

Basic Law Enforcement Academy Information Packet

Law Enforcement Training Center

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www.redwoods.edu/AJ

The Basic Law Enforcement Academy is presented in a MODULAR format. Students having completed Modules III and/or II at another training center may complete the Academy at College of the Redwoods but must contact this office in advance of attendance with these requirements:

- A t-score of more than T-42 on the PELLETB is required
- If more than a year has passed since completion of the prior module, the end-of-module exam must be taken and proof of score provided.
- A copy of the POST training profile must be provided to show proof of completion of prior module(s) at a POST certified Academy (a certificate does not satisfy this requirement).

PELLETB

The first step to Academy entrance is successful completion of the PELLETB (POST Entry Level Law Enforcement Test Battery). The PELLETB is a test intended to test your BASIC literacy and to make sure you will be comfortable with the testing and studying required for the Academy. It is required by P.O.S.T. No fee is required to take the exam. Test results are good for one year. You may take the test as many times as needed to obtain a passing score. However, only one attempt at each month's test is allowed (once for March, once for April, etc) and you must wait 30 days between attempts. Also recognize that a repeated difficulty would indicate a need for further English studies. To register for the test, please call (707) 476-

4334 during regular business hours. Receipt of a passing score will start the application process. You will also need to demonstrate the physical agility minimums as noted above.

See testing dates at www.redwoods.edu/aj.

In addition to the PELLETB, you will now also be required to demonstrate your physical aptitude. On the day of and prior to the PELLETB, you will be required to:

- Complete 20 pushups (straight-leg) in one minute
- Complete 25 sit-ups in one minute
- Run 1.5 miles in 17 minutes or less

These minimum requirements this will assure the entire class is able to work hard and work together towards successful completion of the POST Job-Related Work Test Battery. If you are unable to successfully demonstrate these feats, you may return at any time to try again but you MUST complete the test prior to starting the academy. The physical testing will start at 9:00 am with the PELLETB to follow immediately. Allow three hours to complete the PELLETB though you may finish sooner.

View a practice test at

<http://lib.post.ca.gov/Publications/poWrittenPracticeTest.pdf>

NOTE: We do not include the essay exam.

The College of the Redwoods Basic Law Enforcement Academy is a Modular 950-hour, 23-week, 32.5 unit course certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.).

www.redwoods.edu

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Admission Requirements

Each academy class is limited to forty students. Applications will be accepted in order of their receipt. Applicants must possess a high school diploma or a G.E.D. The law requires that each student seeking admission to a basic course of training who is not employed full-time by a law enforcement agency or as a reserve officer or deputy submit fingerprints to the Calif. Department of Justice and submit written certification from the California Department of Justice that he or she has no criminal history background which would disqualify him or her, under state law from owning, possessing, or having under his or her control any pistol, revolver, or other firearm capable of being concealed on the person. This clearance is required to be on file prior to the start of the academy. Students are also required to take the P.O.S.T. Entry Level Reading and Writing Skills Test (See Above) prior to attending the academy and pass with a T-score of 42 or higher. Each student must also submit a medical clearance prior to the beginning of the academy, in order to participate in and fulfill the Lifetime Fitness requirements of the Academy. Please refer to Frequently Asked Questions for details.

Housing

The College of the Redwoods Police Academy is not a live-in program. Students must provide their own food and lodging. There are dorms on the CR campus. You can access the Housing and Residential Life website or call their office at 707-476-4294

Parking on campus

The parking of any motor vehicle on campus shall be by proper acquisition and display of a valid and current parking permit. You may obtain information concerning the rules, regulations, and fees relating to the parking program, and the issuance of parking permits from the campus Security Office.

Costs

The following fees are approximate, for purpose of preparation. For more details and exact costs, please call the Law Enforcement Training Center.

Registration (enrollment) Fee - 32.5 semester units (\$46/unit)	\$1495.00
Health Fee	\$18.00
Out-of-state Tuition - 31 semester units <i>This fee is for any student who has not resided within the State of California for one year prior to the day of registration and is in addition to registration fee.</i>	\$7099.00 (\$229/unit)
Fingerprint Fee	\$100.00
On-Campus Parking	\$40.00
POST Student Workbooks (Order online)	\$250.00
Vehicle and Penal Codes	\$45.00
Defensive Driving	\$400.00
Driving Simulator	\$40.00
Force Option Simulator Training	\$40.00
Uniforms - including trousers, shirts, shoes, belt, jacket, lettering - (this is for basic quantities and vary according to uniform supplier)	\$400.00
Ammunition (approximate based on supplier)	\$1000.00
Firearm	\$400-\$800
Physical Training Clothing	\$55.00
APPROXIMATE Total Cost (excluding out-of-state tuition, housing, food, and transportation)	\$4,000 to \$4,500

Registration, Health, Parking and Defensive Driving fees are due at the time of registration. Checks should be payable to College of the Redwoods. Students who are awaiting financial assistance have a 30 day grace period



Communications

Mail should be addressed as follows:

Name of Student
Basic Law Enforcement Academy
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

Telephone calls can be placed to persons in the Basic Academy at 707-476-4334.

