



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
U.S. Indian Police Academy
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IN REPLY REFER TO:
Office of the Chief of Training

MEMORANDUM

July 2, 2008

To: All BIA and Tribal Law Enforcement Programs

From: Thomas E. Woolworth, Chief of Training
BIA-Indian Police Academy

Subject: Basic Training Application Process

HISTORY

The Indian Police Academy began a review of the application process to attend Basic Training. The review looked at the required forms, noting the ease of filling out the information, obtaining supporting documentation and the success of the completed application process. The results of our review showed the application process was not meeting the needs. In numerous incidents the required forms created additional challenges for our Training Partners. Requiring additional test or signatures often resulted in incomplete applications. The incomplete application and additional medical tests have created a frustrating experience for our Training Partners and the Staff of the Academy.

ACTION

After careful consideration, effective today, the following forms are **NOT REQUIRED** to attend Basic Training at the Indian Police Academy:

- **The SF-78 Medical Examination Form**
- **The Practical Exercise Performance Requirements (PEPR).**
- **The Certificate of Complete Background Investigation.**
- **A photocopy of the applicant driver license.**

The Academy emphasizes this New Application process places greater accountability on the employing Agency to ensure Officers are:

- Physically capable to successfully complete the training program
- Medically capable to participate in the training program, and have:
- Completed the Agencies Background requirement for employment.

The One Page Academy Application and the one page Driver License/Firearms information will be the ONLY documentation required to attend Basic Training.

Attached is the one page medical assessment from the Federal Occupational Health (FOH) Center at the Federal Law Enforcement Training Center. This medical assessment will be used as a guide to determine the medical fitness of the applicant. I urge each agency to review this questionnaire with the applicant. This is the same medical assessment the Student will see and fill out day one of training.

NOTE: Should the applicant answer YES to any of the 18 questions? The Agency should require further medical testing to resolve the issue. A yes answer will require FOH to medically restrict the applicant and seek additional medical evaluation from a Specialist. If FOH requires further medical evaluation by a Specialist, the applicant will be dismissed from training and returned to the Agency.

Should the applicant be over the age of 45 and diagnosed as: Pre-Diabetic, Type 1 or 2 Diabetic, High Blood Pressure (Hypertension) or High Cholesterol? A stress test will be required to physically participate in the training program. **BRING THE STRESS TEST DOCUMENTATION OR MEDICAL CLEARANCES WITH YOU.**

CONCLUSION

This new process should eliminate confusion of multiple forms to attend training. Provide a consistent process to apply for training. Eliminate the possibility of cancelling training due to lack of completed applications.

If you have questions or concerns please contact me at 575-746-5643

Thomas E. Woolworth

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Chief of Training
BIA-Indian Police Academy