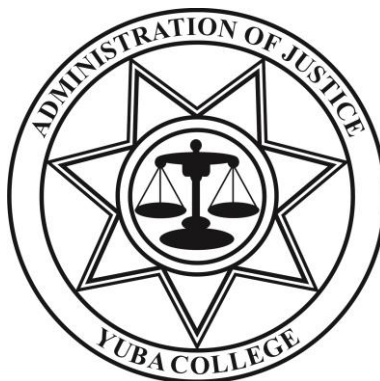




# **YUBA COLLEGE**

## **Public Safety Program**



## **Rules & Regulations Manual**

Peace Officer Standards and Training

# **Law Enforcement Academy**

Revised: June 1, 2020

## ACADEMY STAFF

### **Academy Administration:**

Academy Director Brian Vizzusi: 916-380-0584

Public Safety Office Cori Gil: 530-749-3879

### **Academy Coordinator(s):**

Undersheriff Johnson 530-749-7738

Chief Hearne 530-624-2417

Lieutenant Beck 530-624-2414

Mario Rodriguez 916-300-7114

### **Academy RTO(s):**

Investigator Cummings 530-415-5682

Investigator Dinwiddie 530-682-9968

Sergeant Whiteaker 530-693-0213

Deputy Williams 530-218-6941

Detective Dexter 916-533-4540

Deputy Harris 916-591-6830

Investigator Garcia 530-822-7330

### **Others:**

Yuba College PD Office 530-634-6771

Yuba College PD Cell 530-870-1158

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**PUBLIC SAFETY CENTER  
LAW ENFORCEMENT ACADEMY  
STUDENT POLICIES AND PROCEDURES MANUAL**

**ACADEMY RULES AND REGULATIONS**

The purpose of the Rules and Regulations Manual is to enable you to understand the operating procedures of the Modular Academy. All Cadets will comply with the rules and regulations contained herein. **Any violation of the rules and regulations may lead to termination from the Academy.** Compliance with Academy rules and regulations is a requirement of satisfactory academic performance, rather than a matter of student discipline, and is not subject to the college's Student Code of Conduct. Termination from the Academy does not otherwise affect a student's enrollment in the college, unless a separate disciplinary action is commenced pursuant to the Student Code of Conduct.

You will find that the Academy and Law Enforcement Agencies are quasi-military organizations. Therefore, rules and regulations established for the efficient operation of the Academy and Law Enforcement Agencies are patterned along military lines.

Discipline is learning to do what has to be done in an orderly, planned, and team-like manner. Discipline will be emphasized throughout your career, but perhaps never so much as here at the Academy.

**OBJECTIVES**

The resources devoted to this Academy are for the purpose of providing students with the highest quality instruction. The course content and required instructional hours are in accordance with the standards and mandates set forth by the California Commission on Peace Officer Standards and Training (P.O.S.T.) guidelines and directions from the Advisory Committee.

The successful students who complete this Academy can be assured that they have received the best available training. This preparation will enable them to perform the required functions of their new profession.

To receive college credit for each Modular Academy course, students must successfully complete all Academy requirements. If a student fails to complete any Academy requirement that results in non-certification, that student will receive an "incomplete" for the specific Modular Academy course enrolled in. The student will have to repeat that specific Modular Academy course in its entirety by the start of the next Modular Academy course offering, or an "F" grade will be recorded on the student's permanent college transcript.

**YUBA COLLEGE  
PUBLIC SAFETY CENTER  
LAW ENFORCEMENT TRAINING ACADEMY  
STUDENT POLICIES AND PROCEDURES MANUAL**

**MISSION STATEMENT**

The Yuba College Law Enforcement Training Academy is dedicated to the education and professional achievement of students planning to enter careers in law enforcement. The Academy is committed to the philosophy of proactive and collaborative problem solving between law enforcement personnel and private citizens as the most effective way to safeguard lives, neighborhoods, and communities.

The Administration, Faculty, and Staff affirms their intention to affect student success in Community Oriented Policing through emphasis of critical thinking, ethical decision-making, professional values, individual responsibilities, interpersonal communication, appreciation of contributions of other cultures, and cooperative civic responsibility.

Yuba College is committed to ensuring that these men and women are thoroughly prepared to forge positive partnerships for the improvement of public safety and an enhanced quality of life for the diverse communities they intend to serve.

## **LAW ENFORCEMENT CODE OF ETHICS**

**As a law enforcement officer, my fundamental duty is to serve mankind; 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 men 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 and my chosen profession. . . . LAW ENFORCEMENT.**



## THE HONOR CODE

James O'Keefe said it best in his book, *Protecting the Republic*, "The police officer is the guardian of the American Republic. It stands to reason that the recruitment, selection and training of the proper person would be of the utmost importance. Clearly, such individuals would have to believe in and embody the very same virtues of the society they are sworn to protect. Virtues such **as integrity, respect, character, compassion, and genuine respect** for justice and individual freedoms would all be necessities."

The Honor Code at the Yuba College Modular Format Law Enforcement Academy requires the individual Cadet practice, to a greater degree than ever before, what he or she has already learned at home, in school and in their religious or personal upbringing. The Code sets a standard by which Cadets may judge one another on their capability of understanding and maintaining a high degree of honor. Law enforcement officers cannot afford to have in their midst an individual who is untrustworthy. The Code is designed to reveal those who cannot measure up to the standards and eliminate the untrustworthy from the group.

### **The following basic points are covered by the Code:**

1. A Cadet always tells the truth and keeps his/her word.
2. A Cadet is honest in all his/her efforts; he/she does not lie, cheat or steal, nor tolerate those who do.
3. A Cadet does not quibble, or employ evasive statements or tricky wording.
4. A recruit respects the property and personal rights of individuals and his/her department. He/she is honor-bound to protect that property against abuse or theft, and to respect and protect the personal rights of others. Any other attitude toward property personal rights would be a betrayal of the trust placed in him/her, and is contemptible in a law enforcement officer.
5. A Cadet's signature and word is his/her bond.
6. A Cadet is honor-bound to report any breach of honor that comes to his/her attention. Failure to do so would imply complicity with that dishonorable act and would show that he/she is the one that is without honor.

### **These points are defined as, but not limited to, the following:**

1. To be truthful is the ability to conform to fact. To lie is to practice intentional deceit, or to be untruthful.
2. Honesty is straightforwardness, freedom from deceit or fraud. To cheat is to receive or give information in such a manner as to assume an unfair advantage over fellow Cadets, or to present an inaccurate picture of one's abilities.
3. In answering a question, accounting for his/her conduct, or explaining a discrepancy, a Cadet will squarely face the issue. To quibble is to evade the point in question by making false or misleading statements, by clouding the issue, by splitting hairs, by the introduction of trifling technicalities, or by the deliberate disguise of facts so as to present an entirely different picture of the events or issues.

4. The Penal Code defines theft as a crime. To engage in theft would disqualify a law enforcement officer from holding any position of trust. The success of law enforcement has depended, in a large part, on teamwork. It is this mutual and reciprocal confidence that unites a group of officers in a common effort. The presence of a thief destroys the confidence the members have in one another, and ruins the effectiveness of the group.
5. When a Cadet places his/her signature or initials on an official document, he or she certifies to its correctness. They are willing to stake their professional reputation and integrity on the accuracy of that document. Once documents are turned into the college, including Personal History Statements, they will not be duplicated and given to a cadet. The documents become the property of Yuba College.
6. A Cadet who does not meet the standards of moral conduct and responsibility set by the Honor Code should not be allowed to occupy a position of responsibility and trust. Moral weakness, as expressed by a deviation from the principles of the Code, may seem of little importance at the academy; a similar deviation, in a situation where lives and property are at stake, will result in disastrous consequences.