*Students will not be allowed to leave class to answer phone calls unless it is regarding an emergency.

Emergency calls after 5 p.m. and before 8 a.m. may be placed to: Mr. Ron Waters, Basic Academy Coordinator - 707-476-4331

Registration

Students may reserve a space in the Academy by calling the Law Enforcement Training Center. The official registration will be coordinated with the Enrollment Services Department on the Eureka campus of The College by the staff at the Training Center.

Subvention

The College of the Redwoods Basic Law Enforcement Academy is certified by the California Commission on Peace Officer Standards and Training (POST). Subvention for eligible agencies will be under Reimbursement Plan I. Only those persons currently employed on a full time basis by a police or sheriff's department who do not hold a POST Basic Certificate will be eligible for POST. reimbursement.

If a person from out-of-state has applied for a position with a California law enforcement agency and is guaranteed employment upon completion of the Basic Law Enforcement Academy, the Out-of-state tuition fee may be waived.

Upon completion of the Basic Law Enforcement Academy, the student receives POST. Certification of Completion. This certification expires three years following graduation from the Academy. A graduate of the Academy who is not employed within the three-year period will need to go through the POST re-

qualification process, or retake the Basic Course before being employed as a law enforcement officer in California.

Minimum age requirements:

- Most Police Agencies will only employ officers who are over the age of 21 years.
- P.O.S.T. re-certification is necessary for anyone not hired within three years of Academy graduation.

For these reasons, students are strongly encouraged to plan attendance so that their graduation puts them as close to hiring age (21) as is possible. While earlier attendance is allowed, those graduating sooner will limit the time available to them to obtain a position in law enforcement.

Basic Law Enforcement Academy Frequently Asked Questions

I want to attend the academy. How do I start the process?

The first step is to take the Pre-Entry test, a test of basic literacy that will determine your readiness for the studying and testing that will be required. The test is similar to the English assessment that you may have taken upon entering college but it is NOT the same. You will have three hours to take the test. There is no cost to take the test. You may retake the test at any time. We have also implemented a physical agility assessment to the pre-testing requirements. It includes:

- 20 pushups in one minute
- 25 sit-ups in one minute
- 1.5 mile run in 17 minutes

In general, this assessment will be given on the same day as the PELLETB but can be repeated or performed at any time with advance notice prior to the start of the Academy. Once you have received a passing score on the PELLETB, we will send you the application forms. You will need to obtain a medical clearance from your doctor as well as provide proof of firearms clearance through the Department of Justice.

Is there an age limit?

Success in the academy and subsequent employment in the law enforcement field will be partially dependent on each candidate's level of skill and overall physical fitness, regardless of age. There is no maximum age to attend the academy. Your overall fitness will determine the likelihood of your being hired by a law enforcement agency which is the ultimate goal of attending the Basic Law Enforcement Academy.

The minimum age to attend the academy is 18. However, while we will not prohibit someone of that age from attending, and State statute allows the hiring of those over 18, general practice for California agencies is to hire after the age of 21.

POST requires that an officer having a break in service of more than three years attend a Recertification Academy (not offered at the College of the Redwoods). This also applies if too much time passes between the completion of the Academy and agency employment; your chance of being hired would diminish and you would need to attend Recertification after three years. Consequently, we encourage you to consider waiting until you are closer to hiring age before attending the Basic Academy.

Is there financial aid available?

Because the Basic Academy is a college course, college financial aid is available to those who qualify. Complete the FAFSA (Free Application for Federal Student Aid) through the CR Financial Aid website then contact the Financial Aid office to follow up.

Also, if you are a veteran of the armed forces, there may be additional benefits available to you. Contact the College of the Redwoods Veterans Resource Center at 707-476-4110 .

What if I have problems with my background?

POST has standards for the hiring of peace officers in the State of California (refer to section -1031(f) Further and specific restrictions on drug use or criminal activity vary from agency to agency. While some issues would require a waiting period, others may eliminate you from consideration by all agencies. If you have such an issue in your background, you should call the Academy office and discuss the issue with the Coordinator, Sandi Petersen, or Ron Waters, Director of the AJ Division. You might also contact the background investigator at an agency that interests you. Be honest about your past and request an evaluation of your chances for hire, based on their standards.

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What is the application process?

