



# Napa Valley College Criminal Justice Training Center

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## REQUALIFICATION COURSE – STUDENT INFORMATION

Dear Student:

Thank you for your interest in the POST Requalification Course. To prepare you for this three-week course we have compiled information to speed the application process, ensure you have all of the tools necessary to complete the course and still find time to enjoy the world-renowned Napa Valley.

### **COURSE CONTENT**

The Requalification Course content is established by P.O.S.T. and is identical for all course presenters. The course is designed to test a person for minimal competency in various law enforcement skills and high liability areas. It is expected that you have maintained a minimal level of competency in all other areas of law enforcement, as this course does not provide you with basic skills instruction. The course covers updated legal information, refresher instruction on manipulative skills, new requirements dictated by recent laws, and tests for competency in all of those areas. If you have not maintained your skills at a basic level, then you should consider returning to the basic police academy course.

### **APPLICATION**

Please follow all the instructions on the “Requalification Course Enrollment Process” form. Remember, all the required forms **must** be submitted at the same time to reserve a seat in the course.

### **MEDICAL CLEARANCE**

Prior to participating in the course, you need to get a medical clearance from a physician. If you do not have a personal physician or medical insurance, the following medical clinic can provide you with a medical examination for a reduced price. Be sure to tell the office staff that you are a Napa Valley College student enrolled in the requalification course.

Community Health Clinic Ole  
1141 Pear Tree Lane  
Napa, California  
707-254-1770 (an appointment is required)

\*Vision: must be able to use “both” eyes with/ without corrective lenses.

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## FINGERPRINT INFORMATION

Section 13511.50 of the California Penal Code (PC) requires each student seeking admission to specific P.O.S.T. certified training courses who are not sponsored by a law-enforcement agency to submit written certification from the California Department of Justice that they do not have a criminal history background which would disqualify them, from owning, possessing, or having under his or her control a pistol, revolver, or other firearm capable of being concealed upon their person, per the California Penal Code.

Generally speaking it will take approximately **30 days** to receive a firearms clearance letter from the California Department of Justice. The cost for submitting your fingerprints to DOJ varies dependant upon fees charged by the agency doing the fingerprinting.

### Live Scan

**Live Scan Fingerprinting must be done within 90 days of the class start date.** Before going to be fingerprinted, access the Internet and complete the "Request for Live Scan Service" form ([https://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/forms/BCIA\\_8016\\_POSTALC.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/firearms/forms/BCIA_8016_POSTALC.pdf)). Complete the form online and then print a hard copy to bring with you to the fingerprinting service provider.

You must ensure that the form includes:

ORI: **CA0349400**

Job Title: **POST Certification (Non-sponsored)**

Agency Address: **DOJ/FIREARMS DIVISION  
PO Box 820200  
Sacramento, CA 94203  
(916) 227-1375**

If you have any questions regarding the P.O.S.T. non-sponsored certification process, please contact the Firearms Division at (916) 227-3749. For listing of live scan locations go to <http://caag.state.ca.us/fingerprints> or [www.nvccjtc.org](http://www.nvccjtc.org).

## P.O.S.T. WORKBOOKS

The Requalification Course utilizes many of the same workbooks as used in the Basic Police Academy. As part of your class fees you will be provided with a USB flash drive that contains all the POST workbooks. **To access the USB flash drive you will need a laptop computer.**

Printed workbooks **are not** included as part of your registration fees. If you want printed workbooks, they may be ordered online through P.O.S.T. at – [www.poststore.ca.gov](http://www.poststore.ca.gov).

You will find the list of required workbooks in the checklist section of this letter.

## **CLASSROOM CONDUCT**

You will spend approximately 90 hours in the classroom. Classes start promptly at 8:00 AM. You must have pen, paper and the required P.O.S.T. workbooks. Please turn off all pagers and cell phones; having them on during class is rude and disruptive to the learning process.

