

# **Basic Law Enforcement Academy**

## ***ADMISSION REQUIREMENTS AND INFORMATION***

**Ventura County Criminal Justice Training Center  
And  
Ventura College**



**Law Enforcement Training**

## **ACADEMY REGISTRATION AND ORIENTATION**

Dear Academy Applicant:

Please complete the application packet and return it to:

**Ventura College  
Criminal Justice Department  
MCW Building, 3<sup>rd</sup> Floor  
4667 Telegraph Road  
Ventura, CA 93003**

**Basic Law Enforcement Academy College Staff:**

**Dean, Career Education  
Administrative Assistant  
Phone**

**Debbie Newcomb  
Katheryn Solorio  
(805) 289-6276**

### **ACADEMY ADMISSION PROCEDURES**

Entrance into the P.O.S.T. Basic Law Enforcement Academy requires the applicant to successfully complete the following process. Contact the Criminal Justice Department at (805) 289-6430 if you have any questions regarding completing the packet.

**Step 1** – Read the Peace Officer Employment Requirements and Academy Expectations portion of this packet. (If you are uncertain as to your ability for employment or expectations for the academy, contact the Criminal Justice Department prior to proceeding with registration).

**Step 2** – Complete the Application for Enrollment packet and return the completed application packet to the Criminal Justice Department. You will be notified of your acceptance status upon receipt of all documents.

**Step 3** – You should begin preparing yourself physically, mentally, and financially.

## PEACE OFFICER EMPLOYMENT REQUIREMENTS

The State of California has established statutory requirements for peace officers. In addition, most departments have adopted higher standards for their selection of peace officers. The following is a summary of qualifications most departments will use in selecting peace officers. Keep in mind these requirements will vary from one agency to another and what may be a disqualifier for one department, may be considered acceptable by another. You are encouraged to contact the Criminal Justice Department at Ventura College with any questions or concerns you may have.

**CITIZENSHIP:** You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

**AGE:** In California you must be at least 18 years of age to be a police officer, however, most law enforcement departments require that you are 21 years of age. In most cases you are better off not beginning a police academy program unless you are 21 or will be 21 years of age by the completion of the training. If you are under 21, you may want to consider working on an Associate Degree in Criminal Justice. If you have any questions regarding these programs, please contact the Criminal Justice Department at Ventura College.

**CRIMINAL HISTORY:** The following are automatic disqualifiers for a law enforcement officer. A fingerprint record is used for the purpose of criminal record search.

- A conviction of any federal or state felony
- A conviction of any offense in any other state that is considered
- A charge of not guilty for reason of insanity for any felony
- An adjudication by a court to be mentally incompetent
- A conviction of any crime which would prohibit the possession of a concealable firearm
- Any conviction of a crime that requires registration (sex, arson, drugs, gangs)
- Any domestic violence related offense
- A conviction for drug use sale or distribution
- Any conviction of a significant theft-related offense or pattern of theft-related activity.
- Any theft/larceny arrest or conviction
- Disorderly Conduct arrest or conviction
- A significant pattern of disorderly conduct arrest or other disruptive activity including crimes of moral turpitude.
- Poor driving history (example: DUI within the last 3-5 years, reckless driving, hit & run, too many points)
- Any alcohol related offenses or history of alcohol problems
- Dishonesty

**MORAL CHARACTER:** All peace officers will be subject to character background investigations to determine their suitability for employment. Being of good character, honest, trustworthy, and reliable are of concern to law enforcement agencies. The lack of moral character will, in most cases, be cause for non-selection. If you have any questions, you are encouraged to contact the Criminal Justice Department for advisement.

**PHYSICAL, EMOTIONAL AND MENTAL CONDITION:** You will be required to complete a medical examination. You should be free from any physical, emotional, or mental condition which might adversely affect your ability to perform the duties of a peace officer. If you are uncertain as to any condition you have or may have had, contact the Criminal Justice Department for further information.

## ACADEMY EXPECTATIONS

The law enforcement academy is an intensified course designed to satisfy all State of California requirements for Basic Law Enforcement Officer Recruit training. It is presented in an environment of serious study, rigorous physical training, and structured discipline.

Students enrolled in the law enforcement academy fall into two categories: **Affiliate or Non-Affiliate**. Affiliate students are either hired by a law enforcement agency or the agency is providing financial assistance to support the student through the training. Non-Affiliate students are those who will be responsible for all expenses and includes students on financial aid or other assistance programs. The expectations and standards of performance are the same for all students.

