

OTERO LAW ENFORCEMENT TRAINING ACADEMY APPLICATION FOR ACCEPTANCE

Each question, information blank or check-box must have a response

**The following information is needed for the Colorado Peace Officers Standards and Testing for certification purposes – it will also be used for internal academy use. Please use your personal email/phone numbers instead of agency information.

Printed Legal Name _____
FIRST NAME FULL MIDDLE NAME LAST NAME

SSN _____ **Date of Birth:** ____/____/____ **Age** _____ **Race** _____
SOCIAL SECURITY NUMBER MM/DD/YYYY

College System Student Number: S _____ Student "S" Number assigned when you complete OTERO application.
PLEASE MAKE SURE YOU CHECK YOUR EMAIL SPAM FOLDER FOR THIS NUMBER – IT IS ESSENTIAL FOR THIS APPLICATION.

Phone Number: () _____ - _____ **Personal Email address:** _____

Mailing Address _____ - _____ **City** _____ **State** _____ **Zip** _____

Drivers License # _____ **Expiration** _____ **PLEASE PROVIDE A COPY**

Veteran status: Veterans must have a character of discharge "other than dishonorable" – **PLEASE PROVIDE A COPY.**

Yes, I have served in the United State Military and have enclosed a copy of my DD214, Member 4 page or military discharge document.

No, I have not served in the United States Military.

Education Level: Highest Grade Completed _____ Graduation Year _____

*You must **provide a copy** of your GED/ High School Diploma/ Degree with this application. Transcripts from high school or college will be taken as proof of completion as long as they list out a graduation date or completion date.

We need to know if you are being sponsored in the academy by a recognized law enforcement agency or have a tentative offer from an agency for employment after passing the POST Test:

Not hired or sponsored Hired and sponsored Tentative hiring offer upon completion

State agency information with the contact person and phone number below:

Agency Name: _____

Agency Contact or Supervisor's Name: _____

Supervisor's Phone Number: _____

Agency Mailing Address: _____

Agency City, State and Zip code: _____

United States Citizenship – You must be a US citizen or have a Permanent Legal Resident status to be a Colorado Peace Officer – If you are not, please contact the Academy Director before going any further with this application.

**PLEASE PROVIDE A COPY OF YOUR DRIVERS LICENSE AND DD214 WITH APPLICATION
MAKE SURE THAT YOU SIGN THE APPROPRIATE PAGES – TYPED NAMES IS NOT A
SIGNATURE – PRINT – SIGN – SCAN TO PDF – EMAIL THE APPLICATION TO
VINCENT.FRAKER@OTERO.EDU**

Fingerprints and Background Check: Please do the following and initial that you have done them.

_____ I have read the attached document titled **MISDEMEANORS WHICH WILL AFFECT CERTIFICATION** And certify that I have no Felony convictions or convictions for any of the listed misdemeanors. That includes any crimes that I may have received a diversion, or deferment as part of sentencing. This should also include any sealed the records. As a licensing authority Colorado POST can see sealed records.

_____ **Form 11E** – Please read the form and complete it, as well as read the attached privacy rights information as it relates to your fingerprints. **Form 11E** must be completed prior to having your fingerprints taken.

_____ Fingerprints must be done **No More than 90 days prior to the start date and no sooner than 7 days prior to day 1 of the academy.** Register online at one of the following vendor sites and set an appointment for fingerprinting. **FINGERPRINTS MUST BE DONE AT ONE OF THESE TWO VENDORS – DO NOT DO THEM AT YOUR LOCAL LAW ENFORCEMENT AGENCY!!**

- a. Idemia (dba Identogo) <https://uenroll.identogo.com/> or 844-539-5539 Applicants will use this link and enter the service code as the first step to register and set their appointment: Peace Officer Standards and Training – POST Board Service code: 25YH81
- b. Colorado Fingerprinting <http://www.coloradofingerprinting.com/> or 720-292-2722 Applicants will use this link and create an account, use the following code, schedule an appointment. Peace Officer Standards and Training – POST Board 1995POSI SELECT CO LICENSURE AND POST BOARD

_____ **Non-sponsored cadets ONLY** - Go to www.cbirecordscheck.com and purchase a criminal history report(\$5 or so) and attach it to this application. If there is nothing to report, please provide me the report or screenshot where it says that. **Sponsored cadets** – Please have a representative of your agency send the Academy Director an agency letterhead/email with a list of all criminal violations, or lack there of, on your NCIC/CCIC RAP. *Please ensure that you have nothing in your history that is covered in the Disqualifying Misdemeanors section of the application. **Agencies – do not send the RAP document per CCIC guidelines – Just send the basic information on the RAP.

