



Citrus County Public

Safety Training Center

CITRUS COUNTY PUBLIC SAFETY TRAINING CENTER

**Florida Law Enforcement Basic Recruit Training Program
Florida Correctional Officer Basic Recruit Training Program
Law Enforcement Crossover to Correctional Officer Program
Correctional Officer Cross-over to Law Enforcement Program**

Academy Entrance Process and Requirements

WITHLACOOCHEE TECHNICAL COLLEGE

1201 W. Main Street
Inverness, FL 34450-4996

<https://wtcollege.org/public-safety>



Message from the Training Center Director

Welcome to the Citrus County Public Safety Training Center located at Withlacoochee Technical College!

The Citrus County School District and the Citrus County Sheriff's Office have partnered to offer the highest level of training for current Public Safety Officials taking Advanced and Specialized courses and for individuals interested in joining our profession.

Graduates from our Criminal Justice Programs, Correctional Officer Basic Recruit Program and Law Enforcement Basic Recruit Program enjoy a 90%+ placement rate after course completion. In all of our Advanced & Specialized Law Enforcement and Corrections Courses.

We pride ourselves in the dedication of our staff, from our Secretary and Program Coordinators to our instructional staff. We are all committed to making your experience positive. Whether you are a seasoned veteran or exploring the Public Safety profession for the first time, our commitment to you is the same: ***"Provide the highest level of professional training to better prepare you for today, tomorrow and throughout your career."***

Captain Michael Kanter

Training Center Director

Phone: 352-726-2430, x4353

Initial Applications and Inquiries

<p>Ms. Denise Barber Training Center Secretary Phone: 352-726-2430, x4352 Fax: 352-249-2155 barberd@citruschools.org</p>	<p>Sgt. Juan Santiago Law Enforcement Coordinator Phone: 352-726-2430, x4351 santiago@citruschools.org</p>	<p>Joe Palminteri Corrections Coordinator Phone: 352-726-2430, x4350 palminterij@citruschools.org</p>
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WTC Business Office



Business Office Hours

Admissions Building (700 Bldg.)

Monday – Thursday 7:30 am to 3:00 pm

Friday 7:00 am to 2:00 pm

Summer hours may vary

Phone: 352-726-2430, x4304

Acceptable forms of payment: Cash, Visa/MasterCard, Money Order

LAW ENFORCEMENT ACADEMY BASIC RECRUIT TRAINING PROGRAM AUGUST CLASSES – NIGHT TIME

Days	Monday-Thursday (Some Fridays and Saturdays)
Time	5:00pm - 10:00 pm
Pistol Range	10 Saturdays (8-hour days)
Driving Range	1 Weekend (2, 12-hour days)
Duration	Approximately 10 months (considered full-time)
Credit Hour Value	15
Total Hours	770
* Days and hours subject to change.	

LAW ENFORCEMENT ACADEMY BASIC RECRUIT TRAINING PROGRAM JANUARY CLASSES – DAYTIME

Days	Monday-Thursday (Some Fridays and Saturdays)
Time	8:00am - 5:00 pm
Pistol Range	Monday thru Thursday (1) day night fire 2:00pm-10:00pm
Driving Range	Monday thru Thursday (1) day night driving 2:00pm-10:00pm
Duration	Approximately 7 months (considered full-time)
Credit Hour Value	15
Total Hours	770
* Days and hours subject to change.	

FLORIDA LAW ENFORCEMENT ACADEMY 770 HOURS

Chapters	Course Title	Hours	Course Number
Chapter 1	Introduction to Law Enforcement	10	CJK_0001
Chapter 2	Legal	62	CJK_0012
Chapter 3	Interactions in a Diverse Community	40	CJK_0013
Chapter 4	Interviewing and Report Writing	56	CJK_0014
Chapter 5	Fundamentals of Patrol	35	CJK_0064
Chapter 6	Calls for Service	36	CJK_0065
Chapter 7	Criminal Investigations	50	CJK_0077
Chapter 8	Crime Scene to Courtroom	35	CJK_0078
Chapter 9	Critical Incidents	44	CJK_0092
Chapter 10	Traffic Stops	30	CJK_0087
Chapter 11	DUI Traffic Stops	24	CJK_0084
Chapter 12	Traffic Crash Investigations	32	CJK_0088

