



Criminal Justice Institute

Authorization to Attend

Law Enforcement/Corrections Academy



Instructions: To obtain Authorization to Attend preference, the following procedures will apply:

1. The Applicant will complete **Part I** of this form in the presence of the law enforcement or corrections administrator of the agency that s/he is applying to.
2. The law enforcement or corrections administrator will complete and sign **Part II** of this form and return the form to the Criminal Justice Institute, no later than one month before the Academy class begins.
3. A copy of this form, together with the required documents, shall be retained by the authorizing agency and by the Criminal Justice Institute.

Part I

I, _____, have received an "Authorization to Attend" from the _____
 (Type or Print Full Name) (Agency)

and have met **ALL** of the requirements set forth in Part II of this form. I request permission to enroll into the following basic academy: (Check One)

- CORRECTIONS
 LAW ENFORCEMENT
 CROSS-TRAIN (L.E. or Corrections)
 AUXILIARY (L.E. or Corrections)
 EQUIVALENCY (L.E. or Corrections)

Also, I agree to the following conditions:

1. ALL rules and regulations of the PBCC Criminal Justice Institute and of the CJSTC will be adhered to.
2. If the Authorization is withdrawn for ANY reason, you may be terminated from the training program.
3. Registration will be on a space-available basis. Completion of this form does NOT guarantee academy registration.

I have read, understand, and fully agree to the above conditions.

 (Applicant's Signature – Do NOT Print or Type)

 (Social Security Number)

 (Date of Birth)

Part II

Applicant:

(Please Check ALL Boxes)

- Is at least 19 years of age and is a United States citizen.
- Is a high school graduate or equivalent, as determined by Florida State Statute 943.
- Has NOT been convicted of any felony or of a misdemeanor involving perjury or false statement, nor has received a dishonorable or undesirable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of ANY Felony or 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.
- Has been fingerprinted and has had fingerprints submitted to the Florida Department of Law Enforcement for a criminal history check.
- Has undergone a thorough physical examination (EKG required) and can participate in a vigorous physical program without restriction.
- Has had a thorough background investigation with favorable findings and is attested to by the agency.
- Has had a polygraph examination or a comprehensive voice stress analysis with favorable results.
- Has had a psychological examination and shown to have a positive profile conducive for law enforcement or corrections employment.
- Has had a 7 point drug screen analysis with favorable results.
- Has successfully attained a passing score Basic Abilities Test (BAT). **NOT required for Comparative Compliance.**
(A Copy of the applicant's BAT score MUST be attached to this form.)
- Has a valid Florida driver's license or is able to obtain one prior to entering the Academy program.

 (Date)

 (Agency)

 (Agency Administrator's Signature)

 (Print or Type Agency Administrator's Name and Title)



Authorization to Attend Law Enforcement/Corrections Academy



Part III

Sponsoring Agency (ALL Boxes MUST be Checked):

- A copy of the applicant's passing Basic Abilities Test (BAT) score dated less than 2 years prior to the start date of the academy is attached.
- A copy of the applicant's passing Physical Abilities Test (PAT) score dated less than 5 months prior to the start date of the academy is attached.
- A letter on agency letterhead, signed by the approved Agency Administrator, is attached in which the agency assumes FULL financial responsibility for uniforms, fees and tuition. The approximately \$50 in "Miscellaneous Fees" can be assumed by either the sponsoring agency or the applicant.

(Date)

(Agency)

(Agency Administrator's Signature)

(Print or Type Agency Administrator's Name and Title)