

Basic Law Enforcement Academy

APPLICATION FOR ENROLLMENT

**Ventura County Criminal Justice Training Center
And
Ventura College**



Law Enforcement Training

Before starting this application, you must:

- A. Be a Ventura College student or apply to be a student. If you are not a student, you may apply at this link: <https://www.venturacollege.edu/apply-and-enroll>**
- B. Carefully review the Academy Applications Instructions document, found on the “How to Apply” link.**

Application Process

The academy application process consists of seven parts: 1) the application, 2) reading and writing assessment test, 3) fingerprint check, 4) driver’s history, 5) medical screening, including drug testing, 6) POST physical agility test, and 7) conduct clearance. You should begin early to ensure all phases are completed prior to the deadline. Contact the Criminal Justice Department at Ventura College if you have any questions or encounter and difficulty along the way.

- 1. Application Form:** Required of all applicants. Complete the form entirely. Do not leave blanks. *An incomplete application may be grounds for non-acceptance or delay in processing.*
- 2. Reading and Writing Ability:** California law requires that “Every peace officer candidate shall be able to read and write at the levels necessary to perform the job of a peace officer.” Therefore, applicants for the academy must possess a level of reading and writing ability that will allow them to be successful and meet the legal requirement. There are multiple measures used to indicate an adequate level of ability to read and write for this program. You will find these in the Application Instructions document, as well as in the Ventura College Catalog.
- 3. Fingerprint Check:** This is required of non-affiliate applicants. Because of long delays at the California Department of Justice, we ask you to submit your prints as early as possible in your application process.
- 4. Driver’s History:** Each applicant must have and maintain a valid California Driver’s License. Contact the Criminal Justice Department if there are any problems with a driving history.
- 5. Medical Screening:** There are two parts to this phase: (1) a self-history completed by you, and (2) a physical exam and medical release completed and signed by a physician or medical practitioner.
- 6. POST Physical Agility Test**
- 7. Conduct:** If a student violates the Ventura College Student Code of Conduct while attending the Basic Law enforcement Academy, or if a student has violated the Ventura College Student Code of Conduct in the past, they will not be admitted to the program. Examples of violations include, but are not limited to, academic dishonesty, cheating, plagiarism; causing, attempting to cause, or threatening to cause physical injury to another or ones’ self; disruptive behavior, etc.

Submit your completed application to the Career Education Division Office, MCW Building 3rd Floor, 4667 Telegraph Road, Ventura.

**Ventura County Criminal Justice Training Center
Ventura College**

Application for Enrollment

Last Name _____ First _____ MI _____

Other Name(s) Used _____ SSN ----- _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Cell Phone _____

EMERGENCY INFORMATION (Emergency Notification and Contacts)

Contact Person _____ Relationship _____

Phone _____

Physician or Clinic _____

Address _____

FIREARM DISCLOSURE

Have you ever been arrested or convicted of any public offense which would prevent you from possessing a concealable weapon?

_____ Yes _____ No

If "Yes", list the offense(s), date(s) and all pertinent details. Attach additional sheets if necessary.

FELONY DISCLAIMER

I certify that I have never been convicted of a crime classified as a felony or any of the misdemeanors enumerated in Sec. 29800(a)(1) 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 action pending against me that is classified as a felony or any of the misdemeanors enumerated in Sec. 29800(a)(1) of the California Penal Code. I understand that any falsification on this application may result in disqualification from attending the basic academy.

APPLICANT'S SIGNATURE _____ **Date** _____

FINGERPRINT CLEARANCE FORM – LIVE SCAN (For Non-Affiliate Applicants)

Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission on POST (including the PC 832 course) that includes the carrying and use of firearms, and 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 that the applicant has no criminal history background which would disqualify him or her from owning, possessing or having under his or her control a firearm.

A Request for Live Scan Service is included with this packet. Also included is a list of nearby agencies where fingerprinting can be obtained (for a cost to the recruit).

The Department of Justice will send the results to the applicant. Attach a copy of the clearance letter to this page.

DRIVER'S LICENSE HISTORY FORM

You will need to have a valid driver's license at all times during your training. Always bring your driver's license with you to training unless otherwise instructed.

You will need to go to a Department of Motor Vehicles office and request your driver history printout. You will need to take your picture driver's license with you. Be sure to review your driver history printout for accuracy.

Attach the printout to this page.

MEDICAL EXAMINATION CLEARANCE

The academy will require a medical clearance and drug test prior to training. Have your medical clearance completed before the start of the academy.