HIGH LIABILITY COURSES			
HL Chapter 1	Law Enforcement Vehicle Operation	48	CJK_0020
HL Chapter 2	First Aid for Criminal Justice Officers	40	CJK_0031
HL Chapter 3	CMS Criminal Justice Firearms	80	CJK_0040
HL Chapter 4	Criminal Justice Defensive Tactics	80	CJK_0051
HL Chapter 5	Dart-Firing Stun Gun	8	CJK_0422
HL Chapter 6	Physical Fitness Training	60	CJK_0096
	PROGRAM TOTAL	770	

CORRECTIONS BASIC RECRUIT TRAINING PROGRAM AUGUST CLASSES	
Days	Monday-Thursday (Some Fridays and Saturdays)
Time	1:00pm - 10:00 pm or (5:00 to 10:00 Dependent on need)
Pistol Range	Monday thru Thursday (1) day night fire 2:00pm-10:00pm
Duration	Approximately 4 months (considered full-time)
Credit Hour Value	12
Total Hours	420
* Days and hours subject to change.	

CORRECTIONS BASIC RECRUIT TRAINING JANUARY CLASSES	
Days	Monday-Thursday (Some Fridays and Saturdays)
Time	1:00am - 10:00 pm
Pistol Range	Monday thru Thursday (1) day night fire 2:00pm-10:00pm
Duration	Approximately 4 months (considered full-time)
Credit Hour Value	12
Total Hours	420
* Days and hours subject to change.	

CORRECTIONAL OFFICER 420 HOURS

Chapters	Course Title	Hours	Course Number
Chapter 1	Introduction to Corrections	32	CJK_0300
Chapter 2	Communications	40	CJK_0305
Chapter 3	Officer Safety	16	CJK_0310
Chapter 4	Facility and Equipment	8	CJK_0315
Chapter 5	Intake and Release	18	CJK_0320
Chapter 6	Supervising in a Correctional Facility	40	CJK_0325
Chapter 7	Supervising Special Populations	20	CJK_0330
Chapter 8	Responding to Incidents and Emergencies	16	CJK_0335
HIGH LIABILITY CHAPTERS			
HL Chapter 2	CMS First Aid for Criminal Justice Officers	40	CJK_0031
HL Chapter 3	CMS Criminal Justice Firearms	80	CJK_0040
HL Chapter 4	CMS Criminal Justice Defensive Tactics	80	CJK_0051
HL Chapter 6	Officer Wellness and Physical Abilities	30	CJK_0340
PROGRAM TOTAL		420	

APPLICATION PROCESS

It is the intent of the Citrus County Public Safety Training Center to seek out those applicants who possess the best qualities available for candidates seeking future employment in the law enforcement and corrections occupations. For this reason, criteria has been established which must be met by an applicant prior to entering any Basic Recruit program. The selection process is competitive. Applications are reviewed for neatness, thoroughness, ability to follow directions, criminal history, driving history, illegal substance use, PAT score. In addition, the Citrus County Public Safety Training Center follows guidelines established by the Criminal Justice Standards and Training Commission (CJSTC), the Florida Department of Law Enforcement, applicable Florida State Statutes and Florida Administrative Codes (FAC) pertaining to officer employment guidelines.

Step 1. Attend a Training Center Introduction/ Orientation

Training Center Introductions are held twice monthly. Attendance to an Introduction is mandatory. Click on the "How to Sign Up" tab on our website for specific dates and times. You do not need to make a reservation; just show up at your convenience and sign-in. Bring paper to take notes. There will be a question and answer period at the end of the orientation to clarify any information. Refer to the Training Center's Website for alternate dates and times. There is a dress code. Males – Business Casual – collared polo shirts, dress shirt, and slacks (no jeans or T-shirts). Dress/casual shoes; no beach sandals or tennis shoes. Females – Business Casual – dresses, pants, skirts, tops (no jeans); no spaghetti straps. Dress/casual shoes; no beach sandals or tennis shoes.