The college and academy has a strict policy on derogative statements in regards to race, color, national origin, sexual preference, disability, and age. Such comments have no place in a professional class and will not be tolerated at Napa Valley College.

If you have a learning disability or a physical disability and need to be accommodated please notify the academy coordinator immediately after you have had a seat reserved at the academy.

## **TESTING**

You will be required to pass a written final examination and participate in learning exercises to complete the course. The final comprehensive examination is designed to test the material covered during the class and has a minimum passing score of 80%. If you are unable to achieve an 80% on the final exam, you will have at least one day to study for the re-test. If you are unable to pass the re-test final exam with a score of 80% or better you will not be certified.

## **ATTENDANCE**

P.O.S.T. regulations require a 95% attendance rate. If you miss more than 5% of the course you will not be certified.

## **ATTIRE**

Students are expected to dress in appropriate attire at all times. Business casual is acceptable. Shorts, sweat pants, tank tops, tube tops, or tee shirts with offensive or inappropriate words or characterizations are not to be worn at anytime during the course. Students may wear exercise attire for weaponless defense and baton training.

**\*ATTIRE AT THE RANGE: NO OPEN TOED SHOES, NO SHORTS AND YOU MUST WEAR PANTS THAT HAVE BELT LOOPS AND WEAR A BELT. NO RED SHIRT, HAT OR PANTS MAY BE WORN.**

## **PHYSICAL REQUIREMENTS**

The course requires you to be in better than average physical condition. You should be prepared to do some strenuous physical activities during weaponless defense, which will require flexibility, bending and twisting of the arms and wrists, kneeling, lying prone, and falling to the ground on wrestling mats. You should also be prepared to sit for an entire day taking notes.

The baton portion of the class requires that you have previous experience with a baton, and you have no disabilities with your arms or hands. You must be able to swing the baton with sufficient strength and technique to perform the drills and skill testing to the satisfaction of the instructor. The baton test includes a test of baton techniques and a 90-second dynamic combat drill with an instructor. This test requires physical agility and physical endurance.

## **REQUIRED EQUIPMENT**

You will need to provide the following equipment:

1. Standard leather or nylon police duty belt
2. Handcuff case with 1 pair of handcuffs and key
3. Standard baton ring, DO NOT bring a baton of any type, the college will provide you with a baton

**Do not** bring any chemical agent (mace, tear gas, or pepper spray) devices, tasers or stun guns to the college campus.

**Do not** bring any handguns, shotguns, or ammunition to the college campus.

Penal Code Sections 626.9 & 10 are strictly enforced at Napa Valley College.

## **P.O.S.T. TRAINING PROFILE**

You must obtain your training profile from P.O.S.T **within 90 days of the class start date**. To request your training profile log onto [www.post.ca.gov](http://www.post.ca.gov) click on the "sign in" button at the upper right, log in and request your training profile. Print the profile and include it in your application package. If you have not developed an account with California POST, click on "sign-in" and create an account. You will need your California POST ID number. Questions about this process, please contact POST at (916) 227-4858 or (916) 227-8686.

## **FIREARMS**

The firearms portion of the course is only a refresher, and requires you to already be familiar with a semi-automatic pistol and pump action shotgun. Prior to taking the course, it is assumed that you have successfully completed a P.O.S.T. certified firearms course in conjunction with the Basic Course. Certifying your ability to safely and accurately use a handgun and shotgun. A firearms pre-test will be used to make this determination. If you are considered to be a safety risk, you will not be permitted to continue in the course. You will be allowed to re-enroll once you have taken and successfully passed a P.O.S.T. certified firearms course.