**ACADEMICS:** The academy covers a tremendous amount of information in a short period of time. **Students must possess a positive attitude and be highly motivated to take good notes and study hard.**

**PHYSICAL:** The students are required to participate in a rigorous physical training program from the start. Exercises such as push-ups, pull-ups, running, calisthenics, and sit-ups are covered. Each student will be required to pass the P.O.S.T. Job-Related Work Sample Test Battery at the conclusion of the program. **The Academy training is not designed to develop someone who is in poor physical condition. Students entering the academy should already possess a good fitness level.**

**DEFENSIVE TACTICS:** Defensive Tactics training consist of self-defense and arrest control techniques and requires students to be in good physical condition to avoid risk of injury to self or others. **Students are expected to conduct themselves in a safe and controlled manner.**

**FIREARMS:** Each student must pass a stress firearms handgun course and qualify with the shotgun. Students with no prior firearms training may find this portion of the training challenging. **Students are expected to make safe, sound, and rapid decisions and to follow all range instructions.**

**DRIVING:** Emergency vehicle driving is designed to prepare the student in proper operations of an emergency vehicle in various situations and conditions. **Rapid decision-making and control are expected.**

**SCENARIOS:** Each student will participate in scenario training covering all aspects of the training. The student is evaluated and must pass each scenario. The scenarios are designed to simulate real situations encountered by law enforcement officers and will place the student in stressful conditions involving abusive, hostile, and violent subjects. **The student is expected to maintain control, act appropriately as per training guidelines, and make sound problem-solving decisions.**

**DISCIPLINE:** Students are expected to maintain an exemplary image and act professionally at all times. Students who are overly aggressive, hostile, insensitive to others, and/or lack motivation are discouraged from the Academy. **Each student is expected to display respect to instructors, staff, students, and visitors.**

**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.

**TEAM BUILDING:** Students will participate in marching drills, stand inspections in formation and respond to close order drill exercises. **Students are expected to participate as a team and cooperate with each other.**

**TIME:** Students will need to spend about 2-3 hours of outside work/homework for every 3 hours of training. This means that an average student will spend up to 5-8 hours each day studying. **Each student is expected to have all personal commitments and obligations managed so as to be able to perform the academy homework assignments.**

## PROGRAM COSTS FOR NON-AFFILIATES:

The estimated academy training cost is \$ 4,000.00 for non-affiliates. Each student is expected to have all financial resources completed prior to the start of training. **Financial aid information may be obtained by contacting the Ventura College Financial Aid Office at 805-289-6369. Candidates should notify the Financial Aid Office that they are enrolling in the Basic Law Enforcement Academy.**

**NOTE: All prices indicated are approximate and subject to change.**

The academy program requires special background materials, equipment and uniforms. Below is a breakdown of estimated expenses:

### **Background**

DMV Driver's License Printout	\$ 5.00	During the application process
Medical Exam and Drug test	120.00	During the application process
(The medical exam may be obtained at the Ventura College Student Health Center at a reduced cost with proof of enrollment at Ventura College)		
Fingerprint Clearance (LIVE SCAN)	45.00	During the application process

### **Academy**

Registration Fees	1500.00	Upon acceptance to the program
Reading and Writing Assessment	No Cost	During the application process
Uniforms	750.00	Upon acceptance to the program
Miscellaneous Items (see next page)	100.00	Upon acceptance to the program
Books and Training Materials	400.00	At orientation day
Ammunition	900.00	At orientation day
Vehicle Operations	360.00	At orientation day
Museum of Tolerance	192.00	At orientation day
Approved Weapon		Furnished by Ventura College
Bullet-Proof Vest		Furnished by Ventura College

Non-affiliates will be provided with a handgun and related equipment from the Ventura College Criminal Justice Department. Contact the Criminal Justice Department if you have any questions regarding firearms.

## AUTHORIZED UNIFORM AND EQUIPMENT DEALERS

<b>F. Morton Pitt Co.,</b> 4562 Westinghouse St., Suite F, Ventura, CA	(805) 658-5133
<b>On Duty Uniforms,</b> 4572 Telephone Rd., Suite 915, Ventura, CA	(805) 650-3889
<b>Marcy's Tailoring and Alterations,</b> 2700 Loma Vista, Ventura, CA	(805) 643-7398
<b>Uniforms, Inc.,</b> 8146 Van Nuys Blvd., Panorama City, CA	(213) 785-0477
<b>Copquest, Inc.,</b> 365 Camino Carillo, Camarillo, CA (equipment only)	(805) 388-0707

**NOTE:** *This does not prohibit recruits from purchasing uniforms or equipment elsewhere. The designation of the authorized dealer is for the purpose of protecting recruits from substandard equipment and uniforms, and from purchasing articles not meeting specifications. The above-mentioned dealers have signed an agreement by which they will make restitution and adjustments for any uniforms and equipment that said dealers sold which is defective or unauthorized.*

## MISCELLANEOUS ITEMS NEEDED

The following **required** items must be purchased prior to the first day of the Academy. (\* indicates items available at the Ventura College Bookstore):

