SOUTHWESTERN COLLEGE
POLICE ACADEMY

STEPS TO APPLY

STEP 1 – REQUIREMENTS:

You must meet the following requirements before you can be eligible to
apply to the Police Academy.

1. Minimum Age – 21 years
2. *High School Graduate or G.E.D. Equivalency completed in the United States*
3. No Felony Conviction
4. Valid State of California Driver License
5. SWC Student ID# - if you are currently not a student go to www.swccd.edu, click on *Apply and Register* on the main page.
6. Meet prerequisite course levels:
   - Eligibility for English 115 with support or higher
     a. Reading 158 or proficiency is meet with eligibility into English 115
   - Eligibility for Math - course equivalent to or higher than Pre-Algebra.

You have four (4) options to meet the prerequisite course levels listed above:

a) If you completed the above courses under #6 above at Southwestern College, provide an unofficial copy of your transcripts upon applying to this program.

   Note: Students who have taken courses or are enrolled at Southwestern College (current or past) are required to provide proof of 2.0 GPA or higher; if your GPA is under a 2.0 it is highly possible that you might be on Academic Probation and would be disqualified from applying to the Police Academy.

b) If the above courses under #6 were taken at another college, complete the Program Enrollment Prerequisite Enrollment (PEPE) Form, unofficial copies of the transcript from that college(s) will be needed.

   You will upload your college transcripts and complete the **Program Enrollment Prerequisite Evaluation (PEPE) Request** by accessing this link https://www.swccd.edu/student-support/placement-and-prerequisites/prerequisites/index.aspx under the Student Support, Placement and Prerequisites website.

c) New students with US high school, will receive placements for English and math based on their high school GPA, courses taken in high school, and grades in high school courses. In order to do this, you will need to access the Southwestern College Math, English and ESL Placement Tool using this link: https://sso.comevo.com/swccd/launch/2768

d) New students who completed a high school equivalency like the GED will need to access the Southwestern College Math, English and ESL Placement Tool using this link: https://sso.comevo.com/swccd/launch/2768

Note: If you have questions on how to complete the prerequisites or the Math, English, ESL Placement Tool, you must contact the College Assessment Office at (619) 482-6385 or email swcassessment@swccd.edu.

STEP 2 – APPLICATION PROCESS:

Access the Police Academy website at www.swccd.edu/policeacademy and download the required documents to apply.

Use the **Checklist on page 3** of this document as a reference to make sure that you have all the required documents before emailing your application to the Police Academy. Incomplete applications will not move forward in the testing process.

STEP 3 - SUBMISSION:

Save all your documents listed on page 3 of the checklist as PDF files and submit via email to swcpoliceacademy@swccd.edu

STEP 4 - ENTRY TESTING:

If you meet all the requirements and your application is complete you will receive a confirmation email from the Police Academy Office. The following testing information with your scheduled test date will follow at a later date.

- **Physical Agility Test** – P.O.S.T Work Sample Test Battery – Pass/Fail
  99-yard obstacle course, body drag (165 pounds), two-fence climbs (6' feet)
  solid wood wall and chain link fence, 500-yard run and one mile.
- **Oral Interview** – Pass/Fail (Oral Interview appointments are scheduled, if you successfully pass the Physical Agility Test listed above)

All examinations are PASS/FAIL. Failure to pass or complete any portion of the application/testing process will result in your removal from consideration for placement in the academy.

STEP 5 - SELECTION:

Following successful completion of the physical agility test and oral interview, applicants will be notified via email if they have been ACCEPTED or DISQUALIFIED. If ACCEPTED, you will then move forward in the selection process and prepare for Day 1.

Additional forms will be provided by the Police Academy Office to begin a Department of Justice (DOJ) Clearance and a Medical Release Form, including other steps to take in purchasing your uniforms, materials, instructions on enrollment and registration.

STEP 6 - ORIENTATION 1 and ORIENTATION 2:

If selected, you will need to attend two mandatory orientations before starting on Day 1

Checklist

In order to apply the following documents must be submitted by the due date.

