SAN BERNARDINO VALLEY COLLEGE

BASIC LAW ENFORCEMENT ACADEMY EXTENDED FORMAT CLASS #45



San Bernardino Valley College 701 South Mount Vernon Avenue San Bernardino, CA 92404

> Police Academy Office Paul Dennis, Director North Hall Room 139 909-384-4431

IMPORTANT DATES AND DEADLINES

Deadline to sign up by emailing agonzales@sbccd.edu	Physical Agility Test And PELLETB Exam North Hall -117	Academy Interviews North Hall-139	Academy Orientation Time TBD	First Day of the Academy North Hall -117
April 10, 2026	April 11, 2026	May 2, 2026	May 8, 2026	August 11, 2026
	8:00 a.m. – 1:00 p.m.	8:00 a.m. – 12:00 p.m.		

TENTATIVELY PENDING POST APPROVAL

Revised 4/9/25

This certificate is designed for state-certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal CODE §832 requirement of training as a peace officer in the State of California. This program is offered in two formats: The Intensive Format (approximately 24 weeks) and the Extended Format (approximately 50 weeks).

This packet information pertains to the Extended Format (approximately 50 weeks). The Extended Academy classes meet on Tuesdays, some Wednesdays, and Thursday evenings from 5:30 p.m. to 10:30 p.m. and Saturdays from 8:00 a.m. to 5:00 p.m.

BEFORE YOU APPLY

Students may not be on Academic Probation

Students must be at least 20 ½ years of age before the start of the program

Minimum education of United States high school graduation or passage of GED or other approved equivalency test

U.S. Citizenship is not required to attend the Academy, but you must be legally authorized to work in the United States to be hired as a California Peace Officer

Have a valid California Driver's License without restrictions

No disqualifying conduct as defined under Government Code section 1029

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 outline and define restrictions on persons who have been convicted of certain crimes

Student agreement of understanding and compliance with the Student Rules and Regulations. Applicants accepted into the program will sign the agreement on the first day of the program.

THE ADMISSION AND DEPARTMENT APPLICATION PROCESS MAY TAKE TWO TO THREE MONTHS DEPENDING ON TEST SCHEDULES

SBVC ADMISSION'S - FIRST STEPS

Admission Application - An application must be completed by all NEW students and returning students who have missed one or more terms. To begin your application, visit <u>opencccapply.net</u>. If you have an issue you must contact CCCapply by Phone: (877) 247-4836 or email: <u>support@openccc.zendesk.com</u>

Upon completing the application process, you will be sent a Student Identification Number by email within 24 to 48 hours. This is mandatory for all the other steps of enrollment. It is recommended that all trainees be at least 20 ½ years of age before beginning the Police Academy Program. Please note many California Law Enforcement Agencies require that applicants be 21 years of age before being hired as Law Enforcement Officers. Students currently on academic and/or disciplinary probation at San Bernardino Valley College may be denied enrollment into the program.

Online Orientation & Guided Self Placement - Unless specifically exempted from this process, all new students are required to complete the Online Orientation and Guided Self Placement. After receiving your SBVC student identification number, you must complete the Orientation online at: https://colss-prod.ec.sbccd.edu/Student. After completing the orientation, print out the completion certificate to present to the Academic Assessment Center and complete the self-assessment https://colss-prod.ec.sbccd.edu/Student.

Education Plan - All new SBVC students meet with a counselor for an education plan. A counselor is an excellent resource to help you with career choices and answer questions regarding your educational goal. Counselors will help you find the appropriate courses for the program, assist you in creating an Educational Plan, and direct you to other student and academic support services. An initial or abbreviated educational plan is required for new students to be able to register for classes. For other related information or resources, you may visit <u>General Counseling</u> or call <u>909-384-4404</u> (first-come, first-served basis).

*Appointments are made two days in advance and open at midnight for available appointments.

Appointment times will vary and will be personalized based on the individual needs of the student.

Financial Aid - Next, you can fill out the <u>FAFSA</u> (FREE Application for Federal Student Aid), which helps determine your financial need and aid eligibility. To receive the highest amount of financial aid, submit your FAFSA as soon as October 1, and before March 2. Complete or renew your application using the federal school code #001272. Not a U.S. citizen, permanent resident, or eligible non-citizen? Fill out the <u>CA Dream Act Application</u> Instead. To learn more, read <u>this guide</u>.

Veteran Benefits - The Veterans Resource Center (VRC) assists veterans and veteran families (spouses/dependents) with successfully transitioning into college and accomplishing their educational goals. Contact the Veterans Resource Center to apply for benefits https://www.valleycollege.edu/admissions-records/veterans/vets-resource-ctr.php or contact VRC at veterans@valleycollege.edu or phone 909-384-4411.

