

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 – 18 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 on click on Apply to SWC on the main page.
6. Meet prerequisite course levels:
 - Eligibility for Math 35 or higher
 - Eligibility for English 114 or higher
 - Eligibility for Reading 158 or Proficiency

You have three (3) 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 complete the **Program Enrollment Prerequisite Evaluation (PEPE) Request** by accessing this link <https://www.swccd.edu/student-support/assessment-testing/prerequisites/index.aspx> under the Support Services, Assessments Office and Prerequisites website.

- c) If you have never attended college, you can take the Southwestern College Guided Self-placement, using your high school transcripts. You can access the Assessment Guided Self Placement by clicking on the link <https://www.swccd.edu/student-support/assessment-testing/guided-self-placement-schedule.aspx>

Note: If you have questions on how to complete the guided self-placement you must contact the College Assessment Office at (619) 482-6385 or email swcassessment@swccd.edu.

SOUTHWESTERN COLLEGE
POLICE ACADEMY

STEP 2 – APPLICATION PROCESS:

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

- Steps to Apply
- How to Apply to Southwestern College
- Program Entry Application
- Authorization to Release Information
- Lined Paper Page (to be used for hand-written essay requirement)

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 be accepted.

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 number from the Police Academy Office. The following testing information with your schedule 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 and chain link fence, 500-yard run and one mile.
- **Oral Interview** – Pass/Fail (Oral Interviews are assigned only if you pass the Physical Agility Test.

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 you have been 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

SOUTHWESTERN COLLEGE
POLICE ACADEMY

Check-List - In order to apply all the following documents must be submitted by the due date.

1. ____ **ORIGINAL** – 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. ____ **ORIGINAL** Recruit Autobiography (*instruction sheet on page 4 of this document*)
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 College Degree (*option if you do not have a U.S. 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 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.
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 – 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 - GUIDED SELF-PLACEMENT** (*if applicable*) refer to STEPS TO APPLY document, page 1.

Or contact the Southwestern College Assessment Office at (619) 482-6385 or email swcassessment@swccd.edu and inquire on how to take and complete the guided self-placement.
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.**

SOUTHWESTERN COLLEGE
POLICE ACADEMY

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. 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-page lined paper to hand-written the essay.
2. 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."