

**SAN BERNARDINO VALLEY COLLEGE POLICE ACADEMY OFFICE
SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT REGIONAL TRAINING CENTER**

RESERVE MODULAR ACADEMY PROGRAM BRIEF OVERVIEW

(All courses are tentatively scheduled, and information is subject to change without notice.)

The Reserve Modular Academy Program is POST certified and a collaboration between San Bernardino Valley College (SBVC) and the San Bernardino County Sheriff's Department (SBCSD) held at the SBCSD Regional Training Center. The course is comprised of three courses and must be taken in order: Module III, Module II, and Module I. Each Module receives its own certification, but after completion of Module I, a trainee is certified to be hired as a full-time Law Enforcement Officer. It may take 12 to 18 months or longer to complete the entire Reserve Modular Academy Program.

The estimated grand total of the Reserve Modular Academy Program is approximately \$6,250. This estimated grand total is based on if a trainee begins the Program at Module III. If this is the case, the trainee may deduct the uniform, Academy material, firearm, equipment that he/she already purchased for the prior Module course(s). Example: A trainee does not have to purchase a firearm for each Module; he/she shall only purchase the firearm once.

An Assessment waiver is acceptable for Module III and Module II. The only Module course that requires an applicant to submit SBVC Assessment results for is Module I. He/she may not waive the Assessment regardless of prior education/testing. The Assessment must be dated within two years of the first day of Module I. Assessment results meeting the prerequisites of the course (along with accompanying documentation) must be submitted to the Police Academy Office, NH-139, by the prescribed deadline. To continue processing into the program, applicants must place into a minimum of ENGL-015, Preparation for College Writing; and READ-015, Preparation for College Reading. Applicants who do not place at the minimum of ENGL-015 and READ-015 and would like to become eligible to advance into Module I, he/she are advised to either:

- Enroll in the appropriate lower level sequence course(s) and submit transcript proof from an accredited institution of having passed ENGL-914, Basic Writing; and/or READ-950, Reading Skills II, with a "C" grade or better.
- Provide transcript proof from an accredited institution of having received an Associate's Degree or higher.
- If the applicant has not successfully completed college-level English and Reading courses or have a degree, it is advised for the applicant to start the Assessment process as soon as possible in case he/she needs to complete any prerequisites by the mandatory deadline.

Module III and Module II require Class B and Physical Training (PT) uniforms. Trainees are only required to have Class A uniforms for Module I.

The EVOC fee for Module III is \$150. The EVOC fee for Module I is \$1,000. Module II does not have EVOC.

You may use financial aid or Veteran's benefits which you're eligible for towards the Program.

San Bernardino Valley College
Police Academy Office – North Hall, Room 139
701 South Mount Vernon Avenue
San Bernardino, CA 92410
(909) 384-4431

ADMISSIONS POLICY AND REQUIREMENTS

- A. Applicants shall be admitted to the San Bernardino Valley College Reserve Modular Academies in the fall, spring, and/or summer terms each year. In addition to the general requirements for admission to the college, Police Academy pre-service applicants shall be admitted to the Reserve Modular Academy Program subject to the provisions of this policy.
- B. Pre-Admission Requirements and Sequence
1. High School Diploma or its equivalent (GED or California State High School Proficiency Exam), Government Code Section 1031(e).
 2. Must be 18 years of age by the first day of the program.
A person may not legally possess a firearm until the age of 21. Please note that many California law enforcement agencies require that applicants be 21 years of age prior to being hired as law enforcement officers. We encourage individuals who are under the age of 21 to pursue an Associate of Arts Degree in Administration of Justice.
 3. Valid California Driver's License without restrictions other than required eyeglasses or contact lenses.
 4. Admission to San Bernardino Valley College
 - Pre-service applicants must submit an application to Admissions at www.valleycollege.edu. After submission of the application, the applicant will receive a Student Identification Number to the email address provided in their application within 24 to 48 hours.
 - If you are returning student and have not attended a course at San Bernardino Valley College for more than one semester, students must re-apply and submit an application to Admissions.
 - Students currently on academic and/or disciplinary probation at San Bernardino Valley College may be denied enrollment into the program.
 5. Online Orientation
Applicants must log onto WebAdvisor to take the San Bernardino Valley College Online Orientation at www.valleycollege.edu/webadvisor. After completing the orientation, print out the completion certificate to present to the Academic Assessment proctor.
 6. Academic Assessment (Accuplacer Testing Instrument) or Assessment Waiver (Level III and Level II ONLY)
All pre-service Level I applicants must take the San Bernardino Valley College Academic Assessment regardless of prior education or testing. Please view the Assessment schedule at <http://www.valleycollege.edu/student-services/counseling/assessment>. The Assessment results must be submitted to the Police Academy Office (North Hall, Room 139) and dated within two years of the first day of the program. **To continue processing into the program, pre-service applicants must place into a minimum of ENGL-015, Preparation for College Writing; and READ-015, Preparation for College Reading.**
 - Applicants who do not place at the minimum of ENGL-015 and READ-015 and would like to become eligible to advance to the next step of the acceptance process, he/she are advised to either:
 - a. Enroll in the appropriate lower level sequence course(s) and submit transcript proof from an accredited institution of having passed ENGL-914, Basic Writing; and/or READ-950, Reading Skills II, with a "C" grade or better.
 - b. Provide transcript proof from an accredited institution of having received an Associate's Degree or higher.
 - ONLY Level III and Level II applicants may receive an Assessment Waiver from the Counseling Department in place of taking the Academic Assessment.
 7. POST Physical Agility Test, Orientation, and Oral Interview (Level I – if conducted)
The Orientation and Oral Interview will be conducted directly after the Physical Agility Test. Applicants shall wear appropriate attire of running shorts, running shoes, and a T-shirt (no offensive slogans or designs or tank tops) during the entire event.
 - Participation of the Physical Agility Test will consist of climbing a six-foot wall, 30-yard dash, 500-yard run, 99-yard obstacle course, and 165-pound body drag.
 - The Oral Interview will be conducted by Tactical Staff to determine the suitability for the program and law enforcement profession. The interview includes but is not limited to: appearance, personality, maturity, temperament, background, and the applicant's ability to communicate both verbally and in writing.

