

Classes meet **Mondays through Fridays from 8:00 a.m. to 5:00 p.m. for a total of 24 weeks.** (The schedule is subject to change with advanced notice.) Anyone interested in attending the Basic Academy as a Pre-Service trainee must complete the following eligibility requirements. Applicants shall be admitted to the San Bernardino Valley College Basic Academies in the fall, spring, and 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 Police Academy Program subject to the provisions of this policy.

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

A. 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. It is recommended that all trainees be at least 20 ½ years of age before beginning the program. 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 during Guided Self-Assessment.
6. Guided Self-Assessment and Questionnaire
San Bernardino Valley College uses a Guided Self-Assessment and Questionnaire. The assessment is primarily used to assist students in identifying their skill levels in English, reading/comprehension, and mathematics. To schedule an appointment please visit this web page https://www.valleycollege.edu/student-services/counseling/student_success/assessment/index.php#calendar. 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. Questions regarding the self-assessment please email sbvcassessment@sbccd.cc.ca.us.
7. Take the Peace Officer Standards and Training, Entry Level Law Enforcement Test Battery exam (PELLETB). All pre-service applicants must take the PELLETB at San Bernardino Valley College, regardless of prior education or testing. The PELLETB exam is a language aptitude test and is used to determine if applicants are able to read and write at levels necessary to perform the job of a Peace Officer. "Commission Regulation 1952 mandates that peace officers be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry Level Law Enforcement Test Battery (PELLETB)." In order to be admitted into the Police Academy Program, it is required you obtain a T-Score of 42 or above on the PELLETB exam. If you test below a 42 score, please take the recommended English courses listed on your Guided-Assessment results. If you have taken the PELLETB exam within the last 12 months and have written proof of a T-Score of 42 or higher from a certified testing center or law enforcement agency, the requirement to take the PELLETB may be waived. Please visit the Police Academy located in North Hall 139 to sign up for the exam.
8. POST Physical Agility Test, Orientation, and Oral Interview <http://www.sheriffsjobs.com/academy.asp>
The Orientation, Oral Interview, and PELLETB will be conducted directly after the Physical Agility Test. Acceptance into the program is contingent on satisfactory completion of the questionnaire and interview. 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. A minimum score of 384 is recommended to enter in the academy.
 - 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.

9 Department of Justice Clearance Letter, Medical Release Form, and DMV Record Printout

Please obtain these documents after acceptance into the program. *Should the program have more applicants than available positions, selection into the program will be based on results of the entry requirements stated above.* The documents must be submitted to the Police Academy Office (North Hall, Room 139). It is the applicant's responsibility to furnish proof of successful completion of all requirements stated within this information packet.

- a. A Department of Justice Clearance Letter can be obtained by getting fingerprinted at a facility that performs Live Scan fingerprinting. The clearance letter will be mailed to the applicant. Please allow up to four to six weeks 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.
- b. A Medical Release form must be completed and signed by a physician indicating clearance to participate in physical training. 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.
- c. A DMV Driving Record must be requested from the DMV. This printout is to be an original printed on the DMV watermarked paper. Candidates can request their official driving records by completing and mailing DMV Form INF 1125 or taking it directly to a DMV field office. "Effective March 20, 2019, driver records formerly referred to as an "H6" or "10 year record" that included information intended for internal department purposes are no longer available. Driver records will only include all reportable information: convictions for three, seven, or ten years, departmental actions, and accidents on a person's driver record as required by California.

10. 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.

11. OPTIONAL STEPS

The two following tests are not required but are recommended. The doctor or medical group of your choice can administer the regular medical exam. You may have medical insurance that covers any or all of these exams.

- a. 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.
- b. 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.

