TULARE-KINGS COUNTIES
PUBLIC SAFETY TRAINING DEPARTMENT

BASIC POLICE ACADEMY

POLICY AND PROCEDURES MANUAL

COLLEGE OF THE SEQUOIAS

HANFORD, CALIFORNIA

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TULARE-KINGS COUNTIES LAW ENFORCEMENT TRAINING ACADEMY

1.0 - PREFACE

The Tulare-Kings Counties Law Enforcement Training Academy Staff at College of the Sequoias has established this Policy and Procedure Manual for the purpose of providing the Law Enforcement Training Academy cadet with the information necessary to allow him or her to understand the policies, procedures, regulations and philosophy under which this institution operates.

This manual details the responsibilities and demeanor to be followed by all cadets and staff. It will be the responsibility of each individual cadet and staff member to know the contents of this manual and conform to the established policy and procedures.

2.0 - ACADEMY PHILOSOPHY

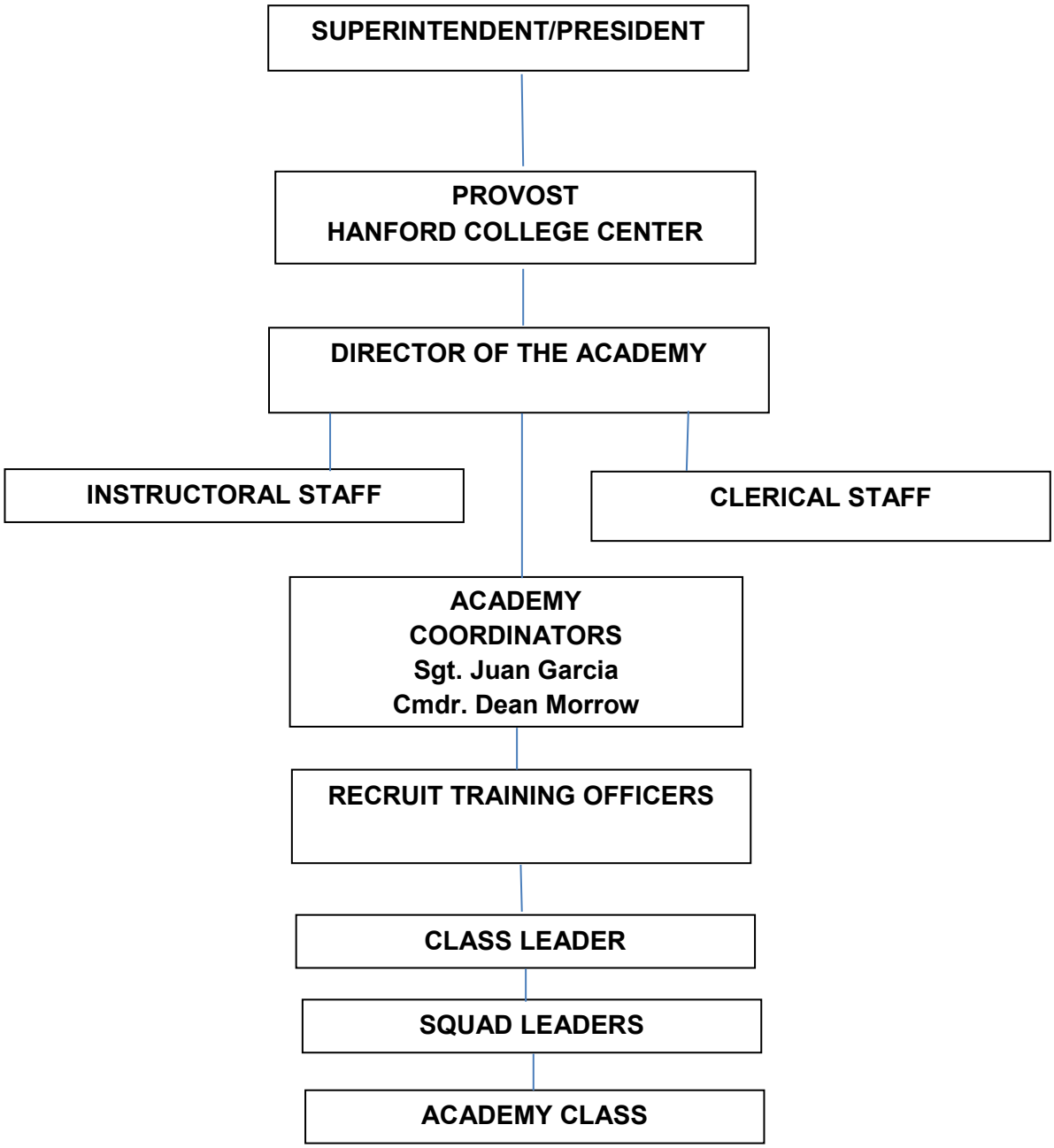
The total allocation of personnel and resources devoted to this Law Enforcement Training Academy is for the purpose of providing each cadet with the highest possible quality and standard of instruction. The course content and required instructional hours are in accordance with the mandates as set forth by the California Commission on Peace Officers' Standards and Training (P.O.S.T.).

The cadet who completes the Law Enforcement Training Academy can be assured that he or she has received quality training. This training experience will enable each cadet to perform the basic law enforcement functions required of all newly sworn law enforcement personnel.

3.0 - BASIC TRAINING MISSION STATEMENT

"To develop basic competency in critical knowledge, skills and abilities necessary to perform the job of an entry-level peace officer and to foster the development of professional values, principles, ethics and a spirit of service for and partnership with, the community."

ACADEMY ORGANIZATIONAL CHART



5.0 ACADEMY STRUCTURE

ACADEMY STAFF

The following administrative staff has responsibility for the supervision and administrative coordination of all academy matters:

5.1 Director of Public Safety Training

With the cooperation of the Tulare-Kings Counties Law Enforcement Advisory Board and the College Administration, the Director has the responsibility for administrating the Public Safety Training Department. This involves the designing, scheduling, and staffing of police academy courses as well as advanced, in-service training courses for the police and corrections fields.

5.2 Coordinators of Academies

In consultation with the Director, the Academy Coordinators are the functional supervisors of the students and recruit training officers in the Police Academy(s). As delegated by the Director, the Coordinators directly supervise the day-to-day operations of their assigned academy courses.

5.3 Recruit Training Officers

Recruit Training Officers are current peace officers assigned or authorized by their departments to provide first-line supervision of the academy cadets as outlined in the Recruit Training Officer Manual. While serving at the Academy, these personnel are under the direct supervision of the Academy Coordinator as delegated by the Director.

5.4 Academy Instructors

The Academy Director selects instructors who are experts within the fields they instruct.

5.4.1 Academy Instructors shall be certified through the Academy Instructor Certification Program prior to being assigned an area of instruction. Instructors will maintain the required training and professional development to recertify every three years.

5.4.2 Academy Instructors will review and sign a “Test Security Agreement Form” (Attachment A) and the POST Instructor Contract annually.

5.4.3 Academy Instructors will review and comply with the Academy Policy and Procedure Manual and the Recruit Training Officer Manual.

5.4.4 Academy Instructors will review all changes to the Training and Testing Specifications (TTS) and submit updated lesson plans and audio visual materials prior to the beginning of each academy. Academy Instructors will teach material as outlined in the approved lesson plan and will not use non-POST approved audio-visual materials without the approval of the Academy Director.

5.4.5 Academy Instructors assigned to teach in any area that requires specialized certification (Physical Training, Firearms, Force Tactics, Vehicle Ops, Chemical Agents, etc.) will have the required training prior to instruction.

5.5 Students

5.5.1 All students enrolled in an academy course shall be known as cadets or candidates.

5.5.2 Cadets who are assigned and paid a salary to attend the course by their law enforcement employer shall be known as **"AFFILIATED"** cadets.

5.5.3 Cadets who are partly subsidized or furnished equipment in the course, but not paid to attend by their agency, shall be known as **"SPONSORED"** cadets.

5.5.4 Cadets who are neither assigned to attend nor subsidized by a law enforcement employer shall be classified as **"NON-AFFILIATED"** or **"INDEPENDENT"** candidates.

6.0 REGISTRATION

6.1 Formal Registration

6.1.1 Registration shall be in the Admissions Office upon approval of entry into the Academy. **ALL REGISTRATIONS MUST BE MADE PRIOR TO THE FIRST DAY OF THE ACADEMY.** All cadets will be notified of the time and date of registration and orientation by letter.

6.2 Non-Resident Tuition

6.2.1 If you have not been a resident of the State of California for one full year prior to attending the Tulare-Kings Counties Law Enforcement Academy, you may be subject to non-resident fees. If this applies to you, contact the College of the Sequoias Admissions Office for a final determination of your fees.

6.3 Orientation

6.3.1 Orientation sessions totaling at least 40 hours will be scheduled prior to the first day of instruction. These sessions provide clarification of the Academy's policies, procedures, regulations and standards. Attendance is mandatory for all candidates unless waived by the Director.

