



# Santa Ana College

## Criminal Justice Academies 100: Basic Sheriff's Academy

### Admissions Procedures/Requirements

### Non-Sponsored Academy Recruits

This document was developed to explain and describe the admission requirements for non-sponsored, independent recruits who desire to attend the Orange County Sheriff's Basic Police Academy as a Santa Ana College student. Anyone with further questions regarding the admissions process is encouraged to contact the **Criminal Justice Academies** staff at 714-566-9200 or at [www.sac.edu](http://www.sac.edu)

The admissions process has been broken down into **4 chronological phases** (Phases I-IV) involving **13 specific steps**. The phases include:

- Phase I**            **CAREER GUIDANCE / COUNSELING SESSION**
  
- Phase II**           **PREREQUISTE COURSE / TESTING / DOCUMENT PREPARATION / MEDICAL SCREENING**
  
- Phase III**        **RECORDS CHECK / FORMAL INTERVIEW**
  
- Phase IV**        **EQUIPMENT PROCUREMENT / ACADEMY SIGN-IN / ORIENTATION NIGHT / FEES**

#### **PHASE I – CAREER GUIDANCE / COUNSELING SESSION**

##### **Step 1 - Meet with Criminal Justice Academies Coordinator**

Before making a formal commitment to attend the Basic Sheriff's Academy interested applicants should meet with the Coordinator from Criminal Justice Academies. This meeting is meant to assist the applicant in assessing their adaptability and level of preparation for this rigorous program. The primary goal of this session is to assure the applicant understands the demands that will be required to be successful in the Basic Academy and their pursuit of a career in law enforcement **before** making this life-altering decision.

During the interview, applicants should be prepared to discuss:

- Why they are attracted to a career in law enforcement.
- What they have done to prepare for the Academy both academically and physically.
- Their work history.
- Efforts made to become a sponsored recruit with which agencies and the status of those efforts.
- Are there issues in their personal background that may cause a policing agency concern, (including but not limited to criminal acts committed, whether arrested or not, incidents

of lapses in integrity, prior illegal drug use or drug/alcohol abuse, less than stellar driving record, financial irresponsibility, etc.).

- Ability to meet financial obligations during the academy without a paying job.
- Awareness of the financial costs involved in sponsoring themselves through the program.
- Have they considered applying to any other Peace Officer and Standards Training (POST) approved academies?

## **PHASE II – PREREQUISITE COURSE / TESTING / DOCUMENT PREPARATION / MEDICAL SCREENING**

### **Step 2 - Satisfactory completion of CJA 010: Pre-Employment Preparation for Law Enforcement.**

- This course consists of 48 hours of instruction and is offered at the Orange County Sheriff's Regional Training Center, 15991 Armstrong Ave., Tustin, CA 92782.
- Students are responsible for a class fee and must purchase the required textbooks.
- To register, students should use the Santa Ana College on-line registration process at [www.sac.edu](http://www.sac.edu)

### **Step 3 - Satisfactory completion of California POST Entry-Level Law Enforcement Test Battery.**

- This battery of tests is administered at the Criminal Justice Academies' office.
- These tests were specifically designed to evaluate an applicant's **writing** and **reading** ability as they relate to police work and academic demands during academy training.
- The POST website provides an excellent informational resource for those preparing to take the tests. The tests are described and sample tests are provided.
- The POST website can be found at [www.post.ca.gov](http://www.post.ca.gov)
- From the home-page, click on the "Hiring" option in the left margin. Under the heading of "Exams and Assessment" heading, click on "Applicant Preparation Guide for the Entry-level Law Enforcement Test Battery". The 25 page document will appear, using the Adobe-Reader software.
- If an applicant is unable to earn a passing score after two attempts, or struggles with the battery of tests and receives low passing scores, serious consideration should be given to enrolling in a Basic English refresher course before they attend the academy. Criminal Justice Academies' staff would be happy to assist any applicant in identifying a suitable college course, based on individual needs and test scores.

