



COUNTY OF BERGEN  
DEPARTMENT OF PUBLIC SAFETY  
LAW AND PUBLIC SAFETY INSTITUTE · POLICE, FIRE & EMS ACADEMIES  
281 Campgaw Road · Mahwah, N.J. 07430

(201)785-6000 · Police FAX (201)785-6036 · Fire FAX (201)785-6036 · EMS Fax (201)785-6028

James J. Tedesco III  
County Executive

Ralph Rivera Jr.  
Director of Public Safety

Richard Blohm  
Director of LPSI

Dear Chief/Training Officer/Candidate:

The following information pertains to the recruit(s) you have enrolled in the upcoming Basic Police Training Course. Enclosed you will find the following forms:

1. Responsibilities of Law Enforcement Agencies as required by 13:1-8.1
2. Notice to Physician, dated 3 /2016 (Includes Physical Conditioning Exercise Program) four pages of information.
3. Notice to trainee dated. (2 pages)
4. HUMC's Bergen County Police Academy Physical -1st and 2nd visit descriptions
5. Form PTC-7 "Health History Statement" must be completed in full by the candidate prior to arriving at HUMC and a copy submitted at the Pre- Assessment Fitness Test ( In-person or mail to the Academy – MUST BE DELIVERED IN A SEALED ENVELOPE)\*\*
6. PTC-8 "Medical Certification Form" must be signed / dated by physician and submitted prior to the Pre-Assessment Fit Test on Thursday January 3, 2019. (In-person or Mail to the Academy)\*\*.
7. Recruit Training Application, must be completed and signed by the chief of police and returned before Thursday January 3, 2019. (Fax – Mail or Email to the Academy)\*\*
8. Inter-Agency Agreement must be received by the Academy by Thursday January 3, 2019, with the Chief's signature on it. (Fax – Mail or Email to the Academy)\*\*
9. Equipment/uniform list. The recruit keeps this list.
10. Bergen County Police Academy "Firearms Training Equipment" list. The recruit keeps this form.
11. Design-N-Stitch order form. The recruit keeps this form. You can order your PT Gear at any time prior at 107 Pink St. in Hackensack. Two separate forms.
12. Equipment/Uniform Vendors contact numbers. The recruit keeps this information.
13. All agencies are required to fill out the Notice of New Appointment for Law Enforcement and Corrections Officers and fax it directly to the PTC with the number supplied.

14. All Waiver requests must be made directly to the PTC. Waiver Request Forms (PTC – 15) can be found on the NJ PTC website in the Blue Tab labeled “Waivers”.

**The four documents that need to be returned can be emailed to [policetraining@bclpsi.net](mailto:policetraining@bclpsi.net) or faxed to (201)785-6015**