



# Law Enforcement Training Academy

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Student handbook program addendum

## **Rules and Regulations for Police Cadets of the WCSCC Law Enforcement Training Academy**

**Academy Commander: Chief Ryan Pearson**

**Public Safety Coordinator: Gregory Chandler**

**Adult Education Manager: Sandy Elliott**

**Director of Operations & Adult Education: Lynn Moomaw**

## ACKNOWLEDGMENT OF RECEIPT

**As a police Cadet it is your duty to thoroughly familiarize yourself and comply with this handbook and with all official directives and rules.** The Student Handbook has been written to maximize training and instill in cadets the requisite desired traits of a Law Enforcement Officer.

The public trust of law enforcement is built over time through demonstrated professionalism and integrity; yet, it can be shattered with a single, thoughtless act of an officer or civilian employee. The public expects law enforcement officers to behave in an exemplary manner at all times. The Academy Staff expects exceptional adherence to our values and ethical standards at all times. The Academy is designed to instill this in cadets long before they come into contact with the public.

*Any cadet who, through their off duty behavior, brings discredit to the WCSCC and the Academy shall be subject to discipline or termination. A standard of objective reasonableness will be used to determine an occurrence of questionable behavior.*

**I ACKNOWLEDGE RECEIPT OF THE STUDENT HANDBOOK AND ADDENDUM. I UNDERSTAND THAT ALL POLICIES, PROCEDURES, RULES OR REGULATIONS, AND STANDARDS CONTAINED IN THIS HANDBOOK APPLY TO ME UNTIL I AM GRADUATED FROM THE PROGRAM.**

**I HAVE READ AND ACKNOWLEDGE THE ABOVE STATEMENT OF DISCIPLINARY ADMONISHMENT. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR COMPLIANCE WITH THE CONTENTS OF THIS HANDBOOK, ALL APPLICABLE RULES AND REGULATIONS, AND LAWFUL ORDERS.**

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**CLASS NUMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

All students are responsible for following the Rules and Procedures as set forth in the Wayne County Career Center Adult Education Student Handbook and the Law Enforcement Training Academy addendum.

**Mission:** Provide Knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.

**Values:** The values of the WCSCC Law Enforcement Training Academy are:

Integrity  
Courage  
Accountability  
Respect  
Excellence

## **LAW ENFORCEMENT CODE OF ETHICS**

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

## **CADET CODE OF CONDUCT**

I will conduct myself in accordance with WCSCC policy and the Academy rules and regulations as stated in the Student Handbook without exception.

I will conduct myself in a manner that exemplifies the Values of the WCSCC Law Enforcement Training Academy.

I will exhibit ethical behavior in all that I do and will be an example for all citizens and fellow Cadets to emulate.

## **OFF-DUTY BEHAVIOR / INCIDENTS**

**Off-duty behavior is expected to be beyond reproach. Cadets will not become involved in incidents that bring discredit upon the WCSCC or the Academy.**

Cadets will immediately notify the Academy Commander, regardless of the time of day, if they become involved in any significant off-duty incident. These include, but are not limited to, contact with any police agency or civil action. Common sense will dictate what constitutes a “significant incident”. When in doubt, Cadets should contact their Academy Commander.

Cadets who have any off-duty contact with law enforcement will advise the officer of their status as a Law Enforcement Training Academy Cadet and obtain the officer’s name and personnel or badge number for Academy Commander follow-up. **Cadets WILL NOT use their association with the WCSCC Law Enforcement Training Academy in an attempt to alter, influence, or persuade the officer in an enforcement decision.**

Cadets may be required to submit a written account of the incident with complete details and an explanation as soon as possible.

## **REPRESENTATION ON DIGITAL OR SOCIAL MEDIA AND WEBSITES**

Cadets WILL NOT represent themselves or others as members of this academy or any law enforcement agency, on any digital or similar social media (e.g. websites, LinkedIn, Facebook, Twitter, Wikipedia, etc.), nor will they make any posting, comment, innuendo, or insinuation which tends to indicate an association with a policing agency or its training program while attending the WCSCC Law Enforcement Training Academy.

**Cadets will not post anything online of any nature that would bring discredit to the WCSCC Law Enforcement Training Academy. Failure to comply with any part of this section will result in counseling or discipline, up to and including termination.**

The following Rules and Regulations are prescribed for the purpose of instilling and promoting efficiency and professionalism within the Law Enforcement training you will be receiving. All students will strictly abide by this policy and procedure handbook in addition to any and all rules set forth by the Ohio Peace Officer Training Commission.

