



What is the HCC Police Academy?

The HCC Police Academy is an entry-level police training academy designed to provide students with the knowledge, skills, and understanding necessary to function effectively in all areas of law enforcement. The curriculum is divided into several broad areas of study and consists of lecture, practical, and physical experiences. There is an emphasis on providing entry-level law enforcement training to meet all Maryland Police and Correctional Training Commissions (MPCTC) hiring requirements while providing top quality higher education.

The HCC Police Academy provides students with the opportunity to learn the practical and physical skills necessary to perform all the generalist law enforcement functions required of a law enforcement officer in the State of Maryland. Training includes classroom instruction in constitutional law, civil rights, state laws and local ordinances, and police ethics. Students also receive competency-based training and supervised experience in areas such as patrol, traffic control, use of firearms, self-defense, first aid, and emergency response per the standards set forth by The Maryland Police and Correctional Training Commissions (MPCTC).

Why become a police officer?

There are many reasons people choose to go into law enforcement. The most common one is “to make a difference and to help people.” Beyond that, many people enjoy the challenge and knowing that they are serving their communities by protecting citizens and upholding the law.

A police officer’s main job is to protect his or her fellow citizens. Police officers maintain order and protect life and property by enforcing local, tribal, state, or federal laws and ordinances, and perform a combination of the following duties: enforce laws, respond to calls for service, patrol assigned areas, conduct traffic stops and issue citations, arrest suspects, prepare cases and testify in court.

What qualities are police agencies looking for in recruits?

Ability to multi-task: Officers will find that while their day-to-day demands will vary, tasks must still be accomplished and paperwork must still be completed on time.

Excellent communication skills: Police must be able to speak with people when gathering facts about a crime and to then express details about a given incident in writing.

Empathetic personality: Police officers need to understand the perspectives of a wide variety of people in their jurisdiction and have a willingness to help the public.

Good judgment: Police and detectives must be able to quickly determine the best way to solve a wide array of problems.

Leadership skills: Police officers must be comfortable being a highly visible member of their communities, as the public looks to them for assistance in emergency situations.

Perceptiveness: Officers must be able to anticipate another person’s reactions and understand why people act a certain way.

Strength and stamina: Officers must be in good physical shape to keep up with the daily rigors of the job.

What is the employment outlook for Police Academy graduates?

Although state and local law enforcement agencies (e.g., city police and county sheriffs) have reduced their hiring in past years due to the downturn in the economy, these agencies are now budgeting to fill both the current open positions and those anticipated due to an increase in retirements. The median

annual wage of police recruits is \$55,000. Recruits working in Maryland jurisdictions typically have an entry-level salary between \$35,000 and \$48,000 annually (source: www.bls.gov/ooh).

Why should I choose HCC?

Graduates of the HCC Police Academy, having completed a course of instruction in higher education, have an advantage over an applicant armed with only a high school degree. Upon completion of the program students will receive 27 college credits from HCC, which equates to an administration of justice certificate. Graduates from the Police Academy will also receive certification from the MPCTC that will allow them to be a law enforcement officer anywhere within the state of Maryland.

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/police-academy.

How do I apply to the HCC Police Academy?

Acceptance to the Police Academy is more restrictive than the general HCC application process. In order to be considered for admission, students must meet the same requirements as other first time students applying to HCC and will be selected according to the same criteria. All applicants are required to take the standard HCC skills assessment and placement tests. All applicants will first apply to HCC with the intended major of certificate, administration of justice, Police Academy (CER.AJP), or, if they are pursuing an associate degree, an intended major of A.A.S. ADJ - Police Academy option. After their acceptance at HCC, applicants will then submit a separate application directly to the HCC Police Academy. Students are selected for admission based on their predictability for successful completion of the program.

Applicants for the Police Academy must be a citizen of the US, hold a valid driver’s license, possess a high school diploma or GED, and be a minimum of 21 years of age at the completion of the program.

The HCC Police Academy accepts both department-sponsored (a law enforcement agency hires a new employee and pays them while they are attending), and self-sponsored recruits (students pay their own way).

Students who complete admission requirements and submit all required documenta-

tion will be considered for the program until 30 days before the posted start date for each respective police academy session. Qualified applicants who are self-sponsored will be admitted on a competitive basis. Qualified applicants who are department-sponsored will have priority in admission decisions.

Prior to admission into the Academy, students must pass a standardized physical fitness test, receive a health examination by a licensed physician, provide a certified copy of driving record, pass a criminal background check, provide letters of reference, and provide military discharge papers if applicable. Students chosen for consideration will be given an oral interview focusing on the applicant's prior use of drugs, criminal history, academic ability, and professional goals.