To ensure the continued success of law enforcement as a profession, our officers must be individuals of undisputed honesty and moral courage. For this reason, a Cadet is honor-bound, for the protection of the Code and the profession, to report any breach of honor that comes to his/her attention. The most important element of the implementation of the Honor Code is the necessity for every man and woman in the Academy to believe in it. It must be respected, honored and followed. Belief in the Code, coupled with an intelligent understanding of its importance to the law enforcement officer, will instill in the individual the reassuring feeling of being able to place complete trust in each member of the class.

## ACADEMY STAFF / CADET RELATIONS

The Academy Staff is to serve as a role model to the Academy cadets; they will serve as examples for the cadets to follow. They act as role models, demonstrating professional standards of law enforcement, providing mentoring and giving direction for cadets.

The relationship between the Staff (Coordinators, RTOs and Instructors) and the cadet is a student/teacher and/or supervisor/subordinate relationship. As part of this relationship, the following is expected:

- The hallmark of this relationship will be one of mutual respect.
  - Cadets will be treated with respect at all times and they will be expected to respect the Staff and to follow his/her directions.
  - Cadets will not be harassed, intentionally embarrassed or treated in a demeaning manner.
  - Name-calling or use of derogatory terms by Staff (except for training purposes) is not acceptable.
  - The Staff will not show their anger or frustration while they are working with the Cadet.
- While a Cadet is going through the *Academy*, the Coordinators and RTOs will not associate with or socialize with any Cadet. Any relationship will be strictly professional.
  - This does not prohibit Cadets from scheduling a ride-along with a Staff member or attending agency functions if the Staff member and Cadet work at the same agency.
- The Staff will not make discriminatory or sexist remarks as per college policies.
- The Staff will not make sexual remarks or advances towards any Cadet.
- The Cadet will not date, live with or enter into any financial arrangements with any Staff member while the Cadet is in the Academy.
  - This does not apply to Cadets who may have family members working as Staff or Cadets who may have been in a relationship with a Staff member prior to the start of the Academy
  - Any Cadet in one of the above “previous relationships” will not be evaluated by the Staff member that he/she has the relationship with.
  - If a Staff member is related to a Cadet, or if he/she had a special relationship with the Cadet that began before the Cadet was in the program, the Academy Coordinator must be advised of this.
- A Staff member will not accept personal gifts from, nor give personal gifts to, the Cadets in the Academy.
  - This does not prohibit class gifts given to the Academy at the conclusion of the Level I Academy.

## **I. STUDENT EXPECTATIONS**

### **A. STUDENT Demeanor**

1. Cadets shall conduct themselves professionally, perform all duties in a thorough and precise manner, and carry out all orders, commands and instructions given by Staff, without hesitation.
2. Cadets shall not commit any acts during or outside of scheduled duty hours that are incompatible with the law enforcement profession or which might reflect unfavorably upon the Academy and the Cadet's Department.
3. Failure to act in a proper, professional manner, whether on or off the Academy grounds, could lead to disciplinary action up to, and including, termination.

### **B. LEARNING DOMAIN REQUIREMENTS**

1. Each Learning Domain (LD) will have learning activities at the end of each chapter.
2. As part of the classroom activities, an instructor may have the Cadets do these learning activities as group or classroom activities.
3. If not done as a classroom activity, the Cadets are required to complete these activities as an ongoing homework assignment.
4. The activities can be done as an individual or in study groups (if done as a study group, each Cadet in the group must complete his or her own LD).
5. The completed LD will be turned in to the RTO at the end of each related LD session.

### **C. RADIOS / RADIO CODES**

1. Each Cadet will be issued a college radio.
  - a) The radio is not to be taken off campus.
  - b) Cadets will ensure the radio is in the charger at the end of class and ready for use at the start of class.
2. Each Cadet will be issued a card with commonly used radio codes.
  - a) Cadets will learn the codes.
  - b) As much as possible when communicating with Command Staff, Cadets will do this via the radio.
    - (1) The scheduled Coordinator will be "Command 1."
    - (2) The scheduled RTO will be "Command 2."
    - (3) Cadet will use their assigned Cadet number as their call sign.

### **D. INSTRUCTOR EVALUATIONS**

Cadets will complete all instructor evaluations as instructed by the Coordinator and/or RTO.

## II. STANDARDS OF CONDUCT (GENERAL)

### BREACH OF CONDUCT AND DEMEANOR

Any breach of conduct or demeanor is subject to Academy disciplinary action up to, and including, termination, and will become a matter of record in the Cadet's permanent file. Sponsoring agencies will be notified of any sponsored Cadet's breach of conduct or demeanor.

A. **Prohibited behavior will include, but not be limited to:**

1. Failing to follow the Academy Rules and Regulations.
2. Failing to follow the Yuba College Code of Student Conduct.
3. No Cadet shall participate in any sexual harassment activity, nor knowingly allow any sexual harassment to occur.
4. Cadets will immediately report any and all negative law enforcement contact to the Academy Coordinator as soon after the contact as possible.
5. Cadets will immediately report any activity that could have a negative impact on the Cadet, the Academy, the College and or law enforcement.
6. No Cadet will be absent without leave.
7. Any disrespectful behavior, examples:
  - a) Showing willful disobedience of an order, direction, or regulation.
  - b) Failing to provide name when asked to do so by Academy Staff or College Faculty/Staff.
  - c) Being insubordinate to a Staff member or class officer.
8. Any disruptive or threatening behavior, examples:
  - a) Stirring up discord among Cadets, including practicing or encouraging discrimination regarding race, color, sex, religion, sexual orientation, national origin, or ancestry.
  - b) Threatening or attempting to do bodily harm to another.
  - c) Displaying discourteous treatment of another, including the use of insulting, abusive, or profane language.
  - d) Displaying a continuing exhibition of bad taste in the presence of others.
  - e) Displaying disrespect to a Staff member, instructor, or fellow Cadet.
  - f) Placing the Cadet's Department or the Academy in an embarrassing position by his/her conduct.
  - g) Endangering any person, including himself or herself, through careless or willful violation of safety rules or instructions.
9. Any integrity issues, examples:
  - a) Cheating during any examination, or knowingly allow another Cadet to cheat.
  - b) Failing to maintain appropriate personal appearance.

- c) Displaying negligence in performing official duties, including failure to follow Academy regulations or Staff instructions.
  - d) Displaying willful disregard of the Cadet's Department or Academy regulations.
  - e) Displaying carelessness, indifference, laziness, lack of alertness, or inattention to duty.
  - f) Drinking alcohol or having in his/her possession or under his/her control an alcoholic beverage or marijuana on Academy/College grounds.
  - g) Being under the influence or having in his/her possession or under his/her control marijuana.  
This includes any Cadet who uses/possesses marijuana while in compliance with California State Law, Penal Code 215.
  - h) Being in possession or under the influence of any non-prescription narcotics on or off the Academy/College grounds.
  - i) Being under the influence of any drug(s) and/or intoxicant(s).  
Cadets will not drink any alcoholic beverage within 12 hours of any scheduled Academy training.
  - j) Gambling on Academy grounds.
  - k) Using his/her position for the purpose of personal gain, including the acceptance of gratuities.
  - l) Violating any public law or ordinance (infraction, felony or misdemeanor).
  - m) Disclosing confidential information without authorization.
  - n) Failing to take care of his/her personal business or failing to pay debts when due, thereby causing embarrassment to this Academy or his/her Department.
10. Providing false or misleading information. Examples:
- a) Willfully falsifying any submitted report, record, or request.
  - b) Deliberately falsifying a statement in response to any question during an official inquiry.

