



---

## LAW ENFORCEMENT ACADEMY

---



# APPLICATION PACKET Co-Sponsored Recruit

August 16, 2018

Lompoc Valley Campus  
Public Safety Training Complex  
One Hancock Drive - Building 5  
Lompoc, CA 93436  
805-922-6966 ext. 3284  
Fax: 805-737-0319



Dear Prospective Academy Recruit:

The Allan Hancock College Basic Law Enforcement Academy has earned a reputation for quality training. Our distinguished instructors have played an important role in developing the program, but it is the students that make the program truly successful. Since the Academy was established in 1968, over 1,500 students have graduated from the program with approximately ninety percent attaining law enforcement positions with agencies in California and other states. They have proven to be well trained to perform the multifaceted duties required of peace officers. Many of our graduates have been promoted to high-ranking positions within their organizations.

Our primary goal at the Academy is to prepare you to be a fully capable and employable law enforcement officer. To accomplish this, you will need to understand what it takes to be a peace officer, and the dedication required to complete Academy training. This information packet will provide you with information on Academy expectations, admissions procedures, and general standards for employment.

Our staff is available to assist with questions you may have regarding the training and admission requirements. We hope you will see the advantages of beginning your law enforcement career at Allan Hancock College Law Enforcement Academy, your first step to success.

Mitch McCann  
Academy Director

Academy Staff

Mitch McCann, Academy Director  
Ken George, Academy Coordinator  
Allison Martinez Academy Coordinator  
Lisa Hernandez, Program Technician



## APPLICATION INSTRUCTIONS

The beginning of a law enforcement career and your first step to success starts with completing the Allan Hancock College (AHC) Law Enforcement Academy Application Packet. The information you provide in the Application Packet will be used to determine your suitability to be accepted to the Academy.

- It is your responsibility to complete the application packet and provide all required information.
- All application documents must be completed in black ink or typed.
- You must respond to all items and questions. If an item or question does not apply to you, write “N/A” (not applicable in the space provided for your response).
- Any application that is incomplete or missing information will not be processed and will be returned to the applicant for completion

The Academy can accommodate up to forty students. Law enforcement agencies have the first priority for student vacancies, co-sponsored students are given second priority for vacancies, and the remaining vacancies are held open for independent students. Students (hereafter referred to as Recruits) applying for acceptance to/or enrolled in the Academy are classified into three categories:

### **Co-sponsored Recruit:**

Co-sponsored Recruit - a law enforcement agency is providing partial financial support to offset college registration fees and Academy fees, e.g. uniforms, agency patches and ammunition, but is not being paid while attending the Academy and may not have undergone a background investigation. This recruit is eligible for hire by the co-sponsoring agency or other law enforcement agency, but is not necessarily promised employment. **(Second priority on acceptance to the Academy)**

### **ACADEMY ENTRANCE MINIMUM REQUIREMENTS**

- Must be 21 years of age at the start of firearms training in the Academy, unless agency supplies handgun
- Must possess a current and valid state issued driver’s license
- Must not have any conviction of a crime classified as a felony

For additional information, refer to the [Frequently Asked Questions](#).

# APPLICATION PACKET CHECKLIST

## √ Check Each Item When Completed

1.  **Academy Application Packet:** All Recruits must complete the Application Packet. Any application packet that is incomplete will not be processed and will be returned to the applicant for completion.
2.  **Agency Cover Letter:** See attached sample where applicable.
3.  **Application Cover Sheet.** Complete entire form with most current information.
4.  **POST Personal History Statement:** All co-sponsored applicants must complete and submit the POST PHS with application packet. Go to the POST website at: <http://post.ca.gov/forms.aspx> and under the Background/Hiring tab, select form 2-251. You can also check on the link from the academy web page.
5.  **State of California, Department of Justice (DOJ) Live Scan:** Co-Sponsored and Independent Recruits are required to complete a DOJ Live Scan fingerprint check in accordance with Government Code 1031(c) and Penal Code Section 13511.5. The Academy must receive the original DOJ Live Scan approval letter **dated within 3 months prior to the start of academy**. See attached *Live Scan Information* sheet for additional information and instructions on completing the Live Scan fingerprint check.

Co-Sponsored and Independent Recruits must include a copy of the completed Request for Live Scan Service form in the application packet.

6.  **Peace Officer Standards and Training (POST) Entry-Level Law Enforcement Test Battery (PELLETB):** Independent Recruits **must** take the PELLETB per POST Regulation 1951(a) which states, “Every peace officer candidate shall be able to read and write at the levels necessary to perform the job of a peace officer.”

The PELLETB must be taken within **6 months prior to the start of the Academy** and a score of 42 or higher is required to be accepted into the Academy. The PELLETB administered at AHC will generally be scheduled on the first Saturday following the Pre-Academy. The test results will be available from POST approximately two weeks after the test is administered.

Academic performance on the PELLETB is highly correlated with performance in the Academy. Many law enforcement agencies and academies use the PELLETB score as an indicator of a Recruit’s readiness for a career in law enforcement.

Sponsored and Co-Sponsored Recruits may not have to take this test depending upon the requirements of their agency.

7.  **Background Check:** Co-Sponsored and Independent Recruits **must** complete a background check prior to submitting the application packet. The Academy has an established background screening process through an alliance with [Trusted Employees](#).

The cost to you for the background check is \$26.00. To begin the background check, click on the link: [Law Enforcement Academy Screening Website](#); then follow the instructions. You will

have 30 minutes to complete the application. The results of the background check will be sent to the Law Enforcement Academy Coordinator and you will also get a copy within two days of the request. The results will remain confidential as part of your application packet.

8.  **Driver's License:** All Recruits must have a valid driver's license to attend the Academy and must submit a copy of their Driver's License (enlarged to 200%) with the application packet.
9.  **Department of Motor Vehicle (DMV) Driver's History:** Co-Sponsored and Independent Recruits are required to submit an original printout of their DMV Driver's History with the application packet. Co-Sponsored and Independent Recruits should request an "H-6" driver's history printout from DMV, which must have the word "END" printed at bottom of the printout. The DMV driver's history printout **must be dated within 3 months** of the start of the Academy.

Sponsored Recruits will need to provide a driver's license verification statement from their agency.

10.  **Driver's Validation.** All students must complete this form since they will driving academy vehicles.
11.  **Medical History Statement:** Co-Sponsored and Independent Recruits must complete and sign the *Medical History Statement*.
12.  **Medical Examination:** Co-Sponsored and Independent Recruits must have a medical examination by a licensed physician. The physician must complete and sign the *Medical Examination Report*. The Medical Examination **must be completed within 3 months** of the start of the Academy.

Sponsored Recruits will need to provide a medical clearance statement from their Agency.

13.  **Academy Release of Liability and Indemnification Agreement:** All Recruits must sign and date the *Academy Release of Liability and Indemnification Agreement*.
14.  **AHC Acknowledgment and Assumption of Potential Risk:** All Recruits must sign and date the *AHC Acknowledgment and Assumption of Potential Risk* form.
15.  **Arrest History:** Co-Sponsored and Independent Recruits must complete the *Arrest History* form. If you check "yes", you **must** provide the disposition of the case from the courts, with a cover memorandum that has the date of violation, violation, location, law enforcement agency, and an explanation of each circumstance.
16.  **Criminal History Check:** Co-Sponsored and Independent Recruits must sign and date the *Academy Criminal History Check* form.
17.  **Academy Affidavit of Background Suitability for Employment:** Co-Sponsored and Independent Recruits must sign and date the *Academy Affidavit of Background Suitability for Employment as a Peace Officer* form.
18.  **Authorization to Release Information:** All Recruits must sign and date the *Authorization to Release Information* form.