- Metal polish (Brasso or comparable)
- Pocket airway mask for first-aid training
- Clipboard – standard style or solid color plastic for 8 ½ x 11 paper\*
- Fourteen binder dividers, gold in color, with clear plastic tabs\*
- One ream of notebook paper for 3-ring binders\*
- Collegiate dictionary, desktop size (required first day)\*
- Full-size California Penal Code (most recent edition)
- Flashlight: Black plastic or metal. 5,000 candlepower or greater. Not more than 3 cell length. Pressure release switch. Recommend C-cell or rechargeable models. Available at police supply stores, hardware and department stores.
- Socks: Plain white only, crew cut
- Running Shoes: Low-cut style with no more than two colors. No fluorescent or neon colors are permitted. Select a good quality shoe to avoid foot, shin, and knee related injuries.
- Shower towel
- Athletic supporter (males), athletic bra (females)
- Gloves: Exercise style to prevent blisters from physical training apparatus. (This is an optional item). Available at sporting goods stores.
- Pens, black ink ballpoint. Pencils, #2 (standard or mechanical)\*
- Shoe polish
- Lunch pail (small cooler is acceptable) and water bottle
- Small utility bag to carry equipment (duffle bag or athletic style acceptable)
- Physical fitness gear – sweatpants and shirt

# UNIFORMS AND EQUIPMENT

## TRAINING CENTER UNIFORMS

**SHIRT:** Cotton, khaki, short-sleeved, without shoulder epaulets or department patches.

- Shirts shall be properly tailored, clean and neatly pressed at all times.
- Shirts shall be tucked tightly in trousers, not to produce a blouse.
- Buttons shall be kept fastened at all times.
- Department I.D./California Driver's License will be carried in the left breast pocket.
- Pen will be kept in left breast pocket and shall not protrude above the top of the pocket.

**TROUSERS:** Gabardine, forest green, washable and creased, with belt loops to accommodate the regulation trouser belt. Trousers shall have no cuff, and length shall be long enough that the cuff end of the trousers shall have no break at the shoe line.

- Trousers shall be properly tailored, clean, and neatly pressed at all times.
- Buttons shall be fastened at all times.
- A small note pad will be kept in the right rear pocket.

**SHOES:** Males – Low cut (oxfords) shoes or chukka boots, laced style, black plain toe.  
Females – Plain black leather lace-up oxfords.

- No ornamentation of any kind. No corfam or patent leather shoes for recruits.
- Shoes will be kept shined to a high gloss.

**SOCKS:** Black with no ornamentation.

**TROUSER BELT:** Regulation inch and one half, black basket weave, with chrome buckle. End of belt should point to the left.

**HEADGEAR:** Soft caps are required.

- Uniform headgear shall be worn at all times outdoors except as otherwise directed by a Staff Officer.
- Headgear shall be removed while indoors and carried under the arm opposite the firearm.
- No articles will be carried outside of headgear.
- Headgear shall be worn squarely on the head with the bill two (2) fingers from the bridge of the nose.
- Bill and chin strap shall be clean and free of fingerprints.
- Cap piece shall be straight and clean.
- Bear buttons and/or "P" buttons on chinstrap shall be straight.

**JACKETS:** Departmentally approved lightweight or "tuffy" style jacket may be worn inside the classroom or outside as needed. All or none outside!

- Shoulder patches shall not be worn until directed by Staff.
- If jackets are worn, badges shall be worn on them.
- Name tags shall be worn on the jacket in the same manner prescribed for the shirts.

**UNDERSHIRTS:** Recruits' uniform T-shirts will be 100% cotton, plain white with a high ribbed collar commonly referred to as a "polo" collar.

## **TRAINING CENTER EQUIPMENT**

**LEATHER/WEB GEAR (SAM/SALLY BROWNE):** Every recruit shall wear his or her full issue of leather/web gear held in place by four keepers. \*

- All leather/web gear shall be in good condition and properly maintained.
- Excessive use of polish or spray lacquer which fills in the “basket weave” on the leather gear will not be allowed.

**BATON HOLDER:** Worn on the belt directly opposite the holster. \*

**KEEPER STRAPS:** Four loops proportionally spaced with two in the back. \*

**MAGAZINE CASE:** Worn on the side opposite the holster and centered between the belt buckle and baton holder. \*

**HANDCUFF CASE:** Centered over hip pocket on the side opposite the holster. \*

**KEY HOLDER:** Worn on the side slightly to the rear of the holster. It will be used for the following: \*

- Whistle on a heavy-duty key ring. Whistles will be black plastic or department issued. A separate key ring will hold a handcuff key, one locker key, and shotgun key (if issued).

**BADGE:** Clean and free of fingerprints. Will be worn on shirt or jacket (outer most garment) at all times. \*

**NAME TAG:** Worn on right shirt pocket flap, centered, and the top edge of the tag parallel with and ¼ below the top seam of the pocket.

