

Overview and Instructions

INTRODUCTION

Completion of the Basic Course Waiver (BCW) process is an option for meeting California’s Regular Basic Course (RBC) training requirement. The Regular Basic Course is the training requirement for POST-program city police officers, sheriff’s deputies, marshals, district attorney investigators, campus police officers, park police, Level I reserve peace officers, and a few miscellaneous peace officer positions identified in the California Penal Code.

An individual must successfully complete the entire BCW process to obtain a waiver. Completion of the waiver process ***does not*** constitute the issuance of a POST Basic Certificate.

Agency sponsorship is not required to participate in the BCW process. **Acceptance of a waiver for meeting the Regular Basic Course training standard is at the discretion of the employing agency.**

THE PROCESS

The BCW process evaluates prior law enforcement training and experience and tests the applicant’s knowledge and skill levels. ***The steps must be completed in the order shown.*** Fees are charged for Steps 2 and 3.

| BCW Evaluation Four Step Process | Fee |
|--|----------------------------|
| STEP 1. APPLICATION/SELF-ASSESSMENT | |
| Applicant MUST successfully complete: <ul style="list-style-type: none"> a) General law enforcement basic course (Academy) – 200 hours minimum b) General law enforcement training – 664 hours minimum (including basic course) c) Legislatively mandated training – included in the POST-certified Regular Basic Course (RBC) d) General law enforcement experience – 1 year minimum, continuous with one agency See details on pages 3–5 | No Fee |
| STEP 2. POST TRAINING EVALUATION | |
| Applicant’s self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience meets the requirements outlined in Step 1. See details on page 6 | \$250.00 Non-refundable |
| STEP 3. BASIC COURSE WAIVER ASSESSMENT PROCESS | |
| There are two methods by which the BCW assessment can be accomplished: <ul style="list-style-type: none"> (1) Attendance and successful completion of a POST-certified Requalification Course; or (2) Successful completion of the BCW Testing Process which is only available to individuals who meet required criteria. See details on page 6 | Fee varies by presenter |
| STEP 4. ISSUANCE OF WAIVER/WAIVER OF ATTENDANCE | |
| The waiver letter granted by POST waives the required completion of a California POST-certified Regular Basic Course and is valid for 3 years . See details on page 7 | No Fee |

STEP 1: APPLICATION AND SELF ASSESSMENT

MINIMUM ELIGIBILITY REQUIREMENTS

| Component | Training Requirements |
|--|---|
| Prior General Law Enforcement Basic Course Training | <p>Successful completion of a minimum 200-hour general law enforcement basic training as identified below:</p> <ul style="list-style-type: none"> • Course is certified or approved by California POST or a similar standards-setting agency of another state within the U.S. • <i>OR</i> – A federal agency general law enforcement basic course (e.g., FLETC <i>may</i> meet this requirement). <p>NOTE: Military Basic, Military Police, and specialized training (e.g. U.S. Customs, Border Patrol, INS, FBI, DEA) <u>do not meet this prerequisite</u>.</p> |
| Minimum General Law Enforcement Training | <p>Successful completion of 664 hours of general law enforcement training to meet the minimum hours required in California’s Regular Basic Course. The 664-hours training requirement may include the applicant’s basic course.</p> |
| Completion of Legislatively Mandated Training | <p>Successful completion of the legislatively mandated training subjects included in the Regular Basic Course and outlined in the Legislatively Mandated Training Worksheet.</p> |
| Minimum General Law Enforcement Experience | <p>Completion of a minimum one year of continuous full-time sworn general law enforcement experience with one agency as attested to by the employing department head, training manager, or personnel department. Experience must have been acquired subsequent to the completion of basic training.</p> |

APPLICATION

The applicant must complete the Regular Basic Course Waiver (RBCW)_Application ([see page 1](#)). Each section must be completed in full:

- **Section 1:** Complete all items (you must include a daytime or message contact number).
- **Section 2:** Enclose fee, and applicable documentation; sign and date.