## **ACADEMIC REGULATIONS**

The OPOTC Regulations require that all students maintain a notebook. The student's notebook will prove to be a valuable resource. It will provide both a study reference and a reinforcement of lecture material, which is the main source of the test material. It will also provide a referral resource after completing the training and working law enforcement. The notebook guidelines, which must be followed, have been set forth by OPOTC. Notebooks should be kept up-to-date daily. Notebooks are subject to examination by the academy commander or the OPOTC Field Agent at any time. Notebooks are to be tab indexed by topic number and title (Obtained from Training Calendar). When taking notes, the header on each sheet in your notebook shall follow the format illustrated below, e.g.:

Name: *Last, First MI.*

Date: *Monday, October 8, 20XX*

Topic Number & Title: *1.1 Intro. To Basic Training*

Instructor's Name: *Commander R. Pearson*

(Then Your Notes)

Pearson, Ryan C.

Monday, October 15, 20XX

1.1 Intro to Basic Training

Commander R. Pearson

(Then Your Notes)

The order of your notebook shall be:

- Notes
- Student worksheets
- OPOTA handouts
- Practice exam
- Outside material--You are encouraged to make an effort to obtain outside material on each topic area and supplement your notebook as time provides.

**Your notes are to be your own personal work and not shared with other students to copy.**

All notes are to be typed or neatly printed.

The student worksheets are to be completed. The student practice exams can be saved to assist in testing the cadet for mid-term or final exam preparation.

The notebooks are graded periodically and at the completion of the academy and must receive a passing score in order for the student to be permitted to take the OPOTC examination.

## **CHEATING**

Cheating in any form is considered serious misconduct and grounds for dismissal from the Academy.

Academic cheating is defined, but not limited to;

- Altering any answers or scores on tests, including range scores.
- Altering scores on another student's test or aiding another student to cheat.
- Copying another student's answer during test.
- Using unauthorized aids during test.
- Falsifying any official Academy record, document or log.
- Receiving any academic documents, manuals, notes, etc., from any former Cadet.

Plagiarism. **Plagiarism** is the deliberate attempt to deceive the reader through the appropriation and representation as one's own the work and words of others. Academic plagiarism occurs when a writer repeatedly uses more than four words from a printed source without the use of quotation marks and a precise reference to the original source in a work presented as the author's own research and scholarship.

**Cadets who become aware of an incident involving cheating of any kind shall report it to the Academy Commander IMMEDIATELY.**

## **COMMUNICATION SKILLS**

The Academy places great emphasis on each cadet's ability to communicate effectively, both verbally and in writing. The Academy does not teach basic reading, writing, or language skills. Cadets are expected to arrive at the Academy with the ability to read, write and speak English at the level of a high school graduate or better. Verbal communications training consists of teaching skills such as basic interviews, conflict management, communications assertiveness, and advanced verbal skills. Written communications training focuses on the cadet's ability to accurately complete dozens of police documents in a clear and concise manner. Throughout the Academy, cadets will be given training on how to properly complete these reports. Almost all testing requires cadets to complete one or more documents. Cadets will be tested and graded on their spelling, grammar, articulation of actions, and ability to elicit details from an incident and record them in the applicable report.

## **WRITTEN EXAMINATIONS**

The OPOTC administers the state examination. It is a comprehensive examination covering all curriculums (written from the SPO's). A passing score of 70% or above is required. The testing date will be determined at the conclusion of the academy classes.

If you fail, the state examination you are permitted to take one re-test. The re-test examination will be

administered within approx. two weeks of the date from which you took the original state examination.

If you have any special needs the OPOTC has options available to you. Please contact the Commander as soon as possible to set up testing dates. Notification must be made to the OPOTC prior to testing date.

A mid-term and mock exam will be administered by Academy staff to prepare the Cadets for the state examination. Attendance will be required at the mid-term and local exam as a review of the testing packet will be completed at that time.