19.  **Publicity Release Form.**

20.  **Firearm Disclosure:** All Recruits must sign and date the *Firearm Disclosure* form.
21.  **Other Law Enforcement Academy Attendance:** All Recruits must complete the *Have You Ever Attended a Law Enforcement Academy* form.
22.  **LE310 Intro to LE Academy:** Co-Sponsored and Independent Recruits must provide date of completion of the AHC Law Enforcement Pre-Academy-LE310 Intro to LE Academy.  
  
LE 310 date of completion: \_\_\_\_\_
23.  **Application Packet and Background Check Certification:** All Recruits must complete the *Application Packet and Background Check Certification* form.
24.  **AHC Requesting Excess Units Form.** No required unless Admissions and Records requests due to applicant being on academic probation.
25.  **DD214.** All recruits must submit a copy of their DD214 if they have served in the military.

After completing, signing, and enclosing all the required documents, the completed application packet can either be hand delivered or mailed to the Allan Hancock Law Enforcement Academy Office, One Hancock Drive, Building 5, Lompoc, CA 93436. After verification of completeness, the application packet will be date/time stamped.

Once your agency has decided to send you to the Academy, you will be contacted by email or by telephone and provided instruction for on-line registration at [www.hancockcollege.edu](http://www.hancockcollege.edu). At the time of on-line registration, you will be required to pay in full, all college registration fees and some of the Academy course fees (approximately \$1,641). The overall total cost for the Law Enforcement Academy, which includes college registration fees, all Academy course fees, POST Learning Domain workbooks, physical training clothing, uniforms, and ammunition will be approximately \$4,351.

Completion of LE 320 - Basic Law Enforcement Academy (22.5 college units), meets the requirements necessary to obtain a Certificate of Accomplishment.

Any questions regarding the Academy application packet should be directed to the Public Safety Program Technician at 805-922-6966 ext. 3802.

Academy applicants are eligible to apply for Financial Aid. For additional information contact [Financial Aid](#) at (805) 922-6966 ext. 3200 or by email at [finaid@hancockcollege.edu](mailto:finaid@hancockcollege.edu). Early application for Financial Aid is strongly encouraged.

Recruits/students with Disabilities may contact the AHC Learning Assistance Program at 805-922-6966 ext. 3274. The Learning Assistance Program provides individualized support services for students with learning, psychological, physical, communication, and other disabilities as prescribed by the Learning Assistance Program specialist. Recruits/Students with Disabilities must apply and be approved for reasonable accommodations **prior** to the start of the Academy.



## APPLICATION COVER SHEET

**PRINT or TYPE ALL INFORMATION**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other name(s) Used: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Home Address:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Preferred Phone#: (\_\_\_\_) \_\_\_\_\_ Other Phone#: (\_\_\_\_) \_\_\_\_\_

Physician's Name/Medical Clinic:  
\_\_\_\_\_

Physicians/Medical Clinic Address:  
\_\_\_\_\_

Phone Number:  
\_\_\_\_\_

\*\*\*\*\*

### **Agency Contact Information (Sponsored/Co-Sponsored Recruits ONLY)**

Agency: \_\_\_\_\_ Rank/Name: \_\_\_\_\_

Preferred Phone#: (\_\_\_\_) \_\_\_\_\_ Other Phone#: (\_\_\_\_) \_\_\_\_\_

## SAMPLE AGENCY COVER LETTER

### AGENCY LETTERHEAD

Allan Hancock College  
1 Hancock Drive  
Lompoc, CA 93436

Attn: Lisa Hernandez

The \_\_\_\_\_ intends to fully sponsor Recruit \_\_\_\_\_ through the Allan Hancock Basic Law Enforcement Academy Class #\_\_\_\_. Recruit \_\_\_\_\_ will be employed as a non-sworn trainee with our department while attending the academy and will be receiving a salary and medical/dental/vision benefits. Recruit \_\_\_\_\_ will also be covered by employer paid Workers Compensation and Disability insurance as required by law. Please send a bill for the following fees to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Enrollment fees: \$1035.00
- Health Fee - waived (recruit will be covered under employer insurance plan)
- Student ID: \$2.00
- Parking Fee: \$20.00
- Materials Fee: \$378.25
- Duty Gear: \$50.00 - 175.00 (depending if Academy supplies vest)
- Ammunition: \$117.00 (shotgun usage and Taser supplies)

I verify that the \_\_\_\_\_ has completed the following inquiries for the suitability of employment as a Peace Officer under Penal Code Section 830.1 for Recruit \_\_\_\_\_ within our Law Enforcement Division:

- Current and valid California Class C Driver's License with no restrictions (copy of license attached).
- Medical clearance with no restrictions
- Clear Criminal history with no felony or misdemeanor violations as determined through a background investigation in compliance with the Commission on Peace Officer Standards and training.
- Is not prohibited by law from possessing firearms and ammunition.
- Verified academically prepared through PELLETB testing or similar.
- Verified physically prepared through testing

I will be the primary point of contact for academy staff and can be reached via the following methods:

Sincerely,





Office of the Director, Public Safety/Chief of Police

### Driver's Validation

Only staff and students who have provided proof of their driver's license to the Allan Hancock College Police Department and have signed this form are authorized to drive college vehicles. The vehicle must always be in the care and custody of a college employee. Under no circumstance shall a district vehicle be checked out to a student.

If your driver's license (Class A or B) requires a medical certificate, you must provide this department with a copy of your current medical certificate. If your medical certificate has expired please contact Human Resources, extension 3314, for authorization and information concerning follow up medical examinations.

This certifies, as of this date, my driver's license is current and valid. I have provided a copy of my driver's license to the Allan Hancock College Police Department. It is my responsibility to notify them of any change in the status of my driver's license which would affect my ability to drive a college vehicle.

I understand that it is illegal to drive a vehicle while unlicensed, or when my driver's license has been suspended, expired, or revoked, and it is also in violation of college policy.

A periodic status license check may be made by Allan Hancock College Police Department.

Driver's License Class: <b>A</b> <b>B</b> <b>C</b> <b>OTHER</b> ____	State: <b>CA</b> <b>OTHER</b> _____
Driver's License #:	Expiration Date:
Medical Certificate Expiration Date (if applicable):	
Today's Date:	
Printed Name:	Driver's Signature:
Department:	Extension:
Supervisors Signature:	

**AHC POLICE DEPARTMENT USE ONLY**

Medical Certificate Required	Received	By _____	Date _____
AHC Vehicle Proficiency Check Required	Completed	By _____	Date _____
(Contact Maintenance X3203)			

800 South College Drive, Santa Maria, CA 93454-6399

Office: (805) 922-6966, Ext. 3652  
Fax: (805) 347-9103



## **LIVE SCAN INFORMATION**

Independent Recruits attending the Academy must undergo a State of California, Department of Justice (DOJ) Live Scan fingerprint check in accordance with Government Code Section 1031(C) and Penal Code Section 13511.5. The approximate cost for a Live Scan is \$65.00 to \$80.00.