7.0 COURSE DESCRIPTION BY LEARNING DOMAINS

POST BASIC COURSE UNIT GUIDE HISTORY

Learning Domains

DOMAIN NUMBER	DOMAIN DESCRIPTION
1	Ethics, History and Professionalism
2	Criminal Justice System
3	Community Relations
4	Victimology/Crisis Intervention
5	Introduction to Criminal Law
6	Crimes Against Property
7	Crimes Against Persons
8	General Criminal Statues
9	Crimes Against Children
10	Sex Crimes
11	Juvenile Law and Procedure
12	Controlled Substances
13	ABC Law
15	Laws of Arrest
16	Search and Seizure
17	Evidence
18	Report Writing
19	Vehicle Operations
20	Use of Force
21	Patrol Procedures
22	Vehicle Pullovers
23	Crimes in Progress
24	Handling Disputes/Crowd Control
25	Domestic Violence
26	Unusual Occurrences
27	Missing Persons
28	Traffic Enforcement
29	Traffic Accident Investigation
30	Preliminary Investigation
31	Custody
32	Physical Fitness/Officer Stress
33	Arrest and Control/Baton
34	First Aid and CPR
35	Firearms/Tear Gas
36	Information Systems
37	Persons with Disabilities
38	Gangs
39	Crimes Against the Justice System
40	Weapons Violations
41	Hazardous Materials
42	Cultural Diversity
43	Emergency Management

8.0 TRAINING CENTER OPERATIONS (General)

Training Locations

The Basic Police Academy is designed to cover approximately over 900 hours of instruction in basic law enforcement techniques and procedures. The College of the Sequoias facilities will be the primary location for all instructional courses. Off campus locations will be utilized for the presentation of such specialized instruction as weapons training, vehicle operations, chemical agent training, and field practical exercises.

Cadets will be provided with all necessary directions and special information on each outside facility prior to attending these locations. **Cadets are responsible for their transportation to and from all training locations.**

9.0 HOURS OF OPERATIONS

The Intensive Format Police Academy normally operates between the hours of 6:00 a.m. and 2:30 p.m. Monday-Friday. At times it will be necessary to adjust academy hours to provide instruction in certain functional areas. This is evident when night firearms and scenario testing sessions are conducted.

10.0 LUNCH AND BREAK PERIODS

Cadets will take their lunch break on the college campus unless authorized to leave the campus by the Academy Director or Coordinator. The lunch period normally begins at 12:00 p.m. and ends at 12:30 p.m.

11.0 ACADEMY ATTENDANCE

All cadets are required to attend all training programs provided by the Basic Police Academy. Absences must be kept to an absolute minimum. It is the responsibility of each cadet to know and understand the following policies and procedures concerning attendance. Any cadet violating these policies will be subject to disciplinary action. **Cadets will request non-emergency leave of absence as early as possible, but not later than three training days prior to the requested leave.** Otherwise, authorization for leave is subject to denial. In the event a need arises for emergency leave, cadets will follow the procedures outlined in Section 12.1 of this manual. Upon a cadet's return to training duty, he or she will report to the Academy Coordinator or Recruit Training Officer immediately.

11.1 Absence Procedures

11.1.1 In the event a cadet in the **Intensive Format Academy Class** cannot attend training due to illness, or other unanticipated cause, he or she shall notify the Academy staff between **7:00 a.m. and 8:30 a.m. EACH DAY** absent by calling (559) 583-2622. **The cadet shall personally make the notification and not delegate this task to others**. Additionally, affiliated cadets will notify their departments in the same manner. Upon returning to the Academy, the cadet shall submit the Report of Absence form prior to the beginning of the training day. This form will describe the reason for the absence, dates and hours missed, and instructor and block of

instruction missed. Cadets who have been absent shall submit all missed classroom notes or assignments no later than one training day following their return to duty. In addition, a doctor's report is required when a cadet returns to class after any absence of three or more consecutive training days.

The same requirement will apply if a cadet misses four training days in any 10-day period due to illness.

While on sick leave, cadets will either be at home or at a doctor's office. Cadets needing to be at another location than listed above shall notify Academy staff on how they can be contacted should the need arise.

Being absent does not excuse a cadet from submitting a due assignment unless explicit permission is given <u>in advance</u> by the Coordinator or Director.

If a cadet anticipates a future absence due to court, applicant interview or other reason, he or she shall submit a Request for Leave of Absence report prior to the anticipated absence. The form shall state the reason for the absence and the length of time he or she will miss training. The cadet shall turn it into the office <u>prior to the absence time</u>. Additionally, affiliated cadets will notify their departments in the same manner. Upon returning to duty the following day, the cadet shall submit the completed form with the hours missed and the instructors and blocks of instruction missed. In addition to the form and attached to the form, the cadet shall submit all missed classroom notes or assignments.

11.2 Absence Classifications and Consequences

11.2.1 If a cadet is absent from training due to death, ***serious*** injury, or ***serious*** illness, ***i.e. hospitalized***, of a spouse, parent, grandparent, sibling or child, the absent hours will still accrue. However, the Daily Activity Report will reflect scores of "non-rated", rather than "zero" for the cadet. The same is true of absences for Law Enforcement employment testing, appearing in criminal court as an officer witness, and those absences due to injuries sustained during academy training.

In the event a cadet is absent from training other than as described above or prior approval from academy staff, this will be considered an unexcused absence. Unexcused absences will be considered a violation of Academy policy and procedures and will result in disciplinary action, or zeroes in the Daily Activity Report.

**** IMPORTANT NOTE****

Repeated violations of these policies will subject the cadet to failing the academy course. In addition to disciplinary action, an affiliated cadet will have his or her individual agency notified of the unexcused absence.

Either a failing grade for the course or an incomplete grade will be assigned if a cadet, for whatever reason, misses one of the following:

- A scenario test
- An exercise test
- A mandated learning activity

- A report writing scenario
- A POST physical training test
- A training topic that carries a state mandated attendance and/or minimum number of attendance hours

The policies set forth in the current College of the Sequoias General Catalog shall determine whether such a cadet receives a failing grade or an incomplete mark for the course. A cadet receiving an incomplete mark will have one year in which to make up the needed work. Otherwise, the incomplete will change to a failing grade.

The Academy will not be responsible for scheduling or staffing special training/testing sessions to forestall assignment of a failing grade or incomplete mark. It shall be the responsibility of a cadet receiving an incomplete mark to ascertain how and when the incomplete work can be made up and to make himself or herself available for it. **The Academy assumes no responsibility for seeking out and notifying an incomplete student when they should make up the needed work.**

11.3 Tardiness

11.3.1 It is the responsibility of each cadet to know the times and dates upon which training classes and formations are held. Each cadet shall allow ample time for traveling to the training location so that he or she will arrive prior to the start of instruction. It will be the responsibility of each cadet to be present at the precise training location at least 15 minutes prior to the start of instruction.

Vehicle breakdown, traffic congestion or climatic conditions are not valid reasons for being tardy.

Cadets who must be tardy are required to telephone the Academy staff at the previous stated telephone number as soon as feasible. Immediately upon returning to the Academy, the cadet shall report to the Recruit Training Officer or Coordinator in the Academy office. The tardy cadet shall submit an explanatory memorandum to the Academy Coordinator prior to the beginning of the training day on the following date.

On each occasion the cadet is tardy, **two zero scores** will be assessed on the Daily Activity Report in the "organization" and "demeanor" categories. **A third, and each subsequent tardy will subject the cadet to a demerit plus the two zero scores**. If a cadet misses the initial formation and inspection due to being tardy, a third zero will also be assessed in the "appearance" category. All such losses of training time will be recorded in the cadet's student file.

11.4 Subpoenas

11.4.1 It may become necessary for cadets to attend or be on call for court appearances related to their law enforcement employment. Cadets will be notified of any court dates by way of subpoena. It is the responsibility of each cadet to provide a copy of the subpoena to the Academy Coordinator (via the R.T.O.) as soon as a subpoena is received by the cadet.

Should a cadet be required to attend court, the cadet shall submit a brief memo explaining the absence as a mandatory requirement. This memo shall be submitted to the Academy Coordinator prior to lecture on the following training day.

Cadets who have to attend court or have been placed in an "on-call" status shall, just prior to leaving for court, change into the uniform of the day required by the cadet's agency or wear appropriate civilian clothing to court.

Unless authorized by the Academy Coordinator to do otherwise, the cadets shall travel without undue delay to and from the Court and return to the Academy as soon as it is feasible.

11.4.2 Cadet must submit memo for court, law enforcement contact: district attorney, judge, etc.

11.5 Medical Appointments

11.5.1 It is to the advantage of each cadet to attend all training classes. It is therefore recommended, if at all possible, to schedule doctor or dentist appointments that do not conflict with training sessions. If this is not possible, notification to the Academy staff via a 'Request for Leave of Absence' form is required at least three training days in advance. All requests for leave of absence are subject to the approval of the Academy Director or Academy Coordinator.

11.6 Employment Examinations and Interviews

11.6.1 It is the policy of this Academy to facilitate sponsored and non-affiliated cadets' efforts to gain employment in law enforcement. However, absences by cadets for the purpose of taking pre-employment examinations must be limited. Otherwise, the cadet will miss valuable training or testing that often cannot be taken later. It is the cadet's responsibility to notify the Academy Coordinator of an upcoming test date within one training day after receiving notification. The Academy Coordinator may approve or deny the request. Such requests will not normally be approved until the eighth week of the Academy course.

11.7 Attendance Required for Certification

11.7.1 A cadet who misses more than five percent of the total hours of any module will fail the course.

12.0 ILLNESS OR INJURY DURING TRAINING

12.1 Should a cadet become ill during training hours, he or she shall immediately report to the training staff and explain the illness. Should the cadet be unable to remain at the Academy, he or she will be allowed to go home. On the date the cadet returns to the Academy, the cadet shall submit an absence report to the Academy Coordinator explaining the illness, along with classroom notes. Should the cadet become ill or suffer an injury requiring medical treatment, he or she shall report to the training staff immediately for assistance. In any event, the cadet shall report the injury to the training staff regardless of whether treatment is received at the time of injury or illness. It is the responsibility of each cadet to provide the Academy staff with necessary accident or injury documentation as to the circumstances involved, extent of injury, medical recommendations, time off required, and/or release from academy training.

AT NO TIME SHALL A CADET WHO HAS BEEN ABSENT DUE TO INJURY RESUME PARTICIPATING IN ACADEMY TRAINING ACTIVITIES WITHOUT PERMISSION OF THE ACADEMY COORDINATOR AS WELL AS A DOCTOR'S AUTHORIZATION.

