



Indian River State College Criminal Justice Institute



Thank you for considering the Criminal Justice Institute at Indian River State College as your first responder training resource. The CJI prides itself on the level of training provided which is a result of our cadre of highly-trained Instructors, the mentorship of our CJI Coordinators and Staff, our recruiting, employability and State Officer Certification Exam data, and our comprehensive, technologically advanced training center located at the 50-acre Treasure Coast Public Safety Training Complex which includes training Jail Cells, Intake & Release, Sally Port and Courtroom as well as an Indoor Firearms Range, Physical & High Liability Training Building, Tactical Training Building, Village with Roadways & Intersection, 300-Degree Virtual Simulator, Skid Pad, and a Vehicle Fleet that consists of fully Law Enforcement outfitted Crown Vics, 2023 Ford Interceptors and 2023 Dodge Chargers. Our newest addition, a Crime Scene Lab, is equipped as a mock studio apartment designed for scenarios and crime scene processing.

To be considered for academy acceptance, we ask that you please review this letter and the CJI's Selection Center Web Page, including all links and attached documents, which may be located on the link below. The link below will provide a step-by-step guide regarding how to apply for academy acceptance and answer many frequently asked questions. Please know that any calls for academy information will be directed to the Selection Center Web Page first.

<https://www.tcpublicsafetytraining.com/selection-center>

To begin, carefully review the minimum eligibility standards in the Preadmissions Policy Manual under Important Documents on our website. If you have any questions or concerns, please contact the Selection Center at 772-462-7961 before moving further. Once it has been determined that you meet the admission requirements, please continue to advance through the selection procedure.

Step 1: Testing.

***BAT TIPS:** The link to register for the BAT is on the Selection Center Web Page under **Step 1: Testing**, and is offered every Monday and Tuesday at the TCPSTC. The cost for the BAT is \$39. You have three attempts in one year, and your score is valid for four years and must still be valid before the academy start date. Those with a two-year or more degree or a Veteran may be exempt from the BAT. Please provide proof, a copy of your Degree or DD214, with your Application Packet. Please be sure to select the correct BAT. LEBAT is for the Law Enforcement Academy, and the COBAT is for the Corrections Academy. Any change in the type of test, date of test, refunds, etc., must be addressed with Pearson Vue.



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*PAT TIPS: The link to register and access the required Medical Waiver for the PAT is on the Selection Center Web Page under **Step 1: Testing**. The CJI offers the Physical Abilities Test monthly. The PAT is \$40 and is accepted for six months and requires a medical waiver. The original Medical Waiver will be turned in at the time of the official PAT.

Please note that the PAT Medical Waiver and the CJSTC Form 75, located within the Application Packet, are both required for academy acceptance and *recommended to be completed at the same time* to prevent incurring additional medical expenses. Pay close attention to which medical professionals may complete the CJSTC Form 75, as Chiropractors are not accepted by the FDLE. The accepted medical professionals can be found documented on the Selection Center Web Page. The CJSTC Form 75 is only valid for one year upon completion and must still be valid prior to the academy start date.

Step 2: Application.

While completing the BAT and PAT, you can start filling out the Law Enforcement and Corrections Application Packet and gather the required personal documents. Once you have successfully passed the BAT and completed the Application Packet in its entirety, you must fill out the Preliminary Form located under step 2. Please note, you must have a PAT either completed or scheduled to fill out the preliminary form.

Step 3: Processing

The selection center will call the applicants in the order that the preliminary forms were received. If your Application is not complete at the time of your interview, you will be rescheduled, **no exceptions**. Please note that professional attire is expected for your Comprehensive Interviews. Do not attempt to email or drop the Application off without an appointment. If you would like to have your Application reviewed by the Selection Center prior to your interview, please contact them at 772-462-7961 to arrange.

Prior to your Initial Comprehensive Interview, you will be required to pay \$600 for the background investigation processing fees. Tests may include, but are not limited to, a criminal background check, an interview, a polygraph exam, a psychological evaluation, and administrative fees. Do not pay the fee until you receive confirmation of an appointment from the Selection Center. Processing fees do not include the \$30 fee for the Drug Screen that will be directly paid to the lab. Selection Center Processing Fees are non-refundable.

Once you have been notified that you have successfully passed Phase I, which includes the Initial Comprehensive Interview, Fingerprint Scan, and Criminal History Check, you



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will be provided with instructions on how to complete Phase II, which includes a CVSA (Computerized Voice Stress Analysis) and Integrity Evaluation and Screening. The Final Comprehensive Interview will be scheduled upon completion and review of all results documented in the Selection Procedure.

Academy acceptance is determined at the conclusion of Phase II of the Selection Procedure by the Selection Center Coordinator, Academy Coordinator, and Academy Director. Please allow at least 90 days prior to the projected start of an Academy to complete processing and for academy acceptance. **Please note: Academy class space is limited, and applicants who successfully complete the process and are accepted will be placed in the first available class.**

Upon academy acceptance, you will be required to apply to Indian River State College as a student and pay an Application Fee of \$20. Please be sure to apply to the correct vocational program as your Primary Program of Study. The Criminal Justice Institute does not fall under the Criminal Justice Degree programs. Please also be sure to complete all tasks that will be listed in your Workday account, to include addressing any Holds and Residency matters. If you do not prove In-State Residency, you will be charged Out-of-State Tuition. These holds must be addressed prior to the Criminal Justice Institute registering you for courses. The W Building on the Massey Campus can assist with all College Admission processes. Please note there are two admission processes: 1) The Criminal Justice Institute and 2) Indian River State College; requirements for Indian River State College must be met prior to Orientation or immediately following.

Full tuition is due prior to the academy start date. You are encouraged to complete the FAFSA for the appropriate academic year and follow through with Financial Aid. Ms. Jodi Lee at 772-462-7445 is a great resource. Once you have completed the FAFSA, you may apply for scholarships with the IRSC Foundation. For Veterans Affairs, please contact 772-462-7443.

Academy students must have health insurance coverage and will be responsible for the purchase of training materials that are listed under Cost of Academies on the Selection Center Web Page; additional information will be provided regarding these items at Orientation.

Please contact the Selection Center with any further questions at **772-462-7961**.