SELF-ASSESSMENT

The applicant may compare the training he/she has received with the subjects on the Legislatively Mandated Training Worksheet ([see page 9](#)) and write the Learning Domain Reference (LD REF) number next to the comparable subject on his/her training outline, certificate, and/or training record. **The minimum hours for each Legislatively Mandated Training requirement must be met to be eligible for Step 3 (BCW Assessment) of the process.**

TRAINING DOCUMENTATION

Important Note: Photocopies of training documents are REQUIRED for all training hours. ***All training document photocopies must be legible and complete.***

See next page for required documentation

STEP 1: APPLICATION AND SELF ASSESSMENT *cont'd*

TRAINING DOCUMENTATION *cont'd*

| Acceptable Training | Required Proof of Course Completion and Content* |
|--|--|
| Basic Course: Minimum 200-hour general law enforcement basic training course | 1. Submit a certificate of course completion issued by the school/academy or a letter of verification signed by the school/academy director on school/academy letterhead. AND 2. Submit a course outline, schedule or syllabus with the same dates as the academy course completion certificate. |
| In-Service | 1. Submit an agency-issued certificate of course completion. OR 2. Submit an agency training record (typed, handwritten, or electronic) with the agency training manager's printed name and original signature and date on each page. |
| Other Law Enforcement Courses | 1. Submit a certificate of course completion issued by the school/agency, or a letter of verification on agency letterhead and signed by the training manager. AND 2. If the topic is not clearly defined by the course title: Submit course outline, schedule, or syllabus with the same dates as the course completion certificate. * |
| College/University General Law Enforcement Related Courses | 1. Submit an official college transcript issued by an accredited college where the courses were taken. A passing grade must have been awarded. (<i>Grade reports and work-in-progress reports are not acceptable.</i>) AND 2. If the topic is not clearly defined by the course title: Submit course catalog description or syllabus for the dates the course was attended. * Converting College Units: One semester unit = 20 training hours One quarter semester unit = 14 training hours <i>Examples:</i> 3-unit semester course = 60 training hours 3-unit quarter semester course = 42 training hours |

***Required proof of course completion and content:**

- The applicant must provide proof of course content (course outline) – **IF:**
 - The course title is general, such as *basic, advanced officer, or in-service*.
 - The course covers more than one legislatively mandated subject, but the course title does not reflect all subjects covered.
 - The course was longer than one day in length and the certificate does not indicate total course hours.
- **Course dates on the course outline must match the completion certificate dates.**

NON-QUALIFYING TRAINING

| Training Acquired Via | Type of Training |
|-----------------------------|---|
| College / University | <ul style="list-style-type: none"> • Correspondence courses • Credit by challenge • Life-experience credit |
| Job Training | <ul style="list-style-type: none"> • Field training • On-the-job training • Roll-call training |

STEP 1: APPLICATION AND SELF ASSESSMENT *cont'd*

WAIVER OF ATTENDANCE AT A POST-CERTIFIED REGULAR BASIC COURSE

Requirements for Waiver

HANDWRITTEN CHANGES

The training presenter must verify, in writing on agency letterhead, that any handwritten changes related to attendance were authorized by the agency.

PROOF OF GENERAL LAW ENFORCEMENT EXPERIENCE

The applicant must submit an original letter (*see Sample Letter on page 8*) on agency letterhead and signed by the employing department head, training manager, or personnel department, verifying completion of at least one year of continuous, sworn general law enforcement experience with that one agency. Experience must have been acquired subsequent to the completion of basic training.

GENERAL LAW ENFORCEMENT DEFINED

General law enforcement duties *minimally* include each of the following:

- Investigating crime
- Patrolling a geographic area
- Responding to the full range of requests for police services
- Performing any enforcement action on the full range of law violations

NOTE: Training must be sufficient to enable an officer to successfully complete all duties outlined above.

EVALUATION FEE

The applicant must send a **certified check, or money order for \$250.00**, payable to "Commission on POST-", or complete electronic payment of \$250.00.

Personal checks are not accepted. Electronic payment can be completed on the POST website, <https://post.ca.gov/basic-course-waiver-process>.

MAIL THE ORIGINAL COMPLETED AND SIGNED APPLICATION FORM, ORIGINAL LETTER OF EXPERIENCE, COPIES OF ALL SUPPORTING DOCUMENTATION, AND EVALUATION FEE TO:

Commission on POST
Basic Training Bureau – BCW
860 Stillwater Road, Suite 100
West Sacramento, CA 95605

See the following pages for Steps 2–4

STEP 2: POST TRAINING EVALUATION

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POST will evaluate the applicant's training if the evaluation package is **complete** and includes the signed Regular Basic Course Waiver Application (POST 2-267), evaluation fee, verification of general law enforcement experience, and proper documentation of general law enforcement training. The applicant's self-assessment and supporting documents are evaluated to determine if the general law enforcement training and experience requirements have been met.

