



**RESERVE OFFICER LAW ENFORCEMENT ACADEMY  
(ROLEA) Application Packet for 2017-2018 Class**

The attached ROLEA application packet consists of the following:

- Timetable with critical steps in the application process
- ROLEA Pre-Service Student Application
- ROLEA Medical Examination Form

***Instructions:***

Students should print the whole document and then staple the pages of each form together as separate documents. Complete each document according to the timetable provided. You will be required to complete additional steps in the selection process as indicated in the application and in the timetable. These steps include taking the National Police Officer Selection Test, completing the oral interview phase of the selection process, and successfully passing a background investigation prior to final acceptance into the program.

If after reviewing the attached materials you have questions about the ROLEA program or about the application process, please contact:

**Richard Renfro, ROLEA Program Coordinator**

Criminal Justice Department  
RCC - Table Rock Campus  
7800 Pacific Avenue  
White City, OR 97503  
(541) 601-2627

[Rrenfro@roquecc.edu](mailto:Rrenfro@roquecc.edu) \*

(\* preferred method of contact)

## Reserve Officer Law Enforcement Academy (ROLEA) Pre-Service Student Selection Process

### KEY DATES AND PROCESSING STEPS

The following steps must be completed by students applying for admission into the ROLEA program option for the AAS Degree in Criminal Justice for the 2017-2018 academic year. Applicants must adhere to due dates for application documentation and application steps or they will not be considered for the ROLEA program.

DATE	ROLEA APPLICATION STEP
May 15, 2017	Orientation and distribution of application packet: <ul style="list-style-type: none"> <li>• ROLEA announcement to students.</li> <li>• ROLEA pre-service student application.</li> <li>• ROLEA medical exam form.</li> </ul>
June 16, 2017	Deadline for submission of basic application <ul style="list-style-type: none"> <li>• Provide verification of submission of criminal history checks through OSP and FBI.</li> </ul>
End of June	National Police Officer Selection Test (POST) <ul style="list-style-type: none"> <li>• Time and specific date to be announced.</li> </ul>
Mid-July	Oral Interviews scheduled <ul style="list-style-type: none"> <li>• You will be notified of the specific date and time for your interview.</li> </ul>
Immediately following Interview Results	<ul style="list-style-type: none"> <li>• Selected candidates provided with background packet.</li> </ul>
Backgrounds completed by mid-August	Upon successful completion of background, a medical exam (completed by your own doctor) will be required for acceptance into program.
September 29, 2017	ROLEA START DATE: Completed ROLEA medical exam form due by start of ROLEA program.



**RESERVE OFFICER LAW ENFORCEMENT ACADEMY**

**2017/2018 PRE-SERVICE**

**STUDENT APPLICATION PACKET**

**RESERVE OFFICE LAW ENFORCEMENT ACADEMY  
PRESERVICE STUDENT APPLICATION**  
RCC Criminal Justice Department

*The Reserve Officer Law Enforcement Academy (ROLEA) is a limited entry program available only to students who complete the special application process, meet admission requirements, and are accepted into the program. **Application Deadline: June 16, 2017** — Applications received after that date will not be accepted. Submit application to: Department Administrative Assistant, Cindy Harboldt, RCC Table Rock Campus, Office# 117F, 7800 Pacific Avenue, White City. **Please type or use black ink and block letters.***

RCC ID: \_\_\_\_\_ DOB: \_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_  
Home Work Cell

**Notice to Applicants**

ROLEA applicants must meet the following requirements for acceptance into the program.

- 1) Complete a minimum of 36 degree applicable credits at Rogue Community College, 12 of which must be from Criminal Justice courses, by the conclusion of the summer 2017 term; students from other colleges/universities must provide an official transcript documenting completion of no less than 45 credits in degree applicable course work.
- 2) Complete a physical exam and provide a letter from their physician attesting to the applicant's ability to participate in physical activities associated with ROLEA training (note: this documentation must be submitted prior to the start of ROLEA classes.)
- 3) For military veterans: Provide a notarized copy of your form DD-214.
- 4) For naturalized citizens: Provide a notarized copy of naturalization papers.

Upon submission of documents verifying eligibility requirements are met, along with this application, applicants will take The National Police Officer Selection Test (Oregon DPSST approved – Standard and Associates, Inc.) at the RCC Table Rock Campus. Upon receiving a passing score, eligible students will be invited to an oral interview phase of the ROLEA application acceptance process. Upon successful completion of the interview phase. Conditional acceptance into ROLEA will be granted at that time, with final acceptance pending receipt of a positive background investigation report and successful completion of a medical examination.

For each question circle your response in the columns to the right of the question.