## **STANDARDS OF CONDUCT (CLASSROOM)**

A large portion of the Cadet training is completed in the classroom.

B. It is necessary that all Cadets adhere to the following regulations, which will promote an orderly environment conducive to learning volumes of information:

1. Cadets shall be alert, attentive, and shall sit up straight with both feet flat on the floor.
2. Only those items related to training are allowed on the desktops. Unless otherwise instructed, the Cadets will have the following items on their desk prior to the start of the scheduled learning domain:
  - a) LD book for the scheduled domain / Academy laptop computer  
(No internet access unless specifically approved by the coordinator)
  - b) Student nameplate
  - c) Writing instrument
  - d) Any other material as instructed by the Coordinator, RTO and/or Instructor
3. Staff instructors desire and encourage questions, provided they represent an honest attempt to gain information.
4. Cadets should have a sincere interest, an open mind, and a desire to learn. No questions should be asked which are not pertinent to the subject being discussed, or which are presented to show off or kill time.
5. When questions are posed, the Cadet shall:
  - a) Gain the instructor's attention by raising his/her hand.
  - b) Once recognition is gained, the Cadet shall preface the question with, "Sir," "Ma'am," "Ms." or rank, whichever is appropriate.  
  
This is not only a matter of courtesy, but it affords other Cadets the opportunity to hear the questions.
  - c) The Cadet will then ask the question.
  - d) If an instructor alters or changes this protocol to enhance the learning process through open forum discussions or group activities, the Cadets will follow the instructor's instructions.
6. No Cadet will sleep while a class is in session.
  - a) Any Cadet who feels too fatigued to remain awake will stand up quietly and go to the back of the classroom. The Cadet will remain there standing until he/she becomes sufficiently awake to return to his/her seat.
  - b) It will be the responsibility of each Cadet to keep their neighbor Cadets awake during classroom hours.
7. Cadets will ensure that audible watches, or other types of alarms, are silenced in class.
8. No electronic devices of any kind including smart-watches (whether they function smartly

or not) will be allowed in the classroom.

9. Pagers, cellular phones, smart-watches, tablets and non-academy laptops will not be allowed on Academy grounds, gym, range or other training site areas, unless with prior approval of the Academy Coordinator and/or it is required for the day's training activity.
10. The Academy baseball cap shall not be worn indoors.
  - a) The Cadet will immediately remove his/her hat when entering the Academy building.
  - b) Hats will be carried in the Cadet's non-gun hand.
  - c) Cadets will immediately put their cap back on once they have exited the building.
  - d) This does not include Sikh Cadets wearing a Turban.
11. No tape recorders are allowed in the classroom unless permitted by the Instructor.
12. No Cadet will leave the classroom, during instruction, unless:
  - a) Permission is given by the Instructor.
  - b) Ordered to by the Coordinator, RTO, Instructor or Class Sergeant.
13. No Cadet will leave Academy grounds, during Academy hours (other than scheduled lunch), without:
  - a) Permission from the RTO, Coordinator, or Director using the proper chain of command.
  - b) Once the Cadet has notified the proper Staff member and permission has been given by that Staff member, the Cadet is free to leave the Academy grounds.
  - c) If leaving Academy grounds causes the Cadet to miss any instruction, the Cadet will also write a time-missed memo explaining the reason for leaving and turn the memo into the RTO through the chain of command.
14. Any disruptive behavior by a Cadet in the classroom will result in disciplinary action.
15. No Cadet will work on any other assignment, memo, or activity in the classroom (during instructional time) that is not associated with the learning domain being taught.



### III. **MILITARY COURTESY**

- A. Since law enforcement agencies are para-military organizations, it is appropriate that this Academy adopts military guidelines to facilitate the Cadets transition into the law enforcement profession.
- B. The following guidelines also ensure that Academy operation is orderly and efficient:
  - 1. Cadets shall, at all times, display military courtesy toward the Academy Staff, superior officers and official guests.
  - 2. During official business, Cadets shall stand at attention when addressing or being addressed by a superior officer and at other times when so ordered.
  - 3. Cadets shall follow the appropriate chain of command when addressing Staff regarding information that affects other Cadets. (See Chain of Command section IV.)
  - 4. Cadets will follow lawful orders or directives given by the Class Sergeant and/or Squad Leader(s).
    - a) If a Cadet has a question regarding an order or directive, that Cadet may follow the chain of command and address that issue with the RTO or Coordinator.
    - b) If the order or directive violates the law, the rules and regulations, Student Code of Conduct or an ethical issue or question, the Cadet is to immediately notify the RTO or the Coordinator.
  - 5. Violations of the chain of command can result in disciplinary action.

#### IV. CHAIN OF COMMAND

- A. The chain of command for the Academy is as follows:
1. Chancellor, Yuba Community College District
  2. President, Yuba College
  3. Director, Public Safety Center
  4. Coordinator(s), Modular Format Police Academy
  5. Academy Recruit Training Officer - RTO
  6. Class Sergeant
  7. Squad Leader(s)
  8. Cadet
- B. The chain of command shall be adhered to at all times. Cadets wishing to speak to the Academy Staff shall follow the chain of command prior to contacting any Staff member, unless otherwise ordered to report to said Staff member.
1. If a Cadet believes a question has not been settled after talking to a member of the Academy Staff, the Cadet may request to continue up the chain of command to the Director of Public Safety.  
  
The request shall be put in writing showing good cause why the Cadet wishes to proceed up to the Director of Public Safety.
  2. If a Cadet needs to talk to a specific Staff member about any personal issue(s), he or she will follow the chain of command. The Cadet does not have to advise the reason he or she needs to talk with the Staff member, but needs to advise, "It is a personal issue."
  3. If the issue that the Cadet needs to address involves a Staff member or a Command Staff member that is in his/her chain of command;
    - a) The Cadet may skip that person and go to the next person in the chain of command.
    - b) If there are multiple Command Staff members at the position (such as RTOs), the Cadet will go to a Staff member in the same position prior to breaking the chain of command.
- C. Reporting to the RTO/Coordinator's Office:
1. Cadets shall not enter the RTO/Coordinator's Office unless supervised and instructed by a coordinator or RTO.
    - a) When reporting, the Cadet shall center himself/herself to the office door at the position of attention.
    - b) The Cadet shall knock first and wait for a Staff member to acknowledge the Cadet and open the door.
    - c) If the Cadet was ordered or requested to report to the RTO/Coordinator's Office, the Cadet shall state, "Sir (or ma'am), Cadet (Cadet's last name), reporting as ordered (or requested) Sir (ma'am)."

- d) If the Cadet is coming to the RTO/Coordinator's Office on his/her own (after going through the chain of command), the Cadet shall state, "Sir (or ma'am), Cadet (Cadet's last name), requests permission to speak to (name of the Staff member), Sir (or ma'am)."
- e) The Staff member may address the Cadet outside the office or take the Cadet into the conference room.
- f) If the Cadet needs to talk to the Staff member in private, he or she may request to do so.