POLICE ACADEMY ENTRANCE - SECOND STEPS

Applicant Registration - After completing the Admission steps, proceed by signing up for the Police Academy by emailing your student identification number, a picture of your valid California Driver's License, address, and phone number to Amelia Gonzales at the Police Academy at agonzales@valleycollege.edu. Information regarding deadlines, requirements, and what to expect during the process may be found on the front page of this packet. Specific and detailed instructions will be emailed to each applicant during the entry process.

PELLETB Exam - All pre-service/self-sponsored applicants must take the POST Entry-Level Law Enforcement Test Battery (PELLETB) regardless of prior education. Per Peace Officer Standards and Training, "Commission Regulation 1951 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)." The test is a language aptitude test and consists of fill-in-the-blank and multiple-choice questions. It is designed to measure reading and writing abilities. The exam focuses on five sections: vocabulary, spelling, and reading comprehension. It is available to all self-sponsored students seeking acceptance in the Extended, and Basic Police Academy Programs.

To be admitted into the Police Academy Program, it is recommended that you obtain a T-Score of 42 or above on the PELLETB exam. 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. All self-sponsored applicants must take the PELLETB regardless of prior education.

California POST offers a free study guide. Please search PELLETB through the POST website portal https://post.ca.gov/Home. Additionally, online writing labs (OWLs) are another tool that can be used to identify weaknesses and improve reading and writing skills. A simple internet search will render results for the many OWLs that are currently available for free on the internet. There is also a course for \$150 through Police Tutors https://www.policetesttutors.com.

Physical Agility Test - The Physical Agility Test is designed to measure your fitness level. You are timed on each obstacle. The physical agility test consists of a chain link fence, solid block wall, body drag, and 500-yard sprint. A minimum score of 384 is recommended to enter the academy. Please view it at https://youtu.be/0ncc2uyhzKs. Detailed instructions will be sent to each applicant.

Police Academy Interview - The academy entry interview is one of several steps a prospective trainee must complete before being granted entry into the program. The interview determines your suitability for the program. The interview includes but is not limited to appearance, personality, maturity, temperament, background, and the applicant's ability to communicate verbally and in writing.

After passing the PELLETB and Physical Agility exams, you will be invited to an interview with the Director/Coordinator. You will need to complete a Personal History Statement/Questionnaire and bring it with you to your interview. Specific and detailed instructions will be emailed to each applicant.

Police Academy Acceptance - Should the program have more applicants than available positions, selection into the program will be based on the results of the entry requirements as stated above. Notifications of your acceptance will be emailed, and applicants will proceed with their clearances. Please do not obtain clearances unless you have been accepted into the program. The following clearances are required after the acceptance into the program. Specific and detailed instructions and clearance forms will be sent to each selected student.

- Successfully pass live scan (DOJ, FBI, & Firearms)
- Medical Release signed by a physician indicating clearance to participate in the program

- Department of Motor Vehicle Driving Record H-6 with no restrictions
- A copy of your high school graduation or passage of GED or other approved equivalency test

Police Academy Orientation - An invitation will be sent to you to attend the Police Academy Orientation. The orientation will consist of course information, student expectations, clearances, uniform requirements, grooming standards, physical fitness expectations, recruit autobiography, and answer any questions not answered in this packet.

Police Science Course Enrollment - The Extended Basic Academy is comprised of five separate Police Science Courses. You will enroll in the following courses. You are given permission to enroll after your clearances have been submitted. You will be enrolled in a total of 38 units. Fees are due the same day of enrollment. You may pay your fees online by logging into Self Service Homepage—San Bernardino Valley College or in person at the Admissions Office https://www.valleycollege.edu/admissions-records/index.php.

POLICE - 002 Basic Law Enforcement Academy

POLICE - 100 Criminal Law

POLICE - 101 Procedures and Evidence

POLICE - 102 Community Policing

POLICE - 103 Introduction to Criminal Investigation

To graduate from the Police Academy and ultimately obtain a Basic Peace Officer Certificate, each student must complete the Basic Law Enforcement Academy comprised of these five Police Science courses. Enrollment information and reference numbers will be sent to each student/trainee.

GENERAL POLICE ACADEMY INFORMATION THE INFORMATION IN THIS PACKET IS SUBJECT TO CHANGE

Clearances - Prior to course instruction, each applicant for admission to a basic course certified by the Commission on Peace Officer Standards and Training that included the carrying and use of firearms, as prescribed by subdivisions (a) of Section 832 and subdivision (a) of section 832.3, 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. The letter can be obtained by fingerprinting at a facility of choice. The clearance letter is mailed directly to the student/trainee. Students/trainees shall also provide proof of medical clearance. A medical release form must be completed and signed by a physician indicating the clearance to participate in physical training. A DMV driving record must be requested from the DMV. Driving records will include all reportable information: convictions for five years, departmental actions, and accidents as required by California Vehicle Code section 1808.