Complete the Request for Live Scan Service form. The form may be downloaded and hand-written or typed online. Fill out the information listed below:

1. Name of Applicant
2. Alias (if applicable)
3. Driver's License No.
4. Date of Birth
5. Sex (M or F)
6. Misc. No., BIL (Your agency has this only if you are from an agency)
7. Height
8. Weight
9. Eye Color
10. Hair Color
11. Place of Birth
12. Social Security Number

Allan Hancock College – Police Academy, One Hancock Drive, Lompoc, CA 93436 should be listed as the home address. The Academy will not accept any DOJ Live Scan results that have been mailed to your home address. Both the DOJ and FBI boxes for Level of Service should be checked.

All other information on the Request for Live Scan form has been completed and the box on the bottom of the form is for OFFICE USE ONLY.



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

**CA0349400**

ORI (Code assigned by DOJ)

**POST CERTIFICATION (NON-SPONSORED 13511.5 PC)**

Authorized Applicant Type

#### POST CERTIFICATION

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

**DOJ/BUREAU OF FIREARMS**

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

**P.O. BOX 820200**

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

**SACRAMENTO**

City

**CA 94203-0200**

State ZIP Code

**(916) 227-1375**

Contact Telephone Number

#### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name  
(AKA or Alias) Last

First

Suffix

Date of Birth

Sex  Male  Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing  
Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.  
Number

(Other Identification Number)

Home Address **AHC Law Enforcement Training, One Hancock Drive**  
Street Address or P.O. Box

**Lompoc**  
City

**CA 93436**  
State ZIP Code

Your Number: \_\_\_\_\_

OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

If re-submission, list original ATI number:  
(Must provide proof of rejection)

Original ATI Number \_\_\_\_\_

#### Employer (Additional response for agencies specified by statute):

**DOJ/BUREAU OF FIREARMS**

Employer Name

**00000**

Mail Code (five digit code assigned by DOJ)

**P.O. BOX 820200**

Street Address or P.O. Box

**SACRAMENTO**

City

**CA 94203-0200**

State ZIP Code

Telephone Number (optional)

#### Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

## LIVE SCAN LOCATIONS

The following are suggested Live Scan Locations; however, you may go to any agency that completes the Live Scan Service.

### San Luis Obispo County Locations

- Arroyo Grande Police Department  
200 N. Halcyon Road  
Arroyo Grande, CA 93420  
805-473-5100
- Paso Robles Police Department  
900 Park Street  
Paso Robles, CA 93446  
805-237-6464
- Atascadero Police Department  
5505 El Camino Real  
Atascadero, CA 93422  
805-461-5053
- Department of Education  
Education Drive @ Highway 1  
San Luis Obispo, CA 93405  
805-782-7236
- Cal Poly Police Department  
1 Grand Ave. Bldg. 36  
San Luis Obispo, CA 93407  
805-756-2281
- San Luis Obispo County Sheriff's Office  
1585 Kansas Ave.  
San Luis Obispo, CA 93405  
805-781-4550

### Santa Barbara County Locations

- Santa Barbara County Sheriff's Office  
812-A W. Foster Road  
Santa Maria, CA 93454  
805-934-6150 ext. 5
- Santa Barbara County Sheriff's Office  
4434 Calle Real  
Santa Barbara, CA 93110  
805-681-4118
- Santa Maria Police Department  
222 E. Cook Street  
Santa Maria, CA 93454  
805-928-3781 ext. 295
- Lompoc Police Department  
107 Civic Center Plaza  
Lompoc, CA 93436  
805-736-2341
- Santa Barbara Police Department  
213 E. Figueroa Street  
Santa Barbara, CA 93101  
805-897-2355
- Silvia's Fingerprint Express  
Mobile Live Scan Service  
P.O. Box 1729  
Santa Maria, CA 93456  
805-264-9526



## MEDICAL HISTORY STATEMENT

In accordance with California Government Code Section 1031(f) and POST Commission Regulation 1954 requires that peace officer candidates be examined by a licensed physician and surgeon to ensure the absence of any physical defect or medical condition which might adversely affect job performance.

This information you provide in this statement is extremely important. It will be used by a medical health professional to evaluate your qualifications for the position of entry-level law enforcement officer; therefore, fill out the questionnaire completely and accurately. All statements are subject to verification and deliberate inaccuracies or incomplete statements may bar or remove you from employment.

This form must be completed and presented when reporting for your medical examination. This information will assist the examining physician in conducting your medical examination and in making appropriate recommendations. When answering "Yes -No" questions, place an "X" in the appropriate space. If you are unable to answer a question for any reason, place a "?" in the "Yes" space. Please explain all "Yes" items in the designated areas. Most individuals will have some "Yes" answers. A "Yes" answer does not necessarily mean that you will be disqualified.

Name			Date of Birth		
Last	First	Middle	Month	Day	Year

Address where you can be contacted			
Number	Street	City	State      Zip code

Telephone numbers where you can be contacted		
(    )	(    )	(    )

*I, the undersigned, do hereby consent to undergo a medical examination, including blood and urine testing, x-rays, skin tests, and other examinations which the examiner may consider necessary to complete the medical evaluation. I also authorize the medical examiner to obtain current or past medical records and to discuss my medical status and history with my treating physician or other medical consultants as necessary.*

Signature in full	Date completed
-------------------	----------------

**PLEASE DESCRIBE PREVIOUS JOBS THAT LASTED AT LEAST SIX (6) MONTHS (INCLUDING MILITARY SERVICE):**

JOB TITLE	EMPLOYER	APPROXIMATE DATES OF EMPLOYMENT	SIGNIFICANT EXPOSURE TO NOISE OR CHEMICALS IF APPLICABLE
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