### **Step 4 - Criminal Justice Academies' File Application**

- Must be completed and returned to CJA 60 days prior to Academy start date

Each applicant is required to provide the following completed documentation for the Criminal Justice Academies' office file. The file is confidential and would only be released as required by law or to a hiring agency with the written permission of the applicant/recruit. The file consists of:

1. *Academy Information Sheet* (addendum #1)
2. *Physical Agility Test Verification* (CJA 010, Pre-employment Preparation Class, addendum #2)
3. *Employment Consideration Form* (addendum #3a)
4. *Acknowledgement of Success Criteria Form* (addendum #3b) and Academic Criteria Form (addendum #3c)
5. *Academy Code of Conduct, Acknowledgment of Code of Conduct – Guidelines for Student Conduct Violations Procedures* (addendum #3d)
6. *Authorization to Release Student Records* (addendum #3e)
7. *Felony Disclaimer* (addendum #3f)
8. Copy of valid *California Driver's License*
9. *Personal History Questionnaire* (addendum #3g) \*Special care should be taken to assure that the information submitted on this form is accurate and complete. Inaccurate or incomplete information could discourage a police agency from hiring an applicant during or after academy training.

### **Step 5 - Medical Examination**

For the applicant's own health and safety, their medical status needs to be evaluated prior to acceptance into the Academy. The applicant will be required to complete the *Medical History Statement Form* (addendum #5) and schedule a medical exam with a licensed physician or surgeon of their choice, at their own expense. Attached to the *Medical History Statement* is a document to be given to the physician describing the physical performance tests and conditioning modules used at the academy. The physician will be required to complete the *Medical Examination Report Form* with a summary of findings pertinent to entry-level law enforcement requirements and provide the recruit applicant with **medical clearance** for academy participation. That completed report form must be submitted to the Criminal Justice Academies Unit before moving on to the next phase.

## **PHASE III – RECORDS CHECK / FINAL ASSESSMENT/PSYCHOLOGICAL SCREENING**

### **Step 6 - Professional Standards Checks**

- Must be completed and returned to CJA 45 days prior to academy start date.

Since **firearm and driver's training** are required elements of academy instruction, all participants must have the following checks completed prior to academy acceptance:

1. Clearance to lawfully possess a handgun from the California Department of Justice (DOJ) using the State Livescan process.
  - a. A blank Livescan form is provided (addendum #6). The applicant is responsible for taking the form to an approved public or private Livescan vendor who will electronically submit the applicant's fingerprints to DOJ. The applicant is responsible for paying the processing fee for this service (between \$62 and \$75). Within weeks the DOJ will send the applicant a letter either approving or forbidding the firearms training. CJA personnel need a copy of that letter for the student file.

2. Confirmation of driver's license status and driving record from California DMV.
  - a. Applicants are required to obtain a copy of their official driving record from the California DMV. The report should include violation and accident history and driver's license status. The applicant is responsible for the minimal fee.

### **Step 7 – Final Assessment with CJA staff**

If no disqualifying information was revealed from the Livescan/driver's history inquiries, a formal assessment involving all potential academy class applicants will be coordinated by the Academy's CJA staff. This meeting will be used to determine student's level of overall preparation for the academy.

- The meeting is intended to help the academy staff determine the applicant's potential for Academy success and future law enforcement employability. The staff will subjectively evaluate the applicant's communication skills, academic ability, motivation, maturity, personal appearance and the level of financial resources necessary to successfully complete the academy program.
- An applicant's dress and grooming should be up to Academy standards for this meeting.
- Students who have not successfully completed *Physical Fitness for Law Enforcement Applicants 009B* will be required to complete a fitness test as determined by CJA staff. This will typically take place immediately after the assessment.

### **Step 8- Psychological Screening**

The screening, conducted by a licensed psychologist who is experienced in law enforcement evaluations, will be used to assist in identifying persons who pose an undue risk of harm to themselves, students, instructors or others.