Course Length and General Content - The program is 950 hours of instruction, extending over a 50-week period. Students must successfully complete all phases of the training program. While in attendance, students shall follow the Rules and Regulations set forth by the Police Academy, San Bernardino Valley College, respective departments, and agencies. You must be willing to meet our standards in academics, leadership abilities, demonstrated and manipulative performance skills, and physical abilities. 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 ensure professional bearing, demeanor, and appearance become part of the student's daily work habits.
- Participation in field exercises consisting of crime scene investigations, 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 the 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.

Schedule - Keep in mind that changes to the schedule may be necessary due to unforeseen circumstances. Changes may affect your work schedule which can translate into loss of wages or reduced overtime. Illness, injury, and car trouble are among the many unforeseen obstacles that can occur; therefore, do your best to be prepared for any event and plan to spend more than the minimum amount of time you feel is required on Academy business.

Attendance - No student shall be absent more than 5% of the total nine hundred and fifty (950) hours of the Academy. Students shall not miss any class designated by POST as mandatory. Absences exceeding the 5% rule during mandatory hours will result in dismissal from the Academy. Any other absences that are not related to a death in the immediate family or confirmed illness by a physician will not be excused. Absences of more than 47 hours will not be excused. The information provided in this packet should allow prospective students to make an informed decision concerning his or her suitability for this program. This program is difficult and challenging. The standards are high and will remain so. Today's law enforcement officers cannot be second best. Do not assume anything. If you are not sure, contact the Academy staff for guidance. We are here to help you with your career goals.

Graduation Requirements and Testing - The requirements for graduation from the SBVC Extended Basic Academy are specified by the Commission on Peace Officer Standards and Training (POST). The standards are set forth by San Bernardino Valley College and the Education Code of the State of California.

POST requires using one or all four of the following methods of testing. The SBVC Extended Basic Law Enforcement Academy uses all four methods of testing:

- 1. Laptop Computer T-MAS II System
- 2. Practical application demonstration
- 3. Practical exercise/scenarios

There are currently forty-two (42) categories of law enforcement knowledge requirements that must be covered. These requirements are called Learning Domains, referred to as "LDs." An LD is comprised of several training subjects referred to as Learning Objectives. Example: LD-27 covers instructions on Missing Persons. There are 42 Learning Domains, and 18 of these Learning Domains will be tested in a series of three comprehensive exams. In addition to the 3 comprehensive tests, there are the LD-34 (First Aid/CPR & AED), LD-18 Report Writing exams, LD-35 Firearms, LD-32 Physical Fitness, and LD 33 Arrest and Control. Each LD has a specific minimum passing score as designated by POST. The minimum passing score is referred to as a "Cut Score."

Examinations are scheduled based on instruction time frames. Students should refer to their class schedule for examination dates. Each examination will cover specific LDs previously taught. If a student fails an examination, the Academy staff will identify to the students the area (POST Objective) they failed. The student will be given a minimum of seven (7) days, to prepare for a retest examination. The retest examination will normally be given the week following the original examination.

Note: Because of the three (3) day format of the Extended Basic Academy, it may be necessary to schedule a retest examination within the following week. All retest examinations must be passed with the minimum score allowed for passing the original examination (cut score). Should a student fail a retest examination, they will be dismissed from the Academy (no exception).

Overall Testing Percentage Rate - The score from the original LD test will be used to compute a student's overall percentage grade, even though the retest examination has been passed at a higher percentage than the original LD test.

Students will be tested on RBC comprehensive tests and practical scenario exercise tests. There are currently forty-two learning domain categories of law enforcement knowledge requirements that must be covered. Each learning domain has a specific minimum passing score as designated by POST. There are three comprehensive tests RBC I cut-off score is 80%, RBC II cut-off score is 82%, and RBC III is 84%. Along with the three comprehensive POST tests, students will be tested on LD-18 Investigative Report Writing, at the end of that learning domain. Lastly, students will be tested on POST for First Aid/CPR & AED, with a minimum score of 80% and a practical exercise. Failure to pass the re-test, you will be dismissed from the academy.

POST Physical Fitness Requirements - Students are required to participate in the Academy's physical fitness program. The program is designed to promote a "lifetime fitness philosophy." The Academy fitness program is a combination of running, weight training, and calisthenics. A proper diet is also emphasized. There are 36 scheduled physical fitness sessions. Any student missing more than six sessions will not be allowed to graduate.