Police Academy Attendance: Have you attended or applied to a Law Enforcement Training Academy before?
_____ No _____ Yes If so, Where? _____

Have you been removed from or dropped out of a Law Enforcement Training Academy? _____ If yes, please explain the circumstances as it relates to your previous academy attendance.

_____ CPR certification – If you have a CPR/First aid certification please send a copy. MUST EXPIRE AFTER GRADUATION DATE. If you do not have one, please go to: <https://www.nationalcprfoundation.com/courses/standard-cpr-aed/> and **SEND A COPY OF THE CERTIFICATE WITH THE APPLICATION**

OTERO LETA SPECIFIC INFORMATION

FAMILY EMERGENCY CONTACT INFORMATION

_____- _____ Phone () _____
FAMILY CONTACT NAME RELATIONSHIP
_____/_____
EMAIL ADDRESS MAILING ADDRESS

EQUIPMENT SECTION

OTERO-LETA Students are provided academy owned duty belts for all training, **IF YOUR AGENCY USES RED DOT SIGHTS YOU WILL NEED TO BRING A HOLSTER AND THE FIREARM FOR FIREARMS TRAINING.** If the firearm is other than 9mm you will need to bring 2000 rounds of ammunition for the firearm. Otherwise we provide all 9mm ammunition.

DUTY BELT, YOUR WAIST SIZE IN INCHES _____ **HOLSTER**: SPECIFY RIGHT OR LEFT HAND

INDICATE YOUR SHIRT SIZE BY CHECKING THE CORRECT SIZE:

S ____ (34-36), **M** ____ (38-40), **L** ____ (42-44), **XL** ____ (46-48), **XXL** ____ (50-52), **3X** ____ (54-56)
4X ____ (58-60), **5X** ____ (62-64)

CAMPUS HOUSING

Academy students wishing to stay on campus need to visit:

<https://www.otero.edu/futurestudents/housingandfood/> and complete the housing application.

The following "yes or no" question is merely a planning survey to help the housing manager, not a housing contract.

Yes, I intend to live on campus. No, I do not plan to live on campus

WRITING SKILLS PREDICT PEACE OFFICER CAREER SUCCESS

The most common reason a person does not succeed as a peace officer is they cannot read and write at an acceptable level. The academy contains 40 credit hours of instruction in 16-18 weeks. There is a tremendous amount of reading and writing assignments. Academy staff cannot elevate a person with unacceptable reading and writing skills up to a peace officer required reading and writing level in a semester long academy. The Academy may require you to take a faculty approved competency exam prior to enrollment. This exam will evaluate the students reading and writing level and determine their preparedness to complete this intense program. It will also give academy staff the ability to recommend resources and courses that will assist the student in successfully completing the program. Initial your understanding that this may be required and your agreement that you may be denied entry for this session of the academy based on these results. _____

ACADEMY CHOICE? How did you learn about OTERO-LETA?

Newspaper ____ Job Fair ____ Social Media ____ Radio ____ Agency Sponsor ____ Other _____

****UNSPONSORED CADETS MUST COMPLETE THE EMPLOYMENT HISTORY AND REFERENCES SECTIONS.**

EMPLOYMENT HISTORY – BACKGROUND INVESTIGATION

The Academy Director will be completing a background investigation into your suitability to be accepted into this program. Applying for entry into Otero LETA is not a guarantee that you will be accepted. Please list references that will assist the Academy Director in getting a good feel for your strengths and weaknesses.

Most Recent Employer _____.

Employer Address: _____ Phone _____.

Supervisor's Name: _____ Phone _____.

Dates of employment _____ Email: _____.

Describe why this employer or supervisor will give you a good reference:

Second Most Recent Employer: _____.

Employer Address: _____ Phone _____.

