



Dear Requalification Applicant,

The following information is in response to your request about the POST Basic Requalification Course being offered at the Southwestern College Police Academy.

This course is designed to meet POST's requirements for persons qualifying or requalifying under Regulation 1008, the three-year rule. Attendees may include certificated and non-certificated California Basic Course trained officers. For these attendees, this course can be used in lieu of the Basic Course Waiver Process (BCW). The course may also be open to officers from out-of-state who wish to complete the skills testing and course mandate requirements for the BCW Process.

The content of the course includes portions of the Basic Course, which are (1) most likely to rapidly change; (2) critical manipulative skills related to officer safety or civil liability in areas which persons are most likely to experience reduced proficiency; and (3) other related critical subjects.

Law Enforcement agencies desiring to sponsor students in the Requalification Course must provide the student with a letter stating that you are either (1) currently employed and a need exists for you to complete the course before you can perform a full range of duties, or (2) the agency will hire you upon successful completion of the course. Once the class is full, students will be placed on a waiting list.

Cost:

|                                           |                                                                          |
|-------------------------------------------|--------------------------------------------------------------------------|
| Southwestern College Tuition:             | \$276.00 = 6 Units @ \$46.00 per unit                                    |
| Parking Fee                               | \$40.00                                                                  |
| Health Fee (accident/liability Insurance) | \$17.00 for .5 unit or more                                              |
| Student Center Fee                        | \$1.00 per unit at 6 units                                               |
| Workbooks                                 | CD provided by Academy (Free)                                            |
| <hr/>                                     |                                                                          |
| <b>TOTAL COLLEGE FEES:</b>                | <b>\$339.00</b>                                                          |
| <br>                                      |                                                                          |
| Firearm Ammunition                        | TBA (cost varies by caliber of handgun)                                  |
| <hr/>                                     |                                                                          |
| <b>ESTIMATED TOTAL COST:</b>              | Final cost of course depends on the type of ammunition required by appl. |

**NOTE: All fees listed in the information packet are subject to change.**

**COURSE ATTIRE:** Plan to attend class in clean, pressed clothes, but business attire is not necessary. However, the following types of clothing will not be permitted in the classroom at any time: shorts or cut-offs, t-shirts, tank tops, sandals. The proper attire for outside training will be discussed by the academy staff.

## **OTHER SUPPLIES**

**In addition to the above items, you will be required to furnish the following items:**

1. Writing instrument
2. Three-ring binder and paper
3. Firearm: 38 or 357 caliber revolver, speed loaders and cleaning equipment or 9 mm, 40 or 45 caliber semi-automatic pistol, magazines (three are required) and cleaning equipment (**NO MAGNUM AMMUNITION IS ALLOWED ON THE RANGE**)
4. Gun-belt and holster with minimum of two keepers
5. Wearing of body armor during firearms training is mandatory. You may wear your own, department issued
6. Handcuffs, key and handcuff case
7. Flashlight, minimum three cell (re-chargeable acceptable).
8. Sweatshirt and sweatpants
9. Tennis shoes
10. Old shirt and pants with wide belt loops and wide belt
11. Warm clothing, if necessary
12. Rain gear, if necessary
13. Ear protection and eye protection for firearms training.

**The Southwestern College Basic Academy will provide the following items for the course:**

1. Handouts
2. Targets
3. Shotguns
4. Inert Training Devices
5. CD w/Learning Domain POST Workbooks

PLEASE MAIL THE APPLICATION/CHECK LIST DOCUMENTS TO THE ADDRESS BELOW. ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.

