



CHANDLER GILBERT COMMUNITY COLLEGE LAW ENFORCEMENT TRAINING ACADEMY

Dear Applicant:

Thank you for your interest in the Chandler/Gilbert Community College Law Enforcement Training Academy (LETA). The LETA academy is a highly structured, highly accountable extended format law enforcement training academy. Classes are held at the Williams Campus every Tuesday and Wednesday evening from 6PM to 10PM, and all day Saturday from 7AM to 5PM. Upon successful completion of the LETA program, you will become "eligible" to be a certified peace officer in the State of Arizona. Your eligibility to become a certified peace officer will expire in 3 years from the date of graduation if you are not hired as a full-time officer, or appointed as a reserve officer with a law enforcement agency.

Prior to being accepted into the academy, you are required to complete a comprehensive background investigation which includes a review of your application packet, a background interview, polygraph exam, and medical examination by an Arizona POST approved physician.

Costs for the background investigation are paid by the applicant and include the following:

- Background Investigation - \$255.00 (Due upon turning in Packet)
- Polygraph - \$200.00
- Medical Examination - \$338.50

The LETA academy is physically, mentally, and academically demanding. Applicants anticipating acceptance into the program should be in above average physical condition and it is recommended the applicant be able to run 1.5 miles in 15:00 minutes or less, be able to complete a minimum of 25 full-body pushups, and a minimum of 30 sit-ups. This is not a requirement, however, it is a recommendation which will help you succeed in this program.

APPLICATION PROCESS

1. Complete the Arizona POST **Statement of Personal History & Application for Open Enrollment in a Community College Program** (attached).
 - Print or type all answers
 - Read every question carefully
 - Do NOT leave blank spaces
 - If a question does not apply to you or you have blank spaces, fill with "DNA"
 - Sign and date on page 8.
2. Complete the Arizona POST **Authorization for Release of Information for Open Enrollment** (attached).
 - Must be Notarized
3. Complete the Chandler/Gilbert Community College **Hold Harmless Agreement & Authorization for Release of Personal Information** (attached).
 - Must be Notarized
4. Obtain copies of the following documents and submit with your application:
 - Drivers license (front & back)
 - Birth certificate
 - Social Security card
 - Two (2) certified fingerprint cards (with certified check or money order payable to: **Arizona Department of Public Safety** in the amount of **\$5.00**)

- i. Individuals being fingerprinted are allowed 10 days to complete and challenge the accuracy of your criminal justice history record.
- ii. To obtain a change or correction to your record, contact:
 1. Arizona Department of Public Safety, Criminal History Records Unit at 602.223.2222.

- High school diploma or GED
- College degree and/or certifications
- DD-214 military discharge record (if prior military)
- Selective Service Registration
- Marriage license/divorce decree
- Motor Vehicle Department driving history (5 year certified copy)
- Vehicle registration
- Vehicle insurance
- House utility bill such as phone, electric, water (within 60 days)
- Credit report/bankruptcy/garnishment paperwork required (credit report may be obtained online through Experian, TransUnion, Equifax, etc)
- Pay stub (current)
- Police reports involving you the applicant as victim/suspect/witness (not required for application submission, but must bring to background interview)

5. Deliver or mail the application and all documents with a check or money order (\$255), or you may pay with a credit card, to:

Chandler/Gilbert Community College
7360 E. Tahoe
Mesa, AZ 85212-0908
Fiscal Services-Cashiers Office: (Bluford-104)

- The background investigation fee is non-refundable.
6. The next step in the background process will be the polygraph which will be scheduled by your Background Investigator.
 - You must pay the fee (\$200) for the polygraph directly to the examiner.
 - The polygraph examination fee is non-refundable.
 7. Upon successful completion of the polygraph, you will be notified by your Background Investigator to schedule your medical examination.
 - You must pay the fee (\$338.50) for the medical examination directly to the medical provider at the time of your scheduled examination.
 - The medical examination fee is non-refundable.
 8. Your background file will then be forwarded to the Academy Director for review. If accepted, you will be notified by mail and your letter will provide a date, time and location for your Orientation. During Orientation you will be provided specific information regarding the academy start date, time and location for the first day. In addition, you will be provided information regarding the dress code and what items you must have on your first day.
 9. If not accepted into the academy, you will be notified by mail.

If you have any questions, you may contact Director Jon Terpay at 480-988-8756, or via email at: jonathan.terpay@cgcc.edu.

Thank you for your interest in the CGCC LETA Academy.