Supervisor's Name: _____ Phone _____.

Dates of employment _____ Email: _____.

Describe why this employer or supervisor will give you a good reference:

1. Personal Reference: (Not a prior supervisor or classmate)

Name: _____ Title: _____

Address: _____ Phone _____

How does this person know you? _____ Email _____

How long has this person known you? _____

Describe why this person will give you a positive reference:

2. Personal Reference: (Not a prior supervisor or classmate)

Name: _____ Title: _____

Address: _____ Phone _____

How does this person know you? _____ Email _____

How long has this person known you? _____

Describe why this person will give you a positive reference:

Unspoused cadets - Public Safety Reference –: (A member of a Police, Sheriff or Fire agency that recommends you attend a law enforcement academy) ****PLEASE ATTACH A LETTER OF REFERENCE FROM AT LEAST ONE REFERENCE TO THIS APPLICATION OR HAVE THEM EMAIL THE ACADEMY DIRECTOR.** If you can not locate a Public Safety Reference contact the Academy Director.

Name: _____ Title: _____

Address: _____ Phone _____

How does this person know you? _____ Email _____

How long has this person known you? _____

Name: _____ Title: _____

Address: _____ Phone _____

How does this person know you? _____ Email _____

How long has this person known you? _____

APPLICANT BACKGROUND STATEMENT

Why a career in law enforcement and why did you choose Otero LETA?

Briefly list all court proceedings, including traffic tickets that will be found on your background history plus provide contact information for any court proceedings above traffic tickets. THIS INCLUDES ANY CHARGES THAT YOU RECEIVED A DEFFERED SENTENCE OR ENTERED INTO A DIVERSON PROGRAM, INCLUDE ALL SEALED RECORDS AS WELL. DO NOT INCLUDE JUVENILE CASES.

Nothing to report –

Initial_____ I understand that persons with unacceptable social or employment histories will not have a realistic probability of becoming a peace officer. I have listed my complete court record and employment history with relevant contact information for verification. I further understand that my application is not a guarantee of enrollment and that I must successfully complete a background investigation.

If I'm selected to attend what will I need for the academy? What will the academy provide?

OTERO BOOKSTORE "KIT" The Otero Bookstore "kit" will be issued in the academy classroom during the orientation session. The Otero Bookstore Kit contains 3 academy uniform shirts, 3 workout shirts, 1 hoodie, 1 jacket and 1 ballcap. The kit also includes all of your required text books and academy issued duty belt gear. Ammunition and other related equipment is supplied by the academy. If you need to check out a laptop we will check you out a laptop.

In addition to the bookstore 'kit' that is provided, **you will need to supply:**

- Black BDU pants, DO NOT purchase expensive 5.11 type pants. We will ruin a couple pairs of pants, don't waste your money.
- Duty boots - black "polishable" tactical/combat boot type duty boots
- Personal classroom supplies: Pens and notebooks for classroom use and if you don't have a laptop with Windows, Office with Word and internet capability, the academy will let you check-out one of the academy laptops.
- A pair of tennis shoes and gym clothes for physical training.
- Eye protection for the firearms range, We will provide ear protection
- Inclement weather clothing for driving and firearms
- A good book bag, range bag or a backpack to take books to and from class.
- If you are living in campus housing you will want to bring items consistent with dorm life. Personal hygiene, small fridge, bedding, etc.
- GRADUATION ATTIRE: If at the time of graduation you are hired by an agency and you have the agencies permission you can attend graduation in full uniform. Preferably class A or B uniform, no external vest carriers. Otherwise you will wear business professional type clothing. The academy may have a police uniform for you to wear depending on sizes.

ALL CADETS: Please initial that you understand the following:

_____ This academy is a 40 credit hour program consisting of 70 academy training classes separated into 10 courses of study. Students pay the tuition and fees for all courses and must attend and successfully complete all academy scheduled training hours and classes to receive an academy certificate of completion.

_____ Acceptance into this academy does not mean that you are hired to be employed as a peace officer and that academy completion or state (Colorado POST) peace officer certification does not guarantee my employment as a peace officer.