1. _____ Program Entry Application

   a) DO NOT HANDWRITE your responses on the application, the application is a fillable form, use Acrobat Reader (download a free copy of https://get.adobe.com/reader/) on your computer if you do not have the software to type in your responses.
   b) Initial every page at the bottom right corner; where it says: "initial this page to indicate that you have provided complete and accurate information: ____"
   c) Your signature is required on page 1 and page 15 of the application

2. _____ Recruit Autobiography *(instruction sheet on page 4 of this document)*

3. _____ Authorization to Release Information

4. _____ Birth Certificate *(Birth certificates outside of the United States must be translated and officially notarized)*

5. _____ United States High School Diploma, if you do not have a copy of your diploma, you may submit high school transcripts; or G.E.D. equivalency is required before applying.

   a. _____ United States Accredited College or University College Degree *(option if you do not have a U.S. High School Diploma)*

6. _____ College Transcripts *(if applicable):* If you are currently enrolled or have attended Southwestern College you must hold a 2.0 GPA or higher you can provide a copy of your transcripts *(Degree must be completed in the United States.)* - refer to STEPS TO APPLY document, page 1.

   a. _____ Program Enrollment Prerequisite Evaluation (PEPE) Request – refer to STEPS TO APPLY document, page 1, options a). b). c). or d).

7. _____ DD214 - Military *(if applicable)*

8. _____ Valid California Driver License *(must be a State of California License)*

9. _____ Department of Motor Vehicle driving record printout – 3 to 5 years *(must be obtained from a California Department of Motor Vehicles)* for a fee, driving record must be no more than 4 months old. NOTE: Online printouts of driving records are not valid and not acceptable.

10. _____ Southwestern College Student ID Number – Refer to "How to Apply to Southwestern College" instructions for returning students and new students, before accessing the Apply & Register link on the college main webpage www.swccd.edu

11. _____ Southwestern College Math, English and ESL Placement Tool using this link: https://sso.comevo.com/swccd/launch/2768 *(if applicable)* refer to STEPS TO APPLY document, page 1.

12. _____ Keep copies of all the above documents before you submit them to the Police Academy. THE ACADEMY WILL NOT MAKE COPIES ONCE DOCUMENTS HAVE BEEN SUBMITTED.

Recruit Autobiography

All applicants must submit an autobiography (ESSAY STYLE). SPECIFICALLY covering the areas mentioned below. Before you begin <u>writing</u> the autobiography it is important that you read and understand the instructions below.

The autobiography must be hand-written: Autobiographies that are <u>typed or printed via computer will</u> **not** <u>be accepted</u>.

1. Lined paper has been provided to you on the academy website www.swccd.edu/policeacademy titled Lined Paper Page (PDF), you will use the three-pages of lined paper to hand-write the essay.

2. The essay must be 2-3 pages (no less than 2 pages and must not exceed 3 pages.

3. Use **BLACK INK PEN** to hand write the essay.

4. All text must be in **CAPITAL LETTERING**

The essay will be reviewed for penmanship, completeness, neatness, organization, spelling, and grammar. The following should be covered in your autobiography:

MARITAL STATUS
Single? Married? If married, name of significant other, number of children, their ages, and names. List any other dependents.

EDUCATION
Name of high school, location, and highest grade attained. Did you letter in sports? Hold student body office, etc.?

Name of colleges, location, major(s), and number of units completed. Lettered in sports? What degrees, if any?

How many units of Criminal Justice /Administration of Justice completed? What were the courses?

MILITARY EXPERIENCE
Branch of service and dates. Highest rank held and rank of time of discharge. Duties while in the service and number of personnel supervised. Duty stations and locations. Awards received.

EMPLOYMENT HISTORY
Job titles held and type of work prior to law enforcement.

POLICE EXPERIENCE
What departments have you been employed by (including present), dates of employment, job assignments, and highest rank held?

OUTSIDE INTERESTS
List any hobbies, sports, fraternal organizations, civic service clubs, or other civic groups in which you have any interests.

OTHER (At the end of your autobiography answer the following questions):
Why do you want to enter law enforcement?
What do you expect to gain from this academy?
Why do you feel you will become a good officer?
Define, "Command Presence."