Students will be provided with a weapon and magazines for the range training portion of the course **only** when requested, and will cost a one time fee of \$25. Only College ammunition will be allowed at the range, which will be supplied, to you. **Do not bring your own ammunition.**

Students are strongly encouraged to bring and use their personal handgun on the range under the following circumstances:

1. The weapon must be a 9mm, .40 Cal., or .45 Cal.
2. Students must provide their own holster and at least 3 magazines for the weapon.  
*(No quick draw type of holster will be acceptable)*
3. All weapons and equipment will be inspected and must be approved by the Range Master. *(The range master has the final say regarding the acceptability on the range.)*
4. No weapon will be used on the range unless it is a semi-automatic and no weapon is acceptable that is normally carried in single action with the safety on.  
*(For example a Colt 1911 .45 Cal.)*

If you are going to use your own personal handgun then will need to provide the following information on the first day of class – Make, Model, Caliber. You must also bring at least three magazines that you are legally able to transport that have a capacity of 8 rounds each.

## PARKING

A parking permit is required to be on all cars that park on the college campus. A daily parking permit may be purchased at the daily parking permit machines for \$2.00 per day. The yellow parking permit machines are located throughout the parking lots.

A daily parking permit **does not** allow students to park in any area marked as staff. The parking permit and restricted staff parking requirements are strictly enforced. Additional parking information can be obtained on campus by tuning to 1610 AM on your car radio.

Recreational Vehicles (RV) are not allowed to park overnight on the College campus.

## LODGING

Napa Valley is one of the most visited areas in California. Securing lodging should be done as soon as you receive notice of your seat reservation. When contacting hotel and motels ask for a government rate. It is recommended that you stay in your hotel/motel the entire three weeks. Getting a room Thursday, Friday and weekends can be impossible. Rates vary and climb appreciably during the high tourist season and weekends.

### Hotels and Motels

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Hawthorn Inn  
offers state rate Monday-Friday  
314 Soscol Ave  
(707) 226-1878

Springhill Suites by Marriott  
offers state rate Monday-Friday  
(707) 253-1900  
101 Gateway Rd E

Wine Valley Lodge  
200 So. Coombs St.  
(707) 224-7911

Travelodge  
853 Coombs St.  
(707) 226-1871

Best Western  
100 Soscol Ave  
(707) 257-1930

Budget Inn  
3380 Solano Ave.  
(707) 257-6111

John Muir Inn  
1998 Trower Ave  
(707) 257-7220

Marriott Hotel  
3425 Solano Ave  
(707) 253-7433

Embassy Suites  
1075 California Blvd.  
(707) 253-9540

### RV Campgrounds

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Grandview RV Parking  
4130 Byway East  
(707) 224-8438

Skyline Wilderness Park  
2201 Imola Ave.  
(707) 252-0481

Napa Valley Exposition  
575 Third St.  
(707) 253-4900

We are excited about having you attend the P.O.S.T. requalification course. Time will go by quickly if you make all of your arrangements ahead of time and have all of the mandatory books and equipment ready. We are here to assist you, and if you have any questions or concerns please feel free to contact us.

Napa Valley College Criminal Justice Training Center – [www.nvccjtc.org](http://www.nvccjtc.org)  
2277 Napa-Vallejo Highway  
Napa, California 94558  
Office (707) 256-7700

## **CHECKLISTS**

### **Enrollment Forms**

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- Academy application
- Firearms clearance from the Department of Justice
- Tuition
- Medical clearance
- P.O.S.T. training profile/ BCW
- Credit registration form

### **Required Items**

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- Duty belt
- Holster (If using personnel handgun)
- 3 firearm magazines capable of holding 8 rounds each and a magazine pouch
- Handcuffs & Key
- Handcuff case
- Baton ring

**P.O.S.T. Workbooks**

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- 01 Leadership, Professionalism and Ethics
- 03 Policing in the Community
- 04 Victimology / Crisis Intervention
- 07 Crimes Against Persons/ Death Investigations
- 09 Crimes Against Children
- 10 Sex Crimes
- 11 Juvenile Law and Procedures
- 12 Controlled Substances
- 15 Laws of Arrest
- 16 Search and Seizures
- 17 Presentation of Evidence
- 19 Vehicle Operations
- 20 Use of Force
- 21 Patrol Techniques
- 22 Vehicle Pullovers
- 23 Crimes in Progress
- 25 Domestic Violence
- 27 Missing Persons
- 28 Traffic Enforcement
- 30 Crime Scenes, Evidence and Forensics
- 33 Arrest Methods/ Defensive Tactics
- 35 Firearms / Chemical Agents
- 37 People With Disabilities
- 38 Gang Awareness
- 39 Crimes Against the Justice System
- 40 Weapons Violations
- 41 Hazardous Materials Awareness
- 42 Cultural Diversity / Discrimination



