Complaint Procedure (Current Policy). This new policy is intended to replace in its entirety the Current Policy at the College. The intent of this policy is to comply with DOE Regulations. Any conflict in terms of this policy and DOE Regulations are to be resolved in favor of the DOE Regulations.

Nondiscrimination Policy

Westmoreland County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, gender identity or expression, veteran status, union membership or any classification protected by state or federal law or the proper exercise by an Association member of their rights guaranteed by the Pennsylvania Public Employer Relations Act Number 195.

Notice of Nondiscrimination

The College, on an annual basis, sends notice of nondiscrimination to all students, bargaining units, and employees. The College notifies applicants for admission and employment upon application. The following is an example of the College's notification.

- The College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.
- Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.
- The College's Title IX Coordinator is the Vice President Enrollment Management for students and the Executive Director/Human Resources for staff.
- The College's nondiscrimination policy and grievance procedures can be located at <https://westmoreland.edu/about/policies/nondiscrimination.html>
- To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://westmoreland.edu/about/policies/equal-opportunity-laws.html>

Title IX- Complaints of Sex Discrimination- Grievance Policy

The College has adopted grievance procedures that provides for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education programs or activities, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the DOE Regulations.

Title IX- Complaints of Sex Discrimination – Grievance Procedure

Definitions

Complainant means:

- (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or the DOE Regulations; or
- (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or the DOE Regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or the DOE Regulations.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the recipient's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or the DOE Regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the DOE Regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, sexual orientation, gender identity, or pregnancy or related conditions, that is:

- (1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
 - (ii) The type, frequency, and duration of the conduct;
 - (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- (iv) The location of the conduct and the context in which the conduct occurred; and
 - (v) Other sex-based harassment in the recipient's education program or activity; or
- (3) Specific offenses.
- (i) Sexual assault meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
 - (ii) Dating violence meaning violence committed by a person:
 - (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (1) The length of the relationship;
 - (2) The type of relationship; and
 - (3) The frequency of interaction between the persons involved in the relationship;
 - (iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
 - (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - (C) Shares a child in common with the victim; or
 - (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
 - (iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (A) Fear for the person's safety or the safety of others; or
 - (B) Suffer substantial emotional distress.
- Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
- (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
 - (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

Complaints

The following people have a right to make a complaint of sex-based harassment, requesting that the College investigate and make a determination about alleged sex-based harassment under Title IX:

- A complainant which includes“
 - A student or employee of the College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - A person other than a student or employee of the College who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at time when that individual was participating or attempting to participate in the College’s education program or activity.
- A parent, guardian, or other authorized legal representative with the legal authority to act on behalf of the complainant.
 - The College’s Title IX Coordinator
 - When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX.

The College may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to include the plural are applicable.

The College is not permitted to consolidate complaints if consolidation would violate FERPA. Consolidation would not violate FERPA when a postsecondary institution obtains prior written consent from eligible students to the disclosure of their education records.

General Provisions

The College requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decision maker may be the same person as the Title IX Coordinator or investigator.

The College presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The College has established the following timeframes for the major stages of the grievance procedures:

- Evaluation as to whether to dismiss or investigate the complaint: ten (10) business days
- Investigation, if necessary, will be completed within sixty (60) days with a determination to follow within 10 (ten) business days:
- Appeals from a dismissal or determination must be filed within twenty (20) days.

The College will endeavor to make a determination of all complaints within ninety (90) days of the date of filing.

The College has also established the following process that allows for the reasonable extension of time frames on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay. All written notification must be sent to the Title IX Coordinator via email. Additionally, if the Title IX Coordinator or Title IX investigator requests a delay, all correspondence will be sent via the College’s email.

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The College will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by federal or state law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Written Notice of Allegations:

Upon initiation of these Title IX grievance procedures, the College will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

- The College's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an investigative report that accurately summarizes this evidence. Both parties are entitled to an equal opportunity to access the relevant and not impermissible evidence upon the request of any party; and
- The College's Standards of Student Conduct and Employee Conduct and Work Rules Policies prohibit knowingly making false statements or knowingly submitting false information during grievance procedures [include the link to these policies].

If, in the course of an investigation, the College decides to investigate additional allegations of sex-based harassment by the respondent toward a complainant/s that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.

Dismissal of a Complaint

The College may dismiss a complaint if:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Westmoreland's education program or activity and is not employed by the College;
- The College obtains the complainant's voluntary withdrawal in writing of any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the College will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the College will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the College will notify the parties simultaneously in writing.

The College will notify the complainant that a dismissal may be appealed on the bases outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then the College will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in the Appeals section.