Step 2. Schedule to take the Criminal Justice Basic Abilities Test. (CJBAT)

The CJBAT test includes reading comprehensive, visual identifications, and minimal math. The exam is administered online and you will obtain instant results when completed. Passing scores for both the Law Enforcement program and Corrections program is 70%. CJBATs scores are good for 4 years from the date administered. The tests are different for the Law Enforcement Program and Corrections Program. Ensure you register for the correct test. The cost to register is \$39.00. You will be provided the specific website to register for the CJBAT at the Academy Introduction. The tests will be administered at Withlacoochee Technical College. Each exam has 97 questions. Students are allotted 90 minutes to complete the exam. You must have a photo ID on test day to sit for the exam.

Step 3. Complete a WTC Application

Complete a Withlacoochee Technical College online application <https://citrus.focusschoolsoftware.com/focus/apply/>. The application fee is \$30.00, and is non-refundable. This fee must be paid with proof of payment provided before your program application will be accepted by the Training Center secretary. If you have ever been a student in the Citrus County School System, contact the secretary at (352) 726-2430, ext. 4352. The secretary will provide you with your username and password. Then go to the WTC website and complete the required WTC application.

If you have never been a student in Citrus County, go directly to the WTC website and complete the New Student Application.

Step 4. Obtain Training Center Application

After you complete the WTC Technical College online application you will be provided a student Identification #. Email the Training Center secretary at barberd@citruschools.org and she will then forward you an application to complete.

Step 5. Schedule Physical Exam

Schedule an appointment with your doctor or a local clinic for a physical exam. Included in your application package is FDLE Form 75. Your doctor must complete the Form 75 that indicates that you are healthy enough to participate in strenuous physical activity and undergo exposure to pepper-spray. Additionally Law Enforcement recruits will be exposed to a TASER application. Show your physician a copy of the Training Center's Wellness and Physical Abilities Plan so they will understand the physical requirements of the Training Center. Submit the Form 75 along with your Training Center Application and other required documents. Physicals must be with six months of the program start date.

Step 6. Schedule Application Drop Off and Fingerprinting

Schedule an appointment with the Training Center Secretary to submit your program application, supporting documentation and Florida residency form. Call (352) 726-2430, x4352 to schedule your appointment. Incomplete applications will not be accepted. Students must provide proof their \$30.00 application fee has been paid and their \$75.00 Fingerprinting fee has been paid at the time their application is submitted. Fingerprint background checks are mandatory and will be completed the day of application drop off.

Step 7. Apply for Financial Aid

If applicable, apply for financial aid.

PELL GRANTS: PELL Grants are offered to those who qualify and are attending programs with education hours of 600 or more. The web address to apply online is www.fafsa.gov. Three days after you apply, please contact the Financial Aid Department at WTC. The Financial Department is in room 106 and may be reached at 352-726-2430, ext. 4316 or 4332.

CORRECTIONS EMPLOYMENT: you may choose to seek placement at an agency in hopes of their sponsoring your training. You may apply with Core Civic at <http://www.correctionscorp.com>.

GI BILL: If you qualify for Veterans' Educational Benefits a copy of your Certificate of Eligibility (COE) must be provided to the VA Certifying Official. The VA Certifying Official is located in room 106 at WTC. You may apply for training benefits at www.gibill.va.gov or call 1-888-442-4551.

SCHOLARSHIPS: Corrections Applicants may apply for a scholarship. Eligibility is based on your EFC (estimated family income) code. The web address to apply on line is www.fafsa.gov. The maximum amount awarded is \$1,200.00 toward your tuition only. For more information, please contact the financial aid Department at WTC. The Financial Aid Department is located in room 106, and may be reached at 352-726-2430, ext. 4316 or 4332.