12.2 Affiliated cadets will immediately notify their respective departments of any such injury.

12.3. Accommodation of physical training injuries, other than exigent circumstances, will be coordinated with the lead Physical Training instructor and will be based upon the availability of a trainer during physical training periods.

NOTE: Refer to Page 43 of this manual for a sample of a 'Leave of Absence Report'.

13.0 ACADEMY CLASS ORGANIZATION STRUCTURE

To develop teamwork and assignment of responsibilities, each academy class shall be formed into squads. Each squad will have a squad leader. Each squad leader is subject to rotation through the position of cadet class leader as designed by the Director or Coordinator. Members of the class at large may be selected as needed to be squad leaders.

The following duties and responsibilities of class leaders and squad leaders should be known by all cadets, in that, each cadet may have to assume these positions at any time.

13.1 Cadet Class Leader Responsibilities

During the assigned dates, the appointed class leader shall be responsible for the following:

13.1.1 Opening and locking the classroom at the required times.

13.1.2 Taking charge of the class at all formations in the absence of the Recruit Training Officer or Coordinator and reporting of absences (verification form) to the instructor in charge at that formation.

13.1.3 In the absence of the Recruit Training Officer, informing the academy class of the daily schedule of instruction and any changes of the scheduled instruction, the source of this information is kept in the Academy Staff Office on the master schedule.

13.1.4 Facilitating storage of weapons and leather equipment in the designated Academy Storage Area.

13.1.5 Contacting the Recruit Training Officer **prior** to all scheduled practical exercises and range dates to ascertain:

a. Amount and type of ammunition needed
b. If vehicles are needed and the number of vehicles
c. Miscellaneous gear needed, i.e., flashlights, clipboard, etc.

13.1.6 Working with each squad leader to collect all assignments and assignment control sheets in alphabetical order, (i.e., memos, notebooks, and equipment) for submission to the Recruit Training Officer.

13.1.7 In case of instructor absence at the start of scheduled class time, the class leader will notify Academy staff after waiting **a maximum of five minutes.**

13.1.8 Verbally report all cadet absences to Academy staff and ensure the absence is documented upon the daily Roll-sheet and the Daily Activity Report.

13.1.9 Assist instructors as needed.

13.1.10 Various other duties as directed by Academy staff.

13.2 Cadet Squad Leader Responsibilities

13.2.1 Assembling of all cadets within the squad at formation; promoting strict discipline and efficiency within the squad and verbally reporting all absences or tardiness of any cadets to cadet class leader.

13.2.2 Formation of their squads prior to weaponless defense instruction, physical training, and when indicated by the instructor at the conclusion of all required runs.

13.2.3 Maintaining squad discipline at all formations as well as courteous and professional conduct when not in formation or when free during class breaks. All misconduct shall be handled as specified in Sections 20.12 through 20.13 of Cadet Regulations. (Refer to Pages 21 of this manual).

13.2.4 Reporting of all academy problems pertaining to cadet assignments, class instruction, academy scenarios, etc. to Academy staff via chain of command.

13.2.5 Act as a spokesperson for their individual squad and look out for their welfare within the training environment.

13.2.6 Maintaining a professional demeanor. This includes academic work, notebook and workbook assignments, physical training, weaponless and defensive tactics.

13.2.7 Maintaining within their squad, proper classroom decorum and respect for instructors.

13.2.8 Each week, and in rotation, one squad will carry out the following duties at the end of each training day:

.01 Procure and put away audio visual equipment.
.02 Empty trash cans within the classroom at day's end.
.03 Clear the room of unnecessary papers and litter at day's end.
.04 Straighten and align all desks and chairs in the classroom at day's end.
.05 Ensure all computer / AV equipment is turned off.
.06 Return to Academy staff all AV materials left in the classroom.
.07 Leave all academy forms in the forms closet in an orderly manner.
.08 Ensure the door is closed and locked whenever the classroom is empty.
.09 Clear the whiteboards at day's end.

13.2.9 The assigned squad leader will ensure the above tasks are completed satisfactorily.

13.2.10 Report any spills, damage, or stains to the carpet, furniture or structure of the classroom used by the class.

13.2.11 Various other duties as directed by Academy staff.

13.3 Leadership Cadre Advisor

13.3.1 Leadership Cadre Advisor is a cadet retiring from the position of Class Leader and who, in the opinion of the Academy Staff, has shown exemplary and outstanding performance and abilities of leadership and decision making during his/her tenure as Class Leader.

This position will not be given automatically to every Class leader upon their retirement but is reserved only for those individuals who the staff believes should contribute in an continuing leadership role for the good of the Academy and class. However, any cadet who rotates out of a leadership position, whether a class or squad leader, is expected to and should continue to contribute leadership within his or her class.

The Leadership Cadre Advisor has the same access to the Academy Staff and office as the Class Leader. However, cadets will not go to the Leadership Cadre Advisor in lieu of the Class Leader. The Leadership Cadre Advisor does not outrank the Class Leader. All cadets will follow procedures for the chain of command through the Class and Squad Leaders.

The Leadership Cadre Advisor will wear a solid gold epaulet as a designation of his/her position. The Leadership Cadre Advisor shall be consulted by the current Class Leader in all areas of decision-making except those normal day to day responsibilities of the Class Leader. The Leadership Cadre Advisor will serve as a consultant and resource to the Class Leader. The directive of consulting the Cadre Advisor is not intended to undermine or diminish the current Class Leader's position, standing and/or authority. Rather, it is intended to support the efforts of the current Class Leader, while lending continuity to on-going academy routines. Finally, the Leadership Cadre Advisor shall be included in and attend all front five leadership meetings.

14.0 UNIFORMS

ALL STUDENTS SHALL BE IN CLASS 'B' UNIFORM THE FIRST DAY OF CLASS. The uniforms

shall consist of:

14.1 **CAP**, black baseball cap, 3/4 black mesh, with Academy logo sewn onto front.

14.2 **SHIRT**, MEN'S LONG SLEEVE (minimum of one)

Horace Small, “New Dimension” “3D”, Model No. **HS1115**, stretch poplin, with micro comfort finish, silver tan in color, 62% Dacron, Polyester/ 38% combed cotton. **NO BADGE TABS.**

15.2.1 This item may have to be special ordered by the uniform store with three weeks needed for delivery. It will be required for inspection in the fourth week of the course.

14.3 SHIRT, WOMEN'S LONG SLEEVE (minimum of one)

Horace Small, "New Dimension" "3D", Model No. **HS1168**, stretch poplin with micro comfort finish, silver tan in color, 62% Dacron polyester/38% combed cotton. **NO BADGE TABS.**

15.3.1 This item may have to be special ordered by the uniform store with three weeks needed for delivery. It will be required for inspection in the fourth week of the course.

14.4 SHIRT, MEN'S SHORT SLEEVE (minimum of two)

Horace Small, "New Dimension" "3D", Model No. **HS1211**, stretch poplin with micro comfort finish, 62% Dacron polyester/38% combed cotton, silver tan in color. **NO BADGE TABS.**

14.5 SHIRT, WOMEN'S SHORT SLEEVE (minimum of two)

Horace Small, "New Dimension" "3D", Model No. **HS1269**, stretch poplin with micro comfort finish, silver tan in color, 62% Dacron polyester/38% combed cotton. **NO BADGE TABS.**

14.6 Tie (one)

Black plain tie (clip-on) 3-inch width in appropriate length

14.7 Tie Bar (minimum of two)

Plain gold 1/2 inch wide, 2 inches long and shall be free of any name, initials, ornament, embossment, marks, or scratches.

14.8 Name Plate (minimum of two)

Plain gold-colored metal name plate. The plate shall be 1/2 inch wide and 2-3/8 inches long. Lettering shall consist of the person's initials and **LAST** name only. First name or rank shall not appear. All lettering shall be 1/4 inch high, machine engraved and finished in black enamel. The plate shall be attached with two clutch-type fasteners and positioned on the right pocket of the uniform shirt and duty jacket. The bottom edge of the plate shall be parallel with and touching the top edge of the pocket flap at the point it is sewn to the shirt. The plate shall be free of marks, scratches, and other substance or damage. Other Department issue is NOT permitted. "Brushed" surfaces are not permitted.

14.9 Trousers (minimum of three)

Perma-press, soil release, khaki, Dickie Brand, **Style Number 874kh**, or equivalent. Trousers shall be long enough to form a slight break in the front crease of each trouser leg when the cadet is standing at attention. Trouser cuffs are not permitted.

14.10 Trouser Belt (one)

Black leather with basket weave stamped into it. It shall be 1-1/2 inches wide. The buckle shall be silver-colored metal and have a single tongue. Agency issue is permitted.

14.11 Uniform Socks

Black only, calf length

14.12 Shoes

Footwear shall be black. Shoes may be either low cut, high top, Wellington type boot, (round toe) or western boot with round semi-pointed toe and walking heel. The toe or front area of the shoes must be smooth, and polished to a high luster.

Heels must be rubber and without taps affixed. The upper portions of footgear may consist of black synthetic material, but all lower parts (toe, side, and heel) will be leather. Recommended footwear are the **Thorogood Trooper** or the **Bates Durashock** boot with Vibram sole. Side zippers are allowed. No “Corfram” fabric are permitted. No tennis or "Jogging" shoe bottoms are authorized. **No front zippers.**

Shoes to be coated with <u>standard</u> shoe polish.

14.13 Uniform Insignia (Shoulder Patches) (two per shirt and jacket)

Shoulder patches shall be worn on all uniforms

All cadets shall affix Academy patches to their uniform shirts with a single stitch line and centered on the sleeve crease, 2 inches below the shoulder sleeve seam. Shoulder patches shall be in the same location on the duty jacket.