**Mail documents to:**  
Southwestern Community College  
Police Academy @ Otay Mesa HEC  
ATTN: Re-Qualification Course  
8100 Gigantic Street  
San Diego, CA 92154

**NOTE: PLEASE FOLLOW THE INSTRUCTIONS DESCRIBED ABOVE. FAILURE TO MAIL THE DOCUMENTS SPECIFIED WILL DELAY YOUR COURSE REGISTRATION. FAX DOCUMENTS WILL NOT BE ACCEPTED.**

**DO NOT ASSUME YOU HAVE BEEN ACCEPTED INTO THE REQUALIFICATION CLASS UNTIL YOU RECEIVE YOUR ACCEPTANCE LETTER FROM THE POLICE ACADEMY OFFICE.**

This POST Technical Course is reimbursed under POST Plan IV (subsistence and travel) for eligible law enforcement agencies only. Course fees are non-reimbursable.

The following is a tentative hourly schedule for the Requalification Course. **The weekday evening meetings are subject to change.**

#### **7-WEEK COURSE**

| <u>MON</u> | <u>TUE</u>    | <u>WED</u>    | <u>THU</u>    | <u>FRI</u> | <u>SAT</u>    | <u>Sun</u> |
|------------|---------------|---------------|---------------|------------|---------------|------------|
|            | 1800-<br>2200 | 1800-<br>2200 | 1800-<br>2200 |            | 0800-<br>1700 |            |

Each course presentation consists of a minimum of 136 hours as mandated by P.O.S.T. regulations.

For course presentations please contact the Academy Office (619) 482-6462. You will receive a finalized daily instruction schedule in your confirmation letter of enrollment.

**All future dates are tentative.**

PEACE OFFICER STANDARDS AND TRAINING regulations require that students complete a minimum of 90% of the certified hours of any technical course. As a result, students will be obligated to make up any instruction they miss either at times arranged by the presenter during a subsequent presentation of the program. This is to ensure that each student completes all course requirements and satisfies all legislatively mandated training. Also some classes are mandated by law and attendance is critical to successful completion.

### Check-Off List

#### Re-Qualification Course Application

The following items must be submitted with the application packet

1. \_\_\_\_\_ **PHS Personal History Statement** - **Save the PHS to your computer and type in the information using your computer (though the PHS cover sheet states you may hand write the information in the PHS we do not accept hand written applications)** Complete and return the original PHS. A photocopy or fax will not be acceptable. *Form is accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*
2. \_\_\_\_\_ **POST Profile** - you may request your **POST Profile Request** by completing the *POST Profile Form accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*
3. \_\_\_\_\_ **Academy Certificate of completion or POST Professional Certificate or POST BCW Authorizing Letter** - Provide a copy of one of the certificates above.
4. \_\_\_\_\_ **Medical Release Form** - Return the Original Form, signed by a California Licensed Physician or California Medical Practitioner. *Form is accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*
5. \_\_\_\_\_ **Live Scan application form** – submit a copy of the completed form. *Form is accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*
6. \_\_\_\_\_ **Department of Justice Fingerprint Clearance** - Submit original clearance letter.
7. \_\_\_\_\_ **Physical Requirements Form** - Sign and date. *Form attached. Form is accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*
8. \_\_\_\_\_ **Firearms Instruction Application** - Complete, sign and date. *Form is accessible through the Police Academy Website [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy)*

The following will be completed once you have received a confirmation/acceptance letter that you have been accepted in the course from the Police Academy Office.

1. \_\_\_\_\_ **Admission On-line Application** - To be completed by all applicants to create a student ID number and active admission status in preparation of registration into the Requalification Course. Each application will be emailed a student ID number within 48-hrs of applying online. You can access the college website at [www.swccd.edu](http://www.swccd.edu) on the right-side of the website you will see a menu link titled “E-Tools” click on “Apply Online” link (follow the instructions on that link)
2. \_\_\_\_\_ **Course Fee** - To be paid upon five (5) days of registering into the course.



Dear Academy Recruit:

The following Medical Release Form must be completed and returned to the Police Academy Office within the time specified in your acceptance letter.

A medical examination is required to meet California Commission on Peace Officer Standards and Training requirements. The medical examination may be done by a California licensed physician of your choice at your expense.

Please follow the instructions carefully.