12. Trainees who successfully enroll 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.

Questions may be referred to:

- San Bernardino Valley College Police Academy Office: (909) 384-4431, North Hall, Room 139
- San Bernardino Valley College Financial Aid: (909) 384-8689, AD/SS, Room 103
- San Bernardino Valley College Veterans Affairs: (909) 384-8948, AD/SS, Room 100
- San Bernardino County Regional Training Center: (909) 473-2540 or (909) 473-2614

A. CERTIFICATION:

The San Bernardino County Sheriff Department’s Intensive Format Basic Academy is certified by the Commission on Peace Officer Standards and Training (POST) and is offered in partnership with San Bernardino Valley College. The Intensive Format Academy is comprised of five separate Police Science courses:

Police-002 – Basic Law Enforcement Academy	24.50	semester units
Police-100 – Criminal Law	3	semester units
Police-101 – Procedure and Evidence	3	semester units
Police-102 – Community Policing	3	semester units
Police-103 – Introduction to Criminal Investigation	3	semester units

In order to graduate from the Academy and ultimately obtain a Basic Peace Officer Certificate, each student must enroll and successfully complete the Basic Law Enforcement Academy and the five separate Police Science courses.

B. RECRUITMENT:

San Bernardino County Sheriff’s Regional Training Center and San Bernardino Valley College cannot guarantee employment for pre-service students. However, our Academy has a good relationship with law enforcement recruitment officers throughout the state of California. The success rate is dependent on an individual’s background and ability to pass the required employment examinations.

Pre-service candidates are invited to attend San Bernardino Sheriff’s Pre-academy Program for a better chance of success in the Sheriff’s Academy and in their endeavor to obtain a career in law enforcement. Additional information is given during orientation.

NOTE: Per California Commission on Peace Officers and Standards and Training:

Effective January 1, 2009, AB 2028 allows law enforcement agencies to conduct a thorough peace officer background investigation following a conditional offer of employment. This will allow better coordination of medical and psychological components of a candidate’s evaluation. It will also reduce costs to local law enforcement by eliminating the need to re- conduct portions of background investigations involving medical and psychological content that could not be initially completed due to existing constraints.

C. COURSE LENGTH AND GENERAL CONTENT:

The course is 960 hours of instruction, extending over a 24-week period. All students must successfully complete all phases of the training program.

Students shall follow the rules and regulations of the Academy and of San Bernardino Valley College and their respective departments or agencies while in attendance at the Academy or on any Academy related function or course of instruction.

Students are expected to report to the Academy prepared to begin their training, consisting of, but not limited to:

- A structured discipline program designed to evaluate each student’s emotional stability, judgment, decisiveness, courage, and ability to make rational decisions.
- Regular inspections to insure professional bearing, demeanor, and appearance become part of the student’s daily work habits.
- Participation in field exercises consisting of crime scene investigations, fingerprinting, water safety, vehicle stops, building and area searches, and other law enforcement skills.
- Participation in firearms training, emergency vehicle operations, defensive driving techniques, weaponless defense, physical fitness, and development of a lifelong fitness program.
- Overall, the student shall be put through a rigorous course of instruction and required demonstrative and manipulative skill level tasks.

All information is subject to change without notice.

D. FEES:

COLLEGE REGISTRATION: Registration is conducted through the San Bernardino Valley College online Enrollment Management System, and all students are responsible for timely registration into the five courses that comprise the Academy: POLICE 002, 100, 101, 102 and 103. Approximately one month before registration, please be sure that your online application is current for the semester in which the Academy begins. You will receive course registration information and dates after acceptance into the Academy. Registration information may be released at Orientation, following the Physical Agility Test. The fees below are for CA residents (\$46.00/unit); the non-CA resident enrollment fee is \$265.00/unit.

24.50 SEMESTER UNITS x \$46.00 for Police-002	\$1127.00	
3 SEMESTER UNITS x \$46.00 for Police-100	\$138.00	
3 SEMESTER UNITS x \$46.00 for Police-101	\$138.00	
3 SEMESTER UNITS x \$46.00 for Police-102	\$138.00	
3 SEMESTER UNITS x \$46.00 for Police-103	\$138.00	
TRANSPORTATION FEE	\$9.00	(exclude during summer semester)
STUDENT CENTER FEE	\$10.00	
STUDENT REPRESENTATION FEE	\$2.00	
TOTAL REGISTRATION FEES	\$1,700.00	

Students must purchase their ammunition for firearms qualifications from the Academy.

Prices are as follows and are subject to change: \$1221.00 for the 9MM, 40 CAL, and .45 ACP; or the student may buy their own. This fee must be prior to the week of Firearms. Payment is by cashier's check or money order only and made payable to The San Bernardino County Sheriff's Department.