_____ By turning in this application I authorize and give my permission for the Otero Law Enforcement Training Academy staff to verify my employment, civil and criminal background prior to admission. I further grant permission for the Otero Law Academy to inquire and discuss my law enforcement career suitability with references and any contacts gained from reference conversations. I understand that applying to the LEA certificate program is not a guarantee of entry and that I may be denied enrollment based on the background investigation process.

_____ By attending the Otero Law Enforcement Academy I give Academy Staff my permission to discuss and express professional opinions concerning my suitability as a peace officer and to also to discuss my Otero Law Academy performance, grades and contact information specifically and limited to current and prospective employers, academy instructors, academy advisory board members, Colorado POST staff, Otero College academic staff and administrators.

_____ By enrolling in this academy I understand applicants must have or gain the ability to analyze situations and adopt a quick, effective and reasonable course of action giving due regard to the surrounding hazards and circumstances of each situation. Applicants must have the ability to learn the safe use and care of automobiles, firearms and police equipment. Applicants must be willing to submit to extensive training and rigorous training schedules. **Applicants must COMPLETE the attached Medical waiver and have it turned into the Academy Director prior to the first day of class.** Without this waiver you will not be allowed entry.

_____ Academies are required to include the POST minimum curriculum in their training schedule to comply with Colorado POST certification training requirements. Students must plan on attending 100% of the scheduled hours and subjects in the submitted training schedule to ensure each graduate receives a strong and uniform basic training in police fundamentals.

_____ Otero College has strict policies concerning students carrying guns on campus. Firearms are not to be permitted on campus, either in class or in the dorm areas. Firearms are only permitted while at the firearms range and will be issued to you by academy staff for the days training. This policy does not care that you are a sponsored law enforcement officer, no matter what permits you may possess.

I understand all of the items in this application and agree that I have the minimum required documents for Colorado POST certification. I do not have any felony convictions, disqualifying misdemeanors, nor have I received any deferments or adult diversion programs for any felony crimes or disqualifying misdemeanors. I also understand that my failure to meet the requirements of this application can result in my denial or removal from the program.

Signature

Date

FINGERPRINT INSTRUCTIONS / BACKGROUND CHECKS / RULES

MISDEMEANORS WHICH WILL AFFECT CERTIFICATION

Revised October 26, 2018

Per § 24-31-305 C.R.S., the POST Board shall deny certification to any person who has been convicted, on or after July 1, 2001, of any of the following:

- | | |
|---|--|
| 18-3-204 Assault in the third degree | degree |
| 18-3-402 Sexual Assault | 18-8-208 Escapes |
| 18-3-404 Unlawful sexual contact | 18-8-208.1 Attempt to escape |
| 18-3-405.5 Sexual assault on a client by a psychotherapist | 18-8-212 Violation of bail bond conditions |
| 18-3-412.5 Failure to register as a sex offender | 18-8-304 Soliciting unlawful compensation |
| 18-6-403(3)(b.5) Sexual exploitation of a child (as it existed prior to July 1, 2006) | 18-8-305 Trading in public office |
| 18-7-201 Prostitution prohibited | 18-8-308 Failing to disclose a conflict of interest |
| 18-7-202 Soliciting for prostitution | 18-8-403 Official oppression |
| 18-7-203 Pandering | 18-8-404 First degree official misconduct |
| 18-7-204 Keeping a place of prostitution | 18-8-503 Perjury in the second degree |
| 18-7-302 Indecent exposure | 18-8-611 Simulating legal process |
| 18-7-601 Dispensing violent films to minors | 18-8-612 Failure to obey a juror summons |
| 18-8-102 Obstructing government operations | 18-8-613 Willful misrepresentation of material fact on juror questionnaire |
| 18-8-103 Resisting arrest | 18-8-614 Willful harassment of juror by employer |
| 18-8-104 Obstructing a peace officer, firefighter, emergency medical services provider, rescue specialist, or volunteer | 18-8-802 Duty to report use of force by peace officers |
| 18-8-108 Compounding | 18-9-111 Harassment |
| 18-8-109 Concealing death | 18-9-121 Bias-motivated crimes |
| 18-8-111 False reporting to authorities | 18-18-404 Unlawful use of a controlled substance |
| 18-8-113 Impersonating a public servant | 18-18-405 Unlawful distribution, manufacturing, dispensing, or sale |
| 18-8-114 Abuse of public records | 18-18-406 Offenses relating to marijuana and marijuana concentrate |
| 18-8-117 Unlawful sale of publicly provided services or appointments | 18-18-411 Keeping, maintaining, controlling, renting, or making available property for unlawful distribution or manufacture of controlled substances |
| 18-8-201 Aiding escape | |
| 18-8-204.2 Possession of contraband in the second | |

Any misdemeanor in violation of federal law or the law of any state that is the equivalent of any of the offenses specified; or any local municipal ordinance that is the equivalent of any of the offenses.