IMPORTANT: Prior to a PELL Grant deferral being issued, you MUST contact the Financial Aid Department. If your application was randomly selected for verification, this process MUST be completed prior to being awarded a PELL Grant. Not contacting Financial Aid may delay having a deferral by the date the tuition is due. Contact the Financial Aid Office at 352-726-2430, ext. 4316 or 4332.

Step 8. Attend Physical Abilities Test Date

You will have to complete a Physical Abilities Test (PAT) that consists of a half-mile course with approximately 13 obstacles, which include walls, ladders, hurdles, stairs, a 150-pound sled-drag, and window and door entries. A detailed description of this course, including a walkthrough, will be provided prior to completing the PAT. You will be notified via email of this date. Candidates must complete the PAT in under 10 minutes. Begin preparing for the PAT now.

Step 9. Notification of Acceptance/ Order Books and Uniforms

Candidates please await notification of acceptance. Please do not call to inquire about your status. Notification of acceptance into the program is typically made the day of the PAT testing. However, notification may be delayed up to a week. You will be notified upon acceptance. Applicants will not be given a specific reason if they are not selected (unless disqualified). Anyone not selected for a particular program, will be asked if they want transferred into the next program's selection process. New fingerprints, physicals, and PAT may be required prior to the second selection process.

After receiving notification of acceptance into the program, books should be ordered. To determine what books you are required, visit the Training Center's website, click on the Criminal Justice link, then click on the link for the program you are entering. A tuition and fees link is located at the bottom of this page. Your required books will be listed along with their cost.

Uniform fitting and ordering will be scheduled. Notifications of the fitting date and time will be made via email. When uniforms arrive, you will be notified via email. Approximately \$550.00 will be due at the time uniforms are ordered.

Other Important Information

You are required to provide a valid phone number and email address so Training Center staff can communicate important updates required and deadlines for acceptance into the programs. Email will be the primary communication method with students to inform them when to order and pick up uniforms and books, and to notify students of financial responsibilities (place down payments on books, pick-up books, order uniforms, pick-up uniforms). We want to make your entry process as stress-free as possible. A timely response to all communications is expected from you. Candidates will be notified of deadlines for every phase of the entry process. Please contact us if you have any questions.

All candidates are subject to random Drug Screening at any time throughout the application or duration of the program.

All fees are to be paid to the WTC Business Office. Receipt of payment must be presented to the Training Center Secretary.

FDLE Requirements

In order to attend the Training Center, you must meet the Florida Department of Law Enforcement requirements listed below. In compliance with Florida Statute 943.13, all applicants must:

- Be a U.S. Citizen
- Have a valid Florida driver's license
- High School diploma or **GED**® equivalent
- Have never been convicted of any felony charge

Not have been convicted of any misdemeanor involving perjury or false statement. Per Florida statute, *"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 a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication"*.

Have good physical abilities and hand-eye coordination.

Never received a dishonorable discharge from any of the Armed Forces of the United States.

Be of good moral character.

Pass random drug screening.

Additionally, all applicants must be eligible to possess a firearm and participate in firearms training pursuant to the Federal Firearms Law 18 U.S.C. 922, the Gun Control Act of 1967, and the Omnibus Consolidated Appropriations Act of 1997. Subsequent amendments to the 1968 Gun Control Act makes it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. The amendments also make it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing, or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. The new prohibitions apply to all persons, including Law Enforcement Officers.

Please review the moral character standards established for applicants by law. Should an applicant have questions about facts and circumstances, ask to speak to a CCPSTC staff member. These standards supplement the basic certification requirements of Florida Statute 943.13, and FAC. Rule 11B-27. All applicants should review these standards carefully before submitting non-refundable exam or administrative fees

Additional Training Center Requirement for Completion of the Program

All WTC debts in advance of program start date.