**INDICATE WHETHER YOU HAVE EVER HAD ANY OF THE FOLLOWING CONDITIONS:**

	Yes	No	Eye, Ear, Nose, Throat		Yes	No	Gastrointestinal		Yes	No	Joint injury / surgery/ dislocation / pain / swelling
1			Eye surgery	37			Ulcer/Stomach trouble	76			Shoulder
2			Need to wear glasses/ Contact Lenses	38			Vomited Blood	77			Elbow
3			Cataracts	39			Persistent Diarrhea	78			Wrist
4			Blurred or double vision	40			Colitis	79			Fingers/Toes
5			Color deficiency or blindness to any degree	41			Blood in stool	80			Hip
6			Orthokeratology	42			Recurrent hemorrhoids	81			Knee
7			Radial Keratology (Refractive Surgery) or Keratotomy	43			Gall Bladder trouble	82			Ankle/Foot
8			Glaucoma	44			Hepatitis/Jaundice				
9			Blindness in one or both eyes	45			Recurrent Stomach Pain		Yes	No	<b>Neurology</b>
10			Sinus Trouble	46			Mucous in Stool	83			Epilepsy
11			Hoarseness (Frequent)	47			Pancreatitis	84			Convulsions/Seizures
12			Allergy/Hay Fever	48			Abnormal Liver Tests	85			Fainting Spells/Blackout
13			Ruptured Ear Drum	49			Hernia	86			Recurrent dizziness
14			Ringling or buzzing in ears	50			Ulcerative Colitis	87			Head Injury
15			Loss of hearing	51			Irritable Bowel Syndrome	88			Recurrent headaches
16			Ear Surgery	52			Tarry Black Stool	89			Stroke
17			Ear Aches	53			Ulcer	90			Skull defect
18			Other not listed	54			Crohn's Disease	91			Meningitis/Encephalitis
				55			Other not listed	92			Other not listed
	Yes	No	Respiratory		Yes	No	Cardiovascular		Yes	No	Miscellaneous
19			Asthma (Age of last episode)	56			Heart Attack or Chest Pain	93			Diabetes (Sugar in urine)
20			Shortness of breath	57			Hear Trouble/Murmur	94			Low blood sugar
21			Chronic or frequent cough	58			Mitral Valve Prolapse	95			Thyroid trouble
22			Tuberculosis	59			Palpitation (Irregular heartbeat)	96			Bleeding tendencies
23			Emphysema	60			High Blood Pressure	97			Anemia
24			Coughed up blood	61			Pain or discomfort in chest	98			Enlarged glands
25			Pneumothorax (Collapsed Lung)	62			Rheumatic Fever	99			Cyst/Tumor
26			Pneumonia	63			Swelling of feet	100			Rashes
27			Sarcidosis	64			Leg pain on walking	101			Wool allergy
28			Other not listed	65			Painful varicose veins	102			Non-healing sores
				66			Other not listed	103			Recent change in a wart or mole
								104			Cancer/Leukemia
	Yes	No	Genitourinary		Yes	No	Musculoskeletal	105			Chronic Fatigue
29			Kidney disease or stone	67			Fractures/Broken bones	106			Night Sweats
30			Bladder trouble	68			Back trouble/pain or sciatica	107			Undesired weight loss or gain
31			Difficulty in urinating	69			Neck Trouble/Pain	108			Heat Stress
32			Blood in urine	70			Numbness of extremities	109			Environmental illness
33			Prostate trouble	71			Shin Pains	110			Multiple chemical sensitivity
34			Irregular vaginal bleeding	72			Arthroscopy	111			Fever lasting 1 month or more
35			Menstrual problem that kept you from work	73			Arthritis Rheumatism	112			Any other problem or illness not listed
36			Other not listed	74			Joint pain or swelling				
				75			Other not listed				

Use the space below to provide explanations for any item you marked "Yes" on the previous page. Please reference the item number in your response.

Item No.	

**YES NO**

- 113. Have you ever had a medical examination for peace officer?  
If "Yes," when? \_\_\_\_\_ and for what agency \_\_\_\_\_
- 114. Have you worked as a peace officer before?  
If "Yes," where? \_\_\_\_\_
- 115. Describe your typical exercise or physical activity including that at work:

	Activity	How much time do you spend doing this per week?	How many months/years have You been doing this activity?
#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____

- 116. Are you a current cigarette smoker?  
a. How many packs of cigarettes do you smoke a day? \_\_\_\_\_  
b. How long have you been smoking cigarettes? \_\_\_\_\_
- 117. Are you an ex-smoker?  
a. How many years did you smoke? \_\_\_\_\_  
b. How many packs a day? \_\_\_\_\_  
c. When did you quit? \_\_\_\_\_
- 118. Have you ever been enrolled or are you currently enrolled in a drug or alcohol rehabilitation Program?  
If "Yes," please provide description and dates. \_\_\_\_\_
- 119. When was your last drink (alcohol)? \_\_\_\_\_
- 120. I drink \_\_\_\_\_ beers; \_\_\_\_\_ ounces of hard liquor; \_\_\_\_\_ ounces of wine a week.
- 121. I am \_\_\_\_\_ right \_\_\_\_\_ left handed.
- 122. Describe any hobbies/recreational activities that expose you to noise or chemicals.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Yes No**

123. Have you ever been unable to hold a job or been refused employment because of any physical, mental, or other medically related reason?
124. Have you ever been rejected for or discharged from a military position because of any physical, mental, or other medically related reason?
125. Have you ever taken any illegal drugs? If "Yes," list type, frequency and date on the following page.
126. Have you ever been medically disqualified or terminated from employment due to a positive drug or alcohol test?
127. Have you taken any prescription or over-the-counter medications in the last 12 months? This would include vitamins, birth control pills, antacids, laxatives, aspirins, antihistamines, and weight reducing aids. If "Yes," list name and dosage. \_\_\_\_\_
128. Have you ever been absent from work due to job stress?
129. Have you ever had any surgical operations?
130. Have you ever been hospitalized (at least overnight)? If "Yes," list year, age, reason, and length of stay. \_\_\_\_\_
- 
131. Are you currently under a doctor's care?
132. Are you currently limited by any temporary conditions (e.g., broken bone, pregnancy, recovery from surgery)? If "Yes," please describe. \_\_\_\_\_
- 
133. Have you ever had any doctor-imposed activity restrictions? If "Yes," please describe on the following page.
134. Have you ever been to a doctor for back/neck pain or problems?
135. Have you ever been off work because of back/neck pain or problems?
136. Is there any history of heart disease in your immediate family?
137. Do any diseases run in your family?
138. Do you or anyone in your family have high cholesterol?
139. Have you ever coughed, wheezed, or had chest discomfort after exercise?
140. Do you currently have a cold/cough or have you had either in the last two weeks?
141. Have you recently been exposed to smoke or any noxious or chemical fumes?
142. Have you missed more than 5 days from work due to medical reasons in the past 12 months?
143. Have you been exposed to loud noise today? If "Yes," were you wearing ear protection?
144. Have you ever been diagnosed by a licensed medical professional, psychiatrist, board certified clinical psychologist, etc. with a serious mental illness or as being psychotic?
145. Have you ever been committed to a mental institution by a court, the military, a medical doctor or self?



**Use the space below to provide explanations for any item you marked “Yes” on items 113 to 143. Please reference the item number in your response.**

<b>Item No.</b>	

*I hereby certify that all statements made in this Medical History Statement are true and complete, and I understand that any misstatement of material fact may subject me to disqualification or dismissal from the Academy.*

<b>Signature in full</b>	<b>Date statement completed</b>
--------------------------	---------------------------------



## MEDICAL EXAMINATION REPORT

### INSTRUCTIONS TO PHYSICIAN

The person requesting this examination is an applicant to the Allan Hancock College Law Enforcement Training Academy. Listed below are examination categories and descriptions of the types of activities the applicant will be required to perform. Please examine the applicant and answer the following. Provide any written comments or notations on the attached page.

Applicant's Name (Last, first, middle)
--

Date of Birth (Month, Day, Year)	Sex	Height	Weight
	M    F		

**1) VISION**

The applicant's training will include firearms, precision driving, and scenario training that will be performed in daylight, dimlight, and inclement weather. The applicant will be placed in realistic police situations requiring visual acuity for the identification of persons and objects by color and shape and in situations that will require the ability to detect peripheral movement. The applicant will be required to spend extensive hours of reading textbooks and manuals. **In your opinion, does the applicant have, or is the applicant likely to develop, any visual limitations that could impair performance as described?**

- No
- Yes - Describe in the comments section.

**2) HEARING**

In addition to regular classroom instruction, the applicant will be placed in realistic police situations that require the ability to detect sounds, hear movement, and discern direction with both ears. The applicant will participate in training that will expose them to loud noises such as gunfire, sirens, and alarms. For situations where extended exposure to loud noise is anticipated, ear protection is required.