## **SKILLS PERFORMANCE**

In the skills performance areas of the curriculum you must successfully pass various topics prior to being eligible to take the written State Examination. Those topics are:

- Firearms (Practical course of fire graded on the range)
- Subject Control (Must successfully perform various techniques at the direction of instructors)
- First Aid/CPR (Must pass American Heart Association Exam and receive certification)
- Defensive Driving (Must successfully perform various vehicle maneuverability exercises on the driving range.)
- Physical Conditioning (Must meet OPOTC requirements for your age group)
- Stops & Approaches (Must successfully perform various techniques at direction of instructors)
- Standard Field Sobriety Testing (Must pass written SFST Exam and Practicals)
- Hazardous Materials & WMD Awareness (Must pass HazMat Exam & receive certification)
- Incident Command System (Must pass ICS Exam and receive certification)
- National Incident Management System (Must pass NIMS Exam and receive certification)

If you fail any of the practical tests in the above topics, you will receive remedial training in the topic and be afforded ONE re-test. If you fail the re-test you fail the topic. Any remedial training that requires time in addition to that allocated in the training calendar will be at the expense of the student at \$ 45/hour plus any additional costs required for vehicles/ammunition or other equipment.

After the re-test, failure to successfully pass any of the Skills Performance areas will be considered an academic failure and therefore you will not be permitted to sit for the written State Certification Examination.

## **PHYSICAL FITNESS TESTING & STANDARDS**

**Cadets are expected to enter the Academy in a physically fit condition.** To ensure a high level of fitness is maintained while in the Academy, cadets will be administered physical fitness tests on a regular scheduled basis.

## **WEAPONS**

- A. Weapons and duty gear are subject to inspection upon appropriate notice of any Firearms Instructor. Weapons shall be properly maintained and kept clean at all times.
- B. CARELESS OR IMPROPER HANDLING OF FIREARMS SHALL BE CAUSE FOR DISMISSAL FROM THE TRAINING PROGRAM.
- C. No one taking this training is a certified peace officer. Therefore, in regards to the Wayne County Career Center Law Enforcement Training Academy/Ohio Peace Officer Training Commission Training Program, you are forbidden to carry a firearm on your person or in your vehicle at any time. CCW Permit holders are bound to follow all pertinent laws that pertain to firearms in vehicles and on school property. NO WEAPONS ARE TO BE ON Wayne County Career Center PROPERTY. Loaded weapons will be permitted only on the Firearms Range and then only under the direction and control of the Range Master.
- D. Students are not permitted to carry or display any type of knife, air soft gun or any other weapon while on Wayne County Career Center property.

## **ATTENDANCE**

If you are late for class up to fourteen (14) minutes, the cadet and original instructor can stay after class and make up the missed time. If a cadet is fifteen (15) or more minutes late, the cadet CAN NOT stay after class and make up missed time and will be counted as ½ hour absent. All make-up time outside of scheduled class hours is \$45/hr. payable prior to the make-up time being completed.

## **CLASSROOM EXPECTATIONS**

All students are to conform to the Rules and Regulations of the OPOTC and the Adult Education Handbook while attending the Law Enforcement Training Academy Program of Wayne County Schools Career Center.

Cadets must sign-in and sign-out on the OPOTC provided attendance form. Times in and out are to be recorded accurately. Any false listings of times will be considered a violation of law, and subject the student to criminal charges and immediate dismissal from the class. Students are to sign beside their printed name, and nothing is to be written on the roster by students but their signature and times in and out. Instructors will then sign the roster to verify the accuracy of student entries, and make any comments required.

All students must obey the directives and orders of any person who has authority over the class as designated by the Public Safety Coordinator/Academy Commander.

One student will be randomly selected by the commander to be the “class president”. The class president will be responsible for making sure all cadets are properly signed in on the attendance roster before class begins and at the end of all class sessions. At the beginning of class sessions, the class president will have all cadets fall in for inspection and the Pledge of Allegiance. Once completed the class president will direct the students to “fall out” and be seated. The class will also be split into two squads with a squad leader appointed for each squad. Each squad leader will report to the class president each night with any issues or absences. The class president will also work closely with the Commander and assist in coordinating equipment and such. The class president may also serve as a “liaison” between cadets and



Commander/Instructors.

**Classroom decorum will be as follows:**

After each class session begins, students are required to recognize anyone who enters the classroom in the following manner:

Commander/Instructor/Visitor – All stand and come to full attention. ANY STUDENT observing entry will shout out: “Attention on deck”. The class will remain at attention until the Commander/Instructor responds: “As you were” after which students will sit and resume class session. If a visitor enters the Instructor will respond “As you were”.

Any student violating any classroom procedures will be reported to the Academy Commander. Classroom decorum will be observed during all classroom sessions including break periods.