2. Addressing Staff members:

It is not the intent of this policy to discourage the interaction between Staff member(s) and Cadet(s). Staff members are mentors, instructors and role models. Cadets are encouraged to engage in conversations with Staff members while following proper military courtesy.

- a) Unless there is an emergency, Cadets will not interrupt Staff members involved in a conversation.
- b) Cadets are encouraged to talk to any/all Academy Staff members and get career advice. If a Cadet wants/needs to talk to a Staff member, the Cadet will follow the below protocol:
  - (1) Approach the Staff member in a professional manner and stand at attention.
  - (2) Wait for the Staff member to ask the Cadet to speak.
  - (3) The Cadet will identify himself/herself by name and wait for the Staff member to ask the Cadet what he/she needs or wants.
  - (4) The Cadet may now enter into dialog with the Staff member.
- c) Staff members may address Cadets during the course of the Academy; the Cadet will be allowed to respond to any Staff member without violating the chain of command.
- d) THIS POLICY DOES NOT APPLY TO CADETS NEEDING TO ADDRESS ACADEMY ISSUES; I.E.: LATE FOR CLASS, DISCIPLINE ISSUES, MISSING EQUIPMENT, ETC...

**V. ACADEMIC HONESTY POLICY**

It is the goal of the Yuba College Administration of Justice Training Center, Modular Format Police Academy, to ensure that the grades assigned to individual Cadets are indicative of the knowledge and skill level of that Cadet. Acts of academic dishonesty make it impossible to fulfill this responsibility. Therefore, each one of the Modular Format Academy Cadets has the responsibility to report to the Academy Staff any Cadet/Staff misconduct.

- A. Examples of misconduct include, but are not limited to:
  - 1. Cadets talking to one another during exams.
  - 2. Cadets using notes or other unauthorized materials during an exam.
  - 3. Cadets sharing information or answers during an exam.
  - 4. Cadets turning in written material other than his/her own.
  - 5. Cadets allowing other Cadets to copy his/her work.
  - 6. Cadets altering graded exams during an exam review.
  - 7. Cadets stealing or attempting to steal an exam key.
  - 8. Cadets memorializing (in any manner) any exam or scenario after taking the exam or scenario.
  - 9. Cadets forging or altering any attendance form.
- B. The Administration of Justice Training Center will not tolerate or condone Cadets who have violated the Academic Honesty Policy. Appropriate action will be taken against any Cadet caught violating the Academic Honesty Policy up to, and including, dismissal from the Academy.

## VI. SEXUAL HARASSMENT POLICY

### A. POLICY PROHIBITING

1. Sexual harassment in the learning or working environment of District students or employees by any person in any form is prohibited. Sexual harassment may, in certain circumstances, be a violation of Title VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972, as well as California Law. Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, or physical condition of a sexual nature, made by someone from or in the work or educational setting when:
  - a) Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
  - b) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
  - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment, or career development; or
  - d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Sexual harassment also includes any act of retaliation against a student or employee for reports of violations of this policy or for participation in the investigation of a sexual harassment complaint.
2. Other examples of sexual harassment, whether committed by a student, supervisor, or any non-supervisory District employee, are:
  - a) Unwelcome sexual overtures or propositions;
  - b) Verbal abuse of a sexual nature;
    - (1) Graphic verbal comments about an individual's body;
    - (2) Sexually degrading words used to describe an individual;
    - (3) The display in the educational or work environment of sexually suggestive objects or pictures such as derogatory posters, cartoons, jokes, or calendar illustrations which have no legitimate educational purpose.
3. In the college environment, human sexuality may be a normal and appropriate subject of both academic study and artistic expression within the boundaries of academic freedom. The presentation of material of a sexual nature is not, therefore, a prima facie evidence of sexual harassment and it is not the intent or purpose of this policy to stifle or obstruct academic freedom.

4. Each division dean, executive dean, director, and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing this policy with her or his students and/or employees and assuring them that they are not required to endure sexual harassment.
5. A student or employee who feels that he or she has been or is being sexually harassed, or is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with sexual harassment, should immediately contact any counselor, any dean, the Director of Personnel, the Affirmative Action Officer, the Title IX Coordinator, or the Superintendent (or, if necessary, the President of the Board of Trustees) in order to determine if sexual harassment has occurred. All investigations will be conducted in a manner designed to maintain confidentiality and the privacy of all parties concerned.
6. If, as a result of investigation, a determination is made that a student or an employee has sexually harassed another student or employee, appropriate disciplinary action will be implemented. Any student or employee who is found to have sexually harassed a student or employee will be disciplined within the established policies of the District according to the nature and severity of the offense. Disciplinary actions, which may be taken against such a student, range from counseling to suspension or expulsion.

- B. **DISCRIMINATION COMPLAINT PROCEDURES** - Any employee, student or applicant for employment with the District may file a complaint with the District Affirmative Action Officer if that employee or applicant believes that the District has taken action, which does not satisfy the requirements of the California Code of Regulations 53000-53052 and 59307. The District shall respond to any such complaint in a timely manner.

All students, employees and job applicants will be notified that if they have concerns about unlawful discriminatory treatment as described in Section I, II, or XI of the Affirmative Action Plan, which includes the prohibition of sexual harassment, they should immediately report those concerns using either the District's Informal or Formal Discrimination Complaint Procedures:

1. **INFORMAL COMPLAINT PROCEDURE:**

- a) A student, employee or job applicant who feels he or she has been or is being subjected to discriminatory treatment prohibited in Section I, II, or XI of this Affirmative Action Plan, which includes the prohibition of sexual harassment, or who is aware of or suspects the occurrence of such discriminatory treatment, or who desires counseling regarding such treatment should immediately contact any counselor, any dean, the Director of Personnel, the Affirmative Action Officer, or the Superintendent/President.
- b) Each complaint or expression of concern shall be investigated quickly and confidentially, by the Superintendent/President or his or her designee, to determine if treatment prohibited in Sections I, II or XI has occurred. All investigations will be conducted discretely and confidentially in order to maintain the privacy of all parties.
- c) If, as a result of investigation, a determination is made that such prohibited discriminatory treatment has occurred, the Superintendent or Board President will take appropriate action.

- d) If dissatisfied, a complainant who is a student or employee may then utilize the District's formal complaint procedure as determined by District policy.
2. **FORMAL COMPLAINT PROCEDURE:** Any student or any employee who alleges that he or she has personally suffered unlawful discrimination or who, in his or her official capacity, has learned of such unlawful discrimination may file a formal written complaint directly with the District utilizing the District's Formal Discrimination Complaint Procedure.
- a) **FORMAL DISCRIMINATION COMPLAINT PROCEDURE:**
    - (1) **OBJECTIVE:** To implement the Discrimination Complaint Procedure as outlined in the District's Affirmative Action Program.
    - (2) **PROCEDURE:**
      - (a) Employees or students may file an unlawful discrimination complaint.
      - (b) The Discrimination Complaint Procedure defines who may file and the responsibility of the District.
      - (c) The Complaint Process defines the sequences which must be adhered to in a complaint.
    - (3) **DISTRICT RESPONSIBILITY:** Yuba College has adopted this complaint procedure to ensure that its programs and activities are available to all persons without regard to ethnic group identification, religion, age, sex, color, physical, or mental disabilities, national origin, ancestry, medical condition and marital status. This procedure provides for the investigation of alleged unlawful discrimination, including sexual harassment, in its programs or activities and seeks to resolve those complaints.
    - (4) **WHO MAY FILE:** Any employee of the District who believes he or she has been discriminated against based on race, color, religious creed, sex (including sexual harassment), age (over 40), handicap, ancestry, marital status or national origin, as prohibited by Federal and/or State Laws, may file a written complaint according to the process described below.
      - (a) Any student who believes he or she has been the subject of sexual harassment or has been denied equal access to, participation in, or benefit of any District program on an unlawful basis may also file a written complaint according to this process.
      - (b) Any employee of the District in his or her official capacity, who learns of an act or unlawful discrimination, may file a written complaint according to this process.
    - (5) **RESPONSIBLE DISTRICT OFFICER:** The District Officer responsible for ensuring compliance with the procedure shall be the Affirmative Action Officer.