When a complaint is dismissed, the College will at minimum:

- Offer supportive measures to the complainant as appropriate
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the College's education program or activity.

Investigation

The College will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on the College- not on the parties- to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The College will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

The College will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- The College will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- The College may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

The College will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

The College will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The College will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The College will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:

- The College will provide an equal opportunity to access the same written investigative report that accurately summarizes the evidence. All parties will be provided an equal opportunity to access the relevant and not otherwise impermissible evidence upon request.
- The College will provide a reasonable opportunity to review and respond to the investigative report.
- The College will take reasonable steps to prevent and address the parties and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

Questioning the Parties and Witnesses

Westmoreland will provide a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

The College will not conduct live hearings. The College's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decision maker to ask such questions during individual meetings with a party or witness
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decision maker during one or more individual meetings, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with an audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow-up questions.

Procedures for the decision maker to evaluate the questions and limitations on questions:

- The decision maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible.
- Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decision maker will give a party an opportunity to clarify or revise a question that the decision maker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

Refusal to respond to questions and inferences based on refusal to respond to questions:

- The decision maker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible.
- The decision maker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.

Determination Whether Sex-Based Harassment Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the College will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex-based harassment occurred under Title IX including:
 - A description of the alleged sex-based harassment;
 - Information about the policies and procedures that the College used to evaluate the allegations;
 - The decision maker's evaluation of the relevant and not otherwise impermissible evidence and determination whether sex-based harassment occurred;
 - When the decision maker finds that sex-based harassment occurred, any disciplinary sanctions Westmoreland will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the College to the complainant, and, to the extent appropriate, other students identified by the College] to be experiencing the effects of the sex-based harassment; and
 - The College's procedures and permissible bases for the complainant and respondent to appeal.
- The College will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will:
 - Coordinate the provision and implementation of remedies to a complainant and other people the College identifies as having had equal access to its education programs or activities limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education programs or activities.
- Comply with the Title IX grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Appeals

The College will offer an appeal from a dismissal or determination whether sex-based harassment occurred on the following bases:

- Procedural irregularity that would damage the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, the College will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decision maker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that the College will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

Any additional procedures or bases for appeal the College offers will be equally available to all parties.

Informal Resolutions, if offered

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The College will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any. The College will not offer informal resolution to resolve a complaint when such a process would conflict with federal, state, or local law. Before the initiation of an informal resolution process, the College will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Supportive Measures

The College will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the College's education programs or activities or provide support during the College's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include crisis counseling and referrals to community resources.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment occurred, the College may impose disciplinary sanctions, which may include but are not limited to those noted in the Standards of Student Conduct or the College Employee Conduct and Work Rules Policy.

BASIC PATROL OFFICER PHYSICAL FITNESS PROGRAM

What is physical fitness?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required. Physical fitness consists of the following four areas:

1. Aerobic capacity or cardiovascular endurance pertains to the heart and vascular system's capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.
2. Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.
3. Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk for lower back disorders.
4. Body weight and body composition pertain to body mass and the ratio of fat to lean tissue. Excessive fat is a handicap for physical movements and is a serious health risk for many diseases.

How will physical fitness be measured?



One-Minute Sit-up Test

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems.

The score is the number of bent leg sit-ups performed in one minute.

1.5 Mile Run

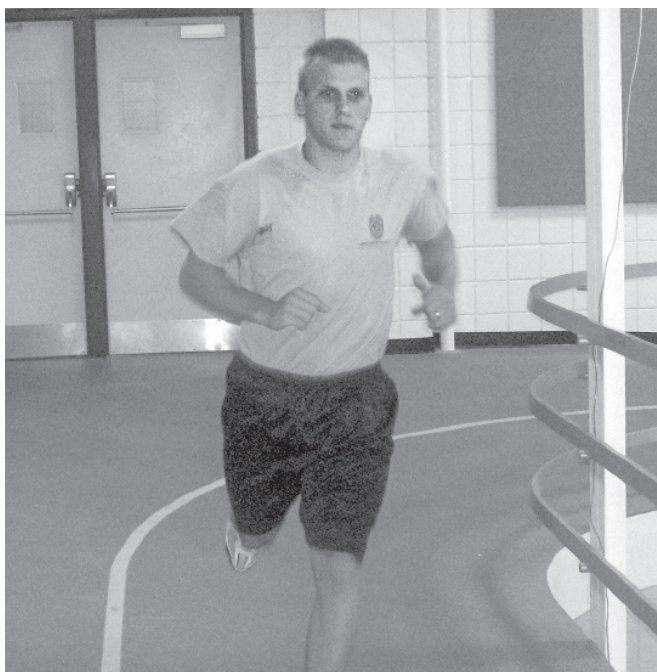
This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems.