Complete the top portion of the **Medical Release Form** and take it to physician of your choice. Have the doctor read and complete the bottom portion of the Medical Release Form.

Submit the Medical Release Form to the Police Academy Office prior to the first day of orientation. Contact the Police Academy Office (619) 482-6462, if you have questions or if you need an extension on the medical examination.

James R. Davis  
Academy Director  
Southwestern College Police Academy

Enclosures

**Southwestern College Police Academy  
MEDICAL RELEASE FORM**

Date \_\_\_\_\_

Student Name \_\_\_\_\_  
Last Name First M.

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

The above named student is required to participate in the following physical requirements for the requalification course mandates, firearms, and arrest methods/defensive tactics.

During the requalification course each student is required to participate in the following physical mandates below.

- Prolonged standing
- Sporadic heavy physical exertion
- Sudden moments of high stress
- Physical confrontation with combative persons
- Heavy lifting of equipment and/or persons

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*Bottom portion to be completed by Examining Physician*

**It is my opinion that this student can participate in full physical activity as outline above.**

\_\_\_\_\_  
Signature of Examining Physician

\_\_\_\_\_  
Date

**Print Doctor's Name:**

\_\_\_\_\_  
Last Name First M.

\_\_\_\_\_  
Business Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Business Telephone Number

## **Southwestern College Basic Police Academy**

### **Basic Course Requalification Program**

#### **Physical Requirements**

The POST Basic Course Requalification includes physically exerting activities such as running, lifting, squatting, kneeling, bending, twisting, striking, and falling on padded surfaces or grassy areas. This requires good physical and cardiovascular fitness on the part of the student.

One of the requirements for successful course completion will be to pass a baton exercise and test that includes running and striking stationary hanging bags without stopping for a specified period of time.

As a minimum fitness standard, students should be in such physical condition prior to attending the course, to be able to run a distance of one and one-half miles in fifteen minutes, complete fifteen (15) consecutive pushups, and twenty-five (25) consecutive sit-ups within three minutes.

If your physical condition prevents you from performing any or all of the above activities or exercises, you may not be successful in passing this course.

I understand that I must pass the physical activities, as specified by a certified Course Instructor, in order to successfully complete the POST Basic Course Requalification program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SOUTHWESTERN COLLEGE  
BASIC ACADEMY**

**FIREARMS INSTRUCTION APPLICATION**

Name: \_\_\_\_\_

Check **YES** or **NO** to the following questions:

- \_\_\_ yes \_\_\_ no 1. Are you currently under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year?
- \_\_\_ yes \_\_\_ no 2. Are you a fugitive from justice?
- \_\_\_ yes \_\_\_ no 3. Have you ever been convicted of a felony?
- \_\_\_ yes \_\_\_ no 4. Have you ever been convicted of a violent misdemeanor?
- \_\_\_ yes \_\_\_ no 5. Have you ever been convicted of 417 P.C. (Drawing, Exhibiting or using Deadly Weapon)?
- \_\_\_ yes \_\_\_ no 6. Are you addicted to the use of alcohol, narcotics or other dangerous drugs.
- \_\_\_ yes \_\_\_ no 7. Are you presently the subject of any court restraining order such as domestic violence or custody?
- \_\_\_ yes \_\_\_ no 8. Are you a mental patient or on leave of absence from a mental hospital.
- \_\_\_ yes \_\_\_ no 9. Have you ever been adjudicated by a court to be a danger to others as a result of a mental disorder or mental illness?

The above guidelines have been established in accordance with State, Federal, and College guidelines.

A "Yes" response may prevent your lawful participation in a firearms instruction program at **SOUTHWESTERN COLLEGE BASIC POLICE ACADEMY**.

I certify that the statements made in this application are true and complete to the best of my knowledge. I understand that falsification, withholding pertinent data, or failure to report changes in my personal status, may result in my dismissal.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**SOUTHWESTERN COLLEGE BASIC ACADEMY**  
**REQUALIFICATION COURSE**

**ARREST & CONTROL AND BATON TRAINING INFORMATION**

The arrest and control portion of the Requalification Course will require flexibility, i.e., bending and twisting of the wrist, arm, and kneeling.