There shall also be affixed to the long and short uniform shirts a "cadet" patch sewn with single stitch.

This patch shall be centered over the left breast pocket. The bottom horizontal line of the patch shall be 1/8 inch above the horizontal seam of the left breast pocket. When the shirt has a military crease, the patch shall be centered on the left military crease. (Blue and gold, 1" x 2")

14.14 Duty Jacket (one only)

Non-Affiliated Cadets

Black Tactel fabric, gold "P" buttons on epaulets and front pocket flaps, zipper front, removable liner plain (non-fur) collar. The **Tac Squad 9001** or **Horace Small HS 3424** are acceptable providing they meet the above specifications.

Non-affiliated cadets will wear Academy shoulder patches on the jackets.
Sponsored and Affiliated Cadets

The employing agency's jacket and shoulder patches are acceptable if both are in excellent condition. If there is no agency issued jacket, the cadet will wear the jacket specified for non-affiliated cadets.

14.15 Tactical Pants (TDUs)

5.11 Tactical pant – Ripstop Pant, Dark Navy blue in color, **Model # 74280.**

14.16 Duty Gloves (Optional, Not Required)

Leather law enforcement-style, gloves, black in color, to be worn only when authorized by the Coordinator or Director.

14.17 T-Shirt

Plain white high-neck t-shirt is to be worn under the short sleeve shirt.

15.0 EQUIPMENT

15.1 Handcuffs and batons

15.1.1 Handcuffs and batons are provided by the Academy for training purposes.

15.2 Athletic Dress and Equipment

15.2.1 Athletic Shoes (minimum one pair)

Cross country jogging shoes of good quality and condition, (i.e., fully laced with arch support (Adidas, Brooks, Nike, or comparable quality). Conservative colors only with no lighting equipment.

15.2.2 T-Shirt (minimum two)

Navy Blue T-Shirt (with Academy Logo- White) at the front left. The cadet's first initial and last name shall be stenciled in white across the back in 2-inch letters and on the front right in 1-inch letters.

An additional undershirt is allowed to be worn under the Blue PT Shirt.

15.2.3 Gym Trunks (minimum one)

Navy Blue- white trim with COS Academy Logo. **100 % Polyester**. No cutoffs

15.2.4 Gym Socks (minimum two pairs)

Solid white, no color trim. Cotton or cotton blend, calf length.

15.2.5 Dark Blue Sweat Clothing (one set minimum)

No logos, no hoods. May be worn over the required gym clothing during cold weather. The cadet's first initial and last name shall be stenciled in white across the back in 2-inch letters and on the front right in 1-inch letters.

15.2.6 Personal Towel (minimum two)

Solid white; no color trim.

15.3 Leather Gear

The following shall be **black basket weave** stamped leather or Accumold as defined below. (Affiliated cadets will wear the leather gear issued by their agencies): Two leather gear options are approved.

15.3.1 Sam Browne belt (one) 2 ¼ inches wide with chrome puritan buckle. (Two buckles minimum)

15.3.2 Belt keepers (four) with two chrome buttons on each.

15.3.3 Handcuff Case (one) (closed type with flap) and chrome button

15.3.4 Ammunition Carrier, capable of holding two magazines. Chrome buttons.

OR

15.3.1 (a) Bianchi Accumold Elite 2 ¼ Duty Belt (Model 7950) : Basket weave

15.3.2 (a) Bianchi Belt Keepers (four) with Hidden snaps

15.3.3 (a) Bianchi Handcuff Case (one) (closed type with flap) with Hidden snaps

15.3.4 (a) Bianchi Ammunition Carrier, capable of holding two magazine- Hidden snaps

15.3.5 Holster (one) Professionally-made Level II or III, black in color, basket weave, (or department regulation). No cross draw or swivel, holsters will be allowed. (Must be a Patrol Duty Uniform Holster.)

15.3.6 Expandable baton holder

Leather equipment is available for rental by Academy cadets.

15.4 Firearms and Ammunition

15.4.1 Weapons **(The Range Master will have final approval on all weapons.)**

Cadets will utilize semi-automatic pistols only: 9mm, 10 mm, .38, .357, .40, or .45 caliber, brand name quality auto pistols with 4-6 inch barrel. Blue steel, stainless or tactical finish with commercially made handgrips – **no chrome/nickel finish**. **Double-action semi-auto handguns only – no single action weapons allowed. No sub-compact weapons allowed.**

Glock 17 9mm handguns are available for rental for academy students.

NOTE: Minimum of three magazines will be needed. If magazine holds less than 10-rounds, a fourth magazine will be needed.

DO NOT BRING WEAPON TO CLASS UNLESS INSTRUCTED TO DO SO.

15.4.2 Ammunition

Cadets will use new factory reload target ammunition or new commercial ammunition. Practice ammunition shall be either factory or commercial reloads**. NO PRIVATELY PRODUCED RELOADS ARE ALLOWED. No <u>Steele or Aluminum</u> casings allowed.**

Students will be informed when to bring ammunition for range use. **AT NO TIME WILL CADETS BRING AMMUNITION TO CLASS UNLESS SO INSTRUCTED BY THE DIRECTOR OR COORDINATOR TO DO SO.**

15.4.3 Ear and Eye Protection Devices

Cadets will provide ear and eye protection devices which are required and must be worn while on the firing range or as directed by staff.

15.4.4 Flashlight (No holder on belt) Need for night range

Compact / tactical size, dark non-reflective outer surface, with momentary push-button switch.

15.5 Classes of Uniforms

The following classes of uniforms shall be worn as assigned:

15.5.1 Class “A” (Cap, Khaki trousers, long-sleeve shirt, tie, with dress shoes) (Dress inspection and other formal occasions).

15.5.2 Class "B" (Cap, Khaki trousers, short-sleeve shirt, dress shoes, no tie) (Warm weather).

15.5.3 Class "C" (Cap, P.T. shirt, navy blue TDU pant, P.T. shoes) (Range, practicals, etc.)

15.5.4 Class "D" (Academy shorts & tee shirt/sweatshirt & sweat pants) (Physical training and Arrest and Control) (Cadets shall bring all of these items when Class "D" is assigned)

Note: If no class of uniform is specified, the uniform of the day shall be Class “B”

16.0 BOOKS AND SUPPLIES

The following textbooks and materials are required for the first day of class.

1. California Penal Code (Qwik Code), Latest Edition.

2. California Vehicle Code (Qwik Code), Latest Edition.

Note: Before using any manuals from a previous class, confirm with Academy staff whether a more recent edition is in effect.

1. Traffic Accident Template, Northwestern.

2. Black 3-ring binder, 2-3 inch, with dividers to hold classroom notes and instructor handouts. The binder will have a divider for each learning domain covered in the module.

3. Field Notebook: Pocket size, loose leaf or fixed page style of black vinyl or leather construction. **Memo pads with spiral bindings or serrated pages are not acceptable.**

4. A sufficient number of non-erasable **BLACK** ink pens. (All work must be completed with **BLACK INK**). Pens are to be ball point. Gel roller or other types of pens are prohibited.

5. "White Out" correction tape.

6. Dictionary, pocket size or electronic spelling aid.

7. Flashlight, minimum, dark non-reflective outer surface, with push-button switch.

8. Sidearm cleaning kit (Outers or equivalent).

9. Combination lock for locker

10. Mouth-guard for Arrest & Control

17.0 LOCAL ORDERING OUTLETS

Outlets	**Telephone**

Beat Wear, 411 W. Main Street, Visalia, CA 93291	(559) 627-5722
Lords Uniforms, 264 N. 10th Avenue, Hanford, CA 93230	(559) 582-5673
Valley Uniform Center, 1841 S. Mooney Blvd, Visalia, CA 93277	(559) 739-8939

18.0 INSPECTION

The following are the additional requirements regarding uniform dress and personal grooming. Each day, Academy staff will inspect all cadets and rate their uniform appearance in the daily evaluation. Rating procedures are outlined in Chapter 9.0 of the Recruit Training Officer Manual.

18.1 Uniform

Hat	Regulation only, clean.
Shirt	Clean, pressed, tapered, in good repair, buttoned, military crease only, no sewn creases.
Trousers	Clean, pressed in good repair, proper length, no cuffs.
Shoes	Must be in excellent condition and shined with standard shoe polish.
Tie	Clean, tied affixed.
Belt	Dyed black and highly shined.
Tie Bar	No scratches, secured properly.
Name tag	Shall be worn at all times and secured properly, no scratches.
Patches	New. No fraying, fading or other damage.
Jacket	Regulation, clean, and in good repair.
Handcuffs	Clean, in good repair. Cadets will know serial numbers.
Weapon	Clean, no lead or powder deposits or other debris. Cadets will know the serial number of their weapon or academy weapon if used.
Leather Gear	Dyed black and highly shined.
Other Equipment	Clean, in good repair.

18.2 Personal Appearance

18.2.1 **Cadet's Hair**

Men's Hair will not touch the collar, extend over ears, or curl up around the hatband. (Hair will be very closely trimmed around the sides, medium to short on top, and tapered, rather than blocked at the sides and back). It shall not touch the ears or reach the eyes. Cadets shall not plait or braid their hair; nor shall they have razor etched patterns in their hair, or display hairstyles with sharp or square ledges or ridges. Overall, the male cadet's hair will project a very closely-trimmed professional image.

18.2.2 **Cadet's Hair**

Women will keep their hair so that it will fit well under the hat at all times. At no time shall hair be allowed to touch the collar or curl up around the hatband. Hair will be kept out of the eyes and will be neither plaited nor braided. "Ponytails" are not authorized. Hair ornaments such as ribbons are not authorized. Pins, combs, or barrettes similar in color to the cadet's hair may be worn. Hair coloring must look natural and compliment the cadet's appearance. Hair pieces or wigs shall be of good quality and fit. They will also present a natural appearance and neither interfere with the performance of duty nor present a safety hazard.