An EVOC Driver's Training fee of \$1,500.00 is to be paid by cashier's check, money order, Visa or Master Card only and made payable to The San Bernardino County Sheriff's Department.

E. UNIFORM REQUIREMENTS:

All uniforms shall be properly tailored, neatly pressed, and kept clean at all times. In order to successfully complete this course, each student will need the following uniforms and equipment:

CLASS-A UNIFORMS FOR PRE-SERVICE STUDENTS: (Non-Sponsored – San Bernardino Valley College)

Each student shall have at least one Class-A uniform described below: (2 uniforms recommended)

- Long-sleeved khaki shirt with button down pocket flaps. Military creases, pressed (NOT sewn in).
- Green "Dickie" brand trousers (with label removed), olive green, no cuffs, PRESSED IN creases.
- Black leather, round, smooth-toed lace-up boots or shoes. Polish to a spit shine. (Gortex side panel is okay – lighter in weight.) NO COWBOY BOOTS. NO JUNGLE BOOTS. NO ZIP-UP BOOTS. NO SEAMS ON TOP OF TOE. NO STEEL-TOED BOOTS.
- Black basket weave belt with chrome belt buckle.
- Flag – USA/Black plastic nameplate with white lettering, ¾" X 3" (first initial, last name).
- Plain black tie, clip-on type. Plain gold colored tie-bar.
- Black socks.
- Shoulder patch denoting the San Bernardino Community College/SBSD Academy Trainee will be affixed to both sleeves of the Class-A and Class-B uniform shirts.
- A black, green, or dark blue, light-duty windbreaker with liner or the car-duty jacket will be worn as necessary.
- A shoulder patch denoting the San Bernardino Valley College SBSB Academy Trainee will be worn on each shoulder; the American Flag will be sewn over the right breast pocket.

CLASS-B UNIFORMS – ALL STUDENTS:

THIS UNIFORM SHALL BE WORN BY ALL STUDENTS AS THE GENERAL DUTY UNIFORM OF THE ACADEMY

Each student shall have a minimum of two (2) Class-B uniforms.

- The Class-B uniform shirt shall be short sleeved Elbeco brand, tan in color, polyester and cotton, permanent press, Military creases **PRESSED IN, (not sewn-in)** and soil release finish. **Sewn on name tag**
- **Note: any trainee with visible tattoos MUST have long sleeved Class-B shirt.**
- **Item #4530 for short sleeved or #4532 for long sleeved. (must be Elbeco brand)**
- The Class-B uniform pants (same as Class-A) are “Dickie” brand (with label removed), olive green, 65% Fortrel and 35% combed cotton with PRESSED IN creases.
- All authorized patches, badges, etc., shall be displayed on this uniform in the same manner as outlined for the Class-A uniform.
- Each student shall have a black baseball style cap with the Combined Logo patch “SBSD” and “SBVC” sewn on the front of the cap.

PHYSICAL TRAINING (PT) UNIFORM – ALL STUDENTS:

A standard physical training uniform shall be worn by all students during the physical training portion of the Academy or as otherwise directed by the Training Cadre.

- Black running shorts, no stripes, nylon tricot or cotton.
- Black spandex or lycra shorts, no stripes, mid-thigh in length. Small logo is allowed.
- Quality pair of running shoes. (Tennis shoes or cross-trainers are not acceptable.)
- Black ankle socks
- Sports Gray, short sleeve T-shirt with the SBSB Basic Academy logo on the left front breast area.
- Black sweatshirt, 50% polyester and 50% cotton. No hood or zipper front tops.
- Black sweatpants.
- Cap, baseball type, black, black backing, gold combined Logo, “SBSD” and “SBVC”.
- Male students may wear an athletic supporter if they feel the running short liner is not sufficient.
- Female students SHALL wear a brassiere, which provides proper support, i.e., sports or running bra, etc.
- Both the T-shirt and the sweatshirt will have the student’s last name only across the upper back (shoulder height), in two-inch block letters, black lettering on the T-shirt and white lettering on the sweatshirt.

