



# READING POLICE ACADEMY

815 Washington Street Reading PA 19601-3690

Lt. Andrew J. Winters  
Director of Training

610-655-6332  
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To: All persons interested in attending the Reading Police Academy  
January, Full-Time Class (2016-01)

From: Lt. Andrew J. Winters, Director of Training

Enclosed is the Application and Information package that you requested concerning the Reading Police Academy. The information includes:

1. An explanation of the Basic Municipal Police Training Course.
2. An outline of the subjects presented in the course.
3. An Application to apply for enrollment in the course.
4. An explanation of the Physical Examination
5. A Preliminary Physical Examination Form - SP 8-300C (9-2004)
6. An Authorization to conduct a Criminal History Investigation.
7. Applicant Notification Procedure
8. A Release and Indemnity form (must be notarized)
9. Refund Policy
10. Essential duties of a police officer.
11. Informed Consent Form
12. Health History Form
13. Notice to Applicants

The starting date for the January FULL-TIME class is **Monday, January 18, 2016**. Upon successful completion of all facets of the application process, including the psychological examination, and Physical Agility test, the class will be filled on a first come basis. The applications will be date, time stamped as they are received. Seating is sometimes limited. It will be beneficial to you to complete all application forms in a timely manner and submit them with the other requested paperwork in person, to the Academy. The Academy is located at Alvernia University, Reading, PA Francis Hall Room #136.

If you should have any questions, please call (610) 655-6332.

**Return the completed application, the \$50.00 non-refundable application fee (check or money order made payable to "CITY OF READING"), and related items no later than Friday, November 6, 2015.**

**Applications must be returned in person. Applications received via mail will be rejected.**



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The Basic Municipal Police Training Course as prescribed by Act 120 is designed to provide students with the initial skills and information necessary to begin their police careers. It is attended by two types of students. The first are newly hired police officers enrolled to satisfy the requirements of Act 120. The second are pre-service students who are not police officers. The pre-service students are taking the course in the hopes of enhancing their chances of police employment. The course consists of all major phases of police service and includes a significant component of “situational” training.

Should the number of applications received exceed the allotted number of class seats, newly hired police officers will be given preference. Applicants will be accepted on a first-received, first-accepted basis.

## REQUIREMENTS

### **A. POLICE OFFICERS:**

1. The officer must be approved to attend the training by the Municipal Police Officers’ Education and Training Commission (MPOETC). The employing municipality must file form SP 8-300 with the MPOETC.
2. The Municipality must pay the tuition or submit the Original Direct Tuition Reimbursement form (SP8-322) to the Reading Police Academy.
3. The officer must complete the Reading Police Academy application, Release and Indemnity form (notarized), and other requested paperwork and submit to the Director of Training.
4. The officer must provide a photocopy of his/her valid driver’s license.
5. The officer must wear the approved Academy uniform.
6. The officer must successfully complete the Nelson-Denny Reading Comprehension Test at the 9<sup>th</sup> Grade reading level.
7. The officer must complete the Reading Police Academy PT Testing procedure and pass at the 30% of the MPOETC Fitness Standards for age & gender.

**B. PRE-SERVICE STUDENTS:**

1. The applicant must complete and return the Academy Application with all of the necessary paperwork.
2. Each applicant must pass a series of psychological tests, a Nelson Denny reading comprehension test, and an intelligence test as required by the Director of Training. The tests are administered by a psychologist. The student is responsible for paying the psychologist's fee at the time of testing. Each applicant will be notified by mail with the details of when to report for this testing.
3. The applicant must have a medical examination performed at his/her expense to certify that there is no reason why he/she would not be able to participate in an active physical fitness program. The Academy will provide the form to be completed by the examining physician and this form must be legible to the Academy Director. **The form must state at the bottom in the "Remarks" section that the applicant is capable of performing in an active physical fitness program.**
4. The applicant must be at least 20 years of age by the closing date of the application process.
5. Each applicant must submit photocopies of his/her high school diploma or G.E.D., Birth Certificate, and valid driver's license.
6. Applicants must sign an authorization for the Reading Police Academy to conduct a criminal history check and background investigation.
7. Students must purchase and wear the Academy uniform designated by the Director of Training
8. You are expected to pay a non-refundable application fee of \$50.00 when you submit your application. This check or money order must be made out to the "City of Reading". On the first day of class, the balance of \$3,992.00 is due. **The Reading Police Academy does not provide financial aid or payment plans.**
9. Applications and the related paperwork, the physical exams, and the psychological tests are only valid for the class you are applying for. They will need to be repeated if you do not obtain entry into this class.