18.2.3 **Sideburns**

Not to extend below the middle of the ear or be allowed to become thick, flared or bushy.

18.2.4 **Mustaches**

Cadets will be cleanly shaved for every training day. **MUSTACHES AND BEARDS ARE NOT ALLOWED.**

18.2.5 **Fingernails**

Clean and trimmed. If nail polish is worn, only clear is acceptable.

18.2.6 **Jewelry**

No jewelry shall be worn except for a maximum of two rings. A set of wedding and engagement rings will be considered as one ring. Female cadets may wear one small silver or gold post-type earring on each ear. Male cadets may not wear earrings or other such ornaments.

18.2.7 **Cosmetics**

Cosmetics will be used conservatively and in good taste.

18.2.8 **Tattoos**

All tattoos shall be covered while in Class A, B and C uniforms. It will not be required to cover tattoos during the wearing of the Physical Training uniform. During the wearing of the Class B or C uniform, a beige or khaki sleeve (matching the Class B uniform) shall be worn covering all exposed arm tattoos. Tattoos on the neck or head shall be covered also.

18.3 Memorandums (General)

All due memorandums and reports shall be collected by the squad leaders at least 15 minutes prior to the beginning of the training day and turned over to the class leader who will turn them over to the duty recruit training officer after morning formation. All memoranda are due on the following class day. One demerit will be issued for each failure to submit an assigned memorandum or report. A memorandum is used to communicate with the staff of the Academy.

A 'Request for Leave of Absence' report and 'Report of Absence' to the Academy Coordinator is to be used to request leave time from Academy instruction and reporting absences only. The form must be complete to be accepted (see Appendix B).

18.4 Memorandums (Recitation)

18.4.1 Minor infractions or deficiencies in conduct or recitation will subject cadets to memos.

18.4.2 The intent behind the assignment of a memo shall be to better acquaint the cadet with a particular subject and reinforce written communication skills. The RTO can assign memorandums for uniform discrepancies.

18.4.3 Cadets shall block print all memorandums in black ink on the Academy memorandum form. Ball point pens are to be used. No photocopies will be submitted.

18.4.4 The cadet shall address the memorandum to the Coordinator and shall include cadet's last name, first name, class number and cadet number.

18.4.5 The memorandum will begin with a brief introductory paragraph stating why, when and by whom the memo was assigned.

18.4.6 The body of the memo will contain the answer to the question or other assigned material. **(The body will also contain a discussion of how the cadet's specific answer applies to law enforcement work.)**

18.4.7 The cadet shall specify at the conclusion of every memorandum which source, (i.e. books, articles, lecture notes, etc.) were consulted to obtain the needed information.

18.4.8 The cadet shall prepare all memoranda in narrative form with correct spelling and grammar. Legibility must meet or exceed the Academy lettering standard.

18.4.9 The cadet shall, unless instructed otherwise, submit all assigned memoranda to their squad leader 15-minutes prior to the beginning of the next training day.

18.4.10 Whenever the RTO returns a memo to a cadet for rewrite, the cadet shall submit the revised memo to their Squad Leader, with the original memo attached, no later than 15 minutes prior to the beginning of the next training day.

Note: Refer to Pages 41-43 of this Manual for examples of Memoranda.

19. RULES AND REGULATIONS

The following set of rules and regulations are officially formulated and adopted by the Tulare- Kings Counties Peace Officer's Basic Training Academy and shall apply for the duration of the course.

19.1 Carrying/Wearing of Firearms

Cadets shall not wear or carry firearms loaded or unloaded or any duty leather (holster belt and accessories) on campus, in public places, or in any situation not directly associated with academy training, unless specifically authorized by the Academy Director or Coordinator. *(Minimum 1-Demerit)*

19.2 Wearing of Uniform in Public

No cadet shall, without authorization from the Academy Director or Coordinator, wear the Class A, B , or C uniform, or any portion thereof, in public unless proceeding directly to or from an Academy training session. Detours to restaurants, stores, etc. are not permitted while in uniform. *(Minimum 1-Demerit)*

19.3 Authorized/Unauthorized Talking In Class

There will be no unnecessary talking during classroom instruction. Cadets are encouraged to ask the instructor relevant questions whenever necessary in order to clarify the subject matter being taught. To ask a question or offer a comment, cadets shall first raise the hand. When acknowledged by the Instructor, preface the questions with **"SIR" or "MA'AM", then state his or her name, "Cadet_____",** then ask the question or offer the comment. After receiving the response, thank the instructor, using "SIR" or "MA'AM" as appropriate. *(1-Demerit)*

19.4 Inattention in Class

Cadets will, at all times, pay close attention to lecture and other learning activities. Cadets will not sleep, eat foodstuffs, drink beverages, or do reading, writing, computer use - unless expressly authorized, or other work not directly related to the topic being taught. There shall be no talking or distractive noise.

1. Cadets are not permitted to use any brass cleaning or shoe shining equipment in the classroom.
2. Cadets are not permitted to bring beverages or food into the classroom. Only one small container of clear water is permitted, but it must remain out of sight.
3. Cadets may use electronic tablets to access workbooks, Training and Testing Specifications (TTS), or other authorized class material. No outside communication or internet use unless specifically authorized by staff (*1-Demerit)*

19.5 Smoking

Cadets shall not smoke or chew tobacco products during training hours. *(1-Demerit)*

19.6 Loitering

Cadets shall not loiter in any college parking lot or within their vehicles at any time during the training day. Cadets wishing to go to their vehicles during the training day must obtain authorization from the Coordinator or RTO. After being dismissed for the day, cadets will leave the campus and surrounding area promptly. Cadets will not loiter in the hallways at either end of the Public Safety building at any time. Hallways are for through traffic only. *(1-Demerit)*

19.7 Leaving Campus

Cadets will remain on campus during training hours. No cadet shall leave during training hours unless on official business and with prior approval of Coordinator or Recruit Training Officer. *(1-Demerit)*

19.8 Insubordination

Cadets will not show any form of disrespect toward instructors or other College staff members. (*Minimum 1-Demerit*)

19.9 Littering

There will be no littering in the college building or on campus. Proper receptacles will be used at all times. *(1-Demerit)*

19.10 Conduct Unbecoming An Officer

Prior to, between and after classes, cadets shall refrain from any conduct unbecoming an officer and shall comport themselves as poised, polished and mature professionals at all times. Prohibited conduct shall include, but not be limited to:

19.10.1 Rude or disrespectful conduct toward another cadet or any other student.
19.10.2 Slanderous or denigrating remarks about staff or other cadets.
19.10.3 Public displays of affection.
19.10.4 Sexual harassment.
19.10.5 Sexist remarks or ethnic/racial slurs.
19.10.6 Unauthorized wrestling, grappling or other "horseplay".
19.10.7 Groups or individuals blocking halls, doorways or other thoroughfares; or creating any noise likely to disturb the educational process.
19.10.8 Loitering in any college or public parking lot.
19.10.9 Standing with hands in pockets, slouching or other dropping of professional bearing.
19.10.10 Any unauthorized behavior which could cause injury to cadets or others.
19.10.11 Loud, boisterous, profane or indecent behavior or language.

19.10.12 Violation of any criminal law amounting to a misdemeanor or felony.
19.10.13 Vacated
19.10.14 Any other conduct not otherwise described in these regulations, which would tend to bring discredit, embarrassment to or interfere with Academy operations.

Minimum: 1 Demerit
Maximum: Failing grade for Academy course

19.11 C.O.S. Rules

Additionally, cadets will adhere to the regulations prescribed for the student body of C.O.S. (refer to the current issue of the college catalog.)

19.12 Chain of Command

All cadets shall under normal circumstances follow the chain of command shown on Page V of this publication. An emergency situation is an exception to this rule. The on-duty Recruit Training Officer (RTO), or in that person's absence, the Academy Coordinator, shall be the cadet's direct supervisor. The Class Leader and Squad Leaders are assistants assigned from within the cadet class. They shall act under the instructions of the Coordinator or RTO staff. As such, they hold no rank over other cadets and may not assign memorandums or administer other sanctions. However, they may issue Notices of Advisement which constitute written warnings.

19.13 Notice of Advisement

A Squad Leader or Class Leader may issue a Notice of Advisement to a cadet who is in violation of any academy policy or procedure if the infraction is of a relatively minor nature. The Class Leader or Squad Leader will give a copy of the notice to the cadet reported to be in violation and retain the original notice. If the cadet repeats the infraction at a later date or time, a Squad Leader or Class Leader shall add this information to the original notice and refer the matter, without unnecessary delay, to the Academy staff for disciplinary review. A Squad Leader or Class Leader who willfully fails to refer such a matter to Academy staff will himself be subject to disciplinary action. The recipient of the notice shall have an opportunity to respond in writing on the original notice form. Violations of a serious nature shall be reported immediately to Academy staff. All cadets shall willingly assist and cooperate with the Class Leader and Squad Leaders unless safety and good order necessitate otherwise.

Any surly or uncooperative conduct toward the Class Leader or Squad Leaders will be deemed as insubordination toward Academy staff. Academy staff shall rotate the cadet officer (assistant) positions among the class periodically. (1-Demerit)

19.14 Professional Protocols

While in the classroom, the Cadet class shall come to the position of **"ATTENTION"** under the following circumstances:

19.14.1 When the Recruit Training Officer (RTO) or any staff member enters the classroom to take control of the class for a break.
19.14.2 Unless ordered to do so by a staff member, Cadets shall not come to **ATTENTION** when a staff member enters the room during a lunch break.

