

SOUTHWESTERN COLLEGE POLICE ACADEMY



There is no more challenging, rewarding and honorable career than that of a peace officer. Becoming a peace officer is a highly competitive process. For every 100 people who apply, test and interview with public safety agencies, only one or two are hired. Many agencies do not hire people without prior training or law enforcement experience.

The Southwestern College Basic Police Academy is fully sanctioned by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and is designed for the working adult. All classes are presented by experienced professionals with special certification in adult learning theory. During the Academy you will be tested mentally and physically. You will grow in mind, body and spirit.

Upon graduation you will have earned college credit and a basic academy certification that qualifies you to compete for peace officer openings, anywhere in California, as a "lateral entry*" candidate.

When completing the Police Academy application, please refer to the check-off list on page four before submitting your application. Incomplete packets will not be accepted.

Before submitting your application packet make a copy of the application and supporting documents for your records. APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE POLICE ACADEMY OFFICE. Please contact the Police Academy Office for application deadlines and start dates at (619) 482-6462.

If you have any questions regarding the completion of the application or you would like additional information, please contact the Academy Office at (619) 482-6462 or email questions to evaldez@swccd.edu.

***Because of the special nature of their work or structure some public safety agencies such as California Department of Correction and Rehabilitation, California Highway Patrol, and the Lost Angeles Police Department require attendance at their respective academy.**

Financial Aid or Veteran Benefits:

Rev.12/12/14

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Qualifying students may be eligible for student financial aid or veteran benefits. For Information:

Financial Aid (619) 216-6790, ext. 4904

Veterans Office at (619) 482-6324

GI Bill Information at (619) 421-6700, ext. 5263 & 5265

Military Tuition Assistance at (619) 435-2720

Description: AJ 41 and AJ 42

The Basic Police Academy is a two-semester program designed to prepare the student to become a PEACE OFFICER, for entry-level employment into law enforcement. The program is designed for continuous training and must be taken in sequence; AJ 41 followed by AJ 42, and cannot be taken in the same semester or with a semester break between.

The program will consist of approximately 907 hours. The student will become proficient in the following areas:

Leadership, Professionalism & Ethics
Policing in the Community
Introduction to Criminal Law
Laws of Arrest
Crime Scenes, Evidence, and Forensics
Vehicle Operations

Firearms/Chemical Agents
Patrol Techniques
Missing Persons
Investigative Report Writing
Use of Force
Lifetime Fitness

Where: Southwestern College Police Academy
Higher Education Center @ Otay Mesa
8100 Gigantic Street, Bldg. 4300 - Rm. 4315
San Diego, CA 92154
(619) 482-6462
Police Academy Website: www.swccd.edu/policeacademy

Office Hours:
Mon thru Friday 7am – 4:00pm
(Hours subject to change)

When: January and July (approximate)

Time: Tuesday/ Wednesday/ Thursday.....6:00PM - 10:00PM
Plus every Saturday.....7:00AM - 5:00PM

Instructors: Professionals in the field. Assigned to specialized areas.

Units: AJ 41 - Basic Police Academy I – 12.5 units
AJ 42 - Basic Police Academy II – 12.5 units

Class Size: 35 students maximum

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STEP 1- Requirements: **You must meet the following requirements before you can be eligible to submit an application to the Police Academy.**

1. Minimum Age – 18 years
2. High School Graduate or G.E.D. *Equivalency completed in the United States*
3. No Felony Conviction (You will be notified of the D.O.J. Clearance process at a later date)
4. Valid State of California Driver License
5. SWC Student ID# - if you are currently not a student you must apply for a SWC ID# at the Admissions Office.
6. Southwestern College Math, English & Reading Requirements
 - a. **Eligibility for Math 35 or higher** as demonstrated on the college math placement test; contact the College Assessment Office for an appointment at (619) 482-6385.
 - b. **Eligibility for English 114 or higher** as demonstrated on the college English placement test; contact the College Assessment Office for an appointment at (619) 482-6385.
 - c. **Eligibility for Reading 158 or Proficiency** as demonstrated on the college reading placement test; contact College Assessment Office for an appointment at (619) 482-6385
7. College Students (current or past) College Transcripts required; with **Proof of 2.0 GPA or higher** – Provide official transcripts with current GPA standing. Applicants who are on Academic Probation are automatically disqualified from applying to the Police Academy.

