



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.

Tuition Cost:

Southwestern College Tuition:	\$276.00 = 6 Units @ \$46.00 per unit
Parking Fee	\$40.00
Health Fee (accident/liability Insurance)	\$19.00 for 6 units or more
Student Center Fee	\$6.00 (1.00 per unit at 6 units)
Student Activities Fee	\$8.00
Accident Insurance/Liability Fee	\$2.00
Workbooks	Student must provide <i>Flash drive</i> to receive a copy of the required LD Workbooks
<hr/> TOTAL COLLEGE FEES:	<hr/> \$351.00

Course materials provided by students:

Firearm Ammunition/targets	\$216.00 - \$266.00 (cost varies by caliber of handgun)
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ESTIMATED TOTAL COURSE COST:	\$567.00 to \$617.00 - Final cost of course depends on the type of ammunition required by appl.)
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NOTE: All fees listed in the information packet are subject to change.

COURSE ATTIRE: Plan to attend class in causal business attire. 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. USB Flash Drive (flash drive must be sealed in its original packaging, do not open the packaging)
3. Three-ring binder and paper
4. Firearm: 9 mm, 40 or 45 caliber semi-automatic pistol, magazines (three are required) and cleaning equipment (NO MAGNUM AMMUNITION IS ALLOWED ON THE RANGE)
The Police Academy does not and will not loan out weapons to Requalification Course students. Do not apply if you cannot furnish your own weapon. NO EXCEPTIONS.
5. Gun-belt and holster with minimum of four (4) keepers
6. Wearing of body armor during firearms training is mandatory.
7. Handcuffs, key and handcuff case
8. Flashlight, minimum three cell (re-chargeable acceptable).
9. Sweatshirt and sweatpants
10. Tennis shoes
11. Old shirt and pants with wide belt loops and wide belt
12. Warm clothing, if necessary
13. Rain gear, if necessary
14. Ear protection and eye protection for firearms training.

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

1. Handouts
2. Shotguns
3. Inert Training Devices
4. Learning Domain POST Workbooks – student can access the workbooks through the following POST website link: <https://post.ca.gov/Download-Student-Workbooks>
5. POST Training and Testing Specifications (TTS): you must also download the TTS via the link: <https://post.ca.gov/requalification-course-training-specifications>

**PLEASE MAIL THE APPLICATION/CHECK LIST DOCUMENTS TO THE ADDRESS BELOW.
ALL INCOMPLETE APPLICATIONS WILL BE RETURNED. If you plan to submit your application in person, please contact the Police Academy Office at (619) 482-6462 to make an appointment.**

Mail documents to:

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

NOTE: 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 meetings days and times are subject to change.**

3-WEEK COURSE

<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>Sun</u>
0700- 1600	0700- 1600	0700- 1600	0700- 1600	0700- 1600	0700- 1600	

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.

Check-Off List - Re-Qualification Course Application

The following documents must be submitted with the application packet after you complete and receive the responses from the required agency as stated in the instructions below and on the attached forms, submit ALL the documents prior to the Application Deadline. **Please contact the Police Academy Office at (619) 482-6462 to make an appointment to submit your application if you plan on submitting it in person.**

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*
2. **POST Profile** - you may request your **POST Profile Request** by completing the *POST Profile Form* and submitting the form to POST via email or fax as stated on the POST profile form. Once you receive your POST Profile you will then submit the profile to the Police Academy Office. The *POST Profile Form is accessible through the Police Academy Website 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 with the approval to medically release you for training. *Form is accessible through the Police Academy Website www.swccd.edu/policeacademy*
5. **Live Scan application form** – complete the form as required and take the Live Scan form to a Live Scan Business that runs a Live Scan Terminal. A list of Live Scan Businesses can be found on the <http://ag.ca.gov/fingerprints/publications/contact.php> website. *The Live Scan Form you will need to take to a Live Scan Business is accessible through the Police Academy Website www.swccd.edu/policeacademy* (SAMPLE of a completed form attached).
6. **Department of Justice Fingerprint Clearance** – After you complete the Live Scan Form you will receive your Department of Justice Clearance Letter; the original DOJ clearance letter must be submitted to the Police Academy Office. (SAMPLE of a DOJ Clearance Letter is attached)
7. **Firearms Instruction Application** - Complete, sign and date.
Form is accessible through the Police Academy Website www.swccd.edu/policeacademy
8. **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 on the right-side of the website you will see a menu link, click on “**Apply to SWC**” (follow the instructions on that link)

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.