The baton portion of the course requires you to have previous training with the straight or side handle baton.

## POST Requalification Course

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This POST-certified, 136-hour minimum course serves two purposes:

1. **Three-Year Requalification\***

This course is available to individuals who have successfully completed a POST-certified Regular or Specialized Investigators' Basic Course, the Basic Course Waiver (BCW) process, or who have been awarded a POST Basic Certificate and have a three-year or longer break in service.

2. **Basic Course Waiver Examination (BCWE)**

After an evaluation has been approved by POST, this course may be completed to meet the examination requirements for the BCW process, which consists of written and skill components.

*\*Six-Year Exception: Individuals who successfully completed a Regular Basic Course (RBC), Specialized Investigators' Basic Course (SIBC), or the Basic Course Waiver process on or after July 1, 1999 but who never served in a position for which a Regular or Specialized Investigators' Basic Course was required by law, may requalify by completing the POST Requalification Course one time within six years from the date of basic course or waiver process completion. After six years, those individuals must complete the appropriate basic course (RBC or SIBC) to requalify, regardless of when the Requalification Course was completed.*

**Enrollment Arrangements** - Contact the Requalification Course presenters below to obtain an enrollment package, course dates, and additional course information.

Napa Valley College  
2277 Napa-Vallejo Highway  
Napa, CA 94558  
John Nunez  
707.253.3287  
[www.nvccjtc.org](http://www.nvccjtc.org)

Southwestern College  
900 Otay Lakes Road, Rm 560J  
Chula Vista, CA 91910  
Elizabeth Valdez  
619.482.6462  
<http://www.swccd.edu/4thLevel/index.asp?L3=608>

Orange County Sheriff's Department  
Training Division  
1900 West Katella Avenue  
Orange, CA 92867  
714.538.2704  
<http://www.ocsd.org>

State Center Regional Training Facility  
1101 E. University Avenue  
Fresno, CA 93741  
Jim Edison  
559.442.8277  
<http://fccpoliceacademy.com>

Rio Hondo Regional Training Center  
3600 Workman Mill Road  
Whittier, CA 90608  
Barbara Keith  
562.463.7737  
<http://www.riohondo.edu/leo>

Yuba College  
2088 North Beale Road  
Marysville, CA 95901  
Corrine Gil  
530.741.6923  
<http://www.yccd.edu/aoj/>

South Bay Regional Training Center  
3095 Yerba Buena Road  
San Jose, CA 95135  
Carissa Henry  
408.270.6458  
<http://theacademy.ca.gov>

### Course Description

Presentation methodology includes lectures, practical exercises, demonstrations, and instructional activities. This course requires students to demonstrate techniques that require physical ability and agility. Concerns may be discussed with course presenters.

The [Requalification Course Content](#) includes portions of the basic course which:

- Change rapidly,
- Address critical manipulative skills related to officer safety or civil liability in areas which persons are most likely to experience reduced proficiency,
- Address related critical subjects.

Student understanding of cognitive material (e.g., law changes) will be evaluated by the administration of a comprehensive written examination. Testing will not be required for instructional blocks that are not tested in the basic course (e.g., cultural diversity, ethics, sexual harassment); however, students must participate in any associated instructional activities. Exercise tests will be required to evaluate students in all manipulative/psychomotor areas pertaining to the Requalification Course.

#### **Criminal History Clearance**

An applicant for the Requalification Course who is not sponsored by, or employed as a peace officer by a local or state agency, department or district must submit a written criminal history clearance from the Department of Justice to the training presenter. [POST Bulletin 98-28](#) provides further information about obtaining a clearance.

#### **Additional Information**

Questions regarding this program may be directed to the Basic Training Bureau at 916.227.4254 or [bcw@post.ca.gov](mailto:bcw@post.ca.gov).