ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

FOR YOUR RECORDS KEEP FOR YOUR RECORDS

LAW ENFORCEMENT: Prospective Student Guide

To be considered for acceptance into the Law Enforcement program at Alexandria Technical & Community College, prospective students are required to complete the following steps.

UPON RECEIVING ALL OF THE INFORMATION REQUIRED IN STEPS 1 & 2, ATCC WILL SCHEDULE A CAMPUS VISIT.

Applicants are conditionally accepted into the Law Enforcement Program upon passing their Background Check.

Students will complete a psychological exam during the first week of class their second year.

Step 1: SUBMIT AN APPLICATION

- ◯ A paper application for Admission can be completed and returned to ATCC or completed online at www.alextech.edu/application
- ◯ Provide $20 Application Fee
- ◯ Provide high school and OFFICIAL college transcripts from all institutions the applicant has attended (with the exception of any MnSCU institutions attended after 1990).

Step 2: COMPLETE & RETURN FORMS TO:

- ◯ Criminal Conviction Advisory Form
- ◯ Driving Record Advisory Form

ATCC ADMISSIONS
1601 Jefferson Street
Alexandria, MN 56308
Fax: (320) 762-4603

BEFORE YOUR LAW ENFORCEMENT VISIT:

- ◯ View video of Physical Strength and Agility test at www.alextech.edu/LEPSATest

Step 3: YOU WILL BE INVITED TO CAMPUS TO COMPLETE PROGRAM SPECIFIC REQUIREMENTS

- ◯ Complete additional required forms provided during Admissions visit
- ◯ Fill out BCA form & $15 check payable to ATCC
- ◯ Take and PASS the Physical Agility Test
  (Applicants are allowed multiple attempts to pass the PA test)

Step 4: FORMAL ACCEPTANCE LETTER SENT

- ◯ Complete Accuplacer Placement Test
- ◯ Attend Registration Day in June and purchase uniforms
- ◯ Secure Housing (www.alextech.edu/housing)
- ◯ Turn in Physician's Evaluation Form on first day of class

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LAW ENFORCEMENT: Physical Agility Test

In order to pass this evaluation, applicants must successfully meet or exceed the minimum standards of 4 out of 5 agility tests listed below. Multiple attempts to pass the test are allowed (one attempt per testing date).

MINIMUM STANDARDS:

MEN:

1 pull-up
42 sit-ups
25 push-ups
Obstacle Course:
57 sec. or less
500 Yard Run:
2 min. 25 sec. or less

WOMEN:

1 modified pull-up
41 sit-ups
10 push-ups
Obstacle Course:
61 sec. or less
500 Yard Run:
2 min. 30 sec. or less

Remember that the physical agility test is strenuous and will demonstrate to the applicant the degree of physical conditioning required to successfully complete the program's physical education requirements.

PULL-UPS (MEN: 1 pull-up, WOMEN: 1 modified pull-up)

Male applicants will start from a position in which their arms are fully extended and palms are facing away; they will then pull themselves up until their chin is parallel with the bar before returning to the extended position. Female applicants will complete a modified pull-up by having their feet on the ground and keeping their back straight while pulling themselves up until the chest is even with the bar before returning to the start position.

TIMED SIT-UPS (in 60 seconds, MEN: 42, WOMEN: 41)

Applicants, on the floor with arms folded across the chest, will execute a sit-up by touching their elbows to their knees before going back down until their shoulder blades touch the floor. Applicants will do as many sit-ups as possible in the 1 minute limit.

PUSH-UPS (MEN: 25, WOMEN: 10)

This test measures the muscle endurance in the upper body. Applicants will start with their hands a shoulder width apart on the ground, their feet no more than twelve inches apart, and their body in a straight line from the shoulders to the ankles. They must keep their back straight throughout the exercise. Applicants will lower their body by bending their elbows until their upper arms are at least at a 90-degree bend, keeping their back straight at all times. Applicants will then return to the starting position by straightening their arms. They may rest in the starting position.