- Must be completed at least two weeks prior to Sign-In date for Basic Academy.
- Students will be required to take the MMPI Traits Pattern Profile Assessment.
- Students will meet personally with the psychologist immediately after the assessment.
- Students are responsible for \$250 screening fee.
- This screening will be scheduled by CJA once all previous steps for admission have been successfully completed.

After successfully completing all of the requirements described in the first three phases, and with the concurrence of the Criminal Justice Academies and Sheriff's Academy Tactical Staff, an applicant will be assigned to a specific academy class session.

## **PHASE IV – EQUIPMENT PROCUREMENT / ACADEMY SIGN-IN / ORIENTATION NIGHT / FEES**

### **Step 9 - Satisfactory completion of CJA 041 Training Academy Preparation Course (Highly Recommended, Not required)**

- This course consists of 16 hours of instruction and is offered at the Orange County Sheriff's Regional Training Academy

- Students are responsible for a class fee and providing suitable physical training gear.
- To register students should use the Santa Ana College on-line registration process at [www.sac.edu](http://www.sac.edu)

### **Step 10 - Equipment, Uniform and Firearm Procurement**

Non-sponsored recruits are responsible for purchasing all required equipment, supplies and uniforms at their own expense.

- A **list of required equipment, supplies and uniforms**, their approximate costs, and a list of approved vendors is contained in addendum #7.
- The **Academy Weapon Training Policy** is contained in addendum #8. The cost of weapons and ammunition vary based on weapon brands, models and caliber.
- Although the college has a limited number of “loaner” weapons (college owned) the Range Training Staff strongly recommends that recruits purchase their own weapon so they can become familiar with it.

### **Step 11 - Formal Academy Sign-in**

Once a recruit is approved for admission to the Basic Academy they are required to “sign-in” with a member of the academy tactical staff. When instructed to do so, the recruit should call the academy office at 714-566-2700 to make an appointment. The recruit should identify themselves as a non-sponsored, Santa Ana College student requesting an appointment to “sign-in” for their designated class.

- The recruit should be punctual, dressed appropriately and have a black ink pen to sign required paperwork.
- In addition to signing-in, the recruit will receive required information and materials regarding the academy program. Pay attention!
- During this process recruits should stand at attention with their eyes front.
- All responses should begin and end with “Sir or Ma’am”
- The appointment should take approximately 30 minutes.

### **Step 12 - Academy Class Orientation Night**

Before the academy begins, the Academy Coordinator will schedule an Orientation Night.

- This event will provide an opportunity for the introduction of the Academy Commander and Tactical Staff and the sharing of a detailed description of the academy experience.
- The time and date of the event will be shared with the recruit during the “sign-in” appointment.
- Attendance is mandatory.
- All recruits are required to bring at least one member of their “personal support group” (spouse, significant other, family member or friend) to assist them in understanding the challenges that academy participation will place on the recruit and the support required for the recruit to be successful.

### **Step 13 - Payment of Fees**

Enrollment fees are based on the academy's 20 unit program. Recruits who are not residents of the State of California should contact the Criminal Justice Academies office staff for additional information regarding out-of-state tuition.

- Tuition and material fees are due and collected by the college one week before the start of the academy.
- A **cost estimate for the entire Academy program** is contained in addendum #9.
- Partial funds for training ammunition are refundable to recruits who withdraw from the Academy based on the portion of the program completed. The **Criminal Justice Academies' Refund Agreement** is contained in addendum #10.

### **Addendums:**

- #1 Academy Information Sheet
- #2 Physical Agility Release and Waiver
- #3 Signature and Waiver Forms:
  - a. Employment Consideration Form
  - b. Acknowledgement of Success Criteria Form
  - c. Academic Criteria Form
  - d. Acknowledgement of Academy Code of Conduct
  - e. Authorization to Release Student Records
  - f. Felony Disclaimer
  - g. Personal History Questionnaires
- #4 Academy Code of Conduct
- #5 Medical History/Physician Sign-off Form
- #6 Blank Livescan Form
- #7 Lists of Required Equipment/Uniforms
- #8 Basic Academy Cost Estimate
- #9 Academy Weapon Training Policy
- #10 Academy Refund Policy

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