HOW COMPARABLE TRAINING IS DETERMINED

Based on the documentation submitted by the applicant, POST conducts an evaluation of the applicant's training and experience to determine if the applicant meets the minimum requirements of the BCW process as outlined in **Step 1** above.

HOW APPLICANT IS NOTIFIED

After the evaluation is completed, POST will issue a letter indicating whether the applicant is:

- **Eligible to continue the RBCW process** by taking the POST Requalification Course.

OR

- **Ineligible to take the POST Requalification Course** without obtaining additional training.

OR

- **Ineligible to continue the RBCW process** and needs to complete a POST-certified Regular Basic Course before exercising peace officer powers in California.

STEP 3: BASIC COURSE WAIVER ASSESSMENT PROCESS

ELIGIBILITY

If POST determines that the applicant meets the training and experience requirements of the BCW process, POST will send an eligibility letter with instructions to attend the POST-certified Requalification Course. The Requalification Course must be taken within **180 days** (six months) of the eligibility letter date.

There are two methods by which the BCW assessment can be accomplished. Once an assessment method is chosen, an individual may not switch to the other option.

- (1) Attendance and successful completion of a POST-certified Requalification Course; or
- (2) Successful completion of the BCW Testing Process which is only available to individuals who meet the following criteria:
 - Entering California law enforcement with qualifying out of state or federal law enforcement experience, and
 - Will be appointed at middle management or executive rank and will function at the second level of supervision or above, and
 - Have less than a three-year break from the last date of service as a peace officer, and
 - Submits a letter from the prospective hiring agency, signed by the agency head, that includes the intent to hire the applicant at middle management or executive rank, and the description of the intended job classification and duty assignment.

The testing process consists of the two components identical to the Requalification Course examinations:

- A comprehensive test designed to evaluate an individual's knowledge of basic course content.
- Exercise tests designed to evaluate an individual's manipulative skills acquired in the basic course.
- The testing process is to be administered through a POST Testing Center. Both components are graded pass/fail and must be successfully completed.

RETEST

A comprehensive retest shall be allowed one time only. Arrangements for the comprehensive retest must be made directly with the same POST-certified Requalification Course presenter or POST Testing Center at which the initial comprehensive test was taken. Retesting must take place within ninety days of the initial test. An individual who fails the retest fails the Requalification Course.

Retest of one or more modules of the exercise shall be allowed one time only. Arrangements for the skills retest must be made directly with the same POST-certified Requalification Course presenter or POST Testing Center in which the skills examination was originally taken. Retesting must take place within ninety days of the initial test. An individual who does not pass the failed module(s) of the skills retest fails the Requalification Course.

An individual who has failed the Requalification Course or testing option may repeat Step 3 one time within 12 months of the date of failure. After a 30-day waiting period, the individual shall submit a written request to POST for approval before contacting the Requalification Presenter or POST Testing Center. When an individual fails to successfully repeat Step 3 they are no longer eligible for a waiver and must complete the appropriate POST-certified basic course (RBC) before exercising peace officer powers.

TEST RESULTS

A certificate of course completion, or a letter of successful completion of the Requalification Course or BCW Testing Process, is issued by the presenter at the conclusion the assessment process.

IMPORTANT INSTRUCTION: THE APPLICANT MUST MAIL A PHOTOCOPY OF THE COMPLETION CERTIFICATE AND/OR LETTER TO POST TO ENSURE THE ISSUANCE OF THE WAIVER.

STEP 4: ISSUANCE OF WAIVER/WAIVER OF ATTENDANCE

Based upon the applicant's prior training, experience, and successful completion of the Requalification Course or BCW Testing Process, POST will issue a letter that waives the requirement for attendance at a POST-certified Regular Basic Course. **Acceptance of a waiver is at the discretion of the employing agency.** A waiver is **NOT** equivalent to a POST Basic Certificate.

WAIVER VALID FOR THREE YEARS

An individual must be appointed as a California full-time regular peace officer or a Level I reserve officer within three years from the date the waiver is granted. After three years, applicant will need to meet the requalification requirements outlined in Commission Regulation [1008](#).