<i>Read the following questions and answer each truthfully with the understanding that this information is needed to confirm your qualifications for admission. Providing false information will result in dismissal from the ROLEA Program.</i>			
1. Are you a citizen of the United States?	YES	NO	
2. Do you possess a high school diploma or equivalent (GED)?	YES	NO	Name of School/Location
3. Do you hold a valid driver's license?	YES	NO	License No. and State of Issue
<i>If you answer 'yes' to questions 4 - 7 below, please provide a full explanation on a separate sheet of paper and attach it to this application. This includes any juvenile offenses.</i>			
4. Have you ever been arrested for, charged with, or convicted of a felony?	YES	NO	
5. Have you ever been arrested for, charged with, or convicted of any crime associated with domestic violence?	YES	NO	
6. Have you ever been arrested for, charged with, or convicted of a traffic crime (not a traffic violation)?	YES	NO	
7. If you served in the armed forces of the United States, were you released or discharged under dishonorable conditions?	YES	NO	Not Applicable

List any certificates, professional/vocational licenses, registrations, languages, or additional job-related skills you feel will help you in your chosen career.

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List additional education beyond high school (college, universities, military schools, trade schools, etc.)

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

**Employment History:** Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Dates Employed		Position/Title	Duties/Responsibilities
From	To		
/	/		
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

Dates Employed		Position/Title	Duties/Responsibilities
From	To		
/	/		
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

Dates Employed		Position/Title	Duties/Responsibilities
From	To		
/	/		
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

**Employment History (cont.)**

Dates Employed From                      To /                      /		Position/Title	Duties/Responsibilities
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

Dates Employed From                      To /                      /		Position/Title	Duties/Responsibilities
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

Dates Employed From                      To /                      /		Position/Title	Duties/Responsibilities
Employer Name & Address:			
		Supervisor Name:	
		Reason for Leaving:	

**REFERENCES**

*Please list three (3) references that can attest to your work habits and character. Do not list relatives.*

<b>Name</b>	<b>Relationship to Applicant</b>	<b>Contact Phone Number</b>



## ROLEA APPLICATION - SUPPLEMENTAL QUESTIONNAIRE

*Answer the following questions on a separate piece of paper in your **own handwriting**. Attach this sheet of questions to your responses. Limit your responses to no more than one-half page.*

NAME (print): \_\_\_\_\_ DATE: \_\_\_\_\_

1. What program of physical fitness do you currently maintain on a regular basis in order to keep yourself at a level of fitness sufficient to perform the duties of reserve officer?
2. Describe specific jobs that you have held in the past which might qualify you as a reserve officer. Feel free to discuss specific duties which you feel are applicable to the duties of a reserve officer in this section.
3. Briefly describe job situations or life experience situations involving emergency responses which will help us evaluate your ability to respond to emergencies in the position of reserve officer.
4. What experience have you had in the field of public contact? These experiences can include public speaking, teaching, group leadership, youth work, service clubs, etc.
5. Explain your experience using personal computers, software programs and whether experience was work or non-work related.
6. Please write two paragraphs that describe your career goals and why you want to attend the Rogue Community College Reserve Officer Law Enforcement Academy.

I certify that the answers given to the questions above are correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for disqualification or dismissal in the event that I have been accepted into the ROLEA program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I certify the information provided in this application and any attachments is true and correct to the best of my knowledge. I understand that providing false information will be grounds for dismissal from ROLEA. I further understand that all release of information, waiver of liability, and other application forms, affidavits, agreements or consents required by Rogue Community College (RCC), the Oregon Department of Public Safety Standards and Training, and regional police agency partners in ROLEA, apply completely and equally to the RCC ROLEA program.

I also understand that my admission to ROLEA is conditional until I have met each and every applicable requirement of the agencies listed in the above paragraph.

I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE ROGUE COMMUNITY COLLEGE TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Printed or Typed Name of Applicant \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



CRIMINAL JUSTICE DEPARTMENT

RESERVE OFFICER LAW ENFORCEMENT ACADEMY

This form is modeled after the form used by the Oregon Department of Public Safety Standards and Training (Form F-2) and is derived from a Job Task Analysis of the entry level police officer. It meets the *Americans with Disabilities Act* (ADA) criteria to identify the Essential Functions/Tasks of the position. A panel of physicians developed the medical standards based upon the essential tasks.