19.14.3 Except during lecture, Cadets shall stand at **"ATTENTION"** whenever conversing with a staff member--whether indoors or outdoors. The cadet class shall NOT come to **"ATTENTION"** if a staff member enters the classroom while another staff member is addressing or is in control of the class.

19.14.4 Cadets shall come to **"ATTENTION"** at any other time when ordered to do so by a staff member. (*1-Demerit*)

19.15 Classroom Seating Protocols

Upon returning from a break the Cadet class will enter the classroom and remain at **"ATTENTION"** behind their chairs until the RTO, Class Leader, or a staff member seats them.

19.15.1 In the absence of a staff member or per direction from a staff member, the cadet class leader shall seat the class with the proper command of **"READY... SEATS" and "Adjust".**

19.15.2 Once seated the cadets will remain seated until called to **"ATTENTION"** for the next break.

19.15.3 In the event of nausea, dizziness or other physical needs, a cadet may leave the classroom without first gaining permission. In this event, the cadet will, at the next break, notify the RTO or a staff member the reason for leaving the class.

19.16 Off Limits Area

With the exception of the Cadet Class Leader, cadets are not allowed in the Academy office without prior permission or invitation. (*1 Demerit*)

19.17 Complaint Procedure

Any complaints or grievances shall be written and submitted to the Academy Coordinator or Director.

19.18 Personal Cleanliness

Cadets will maintain scrupulous personal cleanliness and will shower, utilizing adequate soap and water, immediately after physical training each day prior to reporting for inspection. (1 *Demerit*)

19.19 Maximum Demerits

If a cadet is assessed with three demerits, he or she will fail the Academy course. Serious or repeated violations of these regulations can result in multiple demerits for one offense.

19.20 Verbal and Written Order

Cadets will obey verbal and written orders from Academy staff.
Minimum: 1 Demerit
Maximum: Failing grade in Academy course

19.21 Punctuality

Cadets shall report on time for all scheduled Academy activities in a timely manner. (1 Demerit upon third tardy)

19.22 Cheating or Facilitating Cheating by Another Cadet

19.22.1 Cadets will neither cheat nor lie.

19.22.2 No cadet shall plagiarize the writings of another person to complete an Academy assignment.

19.22.3 Cadets shall not offer or otherwise willfully allow their examination answer sheets or written assignments to be viewed by others.

19.22.4 Cadets who allow another cadet to view their writings are deemed as having cheated if those writings are copied.

19.22.5 Cadets shall not seek or receive answers from other cadets or possess covert notes prior to or during an examination.

19.22.6 Any viewing of another cadet's answer sheet or computer screen during an examination, for whatever purpose, shall be deemed as cheating.

19.22.7 Cadets will not access any outside study guides or websites that have any POST material. Cadets shall immediately report any material that appears suspicious.

19.22.8 Any other behavior which can reasonably be construed as cheating will be deemed as such.

Penalty: Failing grade for the Academy Course

19.23 Submission of Assignments

All assignments shall be done completely and turned in to the appropriate squad leader15-minutes prior to the beginning of the next training day. (*1 Demerit*)

Photocopies are not permitted.

Computer software/hardware, printer malfunctions, are not excuses for late submission of assignments.

19.24 Valuables

Cadets will take reasonable precautions to protect their valuables and equipment from theft. (*1 Demerit*)

19.25 Memorandums

All memorandums will be addressed to the Coordinator of the Academy. They shall be completed with class and serial number. Any requests for leave from the Academy for any reason are to be returned to the cadet signed by the Coordinator before leave is considered granted. (*1-Demerit*)

19.26 Academy Requirements

Cadets shall comply with all Academy requirements. (*1-Demerit*)

19.27 Morning Formations

All cadets will report for roll call unless ill and have adhered to Academy Regulation Number 12.1 on Page 4. Cadets on light or no duty status will also be present at formation for roll call and shall report to the instructor for assignment. Any cadet who is on light-duty status for physical training is precluded from all other physical (non-lecture) training activities on that day, unless specifically authorized by the Director or Coordinator. No cadet will leave physical training without specific permission from Academy staff. (*1-Demerit*)

19.28 Use of Chewing Gum, Drinking of Beverages, Eating of Foodstuffs

The use or consumption of chewing gum, beverages, or food during any class or any instructional period is prohibited. (1-Demerit)

19.29 Contact with Law Enforcement/Police Agency

Whenever a cadet has contact with any Law Enforcement/Police Agency as a witness, victim or suspect, the cadet shall submit to the Academy Director at the beginning of the next training day a memo fully describing the circumstances of the contact. Affiliated and sponsored cadets are not required to document routine contacts with their own agencies. (*1-Demerit*)

19.30 Consumption of Alcoholic Beverages

Cadets shall not consume alcoholic beverages during the training day, or do so fewer than six-hours prior to reporting for training. (Minimum: *1-Demerit*)

19.31 Intoxication/Odor of Alcoholic Beverage

Cadets shall not report for training while intoxicated or with the odor of an alcoholic beverage on their breath or person. (Minimum: *1-Demerit*)

19.32 Taking Illicit Drugs

Cadets will not at any time ingest or inject illicit drugs or controlled substances. (Minimum: 1-Demerit)

19.33 Re-Entry into the Academy

Any cadet that is removed from the Academy for disciplinary reasons or removed from

training for safety violations including activities related to firearms, Tasers, chemical agents, impact weapons, driving or during arrest and control training, is not eligible to return to a future Academy. A cadet may file a written appeal to the Academy Director requesting admission. (Revised Module III, 3-5-2018)

19.34 Cell Phones

Cell phone possession or use is not permitted in Academy classrooms, Physical Fitness, Weapons or Driving Skill Learning areas or any time during the academy training day unless authorized by the Academy Director, Coordinator or designee. (Minimum 1 Demerit).

19.35 Text or Email

Text, email or other social media use are not permitted during Academy hours unless authorized by the Academy Director, Coordinator or designee. (Minimum 1 Demerit).

19.36 Tablets

Tablets will be used **only** for viewing of Learning Domains – **no** notes will be taken on the tablets. Use of the tablet's "highlighting" function is permitted for the Learning Domain **only**. Classroom notes will be **handwritten only** – using tablets for anything else, unless specific permission is given, is not permitted. (Minimum 1 Demerit). (revised 09-08-20)

19.37 Vacated

20.0 EXAMINATIONS AND STANDARDS

20.1 Written Examinations

The written examinations are conducted for each module. These are POST-constructed examinations, which cover a Knowledge Domain specified in the instructional schedule as well as the Module III, II and I Final Examination.

To pass the knowledge domain and final module examination testing, cadets must earn a score on each test, which is equal to or higher than the pass/fail score established by POST.

A cadet who fails a POST-constructed Knowledge Domain test or Final Module Examination test on their first attempt will have a reasonable time, established by the Academy, to prepare for a retest with an alternate POST-constructed test form of that Knowledge Domain or Final Examination. Passing the retest will clear the cadet on that examination. However, only the cadet's score on the original test will be recorded and counted toward the cadet's grade point average, which must remain 80% or higher.

A cadet will be placed on Academic Probation if his or her grades, attendance or conduct drops below an acceptable level.

20.2 Academy Course Modules

20.2.1 The Police Academy course is organized into the following three POST-designed modules:

.01 Level III **(Module 3)**
.02 Level II **(Module 2)**
.03 Level I **(Module 1)**

20.2.2 A student who has previously passed one or more of the above modules, but has not completed the course may re-enter a future offering of the course at the beginning of his or her next uncompleted module.

Students applying for re-entry must meet the same pre-enrollment, orientation and registration requirements as entry-level students.

20.2.3 A student who leaves the academy prior to completing the course will receive credit for any modules he or she has passed in terms of testing, attendance, and conduct.

20.3 Requirements for Successfully Completing the Academy Course 80%

Successful course completion is based on passing all of the following performance areas:

- POST Comprehensive and Knowledge Domain Tests
  Module III 80 % GPA Minimum
  Module II, 82 % GPA Minimum
  Module I, 84 % GPA Minimum

- Report Writing (80 percent minimum)
- Manipulative (psychomotor) testing (80 percent minimum)
- Scenario (Field Practical) testing (80 percent minimum)
- Exercise testing (test specific) (Pass/Fail)
- Physical Fitness Training and Testing (POST Work Sample Test Battery) 384 or more points.
- Maintenance of at least an 80 percent overall grade point average in all graded areas combined.

(20.3) Revised Feb. 7, 2018

20.4 Recording of Test Scores

The Academy course contains two types of instructional objectives: (a) objectives which required cadets to demonstrate knowledge and (b) objectives which required cadets to demonstrate satisfactory levels of skill in the physical fitness, psychomotor, scenario and exercise testing.

To pass the psychomotor, physical fitness, scenario and exercise testing, cadets must demonstrate the required skills at a level consistent with adequate performance in the field, as judged by Academy staff. As with the domain testing, a cadet who fails a skills test will be given one opportunity to retest. Moreover, the cadet's original score, not the retest score, will be recorded and counted toward the cadet's grade point average.

20.5 Failing Retests

A cadet who fails a retest on a knowledge domain test, physical fitness test, report writing test, exercise test, psychomotor skill or field scenario will fail the course (POST Commission Procedure D-I-3). The same is true of the module final examinations and the final examination.

To pass the Academy course, the cadet must pass the POST developed physical abilities testing and participate in the physical conditioning program to POST standards (POST Physical Training Manual).