STEPS TO COMPLETE THE MEDICAL EXAMINATION:

1. Complete the Medical History Statement.
 2. Schedule an appointment to have a physical exam with a licensed physician or medical practitioner. You may schedule an exam and drug test at the Ventura College Student Health Center at a reduced cost with proof of enrollment at Ventura College. **If you are not a Ventura College student, you must first apply to the college (link below) and obtain your VCCCD.edu email address and ID number before you can make an appointment.**
<https://www.venturacollege.edu/apply-and-enroll>
 3. Take the Medical History Statement and the Medical Examination Report to the examination. **Return the Medical Examination Report with your completed Application for Enrollment packet to the address indicated on page 2.**
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REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA349400
ORI (Code assigned by DOJ)

POST Certification (Non-Sponsored 13511.5PC)
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

DOJ/Firearms Division
Agency Authorized to Receive Criminal Record Information

4949 Broadway
Street Address or P.O. Box

Sacramento CA 95820
City State ZIP Code

Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

916-227-3749
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name First Name Suffix

Sex Male Female

Date of Birth Driver's License Number

Height Weight Eye Color Hair Color Billing Number (Age Billing Number)

Place of Birth (State or Country) Social Security Number Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box City State ZIP Code

YOUR INFORMATION

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the 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/Firearms Division
Employer Name

4949 Broadway
Street Address or P.O. Box Telephone Number (optional)

Sacramento CA 95820
City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator Date

Transmitting Agency LSID ATI Number Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ)

Authorized Applicant Type

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

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

City State ZIP Code

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 Street Address or P.O. Box

City 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):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City State ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number

Amount Collected/Billed



Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Bureau of Firearms in the Department of Justice collects the information requested on this form as authorized by Penal Code section 13511. The Bureau of Firearms uses this information to conduct criminal background checks on applicants for specified POST training. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. This form will not be processed for failure to provide all personal information requested.

Access to Your Information. You may review the records maintained by the Bureau of Firearms in the Department of Justice that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to conduct criminal background checks on applicants for specified POST training, we may need to share the information you give us with any peace officer or other person designated by the Attorney General upon request.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by state or federal law;
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information. For questions about this notice or access to your records, you may contact the Department of Justice, Bureau of Firearms at (916) 227-7527 or P.O. Box 820200, Sacramento, CA 94203-0200.

Live Scan

| Location | Price | Contact Info | Open |
|--|----------------------------|--------------|--|
| Certifix dwb The UPS Store #0938 2390 Las Posas Road Camarillo, 93101 | \$35 plus DOJ and FBI fee | 805-388-7606 | M-F 9:00-6:00 pm Sat. 9:00-4:00 pm |
| Moorpark Mail N More 4215 Tierra Rejada Road Moorpark 93021 | Price Varies \$25-\$100 | 805-523-8822 | M-F 9:00-5:00 pm |
| ACCU-PRINTS 301 Science Drive Suite 132 Moorpark, 93021 | \$20 | 805-529-5288 | M-F Hours vary APPT ONLY |
| The UPS Store #2530 530 E Los Angeles Avenue Suite #115 Moorpark, 93021 | \$35 | 805-531-9232 | M-F 10:00-5:00 pm Sat.& Sun. 10:00-4:00 pm |
| Postal Annex 501 S. Reino Road Suite I Newbury Park CA 91320 | \$27 | 805-214-9600 | M-F 8:30-6:00 pm Sat. 9:00-4:00 pm |
| Postal Depot 655 S. Ventura Rd Oxnard CA 93030 | Price Varies | 805-382-2418 | M-F 1:00-7:00 pm Sat & Sun 8:00-3:00 pm |
| Certifix dwb The UPS Store #3574 590 W. Main St. Santa Paula 93060 | \$35 | 805-933-9199 | M-F 8:30-6:00 pm Sat. 9:00 -2:00 pm |
| Certifix dwb Mailbox Plus 1464 Madera Road Suite N Simi Valley 93065 | Price Varies | 805-582-0223 | Mon, Tues, Thurs, Fri 4:30-5:30pm APPT ONLY |
| The UPS Store #5826 2828 Cochran Street Simi Valley 93065 | \$35 | 805-583-2828 | Mon-Sat 8:30-1:00 pm APPT ONLY |

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|--|------|--------------|---|
| Certifix dwb The UPS Store #1055 2060 Avenida De Los Arboles Suite D Thousand Oaks, 91362 | \$35 | 805-492-2279 | Mon-Fri 8:30-6:30 pm Sat. 9:00 -4:30 pm |
| Wellness Mart, MD 141 Duesenberg Drive Suite #3 Thousand Oaks, 91362 | \$23 | 805-496-7148 | Mon-Fri 9:00-5 :00 pm Sat. 10:00-4:00 pm |
| AJ Business Center 2261 E Thompson Blvd Ventura, CA 93001 | \$30 | 805-643-0225 | Mon-Fri 10:00-6:00 pm |
| Lawcopy, LLC dba Fingerprint 199 Figueroa Street 2nd Floor Ventura, 93001 | \$30 | 805-765-7175 | Mon-Fri 10:00-4:00 pm APPT ONLY |
| Live Scan Express, Inc 5450 Ralston St Suite 106 Ventura, 93003 | \$20 | 805-339-0422 | Mon-Fri 9:00-5:00pm |
| ID LIVESCAN 2277 Townsgate Road #208 Westlake Village, 91361 | \$62 | 805-777-8171 | Mon, Weds, Fri 9:00 -3:00pm |