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## LAW ENFORCEMENT PRE-ACADEMY

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# APPLICATION PACKET

## Pre-Academy Recruit

April 1, 2019

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 Pre-Academy, your first step to success.

Dave Whitham  
Academy Director

Academy Staff

Mitch McCann, Associate Dean  
David Whitham, Academy Director  
Ken George, Academy Coordinator  
Allison Martinez, Academy Coordinator  
Neal LeMaire, AOT/CORE Coordinator  
John Langehennig, Lead Recruit Training Officer  
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 Pre-Academy Packet.

- It is your responsibility to complete the packet and provide all required information.
- All application documents must be completed in black ink or typed.
- You must bring this entire packet on the first day of the pre-academy
- Any application that is incomplete or missing information will not be processed and will be returned to the applicant for completion

The Pre-academy can accommodate up to fifty students. Students must register as an Allan Hancock student and then sign up for the LE310 class. This is on a first come, first serve basis. If you sign up for the pre-academy and fail to show, you will receive an "F" grade, if you fail to withdraw from the class.

### **PRE-ACADEMY ENTRANCE MINIMUM REQUIREMENTS**

- Must be 18 years of age at the start of the pre-academy
- Must possess a current and valid state issued driver's license
- Must not have any conviction of a crime classified as a felony
- Must not have any physical limitations
- Report to the staff if you are taking any prescribed medications
- Able to run 1.5 miles in 15 minutes or less
- Complete at least one pull-up
- Complete 35 sit-ups in 2 minutes
- Complete 25 push-ups

### **REQUIRED TO BRING TO CLASS ON DAY ONE**

- Personal Data Form (completed)
- Academy Release & Indemnification (completed)
- Voluntary Activity Assumption of Risk - LE310 (completed)
- Class Syllabus (copy)
- Notebook and pen/pencil
- Four bottles of water
- Driver's license



ALLAN HANCOCK COLLEGE  
LAW ENFORCEMENT PRE-ACADEMY

PERSONAL DATA FORM

Print All Information

Pre-academy \_\_\_\_\_  
Date

AHC STUDENT ID #: H \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (M.I.)

DOB: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(mm/dd/yyyy)

GENDER:  M  F DRIVER'S LICENSE NUMBER: \_\_\_\_\_

- ETHNICITY:
- American Indian or Alaska Native
  - Asian
  - Black or African American
  - Filipino
  - Hispanic or Latino
  - Caucasian/Non-Hispanic
  - Native Hawaiian or Other Pacific Islander
  - White
  - Other
  - Unknown

RECRUIT AFFILITATION:  Affiliated Agency (Sponsored) \_\_\_\_\_  
(Agency Name)

Affiliated Agency (Co-sponsored) \_\_\_\_\_  
(Agency Name)

Non-Affiliated (Independent)

CONTACT INFORMATION

HOME PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

(City)

(State)

(Zip)

EMERGENCY CONTACT: \_\_\_\_\_  
(Name) (Phone Number)



## Law Enforcement Academy

### RELEASE and INDEMNIFICATION AGREEMENT

I acknowledge that the Allan Hancock Joint Community College District Law Enforcement Academy may include physically demanding and strenuous 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 Law Enforcement 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 myself or my property resulting from my participation and involvement in the Law Enforcement Academy.

This agreement cannot be waived or altered; it affects your rights and obligations if injury or loss occurs during your participation in any activity in the Law Enforcement Academy using Allan Hancock College property.

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 Law Enforcement Academy.