**BATON:** As prescribed by respective department regulations. Switching from one baton to another is not allowed. \*

**O.C.:** Recruits will not carry O.C. on the Training Center grounds except during actual training and under the supervision of an instructor. Recruits will be issued inert O.C. to be worn on the Sam/Sally Browne in front of the holster.

**TASER:** Recruits will be issued an inert TASER to be worn on the Sam/Sally Browne on the opposite side of the handgun.

### **CLASS “A” UNIFORM OR AGENCY EQUIVALENT**

Class “A” uniform will be needed by week seven!

#### **UNIFORM:**

- Badge \*
- Headgear
- Sam/Sally Browne \*
- Shirt: Long sleeve with patches
- Shoes
- Socks
- “Polo” T-Shirt
- Trousers
- Trouser Belt
- Name Tag
- Tie and Tie Bar: Ties should be no longer than the top of the belt buckle. Tie bar, gold or silver, will be in line with the top seam of the pocket flap. Tie bars will be highly polished and free of smudges. Ties and tie bars will be determined by each agency’s policy.

**\*These items are provided by the Ventura College Criminal Justice Department to non-affiliate recruits.**

### **PHYSICAL FITNESS TRAINING UNIFORM**

**SWEATSHIRT:** Grey, long sleeved

**SWEAT PANTS:** Grey

**SHORTS:** Gym type, navy blue.

**ATHLETIC SUPPORTER AND CUP:** required by all male recruits for physical fitness training and defensive tactics (cup used in defensive tactics only).

**ATHLETIC BRA:** Required by all female recruits.

**SWEAT SOCKS:** Plain white crew cut.

**RUNNING SHOES:** Appropriate low-cut running shoes. It is recommended that recruits consult with a running expert prior to making this purchase.

**T-SHIRT:** Training Center T-shirt.

Fitness training gear will be kept clean and presentable at all times.

## **UTILITY UNIFORM**

**SHIRT:** Physical Training shirt with the Academy logo.

**PANTS:** Black, green or blue “rip-stop nylon,” battle dress utility pants

**BOOTS:** Black, leather/nylon, three-quarter or full height (upper portion of the boot must cover the ankle for support). The brand or style chosen is optional. However, the footwear must offer support, allow flexibility for movement, and provide adequate protection. Boots will be kept free of mud and grass and shines to a professional standard.

**BASEBALL STYLE CAP:** Navy blue or black, poly/wool or like construction with an adjustable sizing, or flex fit style. The letters “VCCJTC” shall be affixed to either side. The last name and first initial will be affixed above the adjustable strap. Each class will create a class logo, approved by Staff, which will be affixed to the front. The Academy class number shall also appear somewhere on the cap.

The Utility Uniform will be authorized for recruits to wear during range, driver’s training, chemical agent training, specified scenario practicals, and other scheduled activity directed by Staff.

## **GROOMING**

It is imperative that all recruits adopt and conform to the highest standard of personal grooming. All recruits shall conform to the following grooming standards:

All recruits shall be neat and clean.

### **Hair Standards:**

*Male Recruits:* All male recruits shall keep their hair trimmed in a military style taper or uniformly clipped. The length shall not exceed  $\frac{3}{8}$  of an inch on the top if tapered, or  $\frac{1}{4}$  of an inch all around if uniformly clipped.

*Female Recruits:* All female recruits shall arrange their hair in a conservative and neat fashion. Color shall be limited to naturally occurring shades. Ornamentation and fasteners (pins, clips, bands, etc.) shall be demure in color, style and size. Female recruits whose hair falls below the shoulder line shall secure their hair up, off the collar. The hairstyle shall not interfere with the vision in any way.

**Sideburns:** Sideburns shall be neatly trimmed, not flared, and shall not extend below the center of the ear.

**Mustaches/Beards:** A clean-shaven face is required. Recruits shall not have a mustache or beard while in the Training Center program.

**Fingernails:** All recruits shall not wear fingernails that extend more than one-quarter inch from the tip of the finger. Fingernails shall not be so long that they interfere with performance in the Academy, present a safety hazard, or interfere with the drawing of the service weapon. Recruits may not wear any fingernail polish nor have any ornamentation or decals on their nails. No acrylic nails will be worn.

**Ornamentation:** Recruits shall not wear any ornamentation such as earrings, necklaces, bracelets, piercings visible to the public, or large conspicuous rings. Recruits may wear a wedding type ring and a wristwatch, which is conservative in both color and size.

**Make-up:** No make-up shall be worn except to cover some type of facial scars or deformities.

**Tattoos:** No offensive tattoos shall be visible while in uniform. Training Center Staff shall be made aware of any tattoos that may be made visible while in any training center uniform and shall determine whether or not the recruit will be required to keep specific tattoos covered at all times.