

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

  x   Transfer Course   x   A.A. Degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** AJ 72 Police Academy Orientation and Leadership

**UNIT VALUE:** 3

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** Clearance from the Department of Justice through fingerprint submission.  
Letter of Good Conduct from County in which the student resides.  
Successful completion of a physical.  
Written examination  
Physical agility examination  
Oral interview

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:**

The development of critical thinking and physical fitness skills that lead to successful completion of the Police Academy program.

**SPECIFIC COURSE OBJECTIVES:**

Students will be able to:

1. Explain the importance of the written entry level examination.
2. Explain the importance of the physical agility entry level examination.
3. Identify various methods to prepare for the written entry level examination.
4. Identify various methods to prepare for the physical agility entry level examination.
5. Demonstrate skills learned in class by completing a written and physical agility examination.
6. Explain the importance of a law enforcement employment application.
7. Demonstrate the importance of a law enforcement background investigation.
8. Explain the importance of thoroughly completing the law enforcement background information packet and turning it in on time.
9. Explain the importance of being truthful in completing both the law enforcement employment application and law enforcement background information packet.

10. Demonstrate the concepts and importance of oral board interviews.
11. Explain Learning Domain Workbooks and how to properly obtain information from them.
12. Explain Learning Domain Examinations and how to properly study for them.
13. Explain spelling and code examinations and how to properly study for them.
14. Explain how to prepare a 153 report.
15. Explain Honesty.
16. Explain and demonstrate the importance of physical fitness and conditioning.
17. Explain how to properly prepare for mandated physical conditioning sessions.
18. Explain the proper nutrition, stretching, and injury prevention.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

- I. Qualities of a peace officer
  - A. Work under pressure
  - B. Accept direction
  - C. Express themselves orally and in writing
  - D. Self respect
  - E. Ability to command respect from others
  - F. Good judgment
  - G. Maturity
  - H. Considerate
  - I. Compassionate
  - J. Enthusiastic
  - K. Fair and flexible
  - L. Honest
  - M. Intelligent and logical
  - N. Neat
  - O. Physically fit
  - P. Truthful
  - Q. Stable (mentally and emotionally)
  - R. Resourceful
  - S. Thrifty
  - T. Brave
- II. Written Entry Level Examinations
  - A. Overview of all exams and interviews
  - B. Written examinations
    1. 1-2 hours long
    2. English skills
    3. Pass/Fail
    4. Test prep books
    5. Library
      - a. Bookstore
      - b. On-line
  - C. Test Preparation
    1. Read novels
    2. Read newspapers
    3. English comp classes
    4. Spelling preparation
    5. Use study books
    6. Take as many written examinations as possible
    7. Prep 3-months before the exam

- D. Physical Agility Exams
  - 1. Used to determine ones physical condition
  - 2. To determine muscular strength
  - 3. To determine coordination
  - 4. Pass/fail exam
  - 5. Prep 6 months in advance
    - a. Run 5 miles at least 3 time per week
    - b. Weightlifting 2 times per week
    - c. Stop drinking alcohol and no smoking
- E. POST Physical Agility Examination
  - 1. 99-yard obstacle course
  - 2. 165lb dummy drag 30 yards
  - 3. 6 foot solid wall
  - 4. 6 foot chain link fence
  - 5. 500 yard run
  - 6. 1 mile run in under 10 minutes
  - 7. Sit up test
  - 8. Pushup test
- III. Applications and Background Packets
  - A. Employment applications
    - 1. Completion
    - 2. Submission
  - B. Background Information Packets
    - 1. History
    - 2. Use
    - 3. Completion
    - 4. Submission
- IV. Background Investigation Process
  - A. History
  - B. Procedures
- V. POST Learning Domain Workbooks
  - A. History of their existence
  - B. Procedures
  - C. How to use the books
  - D. Study hints
- VI. POST Learning Domain Examinations
  - A. History of their existence
  - B. Procedures
  - C. Various examinations and minimum cut scores
  - D. Study hints
  - E. Test taking hints and suggestions
- VII. Cadet Incident Reports
  - A. History of their existence
  - B. Procedures
- VIII. Physical Fitness and Conditioning
  - A. Importance of physical fitness
  - B. Diet and nutrition
  - C. Various exercises and conditioning
    - 1. Long distance running
    - 2. Sprinting

- 3. Swimming
- 4. Pushups
- 5. Situps
- 6. Chin ups
- 7. Range of motion exercises
- D. Injury Prevention
  - 1. Stretching
  - 2. Proper techniques
  - 3. First Aid for injuries
- E. Weight Lifting
  - 1. Techniques
- IX. Policy and Procedures Manual
  - A. History
  - B. Review
- X. Military Drill
  - A. History
  - B. Marching
  - C. Turns
  - D. General Orders

**REQUIRED READING:**

Academy Policy and Procedures Manual  
 Various handouts from instructors

**SUGGESTED READING:**

California Penal Code Sections  
 California Vehicle Code Sections

**REQUIRED WRITING:**

Students will write a two-page detailed report on ethics, honesty and character.  
 Students will write a two-page detailed report on the law enforcement background process.  
 Students will write a two-page detailed report on physical fitness and importance.  
 Students will write a personal physical fitness mission statement and goals.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.**

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

**This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes \_\_\_\_\_ No x

**If yes, check all that apply:**

- \_\_\_\_\_ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- \_\_\_\_\_ Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- \_\_\_\_\_ Two-Way Video Conferencing (Two-way interactive video and audio)
- \_\_\_\_\_ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- \_\_\_\_\_ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Written POST Regular Basic Course Learning Domain Examination Cut-Scores.

In order to successfully pass this course, students shall pass the following written examinations with the posted minimum Passing Written Test Score, as mandated by the State of California Commission on Peace Officer Standards and Training.

There are no mandated POST written examinations for this course.

The final examination shall consist of material from the following topics:

- POST Agility Examination
- Academy Fitness written examination
- Background investigation process
- Oral interviewing techniques
- Various Policy and Procedures Sections
- Ethics
- Honesty

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes x No \_\_\_\_\_ Number of times course may be taken for credit: 3

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable: 58161(b)(1) and (2)

**CONTACT PERSON:** Thomas B. Plotts, Director Public Safety Programs, Ext. 1705

**SIGNATURES ON FILE**