

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. Southwestern College Math, English & Reading Requirements (Guided Self-placement) Contact the College Assessment Office on how to complete the guided self-placement at (619) 482-6385 or email swcassessment@swccd.edu
 - Eligibility for Math 35 or higher;
 - Eligibility for English 114 or higher
 - Eligibility for Reading 158 or Proficiency
7. If you have taken the above level courses you may complete the Prerequisite Police Academy Pre-Enrollment Form and include your college transcripts. Submit both the form and transcripts to College Assessment Office at the Chula Vista Campus.
8. Southwestern College Students (current or past) must provide a copy of course transcripts; with Proof of 2.0 GPA or higher – Applicants who are on Academic Probation are automatically disqualified from applying to the 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.

- Authorization to Release Information
- Personal History Statement – Peace Officer
- Prerequisite Evaluation Program Enrollment
- Lined Paper Page (to be used for hand written essay requirement)

Use the **Check-list 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.

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STEP 3 - SUBMISSION:

Submit your application & supporting documents 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.

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** to enter the next Police Academy Program. If you have been **ACCEPTED** you will then move forward in the selection process and prepare for Day 1.

Proper 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 into AJ 41-350 Basic Police Academy-I (12.5 Units)

STEP 6 - ORIENTATION 1 and ORIENTATION 2

Only students that have received an **ACCEPTENCE** email notification will be required to attend two scheduled mandatory orientations before starting on Day 1 of training.

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.

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

1. ____ **ORIGINAL** - Personal History Statement – Peace Officer (POST 2-251 form) The PHS-
PERSONAL HISTORY STATEMENT – PEACE OFFICER application **MUST BE COMPUTER
TYPED**; Academy applicants are not allowed to hand-write the PHS and will not be accepted.

You may access the Personal History Statement from the Police Academy website at
www.swccd.edu/policeacademy. On the left-hand side menu list, click on **Application for Police
Academy** and then click on **Personal History Statement - Peace Officer**.
 - a) **DO NOT** hand-write the application, when you open the PHS you will computer type it and save a copy for your records.
 - b) Print the application
 - c) Initial every page at the bottom right corner; where it says: “initial this page to indicate that you have provided complete and accurate information:_____”
 - d) Sign/Date the cover (page 1) and (page 26)
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 (*option for U.S.A. 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. (*Degree must be completed in the United States.*)
 - a. ____ **Program Enrollment Prerequisite Form** – if you are going use a college/university other than SWC to prove that you meet the English, Reading and Math Requirement use the “Program Enrollment Prerequisite Form”.
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 – 5 to 10 years (*must be obtained from a California Department of Motor Vehicles*) for a fee, driving record must be no more than 4 months old.
Online printouts of your driving record are not valid and not acceptable.
10. ____ **SOUTHWESTERN COLLEGE STUDENT ID Number** – apply at online the www.swccd.edu main webpage by clicking on APPLY NOW.
11. ____ **SOUTHWESTERN COLLEGE - GUIDED SELF-PLACEMENT**

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.

If you have completed a college or university degree from an accredited institution, you may meet the placement requirements, by also submitting your transcripts to the College Assessment Office with a completed “Program Enrollment Prerequisite Form”, the College Assessment Office will evaluate your course work and approve or deny the courses. If you do not meet requirements, you will need to complete the “Guided Self-Placement through the College Assessment Office.

12. ____ **Make copies** of all documents before you submit them to the Police Academy. **THE ACADEMY WILL NOT MAKE COPIES ONCE DOCUMENTS HAVE BEEN SUBMITTED.**

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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."