The score is in minutes and seconds.

Why is fitness important for police officers?

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risks. Physical fitness is a health domain which can minimize the known health risks for law enforcement officers.

Physical fitness has been demonstrated to be a bona fide occupational qualification. Job audits that account for physical fitness have demonstrated that these fitness areas are underlying factors in determining the physiological readiness to perform a variety of critical physical tasks. These four fitness areas have also been shown to be predictors of job performance ratings, sick time and police officer commendations. Data also shows that fitness levels are predictive of trainability and academy performance. Physical fitness can be an important area of minimizing liability. The unfit officer is less able to respond fully to strenuous activity. Consequently, the risk of not performing physical duties is increased.



300-Meter Run

This test is a measurement of aerobic power. This sprint simulates the police officer's job in quick/fast pursuits, use of force incidents that are under 2 minutes and all types of lifting and carrying. For example, a 20-29 year old male must run the 300-meter run in 62.1 seconds to pass at the 30th percentile

The score is in minutes and seconds.

One-Minute Push-up Test

The push-up tests the whole body, engaging muscle groups in the arms, chest, abdomen, hips and legs. It requires the body to be taut like a plank with toes and palms on the floor. The push-up is regarded by many fitness to be the ultimate barometer of fitness.

How does one prepare for the tests?

One-Minute Sit-up Test

The progressive routine is to do as many bent leg sit-ups (with hands behind the head) as possible for one minute. At least three times per week, do three sets (three groups of the number of repetitions done in one minute).

One-Minute Push-up Test

To determine how many push-ups you can do in one minute, do 3 sets of the amount you can do in one minute. Continue at least three times a week.

1.5 Mile Run

A gradual schedule that would enable one to perform a maximum effort for the 1.5 mile run are found below. If you can advance through the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that should be encouraged. Start working out immediately.

1	Walk	1 mile	17-20 minutes	5 x week
2	Walk	1.5 miles	29-35 minutes	5 x week
3	Walk	2 miles	32-35 minutes	5 x week
4	Walk	2 miles	28-30 minutes	5 x week
5	Walk/Run	2 miles	27 minutes	5 x week
6	Walk/Run	2 miles	26 minutes	5 x week
7	Walk/Run	2 miles	25 minutes	5 x week
8	Walk/Run	2.25 miles	24 minutes	4 x week
9	Run	2.25 miles	23 minutes	4 x week
10	Run	2.25 miles	22 minutes	4 x week
11	Run	2.25 miles	21 minutes	4 x week
12	Run	2.5 miles	20 minutes	4 x week

Figure 1 – A gradual schedule for performing a maximum effort for the 1.5 mile run.



Commonwealth of Pennsylvania
Municipal Police Officers' Education and Training Commission (MPOETC)

**MPOETC's Physical Fitness Assessment Standards
Entrance and Retention in the Act 120 Police Academy**

30% Standards	Male Standards by Age					Female Standards by Age				
	18-29	30-39	40-49	50-59	60+	18-29	30-39	40-49	50-59	60+
Age Range										
Sit Ups (1 min rep)	35	32	27	21	17	30	22	17	12	4
300-meter Run (time)	62.1	63	77	87	87	75	82	106.7	106.7	106.7
Push Ups (1 min rep)	26	20	15	10	8	13	9	7	7	7
1.5-mile Run (time)	13:16	13:46	14:34	15:58	17:38	15:52	16:38	17:22	18:59	21:20

This is a cumulative test. All events must be completed within two (2) hours.

Testing Order:

1. Sit Ups
2. 300-meter Run
3. Push Ups
4. 1.5-mile Run

All Applicants:

- Afforded a minimum rest time of five (5) minutes between events.
- Required to pass the Entrance Fitness Test with a score at the 30th percentile (chart above) in each event based on their biological (birth) gender and age at the time of testing.
- Accepted into the police academy as enrolled cadets must maintain the 30th percentile physical fitness assessment standard throughout the academy until completion.

If an Applicant:

- Does not fall into one of the listed age categories, special authorization must be obtained from MPOETC before testing can be accomplished.



Notice of Nondiscrimination

Westmoreland County Community College does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, gender identity or expression, veteran status, union membership, or any other legally protected classification protected by state or federal law or the proper exercise by an Association member of their rights guaranteed by the Pennsylvania Public Employer Relations Act Number 195.

Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Inquiries should be directed to the Affirmative Action Officer/Director of Human Resources, at 724.925.4143.