



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

TO: Department Training Officers
FROM: Basic Training Division
DATE: January 13, 2026
SUBJECT: RETURN OF FORMS SESSION 390

Your recruit has been registered to attend scheduled Session #390, which begins on THURSDAY, April 2nd, 2026. As part of the recruit paperwork, the agency will be required to submit the forms listed below. For Session 390, the academy will begin utilizing the new Acadis Readiness Suit Registration Portal for submission of all forms: [ENVISAGE Acadis®](#)

Required forms are:

1. Basic Police Officer Training Program Application
2. Basic Training Division Entry Requirements for Appointment
3. Physical Wellness and Fitness Assumption of Risk for Apparently Healthy Individuals
4. Medical Approval Form (Form enclosed with Cooper package as well as this packet)
5. Addendum to the Medical Form (***ALL 4 pages***)
6. Physical Performance Examination - Candidate Score Sheet (RECRUIT MUST BE COOPER PRE-CERTIFIED) (Note: This form was also sent with the Cooper Letter.)
7. Recruit Writing Sample

DEPARTMENT TRAINING OFFICERS ARE ENCOURAGED TO FAMILIARIZE THEMSELVES WITH THE RECRUIT LETTER ENCLOSED IN THE PACKAGE TO ENSURE THE RECRUITS ARE PROVIDED WITH THE PROPER UNIFORMS AND EQUIPMENT PRIOR TO ENTERING THE SESSION.

Should you have any questions, please submit them via email to post.basic@ct.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Fasano".

Marc Fasano, Director
Basic Training Division



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

TRAINING OFFICER AND RECRUIT,

You are registered to attend the 390th Training Session of the Police Officer Standards and Training Council Academy, which is a residential academy class.

- All recruits must report to the rear entrance of the Connecticut Police Academy no later than 0730 on **THURSDAY April 2nd, 2026** to complete mandatory fitness testing. Recruits shall arrive dressed in their police academy approved physical training gear.
- All recruits will then report to the rear of the Connecticut Police Academy no later than 0730 hours on **MONDAY April 6th, 2026** to complete the academy orientation.

Prior to the start of the academy, recruits will be required to provide a short, handwritten writing sample of at least 300 words utilizing the form attached included in this packet. The writing samples, which will be collected on January 9th, 2026, at orientation must be done in long hand or print covering the following topics:

- Why do you want to become a law enforcement officer and how have you prepared for this position?
- What was the hardest hurdle or challenge you faced during this process.
- What is your understanding of the Connecticut Police Academy, its curriculum and the expectations placed on recruits?
- What does integrity in law enforcement mean to you and how will you adhere to this belief?

SCHEDULES

Recruits will be provided with weekly schedules, but plan for the following:

- Physical fitness classes take place Tuesday through Friday from 0545 to 0645
- Scheduled classes are held Monday through Friday from 0800 to 1645 unless otherwise directed.
- The academy will also conduct approximately 80 hours of nighttime training held during the week from 1800-2000 hours

You will not be permitted to leave the Academy grounds between 0800 hours on Monday and class dismissal on Friday, except for unforeseen emergencies, therefore all existing future weekday appointments should be rescheduled prior to arriving at the Academy.



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Except for Monday (lunch/dinner only) and Friday (breakfast/lunch only), the Academy will provide you with three meals per day. Classroom learning may take place online at times due to unforeseen events. Therefore, departments and recruits are required to have technology in place for the recruit to take online training with audio and video capability. The academy will provide the recruits with the log-in access code for classroom activities.

Classes will NOT be held on the following dates:

April 3rd, 2026, Good Friday
May 25th, 2026, Memorial Day
June 19th, 2026, Juneteenth Day
July 3rd, 2026, Independence Day (state off)
September 7th, 2026, Labor Day

Anticipated Graduation is the week of September 21st, 2026

ACKNOWLEDGEMENT OF ACADEMY RULES AND REGULATIONS

During orientation your recruit will be given a copy of the Rules and Regulations of the Academy and other policies which you will adhere to during your time at the academy. During orientation you will be given an opportunity to ask any questions related to the academy rules and policies. You will then be required to sign and turn in a form acknowledging that you have read and understand the Rules and Regulations.