8. Department of Justice Clearance Letter, Medical Release Form, and DMV Record Printout
Should the program have more applicants than available positions, a random lottery will determine the applicants accepted into the program. The documents must be submitted to the Police Academy Office (North Hall, Room 139).
- A Department of Justice Clearance Letter can be obtained by getting fingerprinted at a facility that performs Live Scan fingerprinting. Please find the form at the end of this packet. The clearance letter will be mailed to the applicant. Please allow up to four to six week to receive the clearance letter. The letter must be dated within 90 days of the first day of the program.
 - Applicants must be free of conviction of a felony in any state and/or federal jurisdiction which would have been a felony if committed in this state. California Penal Code Sections 12021 and 12021.1 outlines and defines restrictions on persons who have been convicted of certain crimes.
 - Government Code Section 1030 and 1031(c) requires fingerprinting and search of local, state, and national files to reveal any criminal records.
 - A Medical Release form must be completed and signed by a physician indicating clearance to participate in physical training. Please find the form at the end of this packet. The form must be dated within one year of the first day of the program.
 - The San Bernardino Valley College Student Health Center does not cover trainees attending the Basic Academy at the San Bernardino County Sheriff's Regional Training Center, and no fees are charged for such coverage at the time of registration.
 - A DMV Printout must be requested from the DMV. This printout is to be an original printed on the DMV watermarked paper. A new DMV Printout is required each time an applicant applies for the program. Only Level III and Level I applicants are required to submit a DMV Printout.

9. Student Agreement of Understanding and Compliance to Student Rules and Regulations
Applicants accepted into the program will sign the Agreement on the first day of the program.

10. OPTIONAL STEPS

The two following tests are not required but are recommended.

- Psychological evaluation by a licensed clinical psychologist that meets POST requirements. Evaluations must show freedom from any behavioral, emotional, or mental conditions which would adversely affect behavior so as to create an undue risk or harm to themselves, other trainees, instructors, or other persons.
 - EKG Stress Test
- C. Trainees attending the program at the San Bernardino County Sheriff's Regional Training Center are not covered by the Accidental Injury Insurance Policy of San Bernardino Valley College.
- D. Trainees who are successfully enrolled in the program may be subject to disciplinary action that may result up to dismissal from the program for found violations of POST regulations and/or the Academy's Student Agreement of Understanding and Compliance to Student Rules and Regulations.

U.S. Citizenship is not required to attend the Academy; however, please keep in mind that you must be a U.S. Citizen to be hired as a California Peace Officer - California Government Code Section 1031 and 1031.5.

THE ENTIRE PROCESS FOR COMPLETING ALL ELIGIBILITY AND ADMISSION REQUIREMENTS MAY TAKE TWO MONTHS OR MORE DEPENDING ON THE TEST SCHEDULES.



CRIMINAL JUSTICE DEPARTMENT BASIC LAW ENFORCEMENT ACADEMY ASSESSMENT POLICY

- In compliance with mandatory Online Orientation and Academic Assessment requirement, all new students will need to present an Online Orientation completion certificate at time of the Academic Assessment. Students who do not have their Online Orientation completion certificate will not be able to test.
- Effective November 18, 2010, the POST Reading and Writing Ability Test (*POST Test*) is no longer offered by SBVC. To enroll in the any format of the Basic Law Enforcement Academies offered by SBVC, scores from the SBVC Academic Assessment Accuplacer Testing Instrument (*Assessment*) are used to determine if applicants are able to read and write at levels necessary to perform the job of Peace Officer, per POST Commission Regulation 9051.
- In compliance with mandatory orientation and assessment, all new students will need to present an on-line orientation completion certificate at time of test. Students who do not have their on-line orientation completion certificate will not be able to test.
- **Students are required to take the Assessment and place, at minimum, in *ENGL 015 and READ 015 in order to advance to the Physical Agility/Oral Interview/Orientation (PAT.)** The date of Assessment must be within two years of the date of any Academy's PAT (which typically takes place two months prior to an Academy start date), and scores must be verifiable in the SBVC Enrollment Management System.
- Students who do not place at minimum in ENGL 015 and READ 015 and who would like to become eligible to advance to the PAT are advised to either:
 - Enroll in the appropriate lower level sequence course(s) and submit transcript proof of having passed ENGL 914 and/or READ 015 with a C grade or better, or;
 - Provide original transcript proof from an accredited institution of having received an Associate's Degree or higher.

In the event courses in ENGL 914 and/or READ 015 are in progress at the time of the PAT, a Progress Report from the course instructor indicating that the student is currently enrolled in good standing with a grade of C or better may be submitted in lieu of a transcript for purposes of being eligible to participate only; transcript proof of passing the required course(s) must be submitted prior to enrollment in any Academy.