STEP 2 - The Academy Office will schedule the following appointments only if an application is filed at the Police Academy Office before the application deadline.

1. 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 and chain link fence, 500-yard run and one mile.
2. Oral Interview – Pass/Fail (Oral Interviews are assigned only if you pass the Physical Agility Test.

STEP 3 - Proper forms will be provided by the Police Academy Office following successful completion of the physical agility test and oral interview, do not start this process unless you have received approval by the Police Academy Office.

3. Department of Justice (DOJ) Clearance – cannot be more than three months old at the start of program.
4. Medical Release Form - Exams cannot be more than six months old at the start of the program.

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.

Cost: 3,600.00 – 4,000.00 (Estimated cost)

- All cost factors are approximate and subject to change without notice. California residents ONLY.
- Non-residents should contact the Admissions Office (482-6550) regarding non-resident fees.

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Check-Off List - IN ORDER TO APPLY ALL THE FOLLOWING DOCUMENTS MUST BE SUBMITTED

1. _____ **ORIGINAL** - Personal History Statement – Peace Officer (POST 2-251 form) The PHS- PERSONAL HISTORY STATEMENT – PEACE OFFICER application **MUST BE COMPUTER TYPED**; Academy applicants are not allowed to hand-write the PHS and will not be accepted.

You may access the Personal History Statement from the Police Academy website at www.swccd.edu/policeacademy. On the left-hand side menu list, click on **Application for Police Academy** and then click on **Personal History Statement - Peace Officer**.

- a) **DO NOT** hand-write the application, when you open the PHS you will computer type it and save a copy for your records.
 - b) Print the application
 - c) Initial every page at the bottom right corner; where it says: "initial this page to indicate that you have provided complete and accurate information: _____"
 - d) Sign the cover (page 1) and (page 26)
2. _____ **ORIGINAL** Recruit Autobiography (*instruction sheet attached – Page 5*)
3. _____ **ORIGINAL** signed, Authorization to Release Information
4. _____ **COPY** of birth certificate (*Birth certificates outside of the United States must be translated and officially notarized*)
5. _____ **COPY** of a *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 (*option for U.S.A. High School Diploma*)
6. _____ **COPY** of college degree or transcripts (*if applicable*); **OFFICIAL COLLEGE TRANSCRIPTS** – if you are currently enrolled or have attended Southwestern College you must hold a 2.0 GPA or higher. (*Degree must be completed in the United States.*)
7. _____ **COPY** of DD214 - Military (*if applicable*)
8. _____ **COPY** of Valid California Driver License (*must be a State of California License*)
9. _____ **ORIGINAL D.M.V.** driving record printout – 5 to 10 years (*must be obtained from a California Department of Motor Vehicles*) for a fee, driving record must be no more than 4 months old. Online printouts of your driving record are not valid and or not acceptable.
10. _____ **SOUTHWESTERN COLLEGE STUDENT ID Number** – apply at online at www.swccd.edu main webpage, click on APPLY NOW.
11. _____ **SOUTHWESTERN COLLEGE PLACEMENT EXAM** –You may sign up for this exam at the Southwestern College Assessments Office by calling the Chula Vista Campus at (619) 482-6385 or the Otay Mesa Campus at (619) 216-6750, x4401.

If you have a community college or university degree from an accredited institution, you may meet the placement requirements, by submitting your transcripts to the College Assessment Office with a completed "Pre-Enrollment Form", the College Assessment Office will evaluate your course work and approve or deny the courses using the "Pre-Enrollment Form" forms are available in the Student Services Office. If you do not meet requirements, you will need to make an appointment to take the placement test for English, Reading and Math. If the College Placement test has been taken within the past three (3) years, you may obtain a copy of the results from the Assessment Office; if you meet the requirements; attach your results to your application packet.

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

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Recruit Autobiography

All applicants must submit an autobiography (ESSAY STYLE). SPECIFICALLY covering the areas mentioned below. Before you begin writing the autobiography, it is important that you read, understand the following instructions listed below.

The autobiography shall be hand-written: Autobiographies that are typed or printed on computer will not be accepted.

1. Three pages of lined paper are included in the application packet (lined paper accessible on the academy website). All essays must be hand-written using the lined paper that has been provided to you on the academy website.
2. 2-3 pages (no less than 2 pages and must not exceed 3 pages); use lined paper provide on police academy website
3. HAND-WRITTEN (**black ink only**)
4. All text 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 wife, 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."