There are currently fourteen (14) standards in effect that every candidate for the basic police officer training must meet prior to admission into a council authorized basic training program as noted on the enclosed postc-51. This postc-51 must be submitted to the basic training division with the completion of every standard acknowledged by both the chief/ designee and the recruit entering the program. failure to have the completed sign-off sheet submitted to the basic training division on or before the start of the academy session will result in the recruit being excluded from attending the program. In addition, you must receive a medical clearance, on or before your arrival at the Academy, and submit the fully executed Medical Approval Form signed by the examining physician.



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

TRANSPORTATION

Transportation to and from the Academy and for specialized training off-site is your responsibility. Recruits are required to ensure that any vehicle driven by them to the academy or off-site training is properly registered, insured and meets all current Connecticut motor vehicle laws.

REQUIRED ITEMS

Minimum of two (2) LONG SLEEVED and two (2) SHORT SLEEVED "Dickie" brand khaki uniform shirts. -
PLUS - two (2) "Dickie" brand khaki uniform trousers. All uniforms shirts must have following patches
affixed to them.

- "Connecticut Police Academy" patch to be affixed to the **LEFT** sleeve, one inch below the shoulder seam. (patches may be purchased at Pinky's Embroidery)
- "Department" patch to be affixed to the **RIGHT** sleeve, one inch below the shoulder seam.
 1. Five (5) white crew neck tee shirts
 2. Black tie shoes or boots (leather only and shine-able toe)
 3. Five (5) pair black crew socks - **NO ANKLE HEIGHT**
 4. Black trouser belt (1-3/4" maximum width - LEATHER ONLY)
 5. Department nametag
 6. Running shoes - Color: **MUST BE SOLID BLACK, WHITE OR LIGHT GREY**
 7. Five (5) pair white crew socks (no color trim) - **NO ANKLE HEIGHT**
 8. Department issued waist-length jacket with department patches
 9. Department issued Rainwear
 10. Reflectorized department traffic vest
 11. One (1) pair white traffic gloves
 12. Four (4) white towels, wash clothes
 13. One (1) Terry cloth robe (Color: White, at least 3/4 knee length or longer)
 14. One (1) bed pillow
 15. Five (5) hangers
 16. One (1) pair of shower shoes (flip flops or clogs - black or blue)
 17. Four (4) sports bras (females -for defensive tactics and physical fitness)
 18. One (1) athletic supporter with cup/pelvic protector (def. tactics/PT)
 19. One (1) mouth guard for use in defensive tactics
 20. Black compression shorts for wearing under gym shorts (not to extend past outer shorts)
 21. Shoe polish, brush, cotton balls or cotton cloth



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

22. Personal toiletry articles (one-week supply soap, shampoo, etc.)
23. Undergarments and other personal laundry: one (1) week supply
24. Personal prescription medication (in original container)
 - a. No power drinks/power bars or vitamin supplements without a doctor's written authorization.
25. Blue360 CT Penal Code, Title 53, 53a and 54 and CT Motor Vehicle Law, Title 14 Books, (www.blue360media.com) **ALL LAW BOOKS MUST BE CURRENT AND UP TO DATE**
26. **DEPARTMENT AUTHORIZED/ISSUED GUN CLEANING KIT**
27. Department issued Bullet Proof Vest (by third week in Academy)
28. One A-44 Form
29. One (1) Motor Vehicle Infractions book
30. One (1) Motor Vehicle Warning book
31. One (1) Juvenile Summons book
32. One photocopy of a (UAR) Uniform Arrest Report
33. One (1) Bond Form
34. One (1) Juvenile Rights Waiver Form
35. One (1) Juvenile (ages 16-17) Rights Waiver Form
36. One (1) FWSN Form
37. One (1) Juvenile Review Board Referral Form, if applicable
38. Dues payable to OEMS for CPR certification



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

FITNESS ITEM REQUIREMENTS

The following fitness items **"MUST"** HAVE THE CONNECTICUT POLICE ACADEMY "LOGO and Session #"
and may be purchased from:

Pinky's Embroidery and More (formerly Vio's Sport Plus)
158 Research Drive Unit K-L, Milford, CT 06460

Order form enclosed to bring to the vendor

All PT Gear should have the Academy logo on the left shirt chest and left pant/short leg, Session # on left arm and recruit name on back. Shorts should extend to just above the knee.