**In your opinion, does the applicant have, or is the applicant likely to develop, any hearing limitations that could impair performance as described?**

- No
- Yes - Describe in the comments section.

**3) CARDIOVASCULAR, MUSCULAR, SKELETAL, AND FLEXIBILITY**

3a. The applicant will be required to perform rigorous physical activity to include running distances up to 3 miles, performing short sprints, crawling, jumping, climbing, dragging a simulated body weighing approximately 160 lbs., performing calisthenics, push-ups, pull-ups, using exercise weights, performing stretching exercises, running through an obstacle course, running up and down stairs and over uneven terrain, and jumping from a six foot wall.

**In your opinion, does the applicant have, or is the applicant likely to develop, any physical limitations that could impair performance as described?**

- No
- Yes - Describe in the comments section.

3b. The applicant will be required to stand for extended periods as in a military formation, marching, and directing traffic. **In your opinion, does the applicant have, or is the applicant likely to develop, any physical limitations that could impair performance as described?**

\_\_\_\_ No  
 \_\_\_\_ Yes - Describe in the comments section.

3c. The applicant will be required to perform arrest control and self defense training which includes martial arts-like falls, throws, rolls, kicks, punches, and stressing the shoulder, elbow, wrist and finger joints by twisting and extending. **In your opinion, does the applicant have, or is the applicant likely to develop, any physical limitations that could impair performance as described?**

\_\_\_\_ No  
 \_\_\_\_ Yes - Describe in the comments section.

**4) NERVOUS SYSTEM, REFLEXES, BALANCE**

The applicant will be placed in situations that require spontaneous reaction to threats such as drawing a firearm quickly and deflecting an assault. The applicant must be able to walk across a 12 foot balance beam, balance on each leg for 30 seconds while keeping arms down to sides, walk heel-to-toe in a straight line while keeping both arms down to sides. **In your opinion, does the applicant have, or is the applicant likely to develop, any physical limitations that could impair performance as described?**

\_\_\_\_ No  
 \_\_\_\_ Yes - Describe in the comments section.

**COMMENTS: Describe any “yes” responses. Indicate the impact of the(se) limitation(s).**

Include: Performance functions affected. Nature of degree of severity. Duration of impairment (if intermittent). Likelihood(s) associated with this impact.

---



---



---



---



---



---



---



---



---



---



---



---



---



---

**PHYSICIAN INFORMATION**

Physician’s Name (printed)	Phone:
	Address:

Physician’s Signature	Date
-----------------------	------



## RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

I acknowledge that the Allan Hancock Joint Community College District, Law Enforcement Training Program may include physically demanding and strenuous training activities. Furthermore, related training activities involve risks of serious injuries, even death. Nevertheless, I hereby voluntarily assume all risks of any and all loss, injury, illness, death, or damage to myself or my property that might be suffered while participating in the training. I understand that entering into this agreement is a condition of my participation and that I will deem to have accepted these terms and conditions of my participation.

I hereby agree, for myself, my heirs, successors, assigns, executor, personal representative, and estate, to release, waive, discharge, defend, indemnify, and hold harmless the Allan Hancock Joint Community College District, and their respective employees, agents, officers and my fellow students from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the right to indemnity or in urged on appeal) resulting from my involvement and participation in the training, whether caused by any negligent act or omission of any fellow students, and/or the college's respective employees, agents, and officers or otherwise, regardless whether such negligence was active or passive and past present or future. I understand and agree that this release, waiver, discharge, and agreement to defend, indemnify, and hold harmless applies to all loss, injury, illness, death, or damage to me or my property resulting from my participation and involvement in the Allan Hancock Joint Community College District, Law Enforcement Training Program.

This agreement cannot be waived or altered; it affects your rights and obligations if injury or loss occurs during your participation in any activity sponsored by Allan Hancock Joint Community College District, Law Enforcement Training Program.

I acknowledge that I have read the foregoing and that I am fully aware of the legal consequences of this agreement, including that it prevents me from suing my fellow students, the district, and their respective employees, agents, or officers if I am injured or damaged as result of participation in the **Basic Law Enforcement Academy**.

---

Student's Name/Print

---

Student's Signature

---

Date



**ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK**

Use with all sports, recreation, and high risk classes, i.e., athletics, public safety, performing arts, labs, dance.

\_\_\_\_\_ wishes to participate in the Allan Hancock Joint  
(PRINTED NAME)

Community College District sponsored activity(ies) of LE 320 Basic Law Enforcement Academy.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/ illnesses that may result from participating in these activities include, but are not limited to, the following:

- 1. sprains/strains
- 2. fractured bones
- 3. unconsciousness
- 4. head/back injuries
- 5. paralysis
- 6. loss of eyesight
- 7. death
- 8. communicable diseases

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided may not be mandatory.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity(ies).

I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (if minor)

\_\_\_\_\_  
Date

**IMPORTANT NOTE: Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).**





## CRIMINAL HISTORY CHECK

I \_\_\_\_\_  
(Print Full Legal Name and other Names used)

certify with my signature below, that I have not been convicted of a felony or violent crime, either as a juvenile or adult. I further certify that I am not on criminal parole or probation, I am not the subject of a current criminal investigation, I am not addicted to any illegal drugs, and I am not a member of any criminal organization or gang.

I also certify that I have listed all of the dates, offenses, locations, and arresting agencies that I have been arrested for on the Arrest History form.

I understand that I will have to handle firearms, ammunition, and chemical agents (tear gas) and have to drive marked emergency vehicles. I understand that I may overhear sensitive information relating to active criminal investigations.

I understand that due to the above conditions of this assignment with the AHC Law Enforcement Academy, that this is a position of great responsibility and trust. I will not mishandle any law enforcement equipment, and must keep any sensitive information that I overhear or read strictly confidential. I understand that my personal character, reputation and actions must remain above suspicion and consistent with the law enforcement profession at all times.

I therefore, authorize the Director or Coordinator(s) of the AHC Law Enforcement Academy, or their agents, to submit my name, date of birth, driver's license number and other personal information into any available criminal and/or driving record data bases, as well as to local law enforcement agencies, to verify that my certification is true and accurate.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## AFFIDAVIT OF BACKGROUND SUITABILITY FOR EMPLOYMENT AS A PEACE OFFICER

In accordance with Government Code Section 1029(a) any person convicted of a felony (or of a crime in another jurisdiction that would be a felony in California) is prohibited from employment as a California peace officer. This prohibition holds even if the conviction was sealed, expunged, or set aside. It may also apply to any convictions that were subsequently reduced to a misdemeanor occurring on or after January 1, 2004.

