

# Sheriff and Public Safety Officer Program Information

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## 2020 Training Schedule

**Start Date:** August 24, 2020

**Graduation Date:** February 26, 2021

PHASE	APA ON-SITE TRAINING*	DISTANCE LEARNING**	OJT WEEKS
1		August 24 – September 25, 2020	
2	September 28 – December 18, 2020		
3			January 4 – February 19, 2021
4	February 22 – 26, 2021		

\*APA ON-SITE TRAINING – Cadets will reside in Holland House and attend face to face classes at the Atlantic Police Academy. Accommodation arrangements will be made by the Course Learning Manager and instructions will be e-mailed prior to arrival.

\*\*DISTANCE LEARNING – Cadets will participate in distance learning from their home residence. The Course Learning Manager will conduct classes via distance learning. Cadets will be e-mailed instructions prior to the start date of the program.

## Tuition and Other Fees

TUITION BREAKDOWN – Payment Due August 24, 2020	
Tuition	\$8,194
Student Union	\$168
Health Insurance Fee	\$420
Books	\$500
Lab Fee	\$300
Uniform	\$1,350
Laundry Services	\$105
CPKN Courses	\$300
Body Armour Rental	\$600
Accommodations/Meal Plan	\$5,500
Graduation Fee	\$100
<b>TOTAL</b>	<b>\$17,537</b>

\*Cadets should note that when they participate in on-the-job training, they are responsible for any associated costs such as transportation, living arrangements, etc.

\*Income tax receipts will be issued for income tax purposes last week of February on Web Advisor.

\*Payments must be made in full on due date. Graduation certificates will not be issued until cadets have paid all required fees and returned all loaned equipment.

## Arriving at the Atlantic Police Academy

Professionalism and proper dress and deportment is instilled in cadets while in training. Upon arrival at the Atlantic Police Academy, cadets are to report in the following attire which will be worn daily until dress uniforms are issued:

- shineable black boots (military or police style)
- 2-3 pairs of black dress pants
- 2-3 plain white dress shirts collared for a tie
- black belt
- black tie (clip-on)
- black socks

In addition, cadets are required to bring the following items:

- sneakers (non-marking)
- materials to shine boots (black polish)
- 1 mouth guard piece
- 4 plain black t-shirts (screen printed 2-inch capital white letters of your last name on the front of each shirt)
- recommend 20 oz boxing gloves

## Requirements for Self-Care

Male's hair must be neatly trimmed and tapered above the dress shirt collar with sideburns no lower than a point at the middle of the ear. Moustaches are to be neat and well-trimmed. Other than moustaches, the face must be clean shaven. Female's hair must be up or worn neatly off the shoulders.

## Pre-recruit Fitness Manual

A Pre-recruit Fitness Manual is included in this package which will better prepare cadets for the physical training and control tactics portions of training at the Atlantic Police Academy. You are asked to review this manual and start training well in advance of your arrival.

## General Information

**Normal Training Week** - A normal week may consist of lecture, lab work, firearms, physical training and practical scenario training. Regular classes are Monday to Friday, but you will be required to participate in training activities before and after class hours, as well as on some weekends.

**Accommodations** - Cadets will be assigned an individual dorm room, which includes a private washroom, in Holland House barracks while training on-site at the Atlantic Police Academy. It is a co-ed dormitory which does not include maid service. Cadets will act as a team to keep the dorm clean. Personal stereo equipment is not permitted in the residence; however, computers are allowed (high speed internet/wi-fi connection available). A television is supplied. You will receive instructions on the upkeep of your room. Under no circumstances are alcoholic beverages to be brought into the barracks.

**Inspections** - Periodic room and uniform inspections will be held throughout training. Prior to the first inspection, cadets will be shown how to properly make up their room. It is **MANDATORY** that you live in residence during the course.

**Meals** - Meals are provided seven days a week. Meals are buffet style and provide a good nutritional diet while enrolled in training. ***If you have any food allergies or specific meal requirements, please advise your Course Learning Manager prior to arrival.*** This will allow ample time, so arrangements can be made to accommodate your needs.

**Cadet Code of Conduct** - Cadets are required to maintain their conduct with the professional standards expected of peace officers. Cadet conduct procedures are outlined in the Core Programs *Cadet Code of Conduct/Policy and Procedures* manual which will be enforced. Violation of the *Cadet Code of Conduct/Policy and Procedures* will result in dismissal from the program.

**Duty Constable** - You will also be scheduled from time to time as a Duty Shift Cadet at the Atlantic Police Academy. Some shifts will be on weekends. These duties are considered part of the training process to get you acquainted with shift work, practical application of station duties and to ensure the safety and good conduct of your fellow cadets in the Atlantic Police Academy residence.

**Course Standard** - Successful completion of all aspects of training requires a passing grade of 75% on all academic subjects.

**Provincial Medical Card** - Out of province cadets are reminded to bring proof of medical coverage (Medicare Card) from their home province.

## Helpful Information from Past Graduates!

Graduates from the Atlantic Police Academy made the following recommendation of items to bring while in training:

- white and black laundry basket (less than 2 feet high)
- laundry detergent
- lint brush
- black socks
- face clothes
- towels
- soap
- shampoo
- toothpaste
- deodorant
- shaving bag
- chamois/squeegee for shoes
- good water bottle
- coat hangers
- alarm clock (or cell phones alarm feature)
- good running shoes
- cleaning supplies
- decent police style flashlight
- **TRAIN BEFORE YOU ARRIVE!**

## Mailing/Contact Information

*\*Ensure packages are sent to your attention including the program name*

Atlantic Police Academy  
P.O. Box 156, 66 Argus Street  
Slemon Park, PE  
COB 2A0

**Telephone Number:** (902) 888-6700  
**Fax Number:** (902) 888-6725