- One (1) blue hooded sweatshirt
- One (1) blue hoodless sweatshirt
- Two (2) blue sweatpants
- Two (2) blue sweat shorts (mid-thigh or top of knee)
- Four (4) gray dry fit tee shirts
- One (1) blue baseball cap with POST Logo
- One (1) black knit cap with POST Logo
- One (1) senior class pin
- Four (4) Connecticut Police Academy patches (required uniform shirts)
- Cargo bag (black) with police academy patch on one side
- Nalgene clear water bottle with POST logo

Each recruit must be supplied with the following equipment by the third Monday of the Police Academy (4/20/26 for Session 390): Duty gun belt, duty holster, keepers, six dummy rounds, department issued baton, baton holder, handcuffs, handcuff case/holder, handcuff key, bullet proof vest and RED/BLUE "training handgun". (NO simunition guns).

Chemical/O.C. agents shall not be brought to the Academy until you are instructed to do so. O.C. spray cannisters shall be new department issued cannisters. Used cannisters will not be accepted.

Please take note of the new ordering format!

The Connecticut Police Academy SESSION390

POST Basic Recruit Equipment Form

Session Start Date: April 2nd, 2026

Name:	Date:		
Address:	Invoice #:		
Police Dept. Address:	Phone #:		
Visa/MC:	Cash:	Check:	

Pinky's Embroidery & more is located at 158 Research Drive, Unit K-L, Milford, CT 06460

Phone: 203-283-0749; Email: pinkyembroidery@gmail.com

Item	Price	Small	Medium	Large	XLarge	XXLarge	Total
Grey T-Shirts (4)	\$20						
Blue Sweatshirts (1)	\$20						
Blue Sweatpants (2)	\$25						
Blue Shorts (2)	\$20						
Blue Hooded S/S no/zip (1)	\$30						
Blue Cap w/POST Logo (1)	\$20						
Cargo Bag Black (1)	\$35						
Black Knit Cap w/POST logo (1)ck	\$10						
POST State Outline Patch (1 per shirt)	\$5						
Senior Flag Pin (1)	\$8						
Clear Nalgene Water Bottle w/logo (1)	\$20						
Black Tie (clip on) (1)	\$8						
Terry Cloth Robe- color white	\$60						
Lettering-name (gym clothes)	\$30						
Lettering-class # (gym clothes)	\$30						
							Total
Pinky's will bill the Department, if requested	No restock charge on blank items	If items are worn or personalized, no returns					

Books To Be Ordered (review attached sheets)	Order Information
<ul style="list-style-type: none">CT Criminal Law (black book) Title 53, 53a, 54 (newest edition) Looseleaf Law PublicationCT Motor Vehicle Law (black) Looseleaf Publication "Title 14" (newest edition)	Can order online BUT make sure of accurate book ID # 1-800-647-5547 Looseleaf Law Publications, Inc. http://www.looseleaflaw.com Click on Connecticut You can also order Text directly from Connecticut Fire Academy

COMPLETE THIS SECTION WHEN ORDERING CLOTHING

Person placing the order: _____ Telephone #: _____

Police personnel "authorizing" the order _____ Telephone #: _____

7/30/25



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

FIREARMS & AMMUNITION

A P.O.S.T. Firearms instructor will advise recruits when to bring their firearm to the academy. ONLY your department issued firearms, will be permitted at the Academy. **WE REQUIRE THAT YOUR DEPARTMENT ARMORER VERIFY THAT THE WEAPON IS IN GOOD WORKING ORDER AND NO UNAUTHORIZED MODIFICATIONS HAVE BEEN MADE.** Failure to complete this requirement may delay your qualification in firearms. All weapons brought to the academy will remain here until the "end of the session"

AMMUNITION

By day one of your recruit's firearms training, the department or recruit should have in the Academy armory:

- o 2,000 rounds of practice ammo, requested to be "lead free" or "frangible".
- o 250 rounds **MUST** be Lead Free/Frangible for indoor "low light firearms".
- o Fifty rounds of your departments issued duty
- o Department issued shotgun
- o 5 slug rounds, 25 00 buck rounds for shotgun training
- o Firearms Instructor with safety gear available for firearms training days

If your department does not have a shotgun, one will be supplied by the academy if available. Your agency will still be required to supply ammunition as requested.