Course: LE310 Pre-Academy

Dates: \_\_\_\_\_

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
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 310 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 | 3. unconsciousness    | 5. paralysis        | 7. death                 |
| 2. fractured bones | 4. head/back injuries | 6. loss of eyesight | 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).**



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## Law Enforcement Training

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### Pre-Academy Course Syllabus

<b>TITLE:</b>	Introduction to Law Enforcement Academy (Pre-Academy)
<b>COURSE NO.</b>	LE 310
<b>CREDITS:</b>	1.0 semester unit
<b>DATE/TIMES:</b>	Saturday 7:00am – 5:30pm (during April & October) Sunday 7:00am – 5:30pm (during April & October)
<b>LOCATION:</b>	Academy Classroom 5-109 and 5-117, Public Safety Training Complex Lompoc Valley Campus One Hancock Drive, Lompoc, CA 93436
<b>DESCRIPTION:</b>	An orientation course designed to prepare students for the Law Enforcement Academy. A series of self-assessment activities and exercises will help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment. Students will participate in activities designed to simulate the Allan Hancock College Law Enforcement Academy to assess individual emotional, mental and physical readiness for the Academy. Students with pre-existing injuries or disabilities or who have physical, emotional or mental limitations should contact the course coordinator or college student services office for advisement.
<b>INSTRUCTOR(S):</b>	The course instructors are the academy coordinators. They will facilitate classroom lecture and discussions. The academy recruit training officers will handle outside activities. The academy physical fitness instructors will administer
<b>GOALS:</b>	<u>To encourage and enable students to:</u> <ol style="list-style-type: none"><li>1. Understand the Commission on Peace Officer Standards and Training (POST) for the basic law enforcement certificate.</li><li>2. Become aware of the physical, academic and emotional challenges of the Academy.</li><li>3. Become familiar with the structure and discipline of the Academy.</li></ol>
<b>STUDENT LEARNING OUTCOMES:</b>	LE SLO1 - Demonstrate knowledge of leadership concepts and roles, organizational changes, liability issues, performance evaluations, disciplinary processes, group dynamics, ethical decision making, and community policing.

**OBJECTIVES:** At the end of the course, the student will demonstrate the ability to:

1. Identify personal academic readiness.
2. Identify personal physical readiness.
3. Identify personal emotional readiness.

**COURSE**

**SUBJECTS:**

1. Introduction to POST Basic Training
2. Introduction to Academy life
3. Memo Writing Exercise
4. Academy Survival and Success
5. Mock Learning Domain
6. Fitness Requirements
7. Fitness Assessment
8. Drill and Ceremony
9. Test and Review
10. Regulations Preview
11. Facility Use and Information
12. Recent Graduate Presentation
13. Physical Training Workout
14. Debriefing and Evaluations
15. Family Members Orientation
16. PELLETB Testing

**COURSE**

**REQUIREMENTS:** To receive a passing grade in the Pre-Academy course, students must complete the following:

- Attend all of the hours of training.
- Complete and turn in all homework assignments.
- Participate in classroom exercises and physical training activities.
- Students must inform the coordinator of any pre-existing illnesses, injuries, physical limitations prior to participation in this course.
- Students must report immediately to the coordinator any injury sustained while attending the course.
- This course is offered in a structured and para-military environment. Students who are unable to tolerate the stress or strenuous physical fitness training requirements should contact the coordinator.

**ATTENDANCE:** LE310 is 20 hours in length. All 20 hours must be completed in order to successfully complete the course and qualify to apply to the Basic Academy, LE320.

**GRADING:** The final course grade will be determined by successfully meeting each of the course requirements listed above and your attendance/participation. All hours must be attended with full participation:  
Hours missed: 0 = A; 1-2 = B; 3-4 = C; 5-6 = D; 7+ = F



## CONDUCT:

- Students are expected to maintain a professional demeanor at all times.
- Students shall address all Academy staff members appropriately by either “Sir, yes Sir” or “Ma’am, no Ma’am” when responding to directions, questions or when asking any Academy staff a question.
- Students are expected to follow all orders and directions given by Academy staff and will show respect to all Academy staff members, fellow students, and any visitor while attending the Pre-Academy.
- Students are expected to conduct themselves in a safe manner at all times. It is the responsibility of every student to report any unsafe acts or conditions or safety violations to Academy staff immediately.
- Students are encouraged to participate in class discussion and respect the learning environment by listening when others are speaking.
- Students will not bring any food and drinks into the classroom. Bottled water is permitted.
- Students cannot smoke, use any tobacco products, or consume energy type drinks while attending the Pre-Academy.

