Broward College/Institute of Public Safety

POLICE SERVICE AIDE ACADEMY INFORMATION PACKET
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Self Sponsored

HOURS OF TRAINING: 7:45 am – 5:00 pm Monday through Friday

Course Description
This 206 hour program prepares students for employment as Parking Enforcement Specialists, Traffic Crash Investigators and Community Service Officers in accordance with Chapters 316 and 943, Florida Statutes. Courses of study within this program include First Responder, Vehicle Operations, Interpersonal Skills, Traffic Control, Constitutional and Criminal Law, Ethics, Crime Scene Investigation and Courtroom Preparation and Testimony. Upon successful completion, students will be eligible to be employed as a Police Service Aide per FSS 316 and the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. Upon successful completion of this program, students may seek employment as a Police Service Aide or Community Service Officer. Attendance at all course sessions is required and students must achieve a score of 80% on all exams. Program learning outcomes are available on the Florida Department of Education website at www.FLDOE.com

Tuition
In state students: $710.00
Out of state students: $2370.00

- Make check payable to: Broward College/Institute for Public Safety. Spaces for agencies within Region XIII reserved upon receipt of the authorization form attached. Agencies outside of Region XIII will be placed on standby pending available space.
- All fees must be paid prior to the start date of the class.
- VA Benefits information at Broward College: go to Broward College website for information, www.broward.edu and type VETERANS in the search box.
- Financial Aid information is available on our website at: www.broward.edu or finserv@broward.edu or call 954-201-6573.
In accordance with Florida State Statute 316 and 943 the following eligibility requirements must be met.

1. **Eligibility Requirements:**
   - Must be 18 years of age or older.
   - Must possess a High School diploma or GED. Must submit an official copy of transcript.
   - Must possess a valid Florida Driver’s License - applicants must provide a copy of their current driving history for review. – Contact the Florida Department of Highway Safety and Motor Vehicles.
   - Be a citizen of the United States of America or if an international student, must provide a copy of student visa.
   - Possess a social security card.
   - Be of Good Moral character according to F.S.S. 943 having no felony convictions, no misdemeanor convictions involving moral character, perjury, false statement.
   - Not have been dishonorably discharged from the Armed Forces of the United States. (Copy of DD214 required)
   - Must successfully pass the TABE test - to register for this test, contact Broward College/IPS Testing Center via: [www.broward.edu/ips](http://www.broward.edu/ips) or See attached testing center booklet for additional information.
   - **Live scan (fingerprints) procedure:**
     Students must complete the live scan prior to the start date of this program.
     For an appointment, please contact, Lynn Zipoli at 954-201-6793 or Barbara Green at 954-201-6792.
     Cost for Live Scan is **$55.00** and must be paid at time of service.

2. Submit your completed application to Broward College, Central Campus located in Building 21.
3. After your application is reviewed, you will be contacted for an interview.
4. All fees are **non-refundable**.

**Scheduled Dates for the Police Service Aide Academy are available on our website at:** [www.broward.edu/ips](http://www.broward.edu/ips)

**ORIENTATION WILL BE HELD ON THE FIRST DAY OF THE PROGRAM**

**Academy Requirements**

**DAILY ATTIRE:**
- Two uniform polo shirts which are available for purchase on the first day of class. The cost is $14.00 per shirt.
- Black bdu pants and Black sneakers or boots with rubber soles are the responsibility of the student to purchase.

**REQUIRED BOOKS:** to be purchased by student at Broward College Bookstore
- **Florida Criminal Justice Sourcebook** Bender/Gould (2009-10) **$55.00**
- **2008 North American Emergency Response Guidebook** - **$3.50**
  J.J. Keller & Associates
For additional information call or email
Barbara Green, Executive Assistant (954) 201-6793 BGreen@broward.edu
Lynn Zipoli, Executive Assistant (954) 201-6792 LZipoli@broward.edu
Janine E. Czarnec, Associate Dean (954) 201-6396 jczarnec@broward.edu

Checklist for Items required to be presented with application:

- TABE
- Driver’s license DHSMV 5 year history
- Live Scan
- DD-214 (if applicable)
- Copy of High School Transcripts
- Copy of Social Security Card
- Copy of International Student Visa (If applicable)