I hereby certify with my signature and initials below that the following statements are true and correct:

**Have you ever been:**

- Convicted of a crime classified as a felony: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Convicted of a Domestic Violence or any other crime classified as a misdemeanor enumerated in section 12021 of the California Penal Code or any other state or political subdivision of the United States of America that would prohibit my possession of a firearm: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony, but was reduced to a misdemeanor as part of a plea bargain: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony, that was reduced to a misdemeanor after successfully completing the terms of probation: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- A member of a criminal street gang; or, to my knowledge, entered into a law enforcement file as a member or associate of a criminal street gang within the last three years: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- A member of a terrorist organization, domestic or foreign, that advocated the violent overthrow of the United States Government: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Addicted to any illegal narcotic or substance: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Committed to a mental institution by a court, the military, a medical doctor or self: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Currently on parole or probation: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Any pending or current arrest or bench warrants issued for Failure to Pay or Failure to Appear: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Arrested or convicted of a life threatening traffic violation, i.e., reckless driving, speed contest, suspect of a pursuit or traffic collision resulting in serious injury or death, within the three years prior to the start date of the Academy: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Arrested or convicted of Driving Under the Influence (DUI) of alcohol and/or drugs within the last three years prior to the start date of the Academy: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)
- Two or more arrests or convictions of Driving Under the Influence (DUI) of alcohol and/or drugs: yes\_\_\_\_\_ (initials) no\_\_\_\_\_ (initials)

I hereby certify that I have read and initialed each section of this Affidavit of Background Suitability for Employment as a Peace Officer and all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification and/or dismissal from the Allan Hancock College Law Enforcement Academy.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## AUTHORIZATION TO RELEASE INFORMATION

**I understand** that investigative-consumer reports may be requested and may include information as to my character, general reputation, personal characteristics, mode of living, academic or professional credential verification, job performance, experience and reasons for termination.

**I understand** this information will assist in the assessment of my qualifications and may include, but is not limited to, my academic, performance, attendance, achievement, disciplinary, employment history, military service history, criminal history record, and residential history.

**I hereby authorize** Allan Hancock College Law Enforcement Training Program, Basic Law Enforcement Academy to make any investigations and obtain information relating to my activities from schools, employers, military services, criminal justice agencies, residential management agents, or other sources of information.

**I understand** that Allan Hancock College Law Enforcement Training Program, Basic Law Enforcement Academy may be requesting information concerning my worker's compensation claims, motor vehicle operations history, and criminal history from various private and public sources along with other public records available.

**I understand** that Allan Hancock College Law Enforcement Training Program, Basic Law Enforcement Academy may need to release information relating to my activities in the Basic Law Enforcement Academy to the California Peace Officers Standards and Training (POST) to maintain regulatory compliance.

**I hereby authorize** sources of information or custodians of records to release information pertaining to me upon request by Allan Hancock College Law Enforcement Training Program, Basic Law Enforcement Academy

**I acknowledge** that a facsimile (FAX) or photographic copy of this authorization will be as valid as the original.

**I acknowledge** that I have carefully read and reviewed all the provisions above and have voluntarily agreed to sign this authorization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
AKA/Other Name(s) Used

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number



***PUBLICITY RELEASE FORM***

I hereby grant my consent to Allan Hancock College to use my name and my likeness, whether in still or moving pictures, my photograph and/or other reproduction, including my voice and features, with or without my name for any editorial, promotion, trade, business or other purpose whatsoever, including testimonial and endorsement advertising. Allan Hancock College may exercise its rights in any way it sees fit for its productions, for advertising and for other purposes. I hereby waive any right to approve the finished photograph, audio recording or video, or any copy that might be used in conjunction with the finished product. I understand I will receive no compensation for photographs, audio recordings or videos used and/or reused.

**Please print clearly**

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_



LAW ENFORCEMENT ACADEMY

## FIREARM DISCLOSURE

Have you ever been arrested or convicted of any public offense which would prevent you from legally possessing a firearm? \_\_\_\_\_ No \_\_\_\_\_ Yes

If "Yes," list the location, offense(s), date(s), court disposition, and any other pertinent details.

---

---

---

---

---

I certify under the penalty of perjury, I have never been convicted of a crime classified as a felony or any of the misdemeanors enumerated in sections 29800(b), 29805, 29815(a), 29820, 29825(a), 29825(b), 29900(a) and 29900(b) of the California Penal Code in the State of California or any other state or political subdivision of the United States of America, nor do I currently have any criminal action pending against me that is classified as a felony or any of the misdemeanors enumerated in sections 29800(b), 29805, 29815(a), 29820, 29825(a), 29825(b), 29900(a) and 29900(b) of the California Penal Code.

I understand that any falsification of information on this Law Enforcement Academy application or Firearm Disclosure may result in my disqualification from attending or a dismissal with prejudice from the Law Enforcement Academy.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**HAVE YOU EVER ATTENDED A LAW ENFORCEMENT ACADEMY**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name of Academy: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, explain why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## **APPLICATION PACKET AND BACKGROUND CHECK CERTIFICATION**

I hereby certify that I have personally completed the Academy Application Packet and the Background Check through Trusted Employees or the sponsoring agency, and all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification and/or dismissal from the Allan Hancock College Law Enforcement Academy.

---

Print Full Legal Name

---

Signature

---

Date



Date Received: \_\_\_\_\_

# Requesting Excess Units

Fall and Spring-20.5 units/Summer and Winter-12 units  
Valid only for the semester/term it was approved

**Enrolling in more than the maximum allowable unit amount is permitted only upon petition. Permission will be granted if special circumstances are deemed to have existed to justify such a request.**

**Procedure:**

1. **Complete** the form and meet with a counselor for a recommendation.
2. **Submit** completed form to the office of the Dean, Student Services/ Counseling and Matriculation.
3. **Notification:** Students **without** a 3.0 cumulative GPA will be notified by the Office of the Dean of Student Services/ Counseling and Matriculation via student's AHC e-mail account.

**REMINDER:** For each unit, it is recommended you dedicate two hours of study-time. Therefore, a 20.5 unit load means you will dedicate 20 hours of class time plus 60 hours of outside preparation per week which totals 80 hours per week. Many students need to work while they are attending college. Because of the preparation time noted above it is generally not possible for a student to take a full course load while being employed.

\_\_\_\_\_  
Name

H \_\_\_\_\_  
Student Identification #

\_\_\_\_\_  
Semester Applying For

@my.hancockcollege.edu

**MARK THE STATEMENT THAT APPLIES TO YOU:**

- Requesting excess units **with a 3.0 cumulative GPA**. Current cumulative GPA \_\_\_\_\_.  
*Must be approved by a Counselor.*
- Requesting excess units **without a 3.0 cumulative GPA**. Current cumulative GPA \_\_\_\_\_.  
*Must be approved by a Counselor and the Dean of Student Services/ Counseling and Matriculation.*

**LIST CLASSES:** Total Units Requesting 22.5

Course	Units	Course	Units
LE320 Basic Academy	22.5		

**Why do you need to enroll in excess units and what are your plans to ensure you will be able to complete this unit load?** Attach a separate sheet of paper if necessary.

**Student Statement:** The Basic Law Enforcement Academy is a 21 week, semester length course

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that failure to complete the units of enrollment with a GPA of less than a 3.0 may result in denial of future attempts to enroll more than the allowable unit amount.

\_\_\_\_\_  
Student Signature

Student Name: \_\_\_\_\_

Student ID#: H \_\_\_\_\_

**TO BE COMPLETED BY A COUNSELOR:**

- Math and science lab units exceed the allowable units.
- PE, Dance, and other activity courses exceed the allowable units.
- Earned a 3.0 cumulative GPA from another college/university. Attach transcript.

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Cumulative GPA

- Planning to complete an associate degree/certificate this semester.

\_\_\_\_\_  
Associate Degree/ Certificate

- Planning to complete either CSU/IGETC general education pattern this semester.

- Planning to transfer and meet admission unit requirement.