- (6) **NOTICE TO STUDENTS AND EMPLOYEES:** The District provides a notice for students of this procedure in the College catalog and in class schedules. The District also provides notice of this procedure in Classified and Academic Employee Handbooks. In addition, the complaint procedure is posted on the bulletin board for personnel recruiting in the Administration Building.

**C. COMPLAINT PROCESS:**

1. All complaints must be filed in writing within one (1) year of the time the employee or student was aware or should have been aware of the alleged discriminatory act (Government Code).
2. The complaint shall be filed with the Affirmative Action Officer on the attached Unlawful Discrimination Complaint Form.
3. Within thirty (30) days of receiving a written complaint on the prescribed form, the Affirmative Action Officer will commence an investigation of the complaint and notify the complainant that he or she is doing so.
4. When the Affirmative Action Officer receives a formal written complaint of unlawful discrimination that is not on the Unlawful Discrimination Complaint Form, the Affirmative Action Officer shall notify the complainant immediately that the complaint is defective and how the complaint is defective.
5. Upon completion of the investigation and within sixty (60) days of having received it, the Affirmative Action Officer will attempt to resolve any valid complaint and will propose such action as he or she deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.
6. The Affirmative Action Officer shall notify the complainant of his or her proposed resolution. If the complainant is not satisfied with the Affirmative Action Officer's proposed resolution, he or she may submit objections to the Superintendent within fifteen (15) days. Upon receipt of the complaint, the Superintendent shall notify the Chancellor on the form provided by the Chancellor's Office. Within thirty (30) days, the Superintendent will notify the complainant of his or her proposed resolution. The Superintendent will also inform the complainant that he or she may seek review by the Chancellor.
7. Upon sending notice of the proposed resolution to the complainant, and within ninety (90) days of beginning the investigation of the complaint, the Superintendent or his designee will forward the following to the Chancellor's Office:
  - a) the original complaint,
  - b) a report of the nature and extent of the investigation conducted by the District,
  - c) a report of any action taken to resolve the complaint,
  - d) evidence that the District has notified the complainant of the proposed resolution and the ability to object to the proposed resolution by sending a written appeal to the Chancellor, and
  - e) Any other information that the Chancellor may require.



## VII. DISCIPLINE

### A. REQUIREMENTS

The Cadet will, at all times during Academy training, follow all rules and regulations as set forth in this manual both on and off Academy grounds. The Cadets will also be required to follow any lawful order given to him or her by any Staff member.

### B. DISCIPLINARY ACTIONS

While the Academy recognizes the concept of progressive discipline, nothing contained herein shall be construed to mean that the Academy administration may not, depending on the severity of the Cadet infraction, proceed directly to a recommendation of termination without first administering a verbal reprimand, written notice of unsatisfactory performance, suspension, or Director's probation.

The type of disciplinary action will be determined by the Academy Staff officer who witnessed the action. In matters of a more serious nature, the disciplinary action will be determined by the Coordinator and/or the Academy Director.

The Cadet's disciplinary history will be documented by the RTO. Cadets will be made aware of any disciplinary actions, and the Cadet's mentor will work with the Cadet to remedy any problems. Cadets are encouraged to periodically review their Academy files with their RTO to review their progress in all aspects of training. Any and all disciplinary history will be placed on the Cadet's periodic evaluation.

1. Any failure to comply with the rules and regulations may result in one or more of the following actions, depending on severity:
  - a) Physical activity: The RTO or Coordinator may require the individual or class to do some physical exercise (push-ups, squats, etc.) as a form of corrective action.
  - b) "Gig card" (Corrective Action Card) pulled
    - (1) At the beginning of the Modular Academy, the Cadet will be issued four (4) "gig-cards" and a tally card that will be carried during their time in academy.
      - (a) The gig card is to document the discipline/performance issue.
      - (b) The tally card is to track the loss of the gig card and reason the gig card was pulled.
    - (2) If a Cadet loses all his/her gig cards;
      - (a) He/she will receive a Notice of Unsatisfactory Performance.
    - (3) Gig cards will be carried as described in the "UNIFORMS" section II-A.
    - (4) The loss of a "gig card" may result in the Cadet writing a Corrective Memo on a subject decided by the Academy Staff member pulling the "gig card." (**See Memos.**)
      - (a) Corrective Memos assigned to Cadets will be prepared and turned in at the beginning of the next scheduled training day, unless otherwise directed by Academy Staff.
      - (b) No memo or outside assignment will be completed during

- classroom hours.
- (c) The completed Corrective Memo will be placed in the Cadet's training file. In addition to any corrective memo, Cadets will be required to submit the following per offense.
    - [1] First gig card removed- 250 word writing assignment.
    - [2] Second gig card removed- 350 word writing assignment.
    - [3] Third gig card removed- 500 word writing assignment.
    - [4] Fourth gig card removed- 750 word writing assignment.If a fifth gig card is removed, a letter of unsatisfactory performance will be issued.
  - (5) A written counseling will detail the issues that the Staff member is addressing in the counseling session; included will be;
    - (a) Past issues where the Cadet may have received verbal counseling.
    - (b) Specific instances where the Cadet may have violated the Academy rules and regulations.
    - (c) Recommendations to the Cadet to help improve the Cadet's performance.
  - (6) Any Cadet who receives any written counseling or letter of satisfactory performance will have five (5) calendar days to respond in writing.
  - (7) The letter of counseling as well as the written response will be placed in the Cadet's personnel folder.
- c) Notice of Unsatisfactory Performance (Written Reprimand)
- (1) A Notice of Unsatisfactory Performance will detail the Cadet's discipline issue(s) and the method of resolution or a performance improvement plan (PIP).

A Cadet's failure to follow the PIP will result in more serious disciplinary action.
  - (2) When a Cadet receives a Notice of Unsatisfactory Performance as a result of a disciplinary issue, the Cadet will have five (5) calendar days in which to write a rebuttal to the Notice.
  - (3) The rebuttal will be attached to the original Notice and placed in the Cadet's personnel file.
  - (4) Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's Notice of Unsatisfactory Performance.
  - (5) Based upon the seriousness of the violation, Cadets may only be allowed to incur one (1) Notice of Unsatisfactory Performance before being terminated from the Academy.

- (6) This procedure does not apply to Notices which are the result of academic failure, report writing failure, firearms failure, DTAC failure, or scenario failure. (See those specific areas for number of failures allowed before termination.)
- d) If a Cadet is suspended in lieu of termination, it shall be for a period of no more than two days only if not a legislative mandated class.  
Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's suspension.
- e) Director's Probation (minimum of 120 calendar days)  
Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's probationary status.
- f) Termination from Academy  
Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's termination from the Academy.