20.6 Grade Weighting

In this Academy, the total performance of the candidate is considered in determining what final grade is achieved by each cadet. The performance areas are typically weighted in each module as shown below:

· Weekly Knowledge Domain Tests	50% Weight
· Report Writing	15% Weight
· Firearms	10% Weight
· Vehicle Operations	10 % Weight
· Psychomotor/Scenario Testing	15% Weight
TOTAL WEIGHTING	100%

20.7 Model Grade

Shown below is an example of how a hypothetical cadet's final score is computed:

Comprehensive Final Exam	92% X .50 = 46.0	(weighted score)
Report Writing	96% X .15 = 14.4	(weighted score)
Firearms	85% X .10 = 8.5	(weighted score)
Vehicle Operations	98% X .10 = 9.8	(weighted score)
Scenario Testing	90% X .15 = 13.5	(weighted score)

TOTAL WEIGHTED SCORE 92.2%

20.8 Grading Schedule

100%	95%	=	A	(Outstanding)
94%	88%	=	B	(Excellent)
87%	80%	=	C	(Average)
79% or Lower		=	F	(Failing)

21.0 CADET FIELD NOTEBOOKS

21.1 Cadets will maintain field notebooks throughout the Academy as instructed in the Field Note-Taking class and in accordance with the following polices:

21.1.1 On each class day, the cadet will begin the day's entries upon arriving at the Academy or training site.

21.1.2 Cadets will close out each training day's entries when they go to bed at night.

21.1.3 Information that must be entered chronologically into the field notebook minimally includes the following:

.01 Classes taken during the day and instructors' names.
.02 Total physical training activities accomplished that day.
.03 Examination scores.
.04 Range scores.
.05 Memorandums assigned.
.06 Special assignments received.
.07 Negative discipline imposed.

21.1.4 The legibility of all notations will be in accordance with the Academy Lettering Standard.

21.1.5 Words may be abbreviated or omitted so long as the meaning of the text is clear to the reader.

21.1.6 The cadet shall have the field notebook on his or her person at all times during the training day except when in Class "D" uniform.

21.1.7 The Recruit Training Officers will inspect all cadets' field notebooks periodically.

21.1.8 Failure to keep the field notebook up-to-date and complete is major censurable conduct. (minimum 1 demerit)

22.0 EMERGENCY TELEPHONE ACCESS TO THE ACADEMY

In an emergency, cadet may have calls placed directly to the Police Academy Office at (559)583-2600. If no answer, call the COS District Police Department at (559) 730-3999 or 730-3726 or Coordinator at (559) 583-2622.

23.0 GENERAL INFORMATION

Due to the intense nature of the Academy training, the student should be prepared to spend a considerable amount of time studying in preparation for class work and examinations. Homework includes both academy and physical training assignments.

Students in the Intensive Format Academy Course are strongly advised against maintaining outside

jobs during the Academy training. All students are prohibited from participation in other campus classes simultaneously while attending the Academy program.

Due to the strenuous physical requirements of this training, prospective students are encouraged to begin an early routine of exercise programs, including running, pushups, and sit-ups. Medical consultation and guidance are recommended.

24.0 AWARDS

At the Graduation exercise, awards will be given to certain selected cadets. The awards are:

24.1 Overall Achievement Award

Given to the cadet who receives the highest overall grade point average. The grade includes domain tests, report writing, scenario scores and performance evaluation scores.

24.2 Firearms Award

Given to the cadet who receives the highest accuracy percentage during firearms training course.

24.3 Physical Training Award

Given to the cadet who accumulates the most points during the Physical Training Course.

24.4 Leadership Award

Given to the cadet who has demonstrated the highest levels of skills as a peace officer candidate, and exceptional effort devoted toward the benefit of the class. The recipient of this award is selected by the staff with input from the class.

24.5 Report Writing Award

Given to the cadet who achieves the highest grade point average in the report writing assignments.

24.6 Weaponless Defense Award

Given to the cadet who, in the opinion of the Training Staff demonstrated the highest level of skills in this area.

24.7 Awards Designated by the Advisory Committee

The Tulare Kings County's Law enforcement Advisory Board may designate an award to be given to a deserving cadet

25.0 GRADUATION

Graduation exercises will be held after the final day of Academy training. Sheriffs, Chiefs of Police, and Department Heads of the participating departments will generally attend. Cadets' friends, relatives and families are invited to attend.

All affiliated and sponsored graduates who are already sworn will wear the dress uniform of their department. Non-affiliated graduates will wear the regulation Academy uniform.

26.0 MINIMUM STANDARDS FOR EMPLOYMENT

POST Regulation 1002

(a) Every peace officer employed by a department shall:

(1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.

(2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.

(3) Be of good moral character as determined by a thorough background investigation as prescribed in the POST Administrative Manual, Section C- 1 - "The Personal History".

(4) Be a high school graduate or have passed the General Education Development test with an overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education.

(5) Be examined by a licensed physician and surgeon and must meet the requirements prescribed in the POST Administrative Manual, Section C-2 - "Physical Examination, "(adopted effective April 15, 1982), herein incorporated by reference.

(6) Be interviewed personally prior to employment by the department head or a representative to determine the peace officer's suitability for the police service, which includes but is not limited to the peace officer's appearance, personal maturity, temperament, background, and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the peace officer's oral interview panel.

(7) Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job related tests of reading and writing ability.

(b) All requirements of Section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.

27.0 CITIZENSHIP REQUIREMENTS FOR CALIFORNIA PEACE OFFICERS

On September 10, 1992, Assembly Bill 2540 was signed into law. The bill, Chapter 943 of the Statutes of 1982, amended Section 1031 and added Section 1031.5 to the Government Code, both of which address the U.S. citizenship requirement of California peace officers. Because of an urgency clause, the bill took effect on the date it was signed into law.

The law regarding citizenship had, for some years, stated only that a person must "be a citizen of the United States." The law now provides that peace officer or peace officer trainees employed by a governmental agency, or person who, on the date the new law took effect, have applied to fill a peace officer position, are exempt from the citizenship requirement formerly in existence, as long as they meet the new citizenship requirements as soon as it is legally possible for them to do so.

The new citizenship law requires that permanent resident aliens who desire to be employed as peace officers must apply for citizenship at least one year before application for such employment. This pertains only to those non-citizens who apply after the effective date of this legislation.

There is also a requirement in the new law that each non-citizen peace officer cooperate fully with the government agency processing the application for citizenship. If three years after application for employment, the applicant has not obtained citizenship because he or she failed to furnish such cooperation, the applicant shall be disqualified for peace officer status. A person denied citizenship is also disqualified as a peace officer.

28.0 Memorandum Sample

EXAMPLE

MEMORANDUM

To: SGT. GARCIA, INTENSIVE ACADEMY COORDINATOR
From: CADET HENRY, M. 132-11
Subject: RECITATION (APPEARANCE, DEMEANOR, ORGANIZATION)
Date: 10-18-19

ON 10-18-19 AT APPOXIMATELY 1100 HOURS SGT. KNIGHT DIRECTED THIS CADET TO WRITE THIS MEMORANDUM IN REGARDS TO MY INABILITY TO RECITE THE ELEMENTS TO 459 P.C.

Respectfully Submitted: (Cadet Signature) 132-11

Staff's Comments:

Staff's Signature:

EXAMPLE

MEMORANDUM (con't)

MINIMUM LENGTH FOR TWO PAGE MEMO

Respectfully Submitted: (Cadet Signature) _____

Staff's Comments: _____

Staff's Signature: _____

29.0 Report of Absence

Tulare-Kings Counties Basic Police Academy

Report of Absence

Cadet's Name:_____ Date:_____

I was absent for training because of the following reason:

☐ Personal Illness.

☐ Injury. ☐ Occurred During Training ☐ Outside of Training

☐ Family Death.

☐ Serious Illness of a parent, grandparent, sibling or child.

Reason for absence: _____

_____

_____

_____

_____

_____

_____

During the hours I missed in the Basic Academy, the following instructors gave instruction:

(Instructor)	(Block of Instruction)	(Hours)
(Instructor)	(Block of Instruction)	(Hours)
(Instructor)	(Block of Instruction)	(Hours)
(Instructor)	(Block of Instruction)	(Hours)
(Instructor)	(Block of Instruction)	(Hours)
(Instructor)	(Block of Instruction)	(Hours)

My notes for the above instruction are attached for approval:_____

Cadet's Signature

_____

Director's Signature

30.0 Request For Leave of Absence

Request For Leave of Absence Report From Academy Instruction

Cadet's Name : _____ Date: _____

Reason for Requested
Leave of Absence: _____

_____

_____

_____

_____

Date/s of Requested Leave of Absence:

_____

Approved: _____ Denied: _____

_____
(Signature of Academy Director) (Date)

I was absent from the academy on the listed dates and times as approved above:

_____ (Date)	_____ (Hours) (Minutes)
_____ (Date)	_____ (Hours) (Minutes)
_____ (Date	_____ (Hours) (Minutes)

During the hours I missed in the Basic Academy, the following instructors gave instruction:

_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)
_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)
_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)
_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)
_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)
_____ (Instructor)	_____ (Block of Instruction)	_____ (Hours)

My notes for the above instruction are attached for approval : _____
(Cadets's Signature)

Approved: _____ Denied: _____

_____
(Director's Signature)

Revised 9/24/01

31.0 Pass-Fail Protocols for Modular Academy

1. Each module of the academy is a separate course and must be passed before entry into the following module.

2. A student must pass all graded areas for Module 3 (Level 3) which includes a learning domain examination, 'End of Module Proficiency' examination and exercise testing for firearms, arrest methods/defensive tactics and vehicle operations. Absence hours cannot exceed five percent of the total module hours. Passing this module is a pre-requisite for entry into Module 2 (Level 2)

3. A student must pass all graded areas for Module 2 (Level 2) which includes report writing, exercise testing for firearms and arrest methods/defensive tactics and the 'End of Module Proficiency' examination. Absence hours cannot exceed five percent of the total module hours. Passing this module is a pre-requisite for entry into Module 1 (Level 1).