- Achieve a minimum score of T-42 on the PELLETB (pre-entry test) either at our Academy or supply a score taken elsewhere.
- Successfully complete the pre-academy physical assessment.
- The application paperwork will be sent to you along with your successful test results along with a general information packet.
- When the forms are returned, you will be placed on the roster, holding a spot in the next scheduled academy.
- You continue working to obtain your required clearances (firearms/fingerprint and medical) and collecting your uniforms and gear.
- As the Academy start approaches (usually six to eight weeks prior), you will receive an ACCEPTANCE LETTER. This letter will also include preparation guidelines to make sure you are ready to start the academy.
- Your physical and mental preparation continues. We are always available at the Academy to answer your questions as you get ready - communication is encouraged!

I have attended Modules 3 & 2 at another Academy.

How do I attend Module 1 at CR?

The process is basically the same as above with the following additions:

- We need a copy of your POST Training profile which can be ordered from the POST website. We cannot accept certificates as documentation, only the POST Training Profile will verify what we need.
- If more that a year has passed (or will pass) between the end of Module 2 and the start of Module 1, you will need to retake the End-of-Module Exam and provide the verification of a passing score. The training facility where you took Module 2 should be able to provide the retest. If not, contact us.

What is the class schedule?

This is a full-time course, 40- to 50-hour-per-week course. There are occasional short weeks or days but plan on being here full time unless the schedule says otherwise.

What are the physical requirements of the Academy?

Students must take and pass the POST Work Sample Test Battery after completing the physical conditioning program, but before academy graduation. The Work Sample Test Battery includes these five events:

OBSTACLE COURSE

Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle that must be vaulted

BODY DRAG

Lift and drag a 165-pound lifelike dummy 32-feet

CHAIN LINK FENCE

Run 5 yards to a 6-foot chain link fence, climb over fence, continue running another 25 yards

SOLID FENCE CLIMB

Run 5 yards to a 6 foot solid fence, climb over fence, continue running another 25 yards

500-YARD RUN

Run 500 yards

Each of the five events is timed. Student performance times are converted to points and summed. Students must accumulate a total score of 384 points to pass.

We hope that the pre-academy physical assessment will help you recognize your level of fitness (or lack of fitness). It is strongly recommended that, if not already doing so, you begin a program of daily fitness. You will begin the Lifetime Fitness portion of the academy in Week Two and on the first day will be required to run 1.5 miles and do as many crunches and pushups as you can. This will be less difficult if you begin a fitness program prior to starting the Academy.

What kind of handgun is allowed at the Academy?

Unless affiliated with an agency, cadets are encouraged to rent the range equipment from CR. The rental cost includes the holster and will allow you to keep the cost of training down. If you choose to purchase your own firearm, acceptable firearms criteria are as follows:

- No revolvers permitted
- Weapons must be of one of the following calibers .9 mm, .357 Sig, 40 S&W, 10 mm Auto and .45 Auto (ACP)



- Any manufacturer is allowed but it must be of any one of the following action types: double-action only, double/single action and safe action (Glock-type pistols).
- No single-action semiautomatics are allowed. Single-action are those which can only fire when the hammer is fully cocked. Common descriptions of the single-action handguns are: Colt 1911, government model, "cock and locked" auto. Many manufacturers produce this type of semiautomatic pistol but they all can only fire when the hammer is fully cocked.
- All double-action semi-automatics that have a single action mode must have a decocking lever.
- Any further questions on these guidelines should be referred to Instructor Kris Kitna or lead instructor, Paul Blake.
- Shotguns and rifles are provided as needed for training

What kind of holsters are allowed at the Academy?

Please refer to the following specifications when obtaining a holster for use during the Academy.

- The holster should be made for the specific weapon.
- The holster should be designed to be worn on the standard police duty belt (e.g. thigh holsters are not acceptable)
- The holster can be made of leather, synthetic material or a combination of both. Nylon holsters made for the specific weapon are acceptable. Our academy rental gear is nylon.
- The holster must have a safety/retention strap or device that covers the rear of the weapon preventing the weapon from being removed from the holster unless the strap or device is released. Additional security or retention devices can be used on the holster but not as a replacement for the safety strap or device described.
- The only exception to the above guidelines is if the cadet is affiliated and sponsored by an agency that provides or requires a holster that does not fit these specifications. The cadet must provide a letter from their agency verifying same.

How much ammunition will I need for the entire Academy?

Ammunition requirements are as follows, broken up by modules:

AMMO REQUIREMENTS

MODULE	3	2	1	total
Practice rounds	400	800	600	1800
duty rounds (hollow point)		150	150	300
.223 (.556 is OK)		100	100	200
00 double-ought		175		175
shotgun slugs		25		25

Only factory-manufactured or commercially re-manufactured ammunition may be used.

NON-COMMERCIAL RELOADED AMMUNITION WILL NOT BE ACCEPTED!

Can I use books that I got from a friend who attended a previous academy?