Simunitions- Once notified of the date your recruit will complete simunitions training the recruit and agency should have the following available for the recruit:

- o Simunitions weapon or conversion kit
- o 50 rounds of simunition marking cartridges
- o Use of Force or Firearms Instructor with safety gear.
- o Minimally long pants and shirt

**If your agency does not have simunitions equipment, the academy will supply a weapon, if available, and safety gear as appropriate. Your agency will be required to supply the marking cartridges.*

All ammunition is to be securely packaged with the recruit's "NAME, DEPARTMENT AND SESSION NUMBER 390" clearly marked on the outside. You will be notified by the firearms staff on the date(s) to drop off the above-listed ammunition to the Academy.



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Closing:

The Academy program is academically and physically demanding, and recruits should begin preparing physically, emotionally and intellectually prior to the start of the academy. Those recruits who come ready to learn and push their boundaries can assimilate into the rigors of academy life faster than those who aren't prepared. Part of this process is to ensure there is no disruption to your course of study by outside matters. All efforts shall be made by you and your agency to avoid disrupting your course of instruction. This includes rescheduling any existing medical appointments, court cases, car/housing appointments to hours or days outside of academy training or until after graduation. Requests to miss time for matters not academy related will only be reviewed as they pertain to emergency circumstances and will not be accepted for day-to-day matters.

A handwritten signature in blue ink that reads "M. Fasano".

Marc Fasano, Division Director
Basic Training Division



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

TO: Training Officers, Police Departments with Seats in the 390th Training Session
FROM: POST Basic Training Division
DATE: January 12, 2026
SUBJECT: Upcoming Fitness Test Requirements – INCOMING RECRUITS – SESSION 390

Per regulation 7-294e-16(n) The Police Officer Standards and Training Council requires, as a condition of appointment to a position of probationary candidate in a law enforcement unit in the State of Connecticut, and as a condition for entry into a Council accredited basic training program, that the candidate has been tested for physical fitness and achieved a score, in each individual test, at least as high as the minimum acceptable percentile for each individual test, using the minimum acceptable score for each individual test, as set by the Council.

On December 1st, 1995, POST established these minimum physical fitness norms as the conditions of appointment to a position of probationary candidate in a law enforcement unit and as a condition for entry into, and continuation in, a Council accredited B.L.E.T. program. The Council also adopted a policy of allowing entry into a basic training program if the individual demonstrated his/her compliance with the standards within a **thirty (30) day period prior to the beginning of the program.**

The 390th Session is scheduled to begin on Thursday Friday 2nd, 2026 with final fitness testing in the morning, therefore, that 30-day period for testing is between Tuesday March 3rd, 2026, and Thursday April 2nd, 2026. Please find enclosed a packet of documents which you should use to document your candidate's compliance with the fitness standards and to ensure your candidate's physician certifies that your candidate may safely participate in the related fitness programs. Please make the necessary number of copies of the Medical Approval Form.

You may have your candidate establish his/her compliance in one of three (3) different ways explained below:

OPTION #1: HAVE YOUR CANDIDATE TESTED AND PRE-CERTIFIED BY A CERTIFIED FITNESS SPECIALIST

A list of current Fitness Specialists is posted on the Connecticut Police Academy website under the Basic Training Division Tab POSTC-Approved-Fitness- Specialists.pdf (ct.gov)

The fitness specialist conducting the pre-certification fitness tests will then ensure that the script is read for each physical fitness battery testing and the tests are administered according to the verbal script. Once testing is completed the fitness specialist will fill out, and sign, the "**PHYSICAL PERFORMANCE**

EXAMINATION CANDIDATE SCORE SHEET" attesting to the accuracy of the testing. The recruit must also sign the score sheet.

Based on a passing score the candidate(s) will then be eligible to be accepted into the 390th Session. If the candidate does not pass, they may be re-tested again by a fitness specialist as many times as the agency chooses up to April 2nd, 2026.