F. EQUIPMENT AND ACCESSORIES:

Weaponless Defense/Will to Survive Equipment:

- Upper and lower mouthpiece
- Knee pads (optional)
- Elbow pads (optional)
- Soft athletic cup/protector (male)
- Leather gloves (weight lifting style)

The above listed items are available through the local law enforcement uniform supply stores with the exception of the Weaponless Defense and Will-to-Survive items, which can be purchased at most sporting goods stores.

TEXTBOOKS – REQUIRED PURCHASES:

- Current copy of the California Penal Code, NOT THE OFFICER’S ABRIDGED POCKET EDITION.
- Current copy of the California Vehicle Code, NOT THE OFFICER’S ABRIDGED POCKET EDITION. (Available at DMV)

OTHER REQUIRED ITEMS:

- Personal hygiene items.
- Combination padlock for gym locker. (Bring on Day One)
- Black ink pen, No. 2 (only) lead pencils, and 3-ring binder with 3-hole college rule paper 8-1/2” X 11”
- 3” X 5” Memo Pad (Pocket size)
- Baton ring, snap away, black, basket weave belt
- One Foam covered practice/training baton
- Two 26” Wooden Police Baton with grommet (SECURE your black baton in the trunk of your vehicle and secure it at home until told to bring it to the Academy.)
- 5.11 Police Ready Black Tote Bag
- Pocket dictionary (Paperback or Electronic) (Suggested, not required)
- 1 gig (minimum) Flash drive/Thumb drive. (Bring to academy when told to do so)

G. GROOMING STANDARDS:

Male Students:

- Clean-shaven, no beards or moustaches permitted.
- Hair shall be neatly trimmed above the ears, conservatively short, tapered in back and maintained in a military manner. **NO SIDEBURNS!**
- Shaving the head bald is not acceptable or permitted.

Female Students:

- Hair shall be worn in a bun or other style which keeps it secured above and off the collar.
- Hairpins, hairclips, barrettes, etc. will match the color of the hair as closely as possible.
- No ribbons, bows, or other types of decorative hair accessories are permitted.

All Students:

- Students shall not wear any jewelry other than wedding rings and a watch. No additional body jewelry (i.e., pierced earrings, belly button rings, etc.)
- Personal hygiene practices shall be adhered to at all time while attending this Academy.
- No facial make-up.
- No fingernail polish. No long fingernails.

H. REPORTING TO THE ACADEMY (DAY ONE):

Students shall report to the Academy on the first day at 0700 hours in the Class-A uniform of their respective department.

Students shall assemble in the parking lot on the west side of the Academy. They shall have the following items with them:

- Proof of registration in the five Academy courses; printout of zero balance from online registration.
- Black ink pen, No. 2 lead pencil, and notebook.
- Combination Lock
- 3" x 5" Memo Pad (Pocket size)
- Students shall not wear or bring any firearms, batons, or ammunition to the Academy until instructed to do so by the Training Staff.

I. GENERAL INFORMATION:

- There is no public transportation to or from the Academy or Glen Helen Rehabilitation Center. All students should arrange for their own transportation while attending the Academy.
- Lunch will be provided on the first day only.
- Leaving the Academy grounds for lunch is permitted; however, the Staff strongly advises bringing a sack lunch because of the location of the Academy and the time element involved.
- Students are urged to eat a light breakfast and drink liquids prior to attending the Academy on the first day to prevent dehydration, fainting, or illness.
- There will be events which may be considered social (such as class pictures and the class banquet), the expenses in which you will be expected, and most likely will want, to participate.
- The expense guideline does not include housing, food, or transportation costs. If you are paying your own way through the Academy, you will need a means of support. It will be impossible to hold down a job while attending the Academy.
- You should have dependable transportation. Consistent tardiness or absences due to vehicle breakdowns will not be tolerated. There is no bus transportation to the Training Center.
- If you choose to enter our law enforcement Academy, we welcome you and will help you become the best law enforcement officer that you can be.
- It is strongly recommended to not take any other courses or sustain employment while going through the Academy.
- Please note that the following proof and/or documents/requirements must be submitted to the SBVC Police Academy Office prior to the Physical Agility Test, Oral Interview, and Orientation date: valid California Driver's License, transcript reflecting the applicant has met the prerequisites of the Academy with a "C" or better, and/or transcript proof of an Associate's Degree or higher if necessary.
- 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.

San Bernardino Valley College
San Bernardino County Sheriff's Regional Training Center
Basic Academy Expense Guideline
Pre-Service Students

CLEARANCE REQUIREMENT:	COST:
SBVC Academic Assessment Accuplacer Testing Instrument	\$0
Physical Agility Test	\$0
Fingerprints (Cash or money order made out to SBSD)	\$94.00 <i>Upfront</i>
Regular Medical Examination	Varies <i>Upfront</i>
Stress-EKG-Audiogram – OPTIONAL	Varies
Psychological Exam – OPTIONAL	Varies

FIREARM AND ACCESSORIES:

Students must purchase their ammunition for firearms qualifications from the Academy. Prices are as follows and subject to change: \$1221.00 for the 9MM, 40 CAL, and .45 ACP; or the student may buy their own. This fee must be paid by the 8th week of the Academy, paid by cashier's check or money order only and made payable to The San Bernardino County Sheriff's Department.

Firearm	Varies
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UNIFORMS:

Local uniform stores sell uniform packages to the students at discount (usually 10%). To completely outfit yourself with uniforms, PT gear, running shoes, jacket, you can figure the following:

\$950.00 <i>Upfront</i>

TEXTBOOKS AND SUPPLIES:

California Penal Code: Gould's Penal Handbook of California (Available at DMV)	\$50.00
California Vehicle Code (Available at DMV)	\$10.00
Three (3) ring binders approximately 3"	\$10.00
Other supplies and equipment	\$200.00

OTHER EXPENSES:

SB Valley College Tuition)	\$1,700.00 <i>Upfront</i>
EVOC (Driver Training)	\$1,500.00

ESTIMATED GRAND TOTAL	\$5,929.00	.9m
	\$6,077.00	.40cal
	\$6,225.00	.45cal

(Please keep in mind this amount is not the total cost, but a best estimate based on the information above.)

ALL COSTS ARE ESTIMATES ONLY AND SUBJECT TO CHANGE WITHOUT NOTICE

- If you are planning to use Financial Aid, please contact the SBVC Financial Aid Department at (909) 384-8523.
- If you are planning to use Veterans' benefits, please contact the SBVC Admissions & Records Department at (909) 384-8948.