In order to graduate from the Academy, each student must pass the P.O.S.T. Agility Test with a minimum score of 384 points. In addition, students are required to complete the Academy Fitness Test or "Cooper's Test." This test is given periodically throughout the Academy.

Recruitment – 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 depends on an individual's background and ability to pass the required employment examinations. To obtain additional information about the peace officer selection process, please visit POST https://post.ca.gov/peace-officer-candidate-selection-process.

UNIFORM INFORMATION PLEASE DO NOT OBTAIN UNIFORMS UNTIL YOU ARE INSTRUCTED TO DO SO

Uniform information - There are several costs associated with the SBVC Basic Academy. This information has been assembled to assist you with your budgeting considerations. Though the list is as comprehensive as possible, there may be items overlooked.

CLASS "A" UNIFORM

You are required to have one (1) Class "A" Uniform. Specifications below.

- Black boots (no front/outside zippers) Rocky, Danner, Bates, Magnums, Thorogood, etc. (Patent leather, vinyl or corfam footwear are not authorized for the Extended Academy Students) No steel toe boots allowed. Boots must shine.
- Plain black calf-high socks without logos are required for Class A, Class B, and Range uniforms
- Navy poly pants
- Brilliant blue (Tact Squad/Flying Cross) long-sleeve polyester shirt (no cotton)
- San Bernardino Valley College Police Academy patches (for class A & B uniforms)
- Silver-colored nameplate #8 with black capitalized lettering (It's the 3/8th silver nameplate) (First initial, Last Name example J. DOE)
- Black 1 1/2" basket weave type belt with silver buckle
- White border flag patch on uniform
- Black tie (clip-on)
- Polished silver tie bar
- Watch (black)
- 2024 Penal Code (unabridged Edition) & DMV Vehicle Code (books may be purchased at uniform stores)

CLASS "B" UNIFORM

You are required to have (1) Class "B" Uniform, but two are recommended. This is the uniform that you will be wearing most of the time. Specifications below.

- Black boots (no front/outside zippers) Rocky, Danner, Bates, Magnums, Thorogood, etc. (Patent leather, vinyl or corfam footwear are not authored for the Extended Academy Students) No steel toe boots allowed. Boots must shine.
- Plain black calf-high socks without logos are required for Class A, Class B, and Range uniforms
- Dark Navy-blue Dickies Pants
- Dark Navy-blue Dickies short sleeve shirt
 Note: Trainees with visible tattoos must wear a dark navy long-sleeved Class -B shirt
- San Bernardino Valley College Police Academy patches (for class A & B uniforms)
- Cloth badge (Only for class B uniform shirt)
- Nametape Navy with white lettering, 17 mm block (first initial and last name)
- White border flag patch on the uniform
- Black 1 1/2" basket weave type belt with silver buckle
- Watch (black)
- Dark Navy baseball cap with academy patch (1/2-inch name embroidered on the back of the cap example C. HERNANDEZ) (white lettering)

OTHER ITEMS NEEDED

- Black windbreaker (plain) snap-up, flannel lined, hip style
- Black garment bag with name tape (17 mm white block letters. First initial and last name)
- Black equipment bag with nametape (17 mm white block letters. First initial and last name)
- Quick Codes Book (Penal)
- Black Sam/Sally Browne basket weave or nylon belt (belt must match the holster material)
- Black Holster level 2 (holster must match belt material)
- Black duty belt keepers total of 4
- Black baton holder with silver ring
- Black radio holster
- Handcuffs with black handcuff case
- Black ink pen
- Small notepad to fit in a shirt pocket
- 1 Lock (combination only)
- Report writing template
- 3-inch white binder

PHYSICAL TRAINING UNIFORM

The physical training uniform consists of:

- White t-shirt with academy logo on the front and last name on the back (block lettering)
 Note: Trainees with visible tattoos must be covered by skin-toned sleeve
- Black sport-type gym shorts
- Black compression shorts (must be worn underneath the gym shorts)
 Note: Trainees with visible leg/calf tattoos must cover with black leggings

- Dark Navy-blue long-sleeve sweatshirt with academy logo in front and student's last name on the back
- Dark Navy-blue sweatpants
- Running shoes You will need good quality running shoes. A good pair of running shoes will cost up to \$150.00. If you are a runner and already have good running shoes, you probably will not need to purchase new ones. If you are not a runner and do not know how to go about purchasing quality running shoes, wait until class begins. You will have sufficient time to purchase running shoes before physical fitness class. Running shoes need to be a neutral color of black, gray, dark blue, and/or white. Bright neon, orange, yellow, and pink, colored running shoes will not be permitted.