If you choose Option #1, please make sure that the following is completed:

1. Have the candidate's doctor sign both Medical Approval forms included in the enclosed fitness packet before the candidate appears for fitness testing. **NOTE:** The doctor's form requires that he/she sign that he/she has seen the description of the Council's Fitness Tests and Fitness Programs (included in the fitness packet) and he/she certifies that your candidate may safely perform those tests and participate in the programs. **BOTH medical approval forms as well as the Addendum to the Medical Form must be signed and completed.**

Medical Approval Form [for Basic Training Program](#)

Medical Approval Form [for Physical Fitness Test](#)

Addendum to the Medical Form

2. Have your candidate present the fitness packet along with **both** Medical Approval forms and the Addendum to the Medical form signed to the Fitness Specialist.
3. Have the Fitness Specialist complete and sign the "**Physical Performance Examination Candidate Score Sheet**".

40th % examination score sheet

4. When all three forms (**Medical Approval for Basic Training, Medical Approval for Physical Fitness Test, Addendum to the Medical Form, Physical Performance Examination Score Sheet**) are properly signed, email them to our Basic Training Division:

Email Forms to Training Officer Karla Medina: karla.medina@ct.gov

These forms must be emailed two weeks prior to the start of the academy session (3/20/26).

OPTION #2: HAVE YOUR CANDIDATE TESTED BY POST STAFF PERSONNEL

You may have your candidate tested (i.e., pre-certified) by staff personnel here at the Connecticut Police Academy, by notifying us and your candidate that you want him/her to report here at **0900 hours on Thursday March 12, 2026 with the enclosed doctor's permission form properly completed by the candidate's doctor.**

We will then test your candidate and sign the "**PHYSICAL PERFORMANCE EXAMINATION CANDIDATE SCORE SHEET**" and place it in the recruits file for you. Staff will notify your agency whether your candidate successfully demonstrated compliance so they will be eligible to attend the 390th Session.

Should you opt for Option #2 for pre-certification on Thursday March 12th, 2026, please contact Training Officer Karla Medina at karla.medina@ct.gov no later than two weeks in advance of the test date to register your candidate.

OPTION #3: YOUR CANDIDATE WILL BE TESTED AT OUR FINAL ENTRY PT TEST

If your candidate is NOT pre-certified, under either Option #1 or #2, they will be tested with the **full session** at the Academy at our final entry physical fitness testing at **0800 hours on THURSDAY APRIL 2ND, 2026**.

Your candidate will be tested at that time, and if he/she successfully demonstrates fitness, he/she will be admitted into the program. If he/she does not successfully demonstrate fitness, he/she will not be accepted into the program, and your department will be notified accordingly.

Candidates will need to bring the following on testing date:

- Suitable and appropriate clothing for testing, considering weather conditions (including the 1.5 mile run outdoors).
- Appropriate photo identification (i.e. driver's license).
- The medical form filled out completely with all required signatures.

Should you have any question on this topic please contact **Training Officer Karla Medina** at 203- 427-2613 or email Karla.medina@ct.gov

Be advised even if your candidate is pre-certified through your agency on or after March 3rd, 2026, **they will still need to attend testing on April 2nd, 2026**, and should continue to prepare for the physical training program. Any break in a fitness routine between precertification and entrance to academy will affect their performance.

Enclosures:

1. Medical Approval Form for Basic Training Program
2. Medical Approval Form for Physical Fitness Test
3. Addendum to the Medical Form
4. Physical Performance Examination Score Sheet



CONNECTICUT POLICE OFFICER STANDARDS & TRAINING



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

SESSION 390 | RECRUIT WRITING SAMPLE

Prior to the start of each academy session, recruits are required to provide a short, handwritten writing sample of **at least 300 words**. These samples must be submitted with the recruit's paperwork packet. Writing samples must be done in **long hand or print** answering the following questions:

- Why do you want to become a law enforcement officer and how have you prepared for this position?
- What was the hardest hurdle or challenge you faced during this process.
- What is your understanding of the Connecticut Police Academy, its curriculum and the expectations placed on recruits?
- What does integrity in law enforcement mean to you and how will you adhere to this belief?

**285 Preston Avenue, Meriden Connecticut 06450 – (203) 427-2610
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**285 Preston Avenue, Meriden Connecticut 06450 – (203) 427-2610
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

285 Preston Avenue, Meriden Connecticut 06450 – (203) 427-2610
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER