Basic
Law Enforcement Academy

APPLICATION INSTRUCTIONS

POSC V01A and POSC N101A Pre-Academy

POSC V01 and POSC N101 Regular Basic Course

For application due dates and class start dates, go to:
[POST Basic Academy Class Dates](#)

Ventura County Criminal Justice Training Center And Ventura College

Law Enforcement Training

INSTRUCTIONS

READ THIS FIRST - IMPORTANT:

It can take time to get appointments for a Live Scan (Step #3 below) and a physical (Step #6 below). Please call to get appointments for these as soon as possible. Please note that you must be a Ventura College student in order to get an appointment for a physical. If you are not a VC student, you must apply at: https://www.venturacollege.edu/apply-and-enroll

Please note: Graduation from the Ventura Sheriff's Academy **does not** guarantee a non-affiliate (non-sponsored) recruit a job in law enforcement. Although this training exceeds the minimum standards set by the California Commission on Peace Officer Standards and Training, individual police and sheriffs agencies have their own application/hiring standards which the non-sponsored recruit will have to meet before being hired. As specified in Commission on Peace Officer Standards and Training regulations, re-qualification of Regular Basic Course (RBC) training is required when an individual does not become employed in a position that requires the RBC within three years of successful course completion.

- *The number of vacant seats for non-sponsored recruits in this course is limited to 15% of the total number of enrolled recruits that are sponsored by a law enforcement agency. Typically this would be 5 to 7 non-sponsored recruits per class.*

APPLICATION PROCESS

The academy application process consists of 7 parts: 1) the application, 2) reading and writing assessment, 3) fingerprint check, 4) driver's history, 5) medical screening, including drug testing, 6) POST physical agility test, and 7) conduct clearance. You should begin early to ensure all phases are completed prior to the deadlines listed below. Contact the Criminal Justice Department at Ventura College if you have any questions or encounter and difficulty along the way.

1. **Application Form:** Required of all applicants. Download from the VC website:
   https://www.venturacollege.edu/departments/academic/police-science/post-basic-academy.
   Complete the form entirely. Do not leave blanks. *An incomplete application may be grounds for non-acceptance or delay in processing the application.* The completed form should be turned in to the Career Education Division office at Ventura College **no later than the due date posted on the VC POST Basic Academy web page: VC Post Basic Academy .**

   · **Submit your completed application to the Career Education Division Office, MCW**
      Building 3rd Floor, 4667 Telegraph Road, Ventura.

   · **For questions about the application, contact the Academy Liaison listed on the VC POST**
      Basic Academy web page link above.

2. **Reading and Writing Ability:** California law requires that "Every peace officer candidate shall be able to read and write at the levels necessary to perform the job of a peace officer." Therefore, applicants for the academy must possess a level of reading and writing ability that will allow them to be successful and meet the legal requirement. There are multiple measures used to indicate an adequate level of ability to read and write for this program. They are:

a) College transcript showing successful completion (grade "C" or higher) of English V01A or V02, or comparable (e.g. AP scores),
   OR
b) High school transcript showing an overall 9th through 11th grade high school GPA of 2.2 or higher.
   OR
c) Achievement of a minimum score of 43 on the POST Entry-Level Law Enforcement Test Battery (PELLETB) or a score deemed acceptable on another professionally developed and validated test of reading and writing ability. The test can be administered by either a law enforcement hiring department or another entity.

There are multiple Learning Domains and exercises in the Regular Basic Course (RBC) that will examine the student's ability to read and write at the levels necessary to be successful as peace officers. Failure to demonstrate this ability can result in removal from the Regular Basic Course program. Information regarding the POST expectations for success in this domain may be found at:
https://post.ca.gov/peace-officer-candidate-selection-standards

For further information, contact the Academy Liaison at (805) 289-6316.

3. **Fingerprint Check (Live SCAN):** This is required of non-affiliated applicants. Because of long delays at the California Department of Justice (DOJ), we ask you to submit your prints as early as possible in your application process.

   Clearance Letter from the DOJ must be submitted by the application due date on the VC POST Basic Academy web page.
   NOTE: Please leave it in a sealed envelope when you receive it.

   · **Ventura College Police Department**
   71 Day Road   805-652-7752
   Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission on POST (including the PC 832 course) that includes the carrying and use of firearms, and who is **not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department or district,** shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her from owning, possessing or having under his or her control a firearm. *On the Live Scan form there is a line that reads "Authorized Applicant Type"* **enter "POST Certification (Non-Sponsored 13511.5 PC)"**.

4. **Driver's History:** Each applicant must have and maintain a valid California Driver's License. Contact the Criminal Justice Department if there are any problems with a driving history.
   Driver's License Record from the DMV must be submitted by the application due date on the VC POST Basic Academy web page.. (Must be printed on DMV printout with watermark logo)

5. **Medical Screening, including drug testing:** PRIOR to starting the program, you are required to have a health appraisal. There are two parts to this phase: (1) a self-history completed by you, and (2) a physical exam and medical release completed and signed by a physician or medical practitioner. **Note: Be sure to get a 10-panel drug screen. Must be completed by must be submitted by the application due date on the VC POST Basic Academy web page.**

   · **Contact the Ventura College Student Health Center for an appointment.**
   4667 Telegraph Road, Bldg. CRC Rm. 108
   805-289-6346

6. **POST Physical Agility Test**
   • Conducted during the Pre-Academy Orientation-POSC V01A or POSC N101A.

7. **Conduct:** If a student violates the Ventura College Student Code of Conduct while attending the Basic Law enforcement Academy, or if a student has violated the Ventura College Student Code of Conduct in the past, they will not be admitted to the program. Examples of violations include, but are not limited to, academic dishonesty, cheating, plagiarism; causing, attempting to cause, or threatening to cause physical injury to another or ones' self; disruptive behavior, etc.

NOTIFICATION OF ACCEPTANCE

After the posted application due date, you will receive a notice indicating the status of your application along with instructions for what to do next. **While you wait for your notification, prepare! Make sure the following are in order:**

- Finances to pay for the program fees and materials.
- Family support and outside commitments. The academy program is very demanding and will require a tremendous amount of effort and time. You will need the support of your significant others. Child-care, transportation, household bills, and all personal matters must be in order to avoid scheduling conflicts during training.
- Personal fitness. You should have a regular running and strength exercise routine already in place prior to the start of orientation for the Academy.
  o Do not wait until the Academy Orientation starts to start working on your personal fitness. If you do, it will be too late.

CHOOSING COURSES FOR REGISTRATION

The Academy can be taken either for college credit or as noncredit courses. All students have the options below:

- POSC V01A Pre-Academy (3.5 units) and POSC V01 Academy (32 units) – credit courses with tuition of $46 per unit for California residents. Some students could qualify for the VC Promise that could cover some of their tuition costs. You would need to contact our financial aid department for more information:
  https://www.venturacollege.edu/departments/student-services/financial-aid

  OR

- POSC N101A Pre-Academy and POSC N101 Academy – noncredit. There are no tuition costs for this option. There are a few small additional fees but those are currently waived for California residents.

Before making a decision about which path to take, please consider the points below. It is highly recommended that you consult with a VC academic counselor to review the options that are best for your situation. Information about contacting a counselor is listed below.

- The advantage of the credit courses is that you will earn a Certificate of Achievement if you successfully complete both credit classes. If you also complete general education courses or have completed those when you earned a different degree (GE requirements don't have to be repeated), you will earn an Associate of Science degree. This may be important not only for

your future goals but could possibly lead to a pay differential with an agency, depending upon their salary policies.

- The advantage of noncredit courses is that there aren't any tuition costs. These courses are also repeatable, should you not complete the classes for whatever reason. The down side of this option is that you cannot change your mind. **Once you take the class as noncredit, you cannot "convert" it to credit.** So, the decision is very important from the beginning.

- **We can't stress this enough:** **Consult with a VC academic counselor who can help you sort out the best option for your particular situation.** The link below will explain all options for reaching a counselor.

  https://www.venturacollege.edu/departments/student-services/counseling