



---

## **Deputy Probation Officer CORE Academy (Non-Sponsored)**

# **APPLICATION PACKET**

## **Independent Recruit**

Lompoc Valley Campus  
Public Safety Training Complex  
One Hancock Drive - Building 5  
Lompoc, CA 93436  
805-735-3366 ext. 5814  
Neal LeMaire Academy Coordinator



Dear Prospective Academy Recruit:

The Allan Hancock College Deputy Probation Officer CORE Academy is designed to satisfy State of California Standards and Training for Corrections (STC) requirements for students wanting to be hired as a Deputy Probation Officer by a law enforcement agency or currently employed as such.

Students attending the academy will be academically and physically challenged, faced with solving complex problems in a stressful, disciplined and structured environment.

Our primary goal at the Academy is to prepare you to be a fully capable and employable as a probation officer. To accomplish this, you will need to understand what it takes to be a probation 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 starting your career in corrections at Allan Hancock College Deputy Probation Officer CORE Academy, your first step to success.

Best wishes in pursuing your career!

A handwritten signature in black ink, appearing to read "D. Whitham", enclosed within a thin black rectangular border.

David Whitham  
Public Safety Director



## **APPLICATION INSTRUCTIONS**

### **Non-Sponsored Recruit**

The beginning of a corrections career and your first step to success starts with completing the Allan Hancock College (AHC) Deputy Probation Officer Academy Application Packet.

- 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
- Independent / Non-Sponsored Recruits are responsible for all college registration and Academy fees. This recruit is eligible for hire by an agency while attending or after graduating from the Academy.



## APPLICATION PACKET CHECKLIST

**Independent Recruit** ✓      **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.    ☐    **Release of Liability and Indemnification Agreement:** All Recruits must sign and date the *Release of Liability and Indemnification Agreement*.
3.    ☐    **Acknowledgment and Assumption of Potential Risk:** All Recruits must sign and date the *Acknowledgment and Assumption of Potential Risk* form.

After completing, signing, and enclosing all the required documents, the completed application packet can either be hand delivered or mailed to the Allan Hancock College Academy Office, One Hancock Drive, Building 5, Lompoc, CA 93436. After verification of completeness, the application packet will be date/time stamped. Any questions regarding the Academy application packet should be directed to the Public Safety Program Technician at 805-922-6966 ext. 3802 or 3284.

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.



## 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#: (\_\_\_\_) \_\_\_\_\_



## **RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT**

I acknowledge that the Allan Hancock Joint Community College District, Deputy Probation Officer CORE Academy 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, Deputy Probation Officer CORE 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 sponsored by Allan Hancock Joint Community College District, Law Enforcement Training Program, Deputy Probation Officer CORE Academy.

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 Deputy Probation Officer CORE 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 Community College District  
(PRINTED NAME)  
sponsored activity(ies) of LE432 Probation 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

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

**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).**

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

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

## **ACADEMY UNIFORM SPECIFICATIONS AND PURCHASING INSTRUCTIONS**

Non-Sponsored Recruits shall wear professional casual business attire and adhere to the following specifications:

1. **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. (Purchased by the Agency or Recruit)

### **Probation CORE Academy**

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

1. Academy T-Shirts (two white t-shirts are recommended – Last name on back)
2. Navy Blue Academy Running Shorts: (one pair of running shorts required)

#### **Required Additional Academy Uniform Items to Be 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 All American Screen Printing website [www.shirtdoctors.com](http://www.shirtdoctors.com), contact Brook or Ken Bradley at All American Screen Printing, 805-925-0878.



## FEE SCHEDULE – NON-SPONSORED RECRUIT

(Effective Fall 2024)

FEE  (FEES SUBJECT TO CHANGE)	AMOUNT	EXEMPTIONS AND WAIVERS  For additional information on college related fees and exemptions visit the <a href="#">Allan Hancock College website</a>
<b>Enrollment Fees - \$46.00 Unit</b> LE 432 – 14.00 Units	<b>\$ 644.00</b>	Fee Waiver ( <b>BOG or other approved exemption</b> ) Non-California Resident (Contact Admissions and Records)
<b>Health Fee (waived)</b>	<b>\$ <del>21.00</del></b>	
<b>Student ID (mandatory)</b>	<b>\$ 2.00</b>	
<b>Parking Fee (optional)</b>	<b>\$ 20.00</b>	
<b>Materials Fee (mandatory)</b> (some items may be exempted for sponsored recruits, as their agency will provide. See list below)	<b>\$ 14.00</b>	
<b>Total</b>	<b>\$680.00</b>	<b>Invoiced</b>