Yes, as long as they are the current version. You can refer to this list on the POST website for current versions being used. Compare your books to the list to be sure all books are current. If any have been revised, you can order just those issues from the printer.

When do I have to pay my fees?

Fees are due and payable as soon as you have been enrolled in the course (we will notify you once this has occurred). Please let us know immediately if special arrangements are to be made for delayed payment coming from other sources (G.I. Bill, etc). If you have applied for and have received confirmation that you are receiving a Board of Governors (BOG) fee waiver and/or a grant of any type, those fees will be paid directly to your account with the balance of any aid being made available to you.

Basic Law Enforcement Academy Information and Requirements

PLEASE READ THE FOLLOWING CLOSELY!

Physical Fitness Requirements

A. The Basic Academy Lifetime Fitness Program is designed by the Commission on Peace Officer Standards and Training and administered by Academy staff to develop an enhanced level of physical fitness, in a manner that will both prepare the student to perform physically demanding police tasks, and instill a desire to maintain a high level of fitness throughout the law enforcement career. To this end, the objectives of the program are to:

- Prepare each student to achieve at least the minimum physical job task performance standards.
- Sensitize and educate each student to the importance of maintaining a lifelong health related personal physical fitness program.
- Provide positive reinforcement and support for maintaining high fitness levels and personal health-related physical fitness programs.

B. At the conclusion of the physical conditioning program a student must successfully complete a battery of job-related tests in order to graduate from the Academy. The test battery will consist of a series of work samples that must be performed within a specified time. Examples of the kinds of work sample tests include:

- Run 15 feet, climb over a 6-foot solid wall and run another 75 feet.
- Run 15 feet, climb over a 6-foot chain link fence and run another 75 feet.
- Drag a 165 pound mannequin 32 feet.
- 99 yard obstacle course.
- 500 yard run

All events are timed and the times are converted to points. Each student must attain a minimum of 384 points out of a maximum of 705.

C. Testing will be discussed during the first week of the Academy.

D. Evaluation Testing will be conducted at a mid-point in order to evaluate fitness progress.

Financial Preparation for the Basic Law Enforcement Academy

Attendance at the Academy is an expensive educational experience. In addition to the fees itemized on the Cost Sheet, the student needs to be prepared to pay for housing, transportation, food and whatever associated or incidental expenses that may arise. Historically, students who arrive at the Academy with inadequate funding find the Academy to be difficult. Unexpected expenses (i.e.: illness, car repair) quickly deplete available funds. There have been instances in which students have had to withdraw from the Academy because an unforeseen incident depleted their funds, and they could not afford to continue.

- Students who are employed part or full-time during the Academy find that their performance suffers.
- Those who are overly fatigued from outside work have difficulty focusing during classroom presentation.
- They also will have less available time for study and class preparation. This is important when

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prospective employers look at class achievement as a predictor of success on the job.

- Potential students are encouraged to have full funding/financing in place before starting the Academy. This will allow them to concentrate on their studies and excel in the Academy.

Admission:

To qualify for the program, applicants must:

- Be 18 years of age and have a high school diploma or possess a G.E.D. certificate
- Submit a criminal history clearance including fingerprint submission to the department of Justice pursuant to penal code requirements.
- Take and pass a P.O.S.T. reading and writing test

Pre-Academy Training Option:

MINIMUM REQUIREMENTS FOR ENTRY INTO LAW ENFORCEMENT

- Citizen, or permanent resident alien who is eligible for and has applied for citizenship.
- 18 years old, minimum in state of California.
- Fingerprinted- to disclose any criminal record.
- Good moral character-determined through background investigation.
- No physical, emotional, or mental conditions, which might adversely affect the exercise of the powers of a peace officer.
- H.S. Graduate-or G.E.D Two or four year degree is desirable.
-

DISQUALIFYING FACTORS

- Convicted of a felony in this state or any other state.
- Convicted of a crime in another state that would be a felony in this state.
- Charged with a felony and adjudged by superior court to be mentally incompetent.
- Found not guilty by reason of insanity of any felony.
- Mentally disordered sex offender.
- Adjudged addicted or in danger of becoming addicted to drugs.
- Convicted and committed to a state institution.

RECOMMENDATIONS

- Enroll in a two-year college or four-year university. Criminology as a major is not necessarily mandatory. A degree will give you a definite advantage.
- Consider an internship with a law enforcement agency.
- Get involved in a cadet program or explorer program with a law enforcement agency.
- Become a reserve peace officer with a law enforcement agency.
- Become a volunteer in a Volunteers in Policing (V.I.P.) program.
- Go on a ride-along with several law enforcement agencies.
- Military experience is a definite plus. (Military Police, leadership roles, etc.)
- Ask for a tour of your local police academy or Administration of Justice program.
- Attend career and job fair that are geared toward a future in law enforcement.