## REQUALIFICATION COURSE ENROLLMENT PROCESS

The Requalification Course is intended for those persons who need to requalify or meet the challenge requirement under P.O.S.T. Regulation 1008. To attend the requalification course you must:

1. Have graduated more than 3 years ago from a California P.O.S.T. certified law enforcement academy and have not been employed as a full-time peace officer within the State of California\*.
2. Have been previously employed as a peace officer in California, have received P.O.S.T. professional certificate, and not have been employed as a peace officer for in California for more than 3 years.
3. Have been previously employed as a peace officer in another state and you have completed the waiver processes and received a valid Basic Course Waiver (BCW) letter from P.O.S.T.

\*Six-Year Exception: Individuals who successfully completed a Regular Basic Course (RBC), Specialized Investigators' Basic Course (SIBC), or the Basic Course Waiver process on or after July 1, 1999 *but who never served in a position for which a Regular or Specialized Investigators' Basic Course was required by law*, may requalify by completing the POST Requalification Course one time within six years from the date of basic course or waiver process completion. After six years, those individuals must complete the appropriate basic course (RBC or SIBC) to requalify, regardless of when the Requalification Course was completed.

## APPLICATION PROCESS

The maximum class size is 30 students. The class will be filled on a first come, first enrolled basis. To obtain a seat you **must**:

1. Complete the application form.
2. Attach a money order, cashier's check, or agency check made payable to "Napa Valley College Criminal Justice Training Center" for **\$617.00**. Out-Of-State students please call (707) 256-7700 for cost.
3. A firearms clearance letter from the Department of Justice (**within 90 days of the class start date**).
4. A completed "Medical Examination Report" clearance form, signed by a licensed physician dated no more than 6 months from the beginning date of the course you will be attending.
5. A training profile from P.O.S.T or P.O.S.T. waiver letter authorizing attendance in the requalification course (**within 90 days of the class start date**).
6. Completed credit registration form.

7. Mail via registered mail or personally deliver all items to:

**Attn: Requalification Course  
Napa Valley College  
Criminal Justice Training Center  
2277 Napa-Vallejo Highway  
Napa, California 94558**

Please complete and return **all** the required forms at the **same time**.

### **CANCELLATIONS**

Out of consideration for other people who may be on the waiting list please cancel your reservation as soon as you decide not to attend the course. Remember that a \$50 deposit is non-refundable if a cancelation is made before the start of the course. Any cancelations made after the start of the course will forfeit their entire tuition.

### **COURSE CANCELLATION**

The minimum class size is twenty students. If less than twenty students are registered for the course three weeks before the class begins, the class will be cancelled, and all fees returned.

## Student Application – Requalification Course

First Name		Last Name			
Social Security Number		Date of Birth	Driver License Number		State Issued In
Address		City	State	Zip Code	
Contact Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Contact Phone Number <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		Email Address	
Eligibility to Attend Requalification Course					
<input type="checkbox"/> Attended P.O.S.T. Basic Academy <input type="checkbox"/> Possess a P.O.S.T. Professional Certificate <input type="checkbox"/> BCW Letter from P.O.S.T.					
Name of Basic Academy Attended				Date Graduated	
Are you being sponsored by a law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, name of agency		

### Firearms/Residency Declaration

The following questions have been established in accordance with State and Federal laws, and College rules. A "yes" response to any of the questions may prevent your participation in the firearms portion of the Requalification Course.