It should be noted that these requirements are only for admission to the HCC Police Academy. The applicant should be aware that prior to being offered employment as a law enforcement officer in Maryland, the hiring agency will have other specific requirements including, but not limited to, passing a comprehensive background investigation to determine that they are mentally, physically, and emotionally fit to perform law enforcement. For more information about the Police Academy Program, visit www.hagerstowncc.edu/police-academy

A.A.S. Degree

Administration of Justice, Police Academy Option

This program designates a specific option within the current administration of justice A.A.S. curriculum for students who intend to complete the Police Academy in conjunction with their degrees. It provides a logical order for coursework to be completed for both students who want to complete coursework prior to the Academy and those for whom completion of the Academy is the first priority.

General Education Requirements 21 credits

Arts/Humanities

Select two courses in different disciplines from approved General Education course list 3

Behavioral/Social Sciences

SOC 101 Introduction to Sociology..... 3

Biological/Physical Science

Select one course from approved General Education course list 3-4

Diversity

Select one course from approved General Education course list 3

English

ENG 101 English Composition 3

Physical Fitness Test:

Male (Age)	Sit-ups	Push-ups	1.5 Mile Run
20 - 29	38	29	12:24
30 - 39	35	24	12:53
40 - 49	29	18	13:50
50 - 59	24	13	15:14
Female (Age)	Sit-ups	Push-ups	1.5 Mile Run
20 - 29	32	15 (full) 23 (modified)	15:05
30 - 39	25	11 (full) 19 (modified)	15:56
40 - 49	20	9 (full) 13 (modified)	17:11
50 - 59	14	1 (full) 12 (modified)	19:10

ENG 102 Composition and Literature..... 3

OR

ENG 112 Technical Writing I.....(3)

Mathematics

Select one course from approved General Education course list 3-4

Program Requirements 36 credits

Complete the following courses before or after the

Academy:

ADJ 101 Introduction to Criminal Justice 3

ADJ 104 Corrections in America..... 3

ADJ 208 Police Management..... 3

Police Academy Core Courses

The following courses are completed while attending and successfully completing the Police Academy:

ADJ 102 American Law Enforcement. 3

ADJ 110 Policing Theory, Practice and Skills 9

ADJ 200 Criminal Procedure..... 3

ADJ 201 Law Enforcement and the Community. 3

ADJ 203 Criminal Law 3

ADJ 204 Criminal Investigation..... 3

ADJ 205 Forensic Science for Criminal Justice 3

Restricted Electives 1-3 credits

Select credit(s) from the following list:

ADJ 108 Introduction to Homeland Security(3)

ADJ 269 Internship I(3)

MAT 109 Introduction to Statistics(3)

MAT 110 Statistics in Practice..... (1)**

**Must be taken with MAT-109.

PED Any Physical Education Activity based elective.. (1)

POL 101 American Government(3)

POL 202 Constitutional Law(3)

PSY 101 General Psychology.....(3)

PSY 206 Abnormal Psychology.....(3)

SOC 103 Criminology.....(3)

SOC 105 Juvenile Delinquency(3)

SPD 103 Public Speaking.....(3)

STU 106 Professionalism in the Workplace(1)

Degree Requirement..... 60

Certificate

Administration of Justice, Police Academy

The certificate program consists of core-professional courses designed to upgrade the basic job performance knowledge and skills required of the administration of justice practitioner. All courses within the program and all Police Academy coursework can also be applied toward completion of the the 60-credit administration of justice A.A.S. degree, Police Academy option.

Program Requirements 27 credits

ADJ 102 American Law Enforcement 3

ADJ 110 Policing, Theory, Practice and Skills 9

ADJ 200 Criminal Procedure..... 3

ADJ 201 Law Enforcement and the Community ... 3

ADJ 203 Criminal Law 3

ADJ 204 Criminal Investigation 3

ADJ 205 Forensic Science for Criminal Justice 3

Certificate Requirement.....27

Contact Information:

Police Academy
Administrative Office
240-500-2400

policeacademy@hagerstowncc.edu

Note:

These courses are wholly integrated into entry-level police training and instruction offered only through the HCC Police Academy and are required for recruits who are members of a Police Academy cohort.

Equivalent courses from other institutions do not transfer into the HCC Police Academy, although credits earned at the academy may transfer towards other degrees or other institutions beyond the HCC Police Academy.