4. A student must pass all graded areas for Module 1(Level 1) which includes report writing, exercise testing for firearms courses and arrest methods/defensive tactics, POST Work Sample Test Battery (P.T. test), scenario testing and the 'End of Module Proficiency' examination. Absence hours cannot exceed five percent of the total module hours.

5. A student who leaves the academy prior to graduation will be given credit for any prior modules in which they have met POST standards for attendance and Academy standards for all graded areas. The student will receive grades in accordance with the weighted scores earned in the module(s) which they have passed.

6. A student who leaves the Academy prior to graduation may re-enter the course in a subsequent semester at the end of the last module in which they passed all categories. To re-enter the academy the student must pay all fees for the module(s) they will attend. The student must meet all other requirements for admission to the academy course.

7. A student who passes the first two modules, but accrues a grade point average below the academy pass/fail scoring standard in any graded area, (i.e. examinations, exercise testing, firearms, arrest methods, defensive tactics, vehicle operations, report writing and scenario testing), or their absent hours exceed five percent of the total module hours, for the Module 1 (Level I) will fail that module. This is the case even if they have met the POST individual scoring standards. Such a student may take Module 1 in a subsequent semester. To do this, the student must again pay all required fees for that module, and meet all other requirements for admissions to the course.

   A student whose attendance falls below the POST minimum standard (absence hours exceeding 5 percent of module hours) in any given module must make up the deficit prior to the end of that module. A student who does not accomplish this will fail that module. The student may retake the failed module in a subsequent semester after meeting all requirements for admissions to the academy course.

8. Regardless of any other grades, a student will fail any modules in which they have failed (per POST Pass/Fail criteria) a POST re-test .Such a student may retake the module in a subsequent semester after meeting all requirements for admission to the academy course.

9. Vacated

32.0 PHYSICAL TRAINING POLICIES

32.1 Introduction

The Academy has a duty to the law enforcement community, to the Commission on Peace Officer Standards and Training (POST), and to the students themselves to conduct a safety and achievement-oriented physical training program. The program's mission is to utilize an intense conditioning regimen that will enable all cadets to reach at least a functional level of physical capabilities. It is expected that all cadets will work hard in the physical training sessions, observe all safety policies and strive for growth and development. To this end, the following policies shall be in effect:

32.2 Program Safety

32.2.1 The Physical Training Safety Policies are as enumerated in Chapter 15.0 of the Recruit Training Manual which is published and issued by this program.

32.3 Physical Training Attendance Standards

32.3.1 All cadets shall participate fully in at least 90 percent of the physical training sessions scheduled in Module I. Cadets failing to do so will receive a failing grade for the module.

32.4 Cadet Participation in Physical Training

32.4.1 All cadets shall participate fully in each and every scheduled physical training session to the extent enumerated in Section 37.3.1 of this manual.

32.4.2 Full participation@ is defined, for the purposes of this policy, as completing each and every activity assigned by the instructor in a manner reflecting significant effort and application to duties. A cadet whose performance reflects minimal effort, evasion of the assignment, or laziness shall be subject to disciplinary action.
(minimum: 1-demerit plus no credit for completing the session)

32.4.3 If a cadet is injured or ill to the extent that he or she cannot participate fully in the scheduled physical training activities, the cadet will be deemed as having not completed the session.

32.4.4 When appropriate, the instructor may assign an injured cadet to engage in one or more alternate activities, and thus meet the requirement for full participation. In so doing, the instructor shall evaluate the cadet's injury, the requirements and limitations set forth by the cadet's physician, and the available staffing and resources. <u>No alternate activity shall be assigned in the absence of a recent doctor's report pertaining to that injury.</u> Similarly, the instructor will not assign alternate activities if the doctor's report specifies there should be no activity or if the instructor determines that the status of "no activity" would better serve the cadet. If an alternate activity is assigned, the activity shall require a level of effort and fitness benefit that is equivalent to the activities assigned to the other cadets in the class. The alternate activity shall not involve some form of "busy work" such as "walking the track". It shall be legitimate physical activity. If it becomes evident that the cadet is not expending the required

level of effort in the alternate activity, the instructor will not credit the cadet with having completed the session.

32.5.5 Dietary Requirements

During training hours, all cadets' activities and schedules will be tightly structured. Because of this, cadets will not have time during training hours to patronize local food outlets. As being in good physical condition is crucial for peace officers, all cadets will confine their noon meal to healthful, low calorie foods. Accordingly, cadets will on each training day bring a dietetically healthy lunch and bottled water (no soft drinks, etc.). Cadets will also bring one nutrition bar each day to be consumed during the break that follows the first morning lecture session. To promote physical fitness within the class, all cadets' lunches will be subject to inspection for dietary quality by academy staff. Cadets exhibiting poor physical conditioning or excess body weight will be subject to guidance and counseling by academy staff.

33.0 Scenario Testing Protocols

Scenario testing takes place in Level I (Module I). Scenarios test the student's ability to demonstrate skills in one or more of eleven competencies. Additionally, each scenario test examines the student's proper rate and fluency of performance as well as the level of response. The following protocols will apply to scenario testing.

1. Students will maintain a minimum passing grade of 80 percent for each scenario.

2. A student who fails a scenario with a grade less than 80 percent will receive remediation and then retest for that scenario.

3. The student must score 80 percent or better to pass the retest.

4. Each scenario is comprised of individual competencies. The number of competencies tested within that scenario will depend on the scenario itself.

5. In addition to each scenario requiring a minimum score of 80 percent, each competency itself will require a minimum grade of 80 percent. A student falling below that minimum grade for that competency after the first five scenario tests will fail Level I (Module3). Competencies for vehicle operation, local procedures, leadership and ethics will be excluded from this requirement because those competencies are scenario tested only one to three times.

34.0 POLICY ON STUDENT USE OF ELECTRONIC DEVICES (AP 5510)

Introduction

Although the electronic age has increased access and convenience to information and communication, there are responsible protocols that must be established regarding the use of electronic devices on the COS campus. In particular, utilization of any number of electronic devices could be disruptive to the College's procedures and educational processes, result in an invasion of both students and employees' privacy and could be utilized to facilitate academic dishonesty.

Background

Electronic devices and programs can include, but are not limited to the following devices and/or capabilities:

1. cellular telephones with the capability to place and receive calls, to text message, take pictures, access the Internet and/or access e-mail;
2. hand-held e-mail readers, e.g., BlackBerry;
3. digital cameras;
4. PDA's (Personal Data Assistance), e.g., Palm Pilot;
5. pagers;
6. hand-held computers;
7. software, including the public access of school sponsored programs;
8. electronic games, e.g., Game Boy; and
9. headphones.
10. Smart Watches

Impacts upon the teaching/learning environment or upon the operations in campus offices can include, but are not limited to:
1. Disruptions/interruptions resulting from students receiving or placing cellular telephone calls while in an office or a class which is in session;
2. Text message exchanges whereby a student in a class sends questions from an examination and an individual outside of the classroom or at an off-campus location responds with the answer, facilitating academic dishonesty;
3. Use of the calculator function on a student's cellular telephone on an examination where a calculator is not allowed, or where a student indicates they did not bring their calculator and will use the calculator function on their cell phone, but in reality are text messaging an individual outside the classroom, facilitating academic dishonesty;
4. Picture telephones or digital cameras used to snap pictures of examinations being taken, personal data on a computer screen or hard copy format in a campus office, or invasion of privacy by taking unapproved pictures in restrooms, locker rooms or other locations on campus where the average person would expect privacy;
5. Access of the e-mail via cellular telephone, and/or use of the Instant Messaging (IM) feature, examination questions sent to a contact outside the classroom or at an off-campus location who responds with the answer, facilitating academic dishonesty;
6. Access of the Internet via cellular telephone during an examination to view information, facilitating academic dishonesty;
7. Use of a hand-held computer and its numerous capabilities to facilitate academic dishonesty;
8. Wearing headphones, but rather than listening to music, accessing recorded course material, facilitating academic dishonesty;
9. Games played on electronic game devices that can be disruptive in a class setting;

10. Use of software other than that provided or permitted by the College; and/or
11. Any other unauthorized use of an electronic device that disrupts or interrupts College processes or procedures, invades the privacy of other COS students or employees, or facilitates academic dishonesty.

Protocols

Administrators, faculty, staff or students may identify misuse of an electronic device that is:
1. Disruptive to the College's procedures and/or educational processes,
2. Results in an invasion of privacy for students or employees, or
3. Facilitates academic dishonesty.

In the classroom setting, the determination of misuse of electronic devices is at the discretion of the instructor. In offices or elsewhere on the campus, the determination of misuse of technology will be determined by the Student Code of Conduct or by supervisors of employees relative to negotiated contracts. Limitations on use of electronic devices may be imposed by faculty in their classrooms, and campus use of technology must not violate the provisions of this Administrative Procedure.

Sanctions

Students found to be in violation of this policy may be subject to: verbal warning; written warning; verbal reprimand; written reprimand; temporary exclusion; suspension; expulsion; being dropped from the class in question; failure of an examination/assignment; or failure of the course. Individuals may refer to the progressive discipline standards outlined in the College of the Sequoias' General Catalog or the Discipline and Grievance Handbook.

35.0 SUBMISSION OF REQUIRED DOCUMENTS

Introduction

The Academy provides numerous documents during Orientation that must be completed to allow the Cadet to begin the Academy. Most of the documents will be returned prior to or at Academy Registration. All documents will be completed and turned in prior to the beginning of Academy class in which the Cadet is about to enter. Failure to provide the required documents can result in dismissal from the Academy program.

1. The documents to be submitted prior to the beginning of the Academy are all those that are identified by Academy staff during Orientation or Registration and shall include but are not limited to the following:
2. DOJ Firearms Letter
3. Medical Examination Report
4. DMV Driver's License Printout

(Added June 21, 2018)