The P.O.S.T. board must deny certification to any person who entered into one of the following for a crime listed in paragraph (a) of the subsection (1.5) if the P.O.S.T. board determines that certification is not in the public interest:

- (I) A deferred judgment and sentencing agreement or deferred sentencing agreement, whether pending or successfully completed;
- (II) A deferred prosecution agreement, whether pending or successfully completed; or
- (III) A pretrial diversion agreement, whether pending or successfully completed.

Please note that juvenile adjudication/criminal history is not relevant unless the juvenile was tried as an adult through the adult criminal court system.

**POST APPLICANT POLICY & PROCEDURE
FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK**

Revised – May 2019

Pursuant to 24-34-303 (1)(f); 24-34-304 C.R.S. and Colorado POST Rule 14 – Fingerprint Based Criminal History Record Check, in order to enroll in any POST approved peace officer training program, or to be permitted to take the POST certification examination, all applicants must submit fingerprints. This includes all academy applicants, renewal applicants, and provisional applicants. Results are carefully reviewed to ensure appropriate eligibility. Pursuant to the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS) Division policy, applicants have specific privacy rights when submitting fingerprints for criminal background checks. Please see attached Noncriminal Justice Applicant's Privacy Rights or click the link at: <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide the Colorado Bureau of Investigation (CBI) with the fingerprints and payment for the state and national fingerprint-based criminal history record check. Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the FBI. The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprint based criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or **certain misdemeanors** after July 1, 2001 that are listed in § 24-31-305(1.5)(b) through (h) (2005), including entering into a **deferred prosecution or pretrial diversion agreement, deferred judgment and sentencing agreement and deferred sentencing agreement; whether pending or successfully completed**. Juvenile adjudications/record are not considered a "conviction" unless filed in adult court.

For questions about POST Rule 8 or criminal convictions, please contact POST directly via email at: POST@coag.gov .

Colorado Applicant Background Services (CABS) Procedure:

2. Please confirm availability of this option with your academy/agency prior to setting an appointment.
3. Register online at one of the following vendor sites and set an appointment for fingerprinting.
 - a. Idemia (dba Identogo) <https://uenroll.identogo.com/> or 844-539-5539 Applicants will use this link and enter the service code as the first step to register and set their appointment: Peace Officer Standards and Training – POST Board Service code: 25YH81
 - b. Colorado Fingerprinting <http://www.coloradofingerprinting.com/> or 720-292-2722 Applicants will use this link and create an account, use the following code, schedule an appointment. Peace Officer Standards and Training – POST Board 1995POSI **SELECT CO LICENSURE AND POST BOARD**
4. Provide payment via credit/debit card for the fingerprinting fee of \$10.00, and CBI's processing fee of \$39.50. After payment, the applicant will receive an "Order ID" used to identify the applicant at his/her appointment.
5. The applicant will provide a photo ID and the Order ID at the time of appointment.
6. Live scan prints, a digital photo of the individual, and a digital signature will be submitted to CBI.

Finger prints must be submitted a minimum of 7 days before the academy begins and NO MORE THEN 90 DAYS prior to the academy start date. POST FORM 11E must be completed prior to getting fingerprints done. LEAVE THE ACADEMY START AND END DATES BLANK

Out-of-state applicants:

1. Enroll online and schedule an appointment with the vendor in his/her state, if available. OR
2. If there is no vendor location in the applicant's state of residence, the applicant should order a physical fingerprint card from Colorado POST, and submit the fingerprint card to CBI, per instructions provided with the card OR send it to a vendor for conversion.