For successful completion student must complete all required program curriculum, meet all basic skill levels as required by the State of Florida and be recommended for certification by the Corrections or Law Enforcement Coordinator.

Students are required to pass each chapter exam with a minimum score of 80%. Students who fail to do so may be afforded only one (1) chapter exam retake over the duration of the program. Re-exams must be approved by the director and must be based on a compelling and sufficient reason.

Students who fail to maintain the 80% requirement may be terminated from the program. With just cause, students may be allowed to continue in the program and repeat the failed chapter during the next available program.

Upon successful program completion, graduates are eligible to take the State Officer Certification Exam. After passing the state exam, students are eligible for employment as Law Enforcement or Correctional Officers in the state of Florida.

Age requirement

Florida Statutes require Law Enforcement Officers be at least 19 years of age. Corrections Officers must be at least 18 years of age. Applicants must be at least 18 years of age to submit an application. Candidates for the Law Enforcement Basic Recruit Course will be permitted to submit applications prior to their 19th birthday IF that applicant will turn 19 before the scheduled graduation of the BRT class attended.

Citizenship

The applicant must be a citizen of the United States. A copy of a birth certificate, naturalization papers, or passport may accomplish citizenship verification.

Education

A high school diploma or a (GED) equivalency diploma or certificate of completion recognized by the CJSTC is required prior to being considered for admission into a BRT program

Driver's license

The applicant must possess a valid Florida operator's license or chauffeur license by the date of their entrance to the BRT program

Military Service Record

Never have received a dishonorable discharge from any of the Armed Forces of the United States.

Attendance Policy

In accordance with Florida Administrative Code 11B-35.001(11) (b), each student is required to attend **all sessions** of each training program. Any tardiness or absence must be communicated directly to a program coordinator or designee as soon as possible. Failure to communicate an absence will be documented as unexcused and require a student to repeat that specific training course of instruction. No student shall be considered to have successfully completed a training course if they have any unexcused absences. If a student has an unexcused absence, they must retake that training course.

The Training Center Director has the authority to excuse a student's absence and **approve appropriate make-up assignment**. Examples of excused absences include serious personal illness, serious illness of an immediate family member, death in the immediate family, and subpoenas. Medical and dental appointments should be made at other than class times. In order for an absence to be excused, the student must submit in writing to the Training Center Director, the reason for the absence.

If a student is, absent for two or more consecutive days, a medical report from a physician will be required for the consideration of an excused absence. No student shall accumulate more than five non-medical excused absences during a training program. Upon the sixth absence, the student will be terminated from the program.

Make-up assignments will be assigned one page for every 1-hour missed. Written make-up assignments will be relevant to the topic of instruction missed. All written assignments will be submitted in APA format.

Examination make-ups due to absence will be arranged with the program coordinator. Any student requesting a make-up examination will complete a request for excused absence detailing the reason for the absence. Any examination make-up will be reviewed and approved by the Training Center Director.

Practical or Physical make-up sessions (i.e. PT, scenarios, etc.) will be assigned on an hour for hour ratio as determined by the Coordinator. Any excused absence that requires make-up work will be **completed in person** on a date arranged by the coordinator. In addition, no student shall be considered to have successfully completed a "high liability" training course if they have been absent more than ten percent (10%) of said "high liability" training course.

Furthermore, no student shall be considered to have successfully completed a training program if they have been absent more than ten percent (10%) of said program.

Tardiness- Any student who is late without an excuse more than twice shall receive a verbal warning from a Coordinator. Any student who has been warned for being tardy twice, and is tardy a third time without excuse, may be terminated at the discretion of the Training Center Director.

Handout Material- It shall be the responsibility of each student to obtain material and information, which has been distributed during their absence.

Students who are terminated or withdraw from any training program within the tuition reimbursement deadline may be reimbursed their tuition. Any student who is terminated or withdraws after the tuition reimbursement deadline is not eligible for tuition reimbursement. Tuition reimbursement deadlines are **five calendar days** after the program's start date.