Instructors are to be addressed by appropriate greeting (e.g. “Sir” or “Ma’am”) or their title (e.g. Captain, Lieutenant, and Sergeant). Remember, PROFESSIONALISM in the classroom will be carried over into PROFESSIONALISM on the street, a continual reflection needed in today’s Law Enforcement.

If a Cadet has a questions he will raise their hand and when addressed will state “Sir, Cadet NAME Sir”; and proceed with question. Students will stand at attention at their desk until their question is completely answered by the instructor. This is only when a Cadet has a question. If an Instructor calls on the Cadet, then the Cadet can remain seated and address the Instructor.

No food is to be eaten during class. Soft drinks or bottled water may be brought into the classroom UNOPENED, then consumed in the classroom. Coffee from the Snack Shack is also acceptable.

Cadets are responsible for the cleanliness of the classroom at the end of each session. All paper, pencils, wrappers, and other debris will be placed in appropriate locations. Tables are to be straightened. Squads can rotate cleaning duties each week.

Cadets may not send or receive electronic/phone messages during class. No emails, texting, etc. All electronic devises shall be on vibrate or silent during classroom instruction. This rule only applies to class time and not break. Cadets can check, send and receive messages while on ten (10) minute breaks or lunch periods.

Sleeping during class will not be tolerated. If a Cadet is found to be sleeping in class, the Instructor can and may send said Cadet home and no makeup will be available.

Cadets are expected to conduct themselves in a PROFESSIONAL MANNER at all times. While you are wearing the class uniform, the public will recognize you not only as a student at the Wayne County Career Center Law Enforcement Training Academy, but as a future member of your chosen profession. Improper behavior, failing to pay for a meal or other dishonest actions, or discourteous or reckless driving habits cast an unfavorable shadow upon all of us.

No form of harassment of other Cadets, staff, or the general public will be tolerated. No Sexual Harassment will be tolerated. If a Cadet is found to be harassing another Cadet in any manner, they will be dismissed immediately.

Cadets who violate Rules and Regulations set forth herein are subject to disciplinary action including a warning, at risk, or dismissal.

Cadets who fail to abide by the rules set fourth may be subject to dismissal from the academy, and will follow the dismissal process as listed in the Adult Education Handbook for disbursement/collections of funds.

Cadets who are convicted of Domestic Violence, OVI, any drug offense, any theft offense, or any offense of violence will immediately be discharged from the class.

## **CLASSROOM ATTIRE (TO BE STRICTLY ADHERED TO)**

A. Students are required to wear approved school uniforms when attending academy classes or functions. This includes hourly lunch breaks during Saturday sessions. Students who fail to meet the approved dress code may be asked to leave. Appropriate approved alternate clothing will be permitted for physical conditioning or other specialized classes. Caps, hats, excessive jewelry, or any other additions or subtractions to/from the uniform is not permitted. For the duration of the Academy class:

1. Students are to be in neat, clean uniforms during all class sessions
2. Shoes are to be clean and exhibit a shine
3. While in use, physical training clothing will be laundered daily.
4. Jewelry is limited to the following
  - Male: Chain worn under shirt, watch, wedding band.
  - Female: Chain worn under shirt, watch, wedding band, (1) post-type earring in ear lobe.
  - Male/Female: No strong or distracting fragrances are to be worn.
5. Bracelets are not allowed unless it is for medical purposes.

B. All students will be clean-shaven during the entire academy, through school graduation ceremonies, and up to and including the state certification examination. No excuses. Hair will be kept clean, neat and well groomed. All students are expected to adhere to accepted personal hygiene practices throughout the academy session.

## **HEALTH AND SAFETY**

The instructors in this Academy are all professionals and consider your personal safety and the safety of others as top priority. They will not permit horseplay or any other act, which may result in personal injury.

Injuries or illnesses may happen during the course of this academy. If you are injured or ill, report it immediately to the instructor, regardless of the seriousness of the injury/illness. DO NOT continue with the activity causing the injury / illness.

Cadets will report all off-duty injuries or illnesses, which require medical attention, to the Academy Commander as soon as practical given the circumstances. Cadets must provide the Academy Commander with paperwork from their physician specifically stating any limitations (i.e. no lifting, running, defensive tactics, etc.) and the release date from those specified limitations.

The Wayne County Schools Career Center complies with Title II, Title VI and Title VII of the Civil Rights act of 1964. Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information.