



# WASHINGTON COUNTY POLICE ACADEMY

## SELF-SPONSORED VOLUNTEER INTEREST FORM

This letter is to be completed by an individual that is interested in becoming a cadet and participating in the Washington County Police Academy (WCPA) program as a Self-Sponsored Volunteer.

The WCPA is a six month entry level police academy that, upon successful completion, will certify a cadet through the MPCTC based on COMAR and MPCTC Standards. All appropriate standards are met including firearms (pistol and shotgun).

WCPA is currently being held at the Hagerstown Community College (Room 117) located at 11400 Robinwood Dr, Hagerstown, MD 21742. The Academy is not run by the college. Hagerstown Community College allows the use of their facilities while the Washington County Public Safety Center is being built. WCPA can accommodate 25 students while at HCC.

An Articulation Agreement is in place offering credits through HCC upon successful completion and meeting certain HCC criteria.

Academy dates are subject to change but are tentatively set through 2028. Availability is decided on a several factors, including number of participating agencies.

The cost for to attend the WCPA as a Self-Sponsored Volunteer is \$3,500 and is non-refundable. There may be funding available through HCC or other sources that could help with that expense.

Self-Sponsored Volunteers must meet specific criteria to be considered to be in the program. This includes meeting the minimum standards as follows:

A. Age. An applicant for the position of police officer:

- (1) Shall be 21 years old or older to be eligible for provisional certification; and
- (2) May attend an academy while younger than 21 years old but may not perform law enforcement duties until the applicant is 21 years old and provisionally certified.

B. Citizenship. An applicant for the position of police officer shall:

- (1) Be a United States citizen; and
- (2) Submit documents supporting a claim of citizenship to WCPA.

C. Education.

(1) An applicant for the position of police officer shall possess a:

(a) High school diploma issued by a high school or recognized by the State Board of Education; or

(b) General Education Development (GED) certificate or diploma:

(i) Issued by Maryland or another state, or

(ii) Recognized by the State Board of Education.

(2) The WCPA may accept a college degree in place of the requirements under §C(1) of this regulation.

(3) In the absence of a copy of a diploma, the WCPA may accept a certified transcript indicating that an applicant successfully completed the requirements for graduation from a high school or college.

(4) The WCPA shall maintain a copy of the appropriate diploma or other acceptable documentation.

(5) If a GED test was taken outside Maryland or while in the military service, and no certificate or diploma has been issued by a state:

(a) An applicant shall submit a copy of the GED test scores to the WCPA; and

(b) The test results may be accepted by the Commission if they are consistent with the requirements established by the State Board of Education.

(6) The WCPA shall indicate the appropriate information documenting the applicant's completion of the education requirements on the Application for Certification (AFC).

D. An individual may not be a police officer applicant, a WCPA Cadet, or maintain police officer certification, unless the individual is eligible under federal and Maryland law to possess and use a handgun.

E. Background Investigations and Criminal History.

(1) The WCPA shall perform a background investigation and criminal history investigation, including a fingerprint check, according to the requirements under Regulation .05 of this chapter.

(2) As part of the background investigation, the WCPA shall investigate an applicant's prior use of controlled dangerous substances, narcotic drugs, and marijuana as specified under Regulation .16 of this chapter.

F. Physical and Mental Health Examinations.

(1) Before an applicant may be selected for a position as a police officer, the applicant shall be examined by a licensed, trained, and qualified medical doctor and receive a positive recommendation from the medical doctor indicating that the applicant is physically able to:

(a) Perform the duties of a police officer as determined by the WCPA; and

(b) Participate in the entrance-level training program.

(2) Before an applicant may be selected for a position as a police officer, the applicant shall be examined by a licensed, trained, and qualified mental health care professional and receive a positive recommendation from the mental health care professional indicating that the applicant is:

(a) Emotionally and mentally fit; and

(b) Able to perform the duties of a police officer as these duties are determined by the WCPA.

(3) Certification of Results.

(a) The WCPA shall include, on the AFC, the following information concerning the licensed, trained, and qualified medical doctor and mental health care professional examining the applicant:

(i) Name;

(ii) Address; and

(iii) Date of the examination.

(b) The WCPA shall maintain documentation concerning the examinations required under this section supporting that the applicant is physically and mentally and emotionally fit for the duties of a police officer.

G. Oral Interview.

(1) The WCPA shall:

(a) Require an oral interview to assess the applicant's ability to communicate; and

(b) Record the date of the interview and the name of the interviewer on the AFC.

(2) The WCPA shall maintain a record of the interview.

H. Drug Screening.

(1) An applicant shall receive a drug screening to test for controlled dangerous substances, narcotic drugs, and marijuana as specified in Regulation .15 of this chapter.

(2) The WCPA shall maintain a record of the drug screening results and record the results on the AFC.

(3) If the test results exceed the levels under Regulation .15 of this chapter, the Commission may not certify the applicant unless the positive screen for a controlled dangerous substance, narcotic drugs, or marijuana was determined to be the result of a legitimate ingestion or exposure as established under Regulation .16 of this chapter.

I. Driver's License and Driving Record.

(1) The applicant shall possess a valid driver's license.

(2) The WCPA shall:

(a) Perform a check of the applicant's driving record and maintain a copy of the results; and

(b) Record on the AFC the applicant's driver's license number, the state of issue, and an indication that the driving record has been reviewed.

J. This regulation does not prohibit the WCPA from establishing more restrictive standards than those of the Commission for selection of an applicant for the position of police officer.

K. The WCPA may submit a request for a waiver of standards under this regulation according to the requirements under Regulation .14 of this chapter.

If you have read the above criteria, meet the requirements as stated and agree to conditions as stated, answer the following questions:

Full Name (Last, First, Middle):

Date of Birth:

Country of Citizenship:

Full Home Address:

Phone Number:

Driver's License Number and State:

High School Diploma Information:

If you are interested, please submit this form to: [wcpa@washco-md.net](mailto:wcpa@washco-md.net). You will be contacted at the phone number given.

Thank you for your interest.

Sgt. Patrick Kemmerer

Director Washington County Police Academy