The one exception is an individual who has been employed continuously in another state as a sworn full-time peace officer, general law enforcement, with less than a three-year break in qualifying employment may reapply for the Regular Basic Course Waiver one time. A new application (including training certification information) must be filed, subject to the training standards, testing, and fee requirements in effect at the time of submission of the new application. An individual who receives a second Regular Basic Course Waiver has a maximum of three years following completion of requalification to obtain qualifying employment. If more than six years has elapsed since the date the second Waiver was granted without obtaining qualifying employment, the RBC must be completed, regardless of the date of completion of requalification.

QUESTIONS?

After you have carefully read the preceding instructions, you can obtain additional information by calling the Basic Training Bureau at 916 227-4254 or emailing BCW@post.ca.gov.

See the following pages for [Sample Waiver Letter](#) and [Self-Assessment Training Worksheet](#)

SAMPLE WAIVER LETTER

[AGENCY LETTERHEAD]

[DATE]

Commission on POST
Basic Training Bureau – BCW
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

Dear BCW Manager:

This letter is to verify that [APPLICANT'S FULL NAME] is/was employed as a sworn (APPLICANT'S POSITION) with our department from [DATES OF SERVICE].

During his/her employment, [APPLICANT'S NAME] successfully completed each of the following:

- Minimum of one-year, continuous, general law enforcement experience after completion of basic training.
- Patrolling a geographical area
- Responding to the full range of requests for police services
- Performing enforcement actions on the full range of law violations
- Conducting investigations of crime

If you have any questions regarding [APPLICANT'S NAME] employment with our department, please contact me at [SIGNEE'S CONTACT PHONE NUMBER].

Sincerely,

[ORIGINAL SIGNATURE: Agency Head, Training Manager, or Personnel
Department]

[PRINTED NAME]

[TITLE]

Encl: BCW Application Package

***NOTE:** Original letter must be on agency letterhead and mailed with BCW application package.

APPLICANT SELF-ASSESSMENT TRAINING WORKSHEET

| LD Ref | Required Subjects (General Descriptions) | Hours | | POST Use Only |
|--------|---|----------|-------------|---------------|
| | | Required | Self Assess | |
| 1 | Leadership, Professionalism & Ethics (principles and goals, Code of Ethics) | 2 | | |
| 2 | Criminal Justice System (components of, Constitutional Amendments) | 2 | | |
| 3 | Principled Policing in the Community (COPPS, SARA, problem-solving) | 2 | | |
| 5 | Introduction to Criminal Law (types of law, classification of crimes) | 3 | | |
| 7 | Crimes Against Persons | 2 | | |
| 9 | Crimes Against Children | 4 | | |
| 10 | Sex Crimes | 6 | | |
| 12 | Controlled Substances | 12 | | |
| 15 | Laws of Arrest | 5 | | |
| 16 | Search and Seizure | 3 | | |
| 17a | Hearsay Testimony (presentation of hearsay evidence) | 1 | | |
| 17b | Presentation of Evidence (lawful collection of evidence, rules of evidence) | 2 | | |
| 18 | Investigative Report Writing | 2 | | |
| 19 | Vehicle Operations | 2 | | |
| 20 | Use of Force/Deescalation | 3 | | |
| 25 | Domestic Violence | 8 | | |
| 26a | Critical Incidents (hazardous materials awareness) | 4 | | |
| 26b | Critical Incidents (NIMS/SEMS) | 4 | | |
| 27 | Missing Persons | 4 | | |
| 29 | Traffic Accident Investigation | 12 | | |
| 30 | Crime Scene, Evidence and Forensics | 2 | | |
| 33 | Arrest and Control | 10 | | |
| 34 | First Aid & CPR and AED (MUST include bloodborne pathogens) | 21 | | |
| 35a | Chemical Agents (law enforcement use of OC, CN, CS) | 6 | | |
| 35b | Firearms – Handgun | 24 | | |
| 35c | Firearms – Shotgun | 16 | | |
| 37 | People with Disabilities | 15 | | |
| 38 | Gang Awareness | 2 | | |
| 39 | Crimes Against the Justice System (perjury, bribery, false reporting, resisting/delaying/threatening an officer) | 1 | | |
| 42a | Cultural Diversity/Discrimination | 5 | | |
| 42b | Hate Crimes | 4 | | |
| 42c | Racial Profiling | 5 | | |
| 42d | Sexual Harassment | 2 | | |
| 43 | Terrorism Awareness | 4 | | |