\_\_\_\_\_  
Major

\_\_\_\_\_  
Transfer Date

- Other extenuating circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Units Approved

**TO BE COMPLETED BY THE DEAN OF STUDENT SERVICES/COUNSELING AND MATRICULATION—if necessary:**

Requesting excess units without a 3.0 cumulative GPA

Approved

Denied

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dean, Student Services/ Counseling and Matriculation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Units Approved

**FOR OFFICE USE ONLY:**

Appeal Entered: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

Notification (only w/out a 3.0 GPA): \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials



## POST WORKBOOK ORDERING SITE AND INSTRUCTIONS

1. Log on to the Workbook ordering site hosted by FedEx Kinko's at:  
[https://docstore.fedex.com/post\\_ca](https://docstore.fedex.com/post_ca)
2. Click on: **Select Documents From Your Online Catalog**
3. Select folder: **Becoming An Exemplary Peace Officer**  
Enter: **1** in the Quantity box  
Click On: **Add to Cart**
4. Select folder: **Learning Domain Workbooks**  
Enter: **1** in the Quantity box for each Workbook LD 01- LD 43 (Workbook LD 14 has been eliminated. Do not order LD 60-LD 63)  
Click On: **Add to Cart**
5. Select folder: **Student Scenario Manual**  
Enter **1** in the Quantity box  
Click On: **Add to Cart**
6. Click On: **Continue**
7. Enter your **Contact Information** and **Payment Method** (A credit card is required to purchase the Workbooks)
8. Click on: **Continue** and follow any additional instructions.

NOTE: The cost for all books is approximately \$259.00.

### No Cost Option

\*\*\* You also have the option of going to the Law Enforcement Academy page on the college web site and downloading the workbooks to your laptop or tablet \*\*\*

\*\*\* If we convert all manual to the digital format and issue laptop computers, the POST workbooks will be downloaded to the computers\*\*\*

NEED HELP WITH PLACING YOUR ORDER

CALL: 1-800-GoFedEx (1-800-463-3339)  
[customerrelations@fedexkinkos.com](mailto:customerrelations@fedexkinkos.com)





## ACADEMY UNIFORM SPECIFICATIONS AND PURCHASING INSTRUCTIONS

Uniform requirements for the Allan Hancock College Law Enforcement Academy:

Class A	Long sleeve shirt, tie, duty pants, boots, duty gear	Inspections, Graduation
Class B	Short sleeve shirt, duty pants, boots, duty gear	Standard Daily Uniform
Class C	Polo (or sweatshirt), tactical BDUs, boots, duty gear	Range
Class C Modified	T-shirt, tactical BDUs, boots or athletic shoes, duty gear if required.	ARCON
PT	PT shirt (or sweatshirt), running shorts, athletic shoes	PT and ARCON

As an Academy Recruit, you will need to purchase the following equipment with the following specifications:

1. **Uniform Shirt:** Department issued shirt, wash and wear polyester blend material with permanent military creases. The uniform shirt shall have button down shirt flap pockets with Velcro closures, shoulder epaulets and badge tab. Agency patches must be sewn on sleeves ½ inch from the shoulder seam and centered. Minimum of one shirt long sleeve shirt is needed. Minimum of 3 short sleeve shirts are needed.
2. **Uniform Pants:** Department issued wash and wear polyester blend pants. Minimum of three pairs are needed.
3. **Tactical Pants:** Department issued tactical BDU pants. Polyester/cotton blend, six pocket style with button or Velcro pocket closers (no snaps). Minimum of one pair needed.
4. **Polo Shirt:** Academy black polo, purchased through All American Screen Printing.
5. **Trouser Belt:** Black basket weave belt. Sponsored/co-sponsored Recruits should wear their agency issued belt.
6. **Black plain toe boots:** Lace-up, leather (HiTech, 5.11 or comparable) nylon uppers are optional. The boots must be able to hold a high gloss shine and may have an inside zipper. Minimum of one pair needed.
7. **Tie:** Co-sponsored Recruits shall wear their Agency tie.
8. **Tie Bar:** Co-sponsored Recruits shall wear their Agency tie bar.



**ALLAN  
HANCOCK  
COLLEGE**  
LAW ENFORCEMENT ACADEMY

9. **Name Plate:** Agency name plate.
10. **Duty Jacket:** Department issued duty jacket (e.g. Tact Squad) with agency patches sewn on sleeves ½ inch from the shoulder seam and centered.
11. **Running Shoes:** High quality running shoes (e.g. Nike, Asics, New Balance, etc.) must be specifically designed for running. Cross trainers, basketball, court shoes are not approved.

You may order your uniforms from any uniform store or police uniform catalog as long as the items meet the Academy uniform specifications. Below is a listing of uniform providers. Often, the local uniform stores will sew on your patches for free if you purchase your uniform items from them. Be sure to take the Academy uniform specifications sheet with you when purchasing uniforms items to ensure that you are getting the proper item.

The following vendors are suggested:

<p><b><u>SAN LUIS OBISPO AREA</u></b> RANGEMASTER (uniforms and boots) 149 Granada Drive, Suite #A, San Luis Obispo, 805-545-0322</p> <p>TEMPLETON UNIFORMS (uniforms and boots) 3850 Ramada Dr. #A-1B, Paso Robles, 805-434-0814</p>	<p><b><u>SANTA MARIA AREA</u></b> CARRS BOOT SHOP - (boots only) 1515 South Broadway, Santa Maria, CA 805-922-5228</p> <p>Johnny's Shoe Shine Service - (boots shined) 629 South Broadway, Santa Maria, CA 805-720-1994</p>
<p><b><u>VENTURA AREA</u></b> ON-DUTY UNIFORMS – (uniforms and boots) 4572 Telephone Road #920, Ventura, CA 805-650-3889</p> <p><b><u>LOMPOCAREA</u></b> THE SHACK – (uniforms and boots) 129 W. Central #D, Lompoc, CA 805-737-9600</p>	<p><b><u>INTERNET VENDORS</u></b> GALL'S UNIFORMS 1-800-477-7766 (uniforms and boots) <a href="http://www.galls.com">www.galls.com</a></p> <p>LONG BEACH UNIFORMS 1-888-424-3938 (uniform and boots) <a href="http://www.longbeachuniform.com">www.longbeachuniform.com</a></p> <p>LA POLICE GEAR 1- 661-294-9499 (uniform and boots) <a href="http://www.lapolicegear.com">www.lapolicegear.com</a></p> <p>BOTACHTACTICAL 1-323- 443-3997 (uniform and boots) <a href="http://www.botachtactical.com">www.botachtactical.com</a></p>



## Additional Equipment

Sponsored recruits may wear their agency duty gear or rent from the academy.

1. **Duty Gear:** Black basket weave: holster, key case, magazine pouch, baton ring, collapsible baton and holder, two handguff cases and handcuffs, radio holder, flashlight ring.
2. **Firearms:** The Academy can issue a 9mm Glock 17 handgun (see rental fee). The handgun will be issued at the range and turned in at the conclusion of each range training day. You are not allowed to take the handgun home or off campus grounds. Sponsored/co-sponsored Recruits shall use their Agency issued firearm. In lieu of using the Academy issued Glock, Independent Recruits are authorized to use their own handgun (this is not an Academy requirement). Handguns must meet the following criteria:

**Caliber:** 9 mm (.40 caliber or .45 caliber may be authorized; however, Recruits will have to purchase their own ammunition).