For general information please see Privacy Statement at: <https://www.fbi.gov/services/cjis/compactcouncil/privacy-act-statement>) Please feel free to contact POST with any questions. Thank you.



ENROLLMENT ADVISORY FORM

December 2020

FORM 11E

Colorado Department of Law
Criminal Justice Section, POST Board
1300 Broadway, 9th Floor
Denver CO 80203
post@coag.gov
720-508-6721 FAX 866-858-7486

NOTE: This form shall be **completed prior to cadets submitting fingerprints and shall be submitted to POST.**

RULE 21

Trainee's Last Name First Name Full Middle Name

Otero Law Enforcement Training Academy

Academy Name

Vincent Fraker

Start _____ End _____
Dates of the Academy

Name of Academy Director

PART I – TRAINEE STATEMENT

Initials

____ Pursuant to § 24-31-304, C.R.S., all persons seeking to enroll in a training academy shall submit their fingerprints to the training academy *prior* to enrolling in the academy.

____ I acknowledge pursuant to Federal Bureau of Investigation and CJIS requirements, as a person submitting fingerprints for the purpose of certification or licensure I **have received** [Applicant's Privacy Rights](#) and [Challenging and Obtaining FBI Identity History](#) (attached).

____ A training academy shall not enroll any person who has been convicted of an offense that would result in the denial of certification pursuant to § 24-31-305(1.5), C.R.S. or released or discharged from the Armed Forces of the United States under Dishonorable conditions. The only exception shall be if the Board has granted the person an exemption from denial of enrollment. **PLEASE CONTACT POST REGARDING CONVICTIONS, DEFERRED SENTENCES, OR SEALED RECORDS.**

____ It is unlawful for any person to possess a firearm who has been **convicted** in any court of a crime of domestic violence OR is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner OR is subject to a court order that prohibits such person from possessing a firearm.

____ Successful completion of the training academy does not guarantee that the trainee will either receive POST certification or be appointed as a peace officer.

____ Certified peace officers must be United States citizens, legal residents who are lawfully present in the United States pursuant to Federal Law and § 24-76.5-103, C.R.S., OR are legally permitted to work in the U.S.

____ **I CERTIFY THAT I HAVE READ THE ABOVE STATEMENTS AND THAT THESE LAWS AND CONDITIONS HAVE BEEN EXPLAINED TO ME. I HAVE INITIALED EACH ONE, AND BY SIGNING BELOW, INDICATE THAT I AM FULLY AWARE OF EACH ONE.**

Signature of Trainee

Date

PART II – ACADEMY DIRECTOR STATEMENT

The above-referenced academy has ensured that the trainee's fingerprints have been submitted to CBI **prior** to the enrollment date of the academy. The academy has made every effort to comply with the requirements of POST Rule 14 and § 24-31-304, C.R.S.

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AFFIDAVIT, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT, AND COMPLETE. I FURTHER ACKNOWLEDGE THAT ANY FALSE STATEMENT, MISSTATEMENT, OR INACCURACY MAY RESULT IN REVOCATION OF THE INDIVIDUALS CERTIFICATION, AS WELL AS CRIMINAL PROSECUTION.

Signature of Academy Director or Designee

Date

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

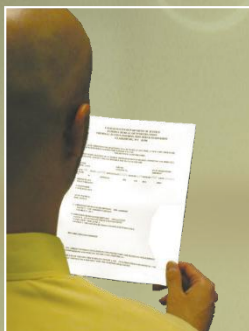
² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



How to Challenge and How to Obtain Your FBI Identity History Summary

What is an FBI Identity History Summary?



An FBI Identity History Summary, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to federal employment, naturalization, or military service. If the fingerprint submissions are related to an arrest, the Identity History Summary includes the name of the agency that submitted the fingerprints to the FBI,

the date of the arrest, the arrest charge, and the disposition of the arrest, if known. All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

How do I challenge my FBI Identity History Summary?

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: www.fbi.gov/checks.

You may also send an electronic or written challenge request to the FBI’s CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing,

you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see “How do I obtain a copy of my FBI Identity History Summary for personal review” in this brochure.

The FBI offers two options for submitting an Identity History Summary Challenge to the FBI:

Option 1: Electronically submit your challenge request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Challenging Your Identity History Summary” section.

