

SOUTHWESTERN COLLEGE  
POLICE ACADEMY

**STEPS TO APPLY**

**STEP 1 – REQUIREMENTS:**

The following requirements must be met before you can be eligible to apply to the Police Academy.

1. Minimum Age – 21 years
2. High School Graduate or GED Equivalency completed in the United States (option if you do not hold a diploma: Must have a college degree completed at an accredited institution.
3. No Felony Conviction
4. Valid State of California Driver License
5. SWC Student ID# - if you are a new or returning student go to [www.swccd.edu](http://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:**

**Option 1: Southwestern College Students:**

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:** Current/Past Students 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 possible that you might be on Academic Probation and could be disqualified from applying to the Police Academy.

**Option 2: Other/Outside College Student: Placement using Prerequisite Evaluation**

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 under the Student Support, Placement and Prerequisites website.

**Option 3: High School Transcript Placements:**

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: [SWC Math, English Composition, and English as a Second Language Placement Survey](#)

**Option 4: GED Transcript Placements:**

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: [SWC Math, English Composition, and English as a Second Language Placement Survey](#)

SOUTHWESTERN COLLEGE  
POLICE ACADEMY

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

**STEP 2 – APPLICATION PROCESS:**

Access the Police Academy website at [www.swccd.edu/policeacademy](http://www.swccd.edu/policeacademy) and download the required documents to apply.

Use the **Checklist on page 3** of this document as a reference guide to make sure that you have all the required documents before submitting your paperwork to the Police Academy Office. Incomplete applications will not move forward in the Entry Testing process under Step 4.

**STEP 3 - APPLICATION/DOCUMENTS SUBMISSION:**

Schedule an appointment to submit your application and supporting documents by calling the Academy Office at (619) 482-6462 or request an appointment via email to [swcpoliceacademy@swccd.edu](mailto:swcpoliceacademy@swccd.edu)

If you meet all the requirements and your application is complete when reviewed by the Academy Staff, you will receive the entry testing information listed on Step 4. If you do not meet requirements or your paperwork is incomplete, you will need to make corrections and follow the instructions provided by the Academy Staff.

**STEP 4 - ENTRY TESTING:**

Only applicants that meet the application process will receive an invitation to test and interview for the following. The invitation will include instructions on your scheduled test date and times.

- **Physical Assessment**– 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 Assessment)

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, including the successful completion of a Department of Justice (DOJ) Clearance and a Medical Clearance before starting on Day 1 of training.

**STEP 6 - ORIENTATION 1 and ORIENTATION 2:**

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

SOUTHWESTERN COLLEGE  
POLICE ACADEMY

**Checklist**

In order to apply, the following documents must be submitted before the deadline.

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 (refer to page 4 of the Recruit Autobiography for instructions)
3. \_\_\_ Authorization to Release Information (complete, sign and date)
4. \_\_\_ Birth Certificate (Birth certificates from another country must be translated and notarized).
5. \_\_\_ United States High School Diploma or GED, if you do not have a copy of your diploma, you may submit transcripts.
  - a. \_\_\_ United States Accredited College or University College Degree is required if you do not have a U.S. High School Diploma or GED.
6. \_\_\_ Southwestern College Math, Reading, English and ESL Placement Tool (if applicable) refer to STEPS TO APPLY document, page 1, #6, Options 1, 2, 3, & 4, for instructions.
7. \_\_\_ 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.)
  - a. \_\_\_ For all outside college transcripts you must complete the Program Enrollment Prerequisite Evaluation (PEPE) Request, refer to STEPS TO APPLY document, Page 1, #6, Options 2 for instructions.
8. \_\_\_ DD214 - Military (if applicable)
9. \_\_\_ Valid California Driver License – Academy Office will make a photocopy.
10. \_\_\_ 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 are not valid and will not be accepted by the Academy Office.**
11. \_\_\_ 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](http://www.swccd.edu)
12. \_\_\_ Keep copies of all the above documents before you submit them to the Police Academy. The Academy Office will not provide copies after documents have been submitted.

SOUTHWESTERN COLLEGE  
POLICE ACADEMY

**Recruit Autobiography**

All applicants must submit an autobiography (ESSAY STYLE). SPECIFICALLY covering the areas mentioned below. Before you begin to write the autobiography, it is important that you read and follow the instructions below.

**The autobiography must be hand-written: Autobiographies that are typed via computer will not be accepted.**

1. Lined paper has been provided to you on the academy website [www.swccd.edu/policeacademy](http://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 a **BLACK INK PEN** to hand write the essay.
4. All text must be in **CAPITAL LETTERING**
5. Do not add spaces or titles to hand-written autobiography.

**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 or hold student body office, etc.?

Name colleges, location, degree major(s), and number of units completed. If you lettered in sports?

Example: Criminal Justice or Administration of Justice courses completed? Course titles?

**MILITARY EXPERIENCE (if applicable)**

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 (if applicable)**

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."