#### C. APPEAL PROCESS

- 1. If a Cadet is recommended for termination from the Academy by the Coordinator, or if the student was not accepted into the academy, he/she may appeal the decision to the Director of Public Safety.
  - a) The Cadet must file a written appeal with the Administrative Coordinator within two (2) business days explaining in detail the basis for the appeal and any other facts the Cadet would like the Director to consider.
    - (1) The Cadet cannot attend Academy classes until the appeal is filed.
    - (2) Any time missed while filing an appeal will go against the Cadet's overall missed Academy time.
  - b) Once the appeal is filed, the Director will conduct an administrative review of the facts and notify the appealing Cadet of the findings in most instances within 24 hours.
    - (1) If this appeal process requires more than one day to resolve, with the Director's approval, the Cadet may return to attend the Academy. The Cadet will do the following:
      - (a) Attend scheduled training in street clothes if the training day requires the Class "A" or "B" uniform.
      - (b) Attend scheduled training in the uniform of the day (i.e., DTAC & Range) if other than Class "A" or "B".
      - (c) If the appeal is unsuccessful, the Cadet will not receive any class credit nor earn any certificates for any material covered during the appeal process.
      - (d) Other than the uniform requirements; the Cadet must follow all of the Academy's rules and regulations
    - (2) **The ruling rendered by the Director is final.**

2. Dismissal/termination from the Academy may not prohibit the Cadet from attending other semester courses at this College campus.

## VIII. EXAM RULES

### A. TESTING

1. Follow all instructions given by the test proctor(s)
  - a) **THE TEST PROCTOR IS NOT ALLOWED TO DEFINE, CLARIFY OR ASSIST ANY CADET IN ANY MANNER THAT MAY ASSIST THE CADET IN CORRECTLY ANSWERING ANY QUESTION.**
  - b) There are times that questions on written examinations stir controversy. Staff will handle those situations when they arise.
  - c) If a Cadet believes an answer to a question is incorrect, it will be handled through a memorandum.
2. Cadets will follow the following rules while taking any test:
  - a) Keep your desk clear of all materials unless otherwise instructed by the test proctor.
    - (1) Water bottles and hats are to be stored on top of the Cadet lockers.
    - (2) Nameplates are to remain in the locker.
  - b) No electronic devices (cell phones, non-testing laptops, tablets, smart-watches, etc.).
  - c) Do not talk during a test unless specifically permitted to do so.
  - d) Do not record or make copies of any test material or contents.
  - e) Do not look at another Cadet's test material or computer screen.
  - f) Do not allow another Cadet to look at your test material or computer screen.
  - g) Except for emergency purposes, no Cadet will leave the testing room until he/she has completed the test.

If an emergency arises the Cadet will:

    - (1) Notify the test proctor
    - (2) Get permission to leave the testing room
    - (3) Not take any materials out of the testing room
  - h) Upon finishing the test, return all testing material to the test proctor.
  - i) Do not re-enter the room.
  - j) Do not congregate outside the testing area.
  - k) Do not disturb others still taking the test.
3. Once a Cadet has submitted his/her test material, the Cadet will not retrieve or attempt to retrieve/change or attempt to change any answers or any of the testing material.

4. When permitted, Cadets will ONLY discuss test content with the evaluator or authorized Academy Staff (test reviews).
5. Cadets will not use, obtain or provide any material that gives an unethical advantage to any person preparing for, or taking, any test in this or any other Basic course.
6. Cadets will not aid, abet or conceal any act(s) of cheating.
7. When finished, leave the testing area and quietly exit the building.  
  
Academy Cadets will enter and exit the classroom through the door authorized by the Coordinator.
8. For scenario testing;
  - a) The test evaluator will give the test instruction; the Cadet may ask questions (pertaining to the instructions) at this time.
  - b) The Cadet cannot ask any questions of the evaluator once the test starts.
  - c) At the conclusion of the test, the Cadet will not ask the evaluator how he/she did in the test.
  - d) Cadets will not discuss scenario tests with the role players at any time.

**B. REMEDIATION / MAKE-UP TESTS**

1. Remediation exams will be scheduled, by the Academy Staff, accordingly.
2. Any Cadet who fails a test (written or physical skills) will be allowed one retest (remediation).
  - a) Remediation test will be taken prior to any new test being administered.
  - b) Cadets will be given remedial training prior to taking the remediation test.
  - c) All physical skill remediation tests will be recorded on camera.
  - d) Cadets are required to wear the proper Academy attire to remedial training and remediation tests (PT gear for arrest and control, range uniform for firearms and Academy uniform for written tests).
  - e) Academy staff reserves the right to provide remedial training and retesting on the same day due to a number of variable factors including but not limited to the availability of training facilities, academy staff, and instructors, practicality, and for scheduling purposes.

## IX. ATTENDANCE/GRADING

### A. ATTENDANCE

1. The following rules apply for class attendance. The hours are mandated by POST. Cadets not meeting the following attendance standards will not receive a Modular Format Academy Certificate.
  - a) 95% overall attendance is required for the entire Academy.
  - b) Cadets must participate in 90% of the physical training program (LD32).
  - c) Cadets must participate in 100% of all lecture time in report writing. All practice and graded reports must be completed.
  - d) 100% attendance required for Legislative Mandated Training. (See Legislative Mandated Training.)
  - e) All Required Learning Activities must be completed.
2. To help account for these hours, the Cadets will be required to complete a daily role call and the Class Sergeant will complete a daily attendance sheet.
  - a) The attendance sheet will be filled out by the Class Sergeant.
  - b) At the first break, the Class Sergeant will turn the attendance sheet over to the RTO or Coordinator.

### B. ABSENT / TARDY / REQUEST FOR TIME OFF

1. Any Cadet who is late to class, absent or requesting time off will complete a Time Off Memo.
  - a) Late means any Cadet who is not present when role call is sounded.
  - b) A Cadet who is late to formation will complete the time off memo and turn the memo over to the Squad Leader by the end of the first break. The Squad Leader will forward the memo through the chain of command to the RTO.
    - (1) If the "late to class" is unexcused, the RTO will pull a gig card from the Cadet.
    - (2) If this is a continual problem, the RTO may require the Cadet to complete an outside assignment along with the gig card. Outside assignments could include:
      - (a) Additional writing assignment
      - (b) Classroom presentations
  - c) Any Cadet requesting time off is required to submit a time off memo through the chain of command. If the time off is approved, the Cadet IS NOT required to submit an Absent Memo.
    - (1) With the exception of an emergency, a Cadet requesting time off needs to submit his/her request no later than seven (7) days prior to date requested.
    - (2) If the Cadet knows in advance that he/she will be missing training;

- (a) A memorandum requesting leave for the missed training and the reason the Cadet will be missing training will be turned into the Coordinator prior to the missed training.
  - (b) The memo cannot say for “personal reasons.” Cadets must identify the specific reason.
- d) All requests for time off must be approved by a Coordinator.
  - (1) A signed copy will be given to the cadet.
  - (2) The original will be posted on the RTO bulletin board, to be filed after the time off day has passed.
- 2. Any Cadet missing an entire class day (that has not been pre-approved) is required to submit an Absent Memo.
- 3. Writing Assignments:
  - a) If the absence is excused (and not a critical subject) the RTO will give a writing assignment that covers the missed LD.
  - b) If the absence is not excused (and not a critical subject) the RTO will pull a gig card and give a writing assignment that covers the missed LD.
  - c) The assignment will include completing the LD workbook learning activities for the area(s) missed.
  - d) This activity must be signed off by the Command Staff prior to the date of the LD test.