### C. COURSE INFORMATION:

1. Act 120 requires a minimum of approximately 777 hours of instruction plus approximately 22 hours of testing. Attendance is mandatory and is strictly enforced.
2. Students must score a 75% or better in each of the graded topic areas, except Emergency Response and CPR. A score of 80% or better is considered passing in Emergency Response and CPR.
3. Students cannot become certified unless they have passed all topic areas. Any topic area graded as a failure must be re-taken in its entirety. According to MPOETC Rules & Regulations, a student can only record two failures before dismissal from the Academy.
4. Homework and study should be expected. Physical fitness standards must be met by the conclusion of the course. Standards have been set by the Training Commission and will be given to each student on the first day of class.

### HOURS AND TYPES OF CLASSES

#### A. FULL-TIME ONLY:

Full-Time classes meet Monday through Friday from 0730 Hours to 1600 Hours with the exception of a few days (as per the training schedule). One-half hour is provided for lunch. The entire course takes approximately twenty (20) weeks.

**NOTE:** The requirements listed for the Reading Police Academy are not the same as those for becoming a police officer for the Reading Police Department. **Successful completion of the Academy does not ensure employment with the Reading Police or any other Department.** Questions regarding employment should be directed to the Civil Service Board or Personnel Office of the Municipality in which you wish to be hired.

The Reading Police Academy does not discriminate in admission on the basis of race, color, religion, age, or sex.

**FIREARMS TRAINING AT THE**  
**READING POLICE ACADEMY**

The purpose of this memorandum is to outline the firearms training program and weapons authorized for firing at the Reading Police Academy Pistol Range.

Pre-Service students will be trained with Smith & Wesson pistols, Models 3913 or 5906, firing a 9mm cartridge. These pistols will be furnished by the Academy. The Academy will also furnish a holster, gun belt, magazines, and a magazine pouch for the student's use. Ammunition will be furnished at the range.

Students employed by a law enforcement agency which issues semi-automatic pistols will be trained on our pistols as outlined above. If the agency desires, the student will be qualified on the agency's pistol. This is for qualification only and not firearms training. The Rangemaster, prior to use, will inspect these firearms and any firearm deemed unsafe will not be allowed on the range. Students will need 3 magazines, a double magazine pouch and holster. This requires a signed letter by the Chief of the agency that is employing the student.

All students will be qualified on the current duty ammunition as issued by the Reading Police Department. Students employed by a law enforcement agency may be qualified on their department's duty ammunition. This ammunition will be inspected by the Rangemaster prior to being used by the student.

The firearms training program is very demanding. It requires students to fire a weapon single and double action with both hands and also with one hand using their strong and weak hand. Students must be able to fire all exercises to successfully complete the firearms portion of training. To ensure that each student is able to fire the weapon the required number of times, a diagnostic test will be given to each student. Each student will be required to trigger a revolver in the double action mode according to the table below. Any student not passing this test is strongly advised to begin a program to increase his/her ability to fire a handgun.

**Minimum Standard – Time Limit of 30 Seconds**

	<b>Strong Hand</b>	<b>Weak Hand</b>
<b>Males</b>	<b>75</b>	<b>65</b>
<b>Females</b>	<b>60</b>	<b>45</b>