## FACILITY USE:

Remember to secure your personal items as the classroom remains unlocked during business hours and may be used for other functions after class and on weekends.

The entrance to the restrooms are on the west side of Building 5. Bring a lock to secure your personal items in a locker.

Park in the front lot in a white-lined space. Parking behind the fence in the compound is for college and permitted staff vehicles only. Parking is by permit only. Daily permits are \$2 from the machine by the front door.

## SPECIAL INSTRUCTIONS

- Wear gym type shorts
- Wear a white t-shirt and bring one extra t-shirt (white preferred) as a change may be needed. **You must write your last name in black, 2 inch block letters on the front and back, 6 inches below the collar.**
- NO cut-offs, V-neck t-shirts, or tank tops
- Baseball style cap w/o any logo (for sun protection)
- Wear sweatpants and a sweatshirt, depending on the weather
- Running shoes with white socks
- Athletic support undergarments
- Bring a towel and a lock to secure your locker
- Do not wear any jewelry including necklaces, earrings, watches, rings (plain wedding bands are acceptable)
- Men shall be clean shaven
- Short hair is strongly recommended for men
- Women’s hair should be in a bun or French braid (off the shoulders)
- No visible body piercing rings or body ornaments

- **Tattoos shall not be visible and must be covered at all times while attending the Pre-Academy**

**FOOD - Bring a sack lunch and a minimum of four (4) bottles water for each day of class**

- NO energy type drinks, chews, candy, etc. are allowed
- Lunches can be stored in the locker room or in your vehicle
- Do not bring your lunch into the classroom
- Vending machines are available, you will need to have adequate change if you plan to use the vending machines

**REQUIRED ITEMS**

- Notepad
- Black pen
- Positive attitude

**COURSE SCHEDULE**

**SATURDAY**

<u>Time</u>	<u>Location</u>	<u>Activity</u>	<u>Instructor</u>
0700	5-109/117	Introductions and Family Orientation	Academy Staff
0900	5-109	Introduction to Academy Life	Academy Staff
0900	Athletic Field	Physical Fitness Assessment	Academy Staff
1030	Grinder	Introduction to RTO Staff	RTO Staff
1200	Break Area	Lunch	
1230	5-117	Intro to Academy Life / PELLETB prep.	Academy Staff
1300	Grinder	Introduction to Drill and Ceremony	RTO Staff
1400	5-117	Memo Writing	Academy Staff
1500	Grinder	Drill and Ceremony	RTO Staff
1600	5-117	Academy Life	Academy Staff
1630	Grinder	Drill & Ceremony	RTO Staff
1730		End of Watch (EOW)	

**SUNDAY**

<u>Time</u>	<u>Location</u>	<u>Activity</u>	<u>Instructor</u>
0700	5-117	PELLETB Test	Academy Staff
0900	Grinder	Drill & Ceremony	RTO Staff
1000	5-117	Written Test	Academy Staff
1015	5-117	Background Investigations	Academy Staff
1100	Grinder	Drill and Ceremony	RTO Staff
1200	Break Area	Lunch	
1230	Grinder	Drill and Ceremony	RTO Staff
1300	5-117	Discussions with Academy Recruits	Current Recruits
1400	5-117	Testing/LD Workbooks/Equipment	Academy Staff
1430	Grinder	Drill & Ceremony	RTO Staff
1500	Athletic Field	Physical Fitness Workout	Academy Staff
1700	5-120	Self-Assessment/Debrief	Academy Staff
1730		End of Watch (EOW)	

*Course Schedule is subject to change at instructor discretion*