C. LEGISLATIVE MANDATED TRAINING

- 1. The following subjects are required to be conducted in the Basic Course Training Academies

LD 7 - Elder Abuse / SIDS	LD 9 - Child Abuse or Neglect
LD 10 - Sexual Assault Investigations	LD12 - Controlled Substances
LD 17 - Hearsay Testimony	LD 18 - Report Writing
LD 19 - Emergency Vehicle Operations	LD 24 - Civil Disobedience
LD 25 - Domestic Violence Complaints	LD 25 - Stalking
LD 26 - PSC-TAC, ICS and FEMA	LD 27 - Missing Persons
LD 29 - Traffic Accident Investigation	LD 30 - Sexual Assault Investigations
LD 33 - Arrest and Control	LD 34 - First Aid /CPR
LD 35 - Firearms	LD 35 - Chemical Agents
LD 37 - Persons with Disabilities	LD 38 - Gang Awareness
LD 41 - Carcinogenic Materials	LD 42 - Hate Crimes / Sexual Harassment
LD 43 - LERT and SEMS	Scenarios (multiple LDs)

- 2. Legislative Mandated Training will be identified “LM” on the Cadet’s schedule.

3. Legislative Mandated Training require 100% attendance. Hours missed in these subjects must be made up in order to successfully complete the Academy.
4. Cadets are required to make up the identical missed training hours.
  - a) Make up must be hour for hour
  - b) Must make up the same subject area (example: if a cadet missed two hours of searching and handcuffing, the cadet must make up two hours in the area of searching and handcuffing)
5. Cadets will only be allowed to make up time missed in Legislative Mandated Training if the time missed is excused or allowed.

The Academy must also have the availability to provide the required training at a later date.

- a) Examples of excused or allowed absences:
    - (1) Cadet injured, unable to participate
    - (2) Family emergency (death in family, family member ill)
    - (3) Cadet sick, unable to attend class
  - b) Examples of unexcused absences:
    - (1) Any stage of testing for agencies
      - (a) Cadets are encouraged to schedule such events during non-Academy hours.
    - (2) Personal time
    - (3) Non-emergency medical appointments
  - c) Any time missed in a critical subject, not listed above, will be decided on a case-by-case basis by the Academy Coordinator.
  - d) If the missed training is not excused, the Cadet will not be allowed to make up the missed training hours and will be dismissed/terminated from the Academy at that time.
6. Exception: Injuries incurred on site and in need of immediate treatment.
  7. Academy Staff will make every effort to schedule make-up training. (i.e., if the Cadet misses day three of ARCON, day three of ARCON will have to be made up).
    - a) The Cadet should understand that finding such training would be very difficult and, at times, be impossible.
    - b) Since making up this training might incur overtime for Cadets affiliated with a government agency, this training issue will be reported to the Cadet's sponsoring agency.
    - c) If make-up training is not available, the Cadet will be dismissed from the Academy. For this reason, Cadets must make every effort to attend LM training.
    - d) If makeup training is available, it will be scheduled by the Coordinator. Any Cadet unable to attend the makeup training will be dismissed from the



Academy.

8. Required Learning Activities

- a) Learning Domains with “Required Learning Activity” (RLAs) will be identified on the Cadet’s schedule.
- b) Cadets are required to complete all of the RLAs.
  - (1) Cadets who miss an RLA with an excused absence will be allowed to complete a makeup session.
  - (2) Makeup training will be scheduled by the Coordinator. Any Cadet unable to attend the makeup training will be dismissed from the Academy.
  - (3) Cadets who miss an RLA with an unexcused absence will be dismissed from the Academy.

9. Scenario Testing (Level 1)

- a) Cadets are required to attend all scheduled scenario testing.
- b) If a Cadet misses any of the scheduled scenario training, and the time missed is excused; the Cadet may be allowed to continue attending the Academy and make up the scenario testing as long as:
  - (1) The Coordinator is able to reschedule the test scenario.
  - (2) The time missed does not exceed the allowable time that a Cadet is able to miss (5%).
- c) If the Cadet chooses not to complete the missed scenario testing, he/she will have to retake Level I from the beginning in order to receive the POST Modular Format Academy Certificate.

D. TERMINATION/DROPPING

1. Termination

- a) Cadets who are dismissed or terminated from the Academy may choose to “drop” the course in order to avoid a failing grade.
- b) Those Cadets who choose to “drop” the course must follow the Yuba College procedure and timeline for dropping or withdrawing from a class.

2. Those Cadets who choose to “drop” the course must notify the Academy Coordinator.

E. GRADING

1. The following guidelines are set for the named subject area:

- a) Academics - POST assigns cut scores for each POST constructed examination. The current cut off score for the MOD I, III, and III is 84% but that is subject to change by POST.
- b) Overall, an academic average of 80% is needed.
- c) Firearms – Pass/Fail

- d) Arrest/Control Techniques - Pass/Fail
  - e) Emergency Vehicle Operations (EVOC) – Pass/Fail
  - f) Report Writing – P.O.S.T. scoring matrix (explained in a handout in LD18, Report Writing)
  - g) Scenarios - 80% in each graded skill
2. Failed exams/scenarios/motor skills:
- a) Written Examinations
    - (1) When a Cadet fails a POST or Academy constructed examination, he/she will be allowed to remediate and re-test that exam.
    - (2) Remedial Training
      - (a) To assist the Cadet in passing the retest, remediation instruction and remediation assignments will be offered.
        - [1] It will be the Cadet's choice whether to accept these assignments.
        - [2] Cadets who fail to complete a remedial assignment have a higher chance of failing a re-test.
      - (b) Remediation instruction and the retest will normally be scheduled on a day agreed upon by both the Coordinator and Cadet.
      - (c) **Any failure of a POST constructed retest or Academy constructed retest will result in termination from the Academy.**
    - (3) Academic Score
      - (a) All exams, both POST and Academy, will figure into the Cadet's academic average.
      - (b) If a Cadet fails to attain a cut score but successfully remediates the exam, the first test score will be figured into the Cadet's academic average, not the remediation score.
    - (4) There will be situations in which a Cadet will miss an examination. A Cadet taking a makeup test will not discuss that test with Cadets who have already taken it. This is considered cheating for Cadets to discuss the exam and is grounds for termination from the Academy.
    - (5) Makeup exams will be given during the first training day following the missed exam, unless otherwise approved by Staff.
  - b) Firearms
    - (1) All Cadets will have to pass (qualify) with their handguns and a shotgun in various firearms courses set by the Academy Rangemaster and POST guidelines.
    - (2) Cadets will be allowed a practice run that is similar to the actual

qualification course.

- (3) If a Cadet fails a qualification course, the Cadet will be allowed to practice, on his/her own time.
- (4) The Academy Coordinator will schedule the remediation re-test date and time.
- (5) Any Cadet failing the re-test will be dropped from the Academy.

c) Report Writing

- (1) Cadets will be given a sufficient number of reports to write as determined by the report writing instructor. Each report will be scored using the P.O.S.T. Investigative Report Writing Competency Test Form.
- (2) A passing score is 80%.
- (3) Cadets are required to pass graded reports.
  - (a) If a Cadet fails a graded report, the Cadet will be allowed to retest (rewrite).
  - (b) Remediation will be scheduled by the report writing instructor(s).
  - (c) **Any failure of a retest (rewrite) report will result in termination from the Academy.**
- (4) Time allowed for writing reports:
  - (a) The report writing instructor will give a time limit to complete assigned reports. The time allowed will be sufficient in which to complete the report. The following will occur:
  - (b) Missed report writing hours: All reports, both practice and graded, must be completed by each Cadet.
  - (c) If a Cadet misses a scheduled report, he/she will be expected to make that report up at night or on a weekend. The time and date will be scheduled by the report writing instructor(s).
- (5) Any incident in which a Cadet copies information from another Cadet's report will be deemed as cheating. **Any cheating incident will result in termination from the Academy.**

d) Arrest and Control (Arrest methods, handcuffing, baton, etc.)