Disqualified Applicants

Applicants may be disqualified from application processing for failing to meet the minimum moral character standards as set forth in Florida Statute 94.13, FAC 11B-27 and any other additional admissions requirements or policies of Withlacoochee Technical College or other accrediting agency or department. Applicants who are disqualified from the application process are thereafter ineligible for admission to Withlacoochee Technical College.

Any region six Agency head (or authorized designee) may submit a written waiver request for an applicant who does not meet the minimum CCPSTC standards to proceed in the application process under specific conditions. The applicant must have a current offer of conditional employment or must be sponsored by the agency requesting the waiver. The CCPSTC Director shall have sole discretion to approve or deny any such request.

Applicants who have been disqualified from CCPSTC processing may submit a written appeal to the CCPSTC Director, requesting reconsideration and reinstatement. Disqualification for not meeting other statutory certification requirements may not be appealed. All decisions of the Director are final. Disqualification based on dishonesty or other misconduct during the application process is not subject to appeal. If a polygraph examination is required in support of an appeal, the Director shall select the examiner and the applicant shall pay the cost of the exam and authorize release of all results to CCPSTC. Deferments or other sanctions, short of disqualification, are at the discretion of the Director and *not* subject to appeal.

SUPPORTING DOCUMENTATION

Name:

Please inventory and submit documents ***in the order that they are listed and individually.***

<input type="checkbox"/>	1.	Copy of Birth Certificate or signed affidavit verifying naturalization of U.S. citizenship	
<input type="checkbox"/>	2.	Copy of Marriage license (females only) , adoption papers, or any name-change documents.	
<input type="checkbox"/>	3.	Copy of High School Diploma . If you cannot secure your H.S. Diploma, then submit transcripts in a sealed envelope (no exceptions). Or, if applicable, copy of GED® transcripts/diploma .	
<input type="checkbox"/>	4.	Any/all official college transcripts, only if you have a College Degree	
<input type="checkbox"/>	5.	Signed Social Security card . If your name has changed, you must get a new Social Security card with the correct name.	
<input type="checkbox"/>	6.	Current driver's license with <u>current address</u> . If you have turned 21 years of age, have your driver's license updated.	
<input type="checkbox"/>	7.	Copy of Driver's license status http://flhsmv.gov	
<input type="checkbox"/>	8.	Any/all arrest records/dispositions from Arresting Agency and the Clerk's Office where occurrence took place.	
<input type="checkbox"/>	9.	If applicable, copy of Military Discharge DD214 long form.	
<input type="checkbox"/>	10.	Copy of Health insurance card or you must purchase school accident Insurance (\$12.00 fee) at www.schoolinsuranceagency.com and submit copy of member card.	
<input type="checkbox"/>	11.	CJSTC Form 75 (not 75B) Please ensure physician's mailing address is included in the lower signature portion and license number.	
<input type="checkbox"/>	12.	Passing CJBAT Score Sheet	
<input type="checkbox"/>	13.	Pages 10-12 and 14 of the application must be signed and dated in the presence of a Notary. Ensure the dates of signatures for both parties are identical.	
<input type="checkbox"/>	14.	Non-Refundable Application Fee (\$30) and Background Fee (\$75) – Is to be paid before you drop off your application to the Academy. Payment is to be made at the Business Office. You must bring receipt on the same day of application drop off.	
<input type="checkbox"/>	15.	Florida Residency Form –(We have attached this form to this e-mail) At application drop off applicants will have to submit documentation that they or a parent or legal guardian if a dependent, has been a Florida resident for at least 12 months prior to the first day of class. The document and two forms of evidence residency that show evidence of the 12 month qualifying period (Ex: driver's license, vehicle registration, FL voter registration card) must be submitted with your application.	

All documents must be compiled in the order listed and individually at the time of Application Drop-Off. It is recommended you review and re-review the above inventory list to ensure all documents and actions required are not outstanding. If any required documents are missing, your application will not be accepted. You will then reschedule your review appointment, once you have acquired all required documents. . Thank you!