FIREARMS TRAINING UNIFORM

The Firearms training uniform usually consists of:

- Black tactical BDUs with side pocket 5.11, TIE: First Tactical, 5:11, TRU spec or LA Police Gear
- Gray polyester/nylon shirt (1/2-inch name embroidered on the front right side E. SMITH (lettering white) No cotton blend.
- Note: Trainees will decide whether to purchase long or short-sleeve
- Plain black calf-high socks without logos are required for range uniforms
- Comfortable black boots 34 height

Additional items that are not specifically covered in this handout. It would be best if you planned for the following expenses, haircuts, uniform dry cleaning, transportation costs, parking, child care costs, "Quick Codes" (Penal and Vehicle), book carrying case, shoe polish, report writing template, flashlight, gun cleaning kit, gun and carry case, magazine holder, ammunition, eye and ear protection, mouthpiece, mat/wrestling shoes, groin protection, school supplies, weight lifting style glove, camelback water bottle, white medical tape, meals, snacks, class potluck, class and individual photographs, class ring, class treasury dues, class graduation video, class flag, class motto board, cards/candy/flowers or whatever might be appropriate to special circumstances. Males: A jock strap. Females: A running support bra. Not everything will apply to everyone, but the items listed above are things you may want to consider as they can add up to a fair amount of money throughout the Academy. EXPECT TO PAY AS MUCH AS \$150.00 FOR BOOTS AND GOOD RUNNING SHOES.

PLEASE PURCHASE YOUR UNIFORMS AT:

PRISTINE UNIFORMS 11996 Jack Benny Drive #101, Rancho Cucamonga, CA, Ph# 909-259-0392 GALLS UNIFORMS 1865 Iowa Avenue #110, Riverside, CA, PH# 951-781-6366

Grooming standards – 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 times while attending this Academy.

Male Students:

- Clean-shaven, no beards or mustaches permitted
- Hair shall be neatly trimmed above the ears, conservatively short (no longer than 2" in length), tapered in the back, and maintained in a military manner.
- Sideburns may not extend below the middle of the ear and must be even in width and without flair.
- No fad haircuts

Female Students:

- Hair shall be worn in a bun or other style which keeps it secured above and off the collar
- Hairpins, hair clips, barrettes, etc. will match the color of the hair as closely as possible
- No make-up may be worn during the academy except for picture day, mock orals, and graduation.
- False eyelashes are not permitted
- False fingernails and fingernail polish are not permitted
- No ribbons, bows, or other types of decorative hair accessories are permitted

MISSION STATEMENT

It is the goal of this institution to provide an academic environment that stimulates the learning process and creates an atmosphere of structured discipline to provide our students with the necessary tools to succeed in a law enforcement career.

ESTIMATED EXPENSE GUIDE ALL COSTS ARE ESTIMATES AND SUBJECT TO CHANGE WITHOUT NOTICE

Fingerprints	\$120.00
Medical Examination	Varies
DMV printout	\$5.00
Required Equipment	
Firearms: 9mm or 10/45 caliber	\$800.00
Firearm belt and holster w/magazine holder, handcuff w/case and key	\$300.00
Ammunition 2500 rounds purchased through SBCSD	\$1,145.00

\$100.00

Note: The purchase of a firearm is not necessary if the proposed weapon (owned or borrowed) passes the Rangemaster's inspection and is determined to be legal, safe, and within the specified caliber range. Absolutely no revolvers.

Accessories (3 magazines, eyes, and ear protection)

Required Uniforms

Class A and Class B uniforms	\$1,200.00
Required Text & Supplies	
California Penal Code	\$100.00
California Vehicle Code	\$90.00
Three (3) 3" 3-ring binders	\$30.00
Book Carry Case	\$60.00
Other equipment and supplies	\$300.00
SBVC Fees	
SB Valley College Tuition	\$1,787.00
Parking Permit per semester	\$45.00

SBCSD Fees

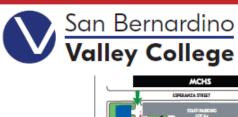
Е	Emergency	≀Veh	icle C	peration (Center	Driver	Training)	\$1,000.00

\$7,079.00 **Estimated total**

Please note: Not all fees are due at once. You will need at least \$3,000 to start the academy.

EMERGENCY EVACUATION SITES

EMERGENCY RESOURCE MAP



701 South Mount Vernon Avenue San Bernardino, CA 92410 valleycollege.edu | (909) 384-4490 Emergency Call 911 | Non-Emergency (909) 384-4491