**Barrel Length:** Not less than 3.8 inches nor longer than 5 inches.

**Modifications:** Handguns may not have any after-market modifications that are extreme in nature or that would make it unsuitable to carry as an on-duty weapon.

**Authorization:** Prior to being used in the Academy firearms training, the handgun must be inspected and approved by an Academy Firearms Instructor.

**Approved Handguns:** The handguns listed in the chart below are the approved handguns for Academy use by Independent Recruits.

<b>Manufacturer</b>	<b>Model or Caliber</b>
Sig-Sauer	P226, P229, P239, P250
Springfield Armory	XD9 Service, XD9 Tactical
Glock	17, 19, 20, 23, 30, 32
Smith and Wesson	M&P9, M&P40
Beretta	92F, 96F
Heckler & Koch	USP 40 caliber or 9mm

3. **Ammunition:** Each recruit will need the following ammunition to complete firearms training:
  - a. **Handgun** – 2500 duty rounds
  - b. **Shotgun** – 500 00 Buck rounds
  - c. **Rifle** – 400 .223 rounds
4. **Duty Bag:** A black duty bag (included in material fee).
5. **Flashlight:** A flashlight (included in material fee).



**Additional Required Academy Uniform Items To Be Purchased by the Recruit or Agency:**

1. Academy T-Shirts (four **black** t-shirts are recommended)
2. Academy Sweatshirt (one navy blue sweatshirt is required)
3. Academy Running Shorts: (one pair of running shorts required)
4. Navy blue Academy Cap (one required)
  - a. Sponsored/Co-sponsored recruits shall have one agency ball cap.
5. Blue Lycra® compression type shorts (one pair of blue Lycra® type shorts recommended)
6. Black Academy Polo (one recommended)

The above items are purchased at:

All American Screen Printing  
304 E. Oak St.  
Santa Maria, CA 93454  
805-925-0878  
[www.shirtdoctors.com](http://www.shirtdoctors.com)

If you have any questions or if you need assistance in ordering online from the website, contact Brook or Ken Bradley at All American Screen Printing, 805-925-0878.



**LAW ENFORCEMENT ACADEMY**

**FEE SCHEDULE - SPONSORED RECRUIT**

(Effective May 18, 2018)

FEE  <i>(FEES SUBJECT TO CHANGE)</i>	AMOUNT	EXEMPTIONS AND WAIVERS  For additional information on college related fees and exemptions visit the <a href="http://www.allanhancockcollege.edu">Allan Hancock College website</a>
Enrollment Fees - \$46.00 Unit LE 320 – 22.5 Units	<b>\$ 1,035.00</b>	Fee Waiver (BOG or other approved exemption) Non-California Resident (Contact Admissions and Records)
Health Fee (mandatory)	waived	
Student ID (mandatory)	\$ 2.00	
Parking Fee (optional)	\$ 20.00	
Materials Fee (mandatory)	\$ 348.25	See attached list
Duty Gear*	\$ 0 - 175	.Agency may choose to rent some equipment from the academy, i.e., radio, vest, SIRT weapon.(typical \$50 for Radio and SIRT)
Ammunition and Weapon Rental Fee *	\$ 0 – 1,567	Agency will provide own ammo. Recruits will use academy shotgun and Taser supplies. (\$117)
<b>Grand Total</b>	<b>1580.25</b>	<b>Academy will Invoice Agency</b>

Uniform Fees: \$700.00 (approximate)  
LD Book Fees: \$259.00 (approximate)



**ALLAN  
HANCOCK  
COLLEGE**

**LAW ENFORCEMENT ACADEMY**

**COURSE FEES - Sponsored Recruit**

**Spring 2018 Class #114**

**COLLEGE FEES**

	<b>Full Fees</b>		<b>Fees / Agency Provided Equipment</b>	
1 Enrollment Fees - \$46.00 Unit	22.5 Units)	\$ 1,035.00	\$	1,035.00
2 Student ID		\$ 2.00	\$	2.00
3 Parking Fee (optional)		\$ 20.00	\$	20.00
	<b>TOTAL</b>	<b>\$ 1,057.00</b>	<b>\$</b>	<b>1,057.00</b>

**MATERIAL FEES**

1 CPR Micro Shield	\$	6.00	\$	6.00
2 Gear Bag	\$	27.00	\$	27.00
3 3 Cell Flashlight	\$	20.00	\$	20.00
4 Report Forms (5 pads)	\$	13.75	\$	13.75
5 Line Guide Template	\$	12.00	\$	12.00
6 Law Tech Penal Code	\$	40.00	\$	40.00
7 Law Tech Vehicle Code	\$	31.00	\$	31.00
8 300 Sheets of Lined Paper	\$	3.00	\$	3.00
9 White Notebook Binder & Tab Dividers	\$	11.50	\$	11.50
10 Brainbook & Emotional Survival for LE	\$	30.00	\$	30.00
11 3 in 1 Traffic Template	\$	20.00	\$	20.00
12 Field Note Pads (6)	\$	5.00	\$	5.00
13 Diagnostic Pen Light	\$	3.00	\$	3.00
14 Safety Eyewear	\$	4.00	\$	4.00
15 Recruit Manual, Scenario Manual, EPO	\$	25.50	\$	25.50
16 Mouth Guard	\$	7.00	\$	7.00
17 PT Manual, TC Manual, Report Manual	\$	27.50	\$	27.50
18 Arrest and Control Manuals (2)	\$	44.00	\$	44.00
19 USB drive	\$	12.00	\$	12.00
20 Water Hydration Pack	\$	30.00	\$	30.00
21 Runner Mesh Ball Cap	\$	7.00	\$	7.00
	<b>TOTAL</b>	<b>\$ 378.25</b>	<b>\$</b>	<b>378.25</b>

**DUTY GEAR FEE**

1 Full Leather Gear	Optional Rental Fee	\$ 100.00	Optional Rental Fee	\$
2 Radio and Holder (w/ AHC Channel)	Optional Rental Fee	\$ 25.00	Optional Rental Fee	\$ 25.00
3 Ballistic Vest	Optional Rental Fee	\$ 25.00	Optional Rental Fee	\$
4 SIRT Weapon and Tac Light	Optional Rental Fee	\$ 25.00	Optional Rental Fee	\$ 25.00
		<b>\$ 175.00</b>		<b>\$ 50.00</b>

**AMMUNITION FEE**

1 9mm Weapon	Optional Rental Fee	\$ 25.00	Agency Provided-No Cost	
2 Shotgun	Optional Rental Fee	\$ 25.00	Academy Provided Fee	\$ 25.00
3 Taser, Cartridges, Batteries	Optional Rental Fee	\$ 92.00	Academy Provided Fee	\$ 92.00
4 9mm 2500 Rounds		\$ 425.00	Agency Provided-No Cost	
5 12 ga Buckshot 500 Rounds		\$ 600.00	Agency Provided-No Cost	
6 .223 Rifle Ammo 400 Rounds		\$ 200.00	Agency Provided-No Cost	
	<b>TOTAL</b>	<b>\$ 1,367.00</b>	<b>\$</b>	<b>117.00</b>

**TOTAL \$ 2,977.25** **\$ 1,602.25**

**OTHER**

1 Uniforms (PT)	\$ 250.00 (apprx.)	\$ 250.00 (apprx.)
2 POST LD Workbooks	\$ 259.00 (apprx.)	\$ 259.00 (apprx.)