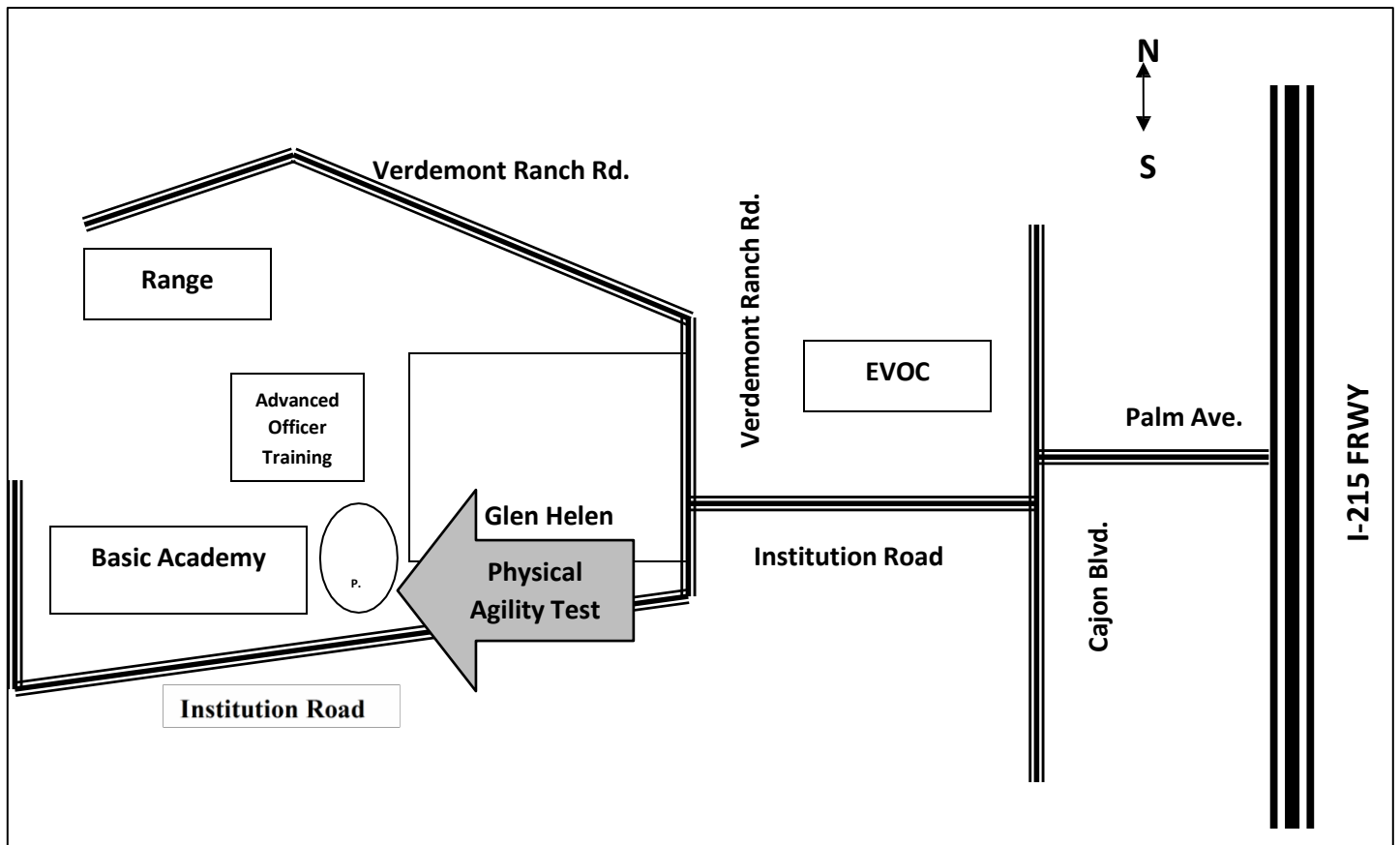
San Bernardino County Sheriff's Department – Training Division
18901 Institution Road, San Bernardino CA 92407
(909) 473-2540

DIRECTIONS:

From Orange County: 91 East toward Riverside to the 215 North
Take the Palm/Kendal Exit, turn left at the stop sign
Palm Avenue turns into Institution Road
Continue on Institution Road to the stop sign and turn left on Verdemont Ranch
Continue on until you pass the Men and Women jail facilities
The parking lot for the Basic Academy is on the right-hand side

From Los Angeles: 10 East toward San Bernardino to the 215 North
Take the Palm/Kendal Exit, turn left at the stop sign
Palm Avenue turns into Institution Road
Continue on Institution Road to the stop sign and turn left on Verdemont Ranch
Continue on until you pass the Men and Women jail facilities
The parking lot for the Basic Academy is on the right-hand side

From Victorville: 15 South to the 215 South San Bernardino/Riverside
Take the Palm/Kendall Exit, Turn left at the stop sign
Palm Avenue turns into Institution Road
Continue on Institution Road to the stop sign and turn left on Verdemont Ranch
Continue on until you pass the Men and Women jail facilities
The parking lot for the Basic Academy is on the right-hand side



San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: www.valleycollege.edu for map updates.

Revised 4-5-17

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER
INDICATES APPROVED SMOKING AREAS (6)

DISTRICT POLICE
Campus Center Rm. 100
(909) 384-4491

Building Symbols

AD/SS	Administration/Student Services	LIB	Library
ART	Art Center	MC	Media/Communications
AUD	Auditorium	MCHS	Middle College High School
B	Business	M&O	Maintenance & Operations
BOOK	Bookstore	MP	Motor Cycle Parking
CC	Campus Center	NH	North Hall
CDC	Child Development Center	O	Observatory
CTS	Computer Technology Services	PL	Planetarium
GYM	Gym	PS	Physical Sciences
HLS	Health & Life Science	SHS	Student Health Services
LA	Liberal Arts	T	Technical
		TRAN	Transportation Center

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.