If the answer to any of the questions changes prior to the start of, or during this Requalification Course, you **must** report that change to the Class Coordinator. Failure to do so may result in your removed from the course.

1. Are you currently under indictment or information, or have you been arrested for any crime currently pending, which is classified as a felony?  Yes  No
2. Have you ever been convicted of a felony?  Yes  No
3. Have you ever been convicted of a violent misdemeanor or weapons related misdemeanor?  Yes  No
4. Have you ever been convicted of domestic violence?  Yes  No
5. Are you the subject of a restraining order?  Yes  No
6. Are you addicted to alcohol, narcotics, or other dangerous drugs?  Yes  No
7. List the STATE you have lived in for the **last TWO YEARS**:  
 YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_ YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_
8. List the STATE and YEAR of the **last TWO** Income Tax Returns you filed:  
 YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_ YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_

I certify that the above information and answers are true and correct to the best of my knowledge. I understand that falsification, withholding pertinent information, or failure to report changes to the information or answers provided may result in my dismissal from the course.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### For Official Use Only

Requalification Course Number _____	<input type="checkbox"/> Application <input type="checkbox"/> Credit Registration Form <input type="checkbox"/> Firearms Clearance Letter <input type="checkbox"/> Medical Clearance <input type="checkbox"/> POST Training Profile or BCW	Total Fees Paid:  Date:  Certified Check or Cash
Final Disposition: <input type="checkbox"/> Completed <input type="checkbox"/> Resigned <input type="checkbox"/> Failed <input type="checkbox"/> Dismissed		

Last Name:	First Name:	MI:
Course Name: <b>Requalification Course</b>	SSN:	

Dear Physician,

The Commission on Peace Officer Standards and Training requires an examination of an individual's physical and mental fitness prior to employment as a peace officer in a participating California law enforcement agency.

The individual you are examining has been requested to obtain a medical clearance to participate in the manipulative skill portion of the course show above. The individual must be able to perform strenuous physical activity for limited periods, which will require joint flexibility, bending and twisting of the arms and wrists, kneeling, lying prone, and falling to the ground on wrestling mats.

The individual may also be required to handle and shoot a firearm. The individual **must** have sufficient strength and flexibility to run short distances and rapidly change body position while controlling the firearm.

Thank you for your cooperation and if you need more information please call (707) 256-7704.

Having reviewed the above named person's medical history and having read the activity descriptions and having personally examined the above named person, it is my professional opinion that (please check one): <input type="checkbox"/> The above named individual <b>can participate</b> in this program without restrictions. <input type="checkbox"/> The above named individual <b>can participate</b> in this program with the following restrictions (Comments):          <input type="checkbox"/> The above named individual <b>should not</b> participate in this program.
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Physicians Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: (\_\_\_\_\_) \_\_\_\_\_



# CJTC CREDIT REGISTRATION FORM

Print clearly in Black or Blue ink.

Student ID# \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Number, Street, and Apartment, if applicable) City State Zip Code

PHONE # \_\_\_\_\_ EMAIL (Required) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SPONSORING AGENCY \_\_\_\_\_

**Important Registration Information:**

- Complete first, middle and last name accurately (I.e. If you go by Rob but your name is Robert, please put down your full name)
- Include an active email address where we can contact you for any questions
- Be sure you sign the class registration form

**Certificates & POST Credit:**

- You will not receive a course completion certificate or POST credit until you have completed the Napa Valley College admissions application and registration processes.

**Residency Information:**

- If you have not lived in California continuously since one year and one day prior to the start of this class, you need to pay non-resident tuition fees. Please contact the A & R Secretary at (707) 253-3076

**\*\*Please make sure to read the information above before signing this form\*\***

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

\_\_\_\_\_  
Date

-----Office Use Only-----

FALL     SPRING     SUMMER    YEAR:

SYNONYM #	COURSE TITLE AND NUMBER	UNITS	DAY/ TIME	DATES OF COURSE