TIMED OBSTACLE COURSE (MEN: 57 seconds, WOMEN: 61 seconds)

Applicants will be timed as they maneuver around, over, and under obstacles by running, jumping, climbing, carrying, and crawling. Obstacles include jumping hurdles, moving a 165 lb. mannequin 15 yards, and scaling a 6 foot wall.

TIMED 500 YARD RUN (MEN: 2 min. 25 sec., WOMEN: 2 min. 30 sec.)

Applicants will run a 500 yard course without stopping. The course is 25 yards down and 25 yards back to equal 10 laps.

4 OUT OF 5 TO PASS

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www.alextech.edu • 320-762-0221 • 888-234-1222 • 1601 Jefferson Street, Alexandria, MN 56308
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ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

COMPLETE & RETURN TO ATCC

LAW ENFORCEMENT: Criminal Conviction Advisory Form

Full Name (Print): _____
Last First Middle

Street Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____

As required by law, no student may be admitted to a professional peace officer education program who poses a threat to the health or safety of themselves or others or who has been convicted of any crime listed as a disqualification from appointment to the position of a peace officer.

If you have been convicted of any of the crimes listed below, you are denied admission to this professional peace officer education program. You are not eligible to become a licensed peace officer.

	yes	no
Are you required to register as a predatory offender under MN Statutes, section 243.166 or 243.167?		
Have you been convicted under any narcotics or controlled substance laws?		
Have you been convicted of a felony?		

Have you been convicted of any of the following?

		yes	no
609.224	Assault in the Fifth Degree		
609.2242	Domestic Assault		
609.231	Mistreatment of Residents or Patients		
609.2325	Criminal Abuse		
609.233	Criminal Neglect		
609.2335	Financial Exploitation of a Vulnerable Adult		
609.234	Failure to Report (Maltreatment of a Vulnerable Adult)		
609.324	Other Prostitution Crimes; Patrons, Prostitutes, and Individuals Housing Individual Engaged in Prostitution		
609.465	Presenting False Claims to Public Officer or Body		
609.466	Medical Assistance Fraud		
609.52	Theft (includes Shoplifting)		
609.72 Subd. 3	Disorderly Conduct (Caregiver)		

	yes	no
Do you have any pending Criminal or Civil Court Actions?		
Have you been convicted of any of the crimes listed above in another state or federal jurisdiction or under a local ordinance that would be a crime if committed in Minnesota?		

If you have answered yes to any of the above, you must provide court documentation before you will be considered for admission.

I have been advised that being convicted of any of the crimes listed above will disqualify me from being admitted to this program. In addition, I have been advised that other convictions besides the ones listed above may adversely affect my employment in law enforcement.

I have been notified that this document will be placed in my student file. As indicated by my signature, I affirm the information on this form is true and correct.

Signature of Applicant: _____ Date: _____

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ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE

COMPLETE & RETURN TO ATCC

LAW ENFORCEMENT: Driving Record Advisory Form

You must possess a valid driver's license

ATCC reserves the right to require students to provide their driving record. Failure to do so or the discovery of additional violations may result in removal from the Law Enforcement program.

Have you been convicted of any of the following within five years of your expected ATCC graduation date?

	yes	no
Driving Under the Influence		
Careless or Reckless Driving		
Four or more Moving Violations		
Leaving the Scene of an Accident		
Two No Insurance Motor Vehicle Convictions		
Two Minor Consumption Violations		

	yes	no
Have you had your driver's license cancelled, revoked, or suspended?		

If you answered yes to any of the above, you may be disqualified from entering the Law Enforcement program and becoming a peace officer in the State of Minnesota.

If there are any concerns, applicants may send a copy of their driving record to the Admissions Office to be reviewed for any disqualifying violations.

Name of Applicant (Print): _____ Date: _____

Signature: _____

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