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 a 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 application deadline on the Police Academy website. 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

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 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.

Complete the Personal Information of the “Request for Live Scan Service” form ONLY – Use the enclosed form provided to you. Submit the form to the Live Scan Service of your choice. Make sure that you request a copy of the Live Scan form once it has been completed as proof and verification that you completed the process.

NOTE - You will submit the copy of the Live Scan Service form to the Police Academy Office, this is a sample copy only do not use this sample form.

State of California REQUEST FOR LIVE SCAN SERVICE <small>BCII 8016 (3/07)</small>		Department of Justice
Applicant Submission		
ORI: <u>CA0349400</u> Type of Application: <u>TRAINING CERTIFICATION</u> <small>Code assigned by DOJ</small>		<small>P.O.S.T. CERTIFICATION (Non-sponsored 13511.5 PC)</small>
Agency Address Set Contributing Agency: DOJ/FIREARMS DIVISION <small>Agency authorized to receive criminal history information</small> 4949 BROADWAY <small>Street No. Street or PO Box</small> SACRAMENTO CA 95820 <small>City State Zip Code</small>		00000 <small>Mail Code (five-digit code assigned by DOJ)</small> <small>Contact Name (Mandatory for all school submissions)</small> (916) 227-3749 <small>Contact Telephone No.</small>
Name of Applicant: <small>(Please print)</small> Last First MI Alias: Last First Date of Birth: Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Misc. No. BIL - <u>Non-applicable</u> <small>Agency Billing Number</small> Height: Weight: Misc. Number: <u>Non-applicable</u> Home Address: Eye Color: Hair Color: Street No. Street or PO Box Place of Birth: <small>City, State and Zip Code</small> Social Security Number: Your Number: OCA No. (Agency Identifying No.) Level of Service: <input checked="" type="checkbox"/> DOJ <input type="checkbox"/> FBI If resubmission, list Original ATI Number: Employer: (Additional response for agencies specified by statute) DOJ/FIREARMS DIVISION Employer Name 4949 BROADWAY <small>Street No. Street or PO Box</small> SACRAMENTO CA 95820 <small>City State Zip Code</small>		
Live Scan Transaction Completed By: Name of Operator Date Transmitting Agency ATI No. Amount Collected/Billed		

*EDMUND G. BROWN
Attorney General*

State of California
DEPARTMENT OF JUSTICE



FIREARMS DIVISION

P.O. BOX 820200
SACRAMENTO, CA 94203-0200
Public: (916) 227-3703
Facsimile: (916) 227-3700
(916) 227-3744

June 09, 2008

John Doe
2010 Apple Lane
Chula Vista, CA 91910

RE: Approval of Application for Department of Justice to attend Peace Officer Standards and Training Certified Basic Course of Training.

Dear John Doe

In accordance with California Penal Code Section 13511.5, this is to certify that a search of your fingerprints in the Bureau of Criminal Identification files and a search of Department of Justice files revealed no Department of Justice record which would disqualify you from owning, possessing, or having under your control any firearm. Therefore, your request for certification to attend a basic course of training certified by the Commission on Peace Officer Standards and Training is approved.

If you have any questions, please contact the Employment & Sub-Arrest Clearance Unit at (916)227-1375.

Sincerely,

PROGRAM MANAGER
Employment & Sub-Arrest Clearance Unit

APPLICANT LIVE SCAN - Fingerprint Services

For a complete list in San Diego County type the link below in your browser and the link will provide you with a list of all San Diego County Live Scan Services.

<http://ag.ca.gov/fingerprints/publications/contact.php>

This list is updated as additional information is received. However, applicants are encouraged to contact the Live Scan providers in advance to verify their current operating hours, fees, etc.

Please Note:

- Applicants must present a valid photo identification to the Live Scan Operator. Expired identification cards will not be accepted.
- Rolling fees vary from location to location and cover only the operator's cost for rolling the fingerprint images. Additional processing fees are required for the State (DOJ) and Federal (FBI) level criminal history record checks. Other fees may also be required (i.e., license fees). DOJ clearance is only required for the Police Academy.

POST Requalification Course

This POST-certified, 144-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.

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.