Option 2: Submit a written request directly to the FBI:

FBI CJIS Division
Attn: Criminal History Analysis Team I
1000 Custer Hollow Road
Clarksburg, WV 26306

Summary Challenges are processed in the date order received.

How do I obtain a copy of my FBI Identity History Summary for personal review?

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers three options for requesting your summary or proof that a summary does not exist.

Option 1: Electronically submit your request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Obtaining Your Identity History Summary” section.



Option 2: Submit your request directly to the FBI:

FBI CJIS Division - Summary Request 1000 Custer Hollow Road Clarksburg, WV 26306

You are required to provide the following:

- 1) A completed Applicant Information Form.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: www.fbi.gov/checks.
- 3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

Option 3: Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: www.fbi.gov/checks.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

What will I receive?

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

If you submitted a request electronically directly to the FBI, you will receive a response electronically and an option for a response by First-Class Mail via the U.S. Postal Service.

If you submitted a request through the mail directly to the FBI, you will receive a response by First-Class Mail via the U.S. Postal Service.

Frequently Asked Questions

What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. The processing time will be less if your request is submitted electronically. Requests submitted to the FBI are processed in the date order they are received. You may obtain an estimate of the current processing time on our website; refer to www.fbi.gov/checks.



Can the FBI send the results to someone (or an agency) other than myself?

Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the summary problem.
- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

www.fbi.gov/checks

Additional Concerns**Firearm Background Checks**

The Criminal History Analysis Team I cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their website at:

www.fbi.gov/nics

Licensing and Employment Background Checks Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.



Pre-Enrollment Physical Fitness Examination



PHYSICIAN'S HEALTH SCREENING FORM

Examinee's Name (Last, First, Middle)	Date of Birth (M/D/YYYY)
Address (Street, City, State, Zip)	

Note to Examining Physician/Physician Assistant/Nurse Practitioner: *Your medical exam will attest that the examinee is physically capable of performing the following physical tasks that are required to be performed during the Otero Law Enforcement Training Academy.*

1. General Physical Fitness Training– will include a minimum of performing: pushups, sit-ups, burpees, running for 1 to 1.5 miles, strength training to include weight lifting at examinees own pace, must be able to bend/pull/lift 50 lbs, lifting/carrying/dragging/pushing significant weight(buddy carry another human being, drag another human being, etc.), will also include stress induced training to include intentional elevations in heart rate during reality based training.
2. Arrest Control Training(80 hours) - The examinee will have to perform numerous front punches, kicks, falls to the ground and picking themselves up repeatedly in a short time period, handcuffing drills(student must put hands together behind back), stress-inducing drills, baton striking drills requiring torso/ankle/elbow sharp rotation and shock, control hold/takedown techniques requiring rapid torso rotation to a knelling position, and pressure point application to the head and neck areas.
3. Driving Training (49 hours)– Able to sit in a vehicle and look behind back over both shoulders, turn in seat to look out back window, wear a seat belt according to MV operating guidelines and be jostled around in that seatbelt during training maneuvers, able to change a motor vehicle tire without assistance.
4. Firearms training (80 hours) - The examinee will have to manipulate a firearm(hold, activate trigger, magazine release button and reload) with both hands and one-handed in both left and right hands, kneel on one or both knees, go to the prone position and recover to standing, crawl, sprint for 100 yards, and stress induced drills to include intentional elevations in heart rate during reality based training.
5. As listed above, it is important that your examination include a determination of cardiovascular/ respiratory endurance, muscular strength and endurance of the abdominal and lower back musculature, flexibility of the upper and lower back/hamstring musculature and body composition proportionality.

My health screen of the above identified person reveals:

_____ they CAN participate or _____ they CANNOT participate due to the following restrictions or limitations:

Physician/Physician Assistant/Nurse Practitioner Name (Printed)	Phone No.
Address (Street, City, State, Zip)	
Signature	Date

****Physician – Please scan and email this to otero-lawacademy@otero.edu**

YOU CAN BRING THIS WITH YOU ON DAY 1 – YOU CAN SUBMIT THE APPLICATION WITHOUT THIS FORM

This health screening is valid for a period of 180 days from the date of the medical screening.