## POLICE OFFICER ESSENTIAL TASKS

<p>Execute arrest warrants</p> <p>Conduct frisk or pat down</p> <p>Retain unruly or violent individuals and remove from court</p> <p>Execute stop of motor vehicle and approach and talk to occupants</p> <p>Make traffic arrest (physical custody)</p> <p>Direct suspect vehicle out of traffic to execute high-risk stop</p> <p>Engage in high speed pursuit driving in congested area</p> <p>Engage in high speed pursuit driving off road</p> <p>Engage in high speed pursuit driving on open road</p> <p>Push open a door with your shoulder</p> <p>Break up fights between two or more persons</p> <p>Subdue physically attacking person</p> <p>Subdue person resisting arrest</p> <p>Grip person tightly to prevent escape/control movement</p> <p>Pull person out of a vehicle who is resisting arrest</p> <p>Use hammer lock to hold person</p> <p>Pull person through vehicle window or door to effect an arrest</p> <p>Fire weapon in self-defense at an attacking dangerous animal</p> <p>Discharge firearm from protective positions</p> <p>Draw weapon to protect self and third party</p> <p>Reload firearm under combat conditions</p> <p>Discharge shoulder weapon, e.g., rifle and shotgun</p> <p>Administer cardio-pulmonary resuscitation (CPR)</p> <p>Apply basic first aid to control bleeding</p> <p>Apply basic first aid to treat for gunshot wounds</p> <p>Apply basic first aid to treat for stabbing or puncture wounds</p> <p>Evacuate buildings in response to bomb threat</p> <p>Use protective gear to prevent contact with infectious disease</p> <p>Use chemical agents and other riot equipment</p> <p>Respond to preliminary investigation of a rape</p> <p>Respond to preliminary investigation of a burglary</p> <p>Respond to preliminary investigation of a misdemeanor assault</p> <p>Respond to preliminary investigation of a kidnapping</p> <p>Respond to preliminary investigation of crimes against children</p> <p>Respond to preliminary investigation of sex abuse</p> <p>Respond to preliminary investigation of fatal traffic accident</p> <p>Respond to preliminary investigation of assaults</p> <p>Respond to preliminary investigation of felony traffic crimes</p> <p>Respond to preliminary investigation of suicides</p> <p>Respond to preliminary investigation of mental cases</p> <p>Intercede in domestic disputes to resolve, maintain peace, etc.</p> <p>Use voice and words to calm a situation, send message, etc.</p> <p>Maintain calm to prevent making situation worse</p> <p>Investigate suspicious vehicle</p>	<p>Arrest persons with a warrant</p> <p>Handcuff suspects or prisoners</p> <p>Conduct field interview of suspicious person</p> <p>Direct violator vehicle out of the moving traffic</p> <p>Search for and collect physical evidence at accident scene</p> <p>Watch occupant's vehicle to identify suspicious actions</p> <p>Engage in high speed response driving in congested areas</p> <p>Engage in high speed response driving on open road</p> <p>Operate patrol vehicle on ice/snow covered road</p> <p>Kick open a door with your foot</p> <p>Tackle a fleeing suspect</p> <p>Use weaponless defensive tactics</p> <p>Use body pressure points to control person</p> <p>Disarm violent suspect</p> <p>Strike person with straight baton</p> <p>Physically restrain crowd</p> <p>Search for a person in a darkened building or environment</p> <p>Discharge firearm in low light conditions</p> <p>Discharge firearm at a person</p> <p>Detain person at gunpoint</p> <p>Clear malfunction of various firearms</p> <p>Discharge weapon in dark environment while using flashlight</p> <p>Administer mouth-to-mouth resuscitation</p> <p>Apply basic first aid to unresponsive/unconscious person</p> <p>Apply basic first aid to treat for heart attack</p> <p>Evacuate areas endangered by explosives, gases, liquids, etc.</p> <p>Talk with persons attempting suicide to get them to stop</p> <p>Respond to and control scene involving barricaded subject</p> <p>Respond to preliminary investigation of a homicide</p> <p>Respond to preliminary investigation of a robbery</p> <p>Respond to preliminary investigation of a felony theft</p> <p>Respond to preliminary investigation of arson and bombings</p> <p>Respond to preliminary investigation of custodial interference</p> <p>Respond to preliminary investigation of weapons offenses</p> <p>Respond to preliminary investigation of domestic violence</p> <p>Respond to preliminary investigation of vehicular homicide</p> <p>Respond to preliminary investigation of personal injury crashes</p> <p>Respond to preliminary investigation of firearms accidents</p> <p>Respond to preliminary investigation of death/bodies found</p> <p>Present testimony in legal and administrative proceedings</p> <p>Speak to hostile groups to quiet them down</p> <p>Control hostile groups, e.g., demonstrators, rioters, etc.</p> <p>Use voice commands to project control and direct action</p> <p>Stop vehicle to investigate, warn, or arrest</p>
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