- (1) Cadets will be expected to demonstrate learned skills in these areas.
- (2) Scoring is a pass-fail method. Failure of an initial demonstration and a remediation demonstration will result in termination from the Academy.

e) Emergency Vehicle Operations Course

- (1) As with firearms and self-defense, Cadets will be expected to demonstrate learned skills in this area.

- (2) Scoring is a pass-fail method. Failure of an initial demonstration and a remediation demonstration will result in termination from the Academy.
- (3) If a Cadet fails any portion of the behind-the-wheel testing, he/she will be allowed one (1) remediation session prior to a second testing.
  - (a) The remediation session and second testing will be done on the same day.
- (4) If a Cadet fails the EVOC portion of the Academy, he/she will not be refunded any portion of the Academy fees.

f) Scenarios

- (1) The scenarios require a 75% or better score to pass. Cadets will be allowed to successfully remediate four (4) failed scenarios out of a total of fourteen (14) graded scenarios.
- (2) Five (5) scenario failures, or a failure of a scenario remediation test, will result in termination from the Academy.
- (3) There will be automatic “failures” in certain scenarios if a Cadet demonstrates during the scenario that he/she would have been “killed” or “seriously injured” as a result of the Cadet’s actions. An automatic failure will also result when demonstrated actions by a Cadet would result in officer/citizen/innocent bystander injury.
- (4) If the Cadet fails any graded scenario, he/she will be offered remediation instruction with a remediation scenario scheduled the same day if at all possible.
- (5) During scenario days, Cadets will not discuss with other Cadets the scenarios in which they have participated. This will be considered cheating, and the Cadets will be terminated from the Academy.
- (6) Scenario rules and safety regulations will be passed out to each Cadet prior to the scheduled scenarios.

## **IX. ACADEMY DIFFICULTIES**

Cadets experiencing difficulties in the Academy are encouraged to seek guidance. Cadets requiring additional assistance or needing an appointment with an instructor shall make the necessary arrangements through the chain of command. If the Cadet's RTO is not available, the Cadet may make an appointment with other Staff (Coordinator).

A. Cadets having difficulty of any kind which may have a detrimental effect on their Academy performance are encouraged to see their RTOs.

1. RTOs are experienced officers. They are available for assistance, guidance and advice.
2. Problems of a personal nature will be handled in a confidential manner.
3. It is highly recommended that those with academic difficulties join a study group.

B. MENTORING

1. All Cadets will be assigned mentors.
2. Mentors will be assigned at the start of an Academy.
3. Mentors will be a Coordinator or one RTO.
4. Cadets will be allowed and encouraged to talk/get advice from any/all Command Staff.

C. CADET EVALUATIONS

In addition to academic and skills performance, Cadets will be evaluated on personal qualifications which include, but are not limited to, the following:

1. Ability to adjust to various situations
2. Ability to get along with people
3. Fitness and appearance
4. Accepting criticism
5. Maturity and poise
6. Classroom demeanor
7. Manner of speech
8. Alertness and punctuality
9. Honesty
10. Common sense
11. Ability to handle assignments
12. Leadership

## **X. SCHEDULES AND DETAILS**

### **A. GENERAL**

Promptness is a requirement for all schedules and details. The Academy uses military time (the 24-hour clock) and all schedules are listed by this time. Schedules will be posted on the class message board, and are subject to frequent change. In addition to scheduled classes, Cadets will be given assignments to assist in the daily operation of the Academy. Each Cadet must endeavor to give his or her best effort when assigned a detail.

### **B. SCHEDULES**

- a) Each Cadet will observe and make note of the dates and times of all classes, meetings, and other required events, as well as any subsequent changes.
- b) Cadets will be on time to all scheduled events. Unless otherwise instructed, the regular class schedule is as follows:
  - (a) Weeknights
    - (1) At the training site, no later than 1740 hours
    - (2) In formation at 1745 hours
    - (3) Instruction starts at 1800 hours
    - (4) Instruction ends at 2200 hours
    - (5) Administration time until 2215 hours
  - (b) Weekends
    - (1) At the training site, no later than 0740 hours
    - (2) In formation at 0745 hours
    - (3) Instruction starts at 0800 hours
    - (4) Instruction ends at 1700 hours
    - (5) Administration time until 1715 hours
- c) All Cadets shall familiarize themselves with the schedule in order to bring the related texts, references, and/or equipment to class and to present themselves in the proper uniform, in the proper classroom or training area, at the proper time.
- d) Cadets make notes of all schedule changes.

### **C. BREAKS**

Cadets shall be given adequate time to eat at least one meal per 8-hour day. Additionally, Cadets will be given periodic breaks during classroom instruction.

#### **1. Meal Breaks**

- a) Scheduled meals are subject to change during any training day.

- b) Cadets may use this time and the facilities available in conformance with the general rules of the Academy.
- c) During meal breaks Cadets will usually be permitted to leave the Academy grounds.
  - 1) If the Cadet chooses to leave the college campus during a meal break, the Cadet will do the following:
    - (a) Remove his/her Academy hat
    - (b) Remove or cover his/her uniform shirt with another shirt or jacket
    - (c) Cadets will not wear any attire that would be deemed inappropriate and bring discredit to the Academy or their agency. This includes the following:
      - [1] Clothing with inappropriate language, photos or drawings
      - [2] Clothing that promotes drug or alcohol use
      - [3] Clothing that is tight and/or revealing
  - 2) Cadets will not use their Department or Academy position for the purposes of obtaining a discount for food or any other favors/services.
  - 3) Cadets should take care of any “personal business” during this break.
  - 4) Cadets who leave the Academy grounds will be back in uniform as ordered by the instructor and/or Staff.

## 2. Classroom Breaks

- a. Classroom breaks are not scheduled breaks, but should be given approximately every 60 minutes.
- b. The breaks are to be given by the instructor.
  - 1) If an instructor fails to give the class breaks, it is the responsibility of the Class Sergeant to notify the Coordinator.
  - 2) When a break is given it will be the responsibility of the Class Sergeant or designee to notify (via the radio) the Command Staff of the break and length of the break.
  - 3) When a break is given it will be the responsibility of the Class Sergeant to:
    - (a) Call the class to attention.
    - (b) After the class comes to attention, each Cadet shall step to the rear of his/her chair.
    - (c) The Class Sergeant will give the command for the Cadets to:
      - (1) Clear the desks
        - ((a)) All items on the desk (except for the name plate) will be place on the Cadet’s chair.

((b)) The chairs will be slid under the desks, clearing the aisle.

The Cadets will be given the command to exit the classroom.

- (d) Upon exiting the classroom, Cadets will immediately place their Academy baseball caps on their heads.
  - (e) Upon exiting the classroom, the class shall assemble in the proper military formation in the designated assembly area.
  - (f) The class will stay in formation until given further radio instruction from the RTO.
  - (g) Once the break is allowed, the Class Sergeant will then give the command, "fall out!"
  - (h) Prior to breaking their ranks, the class will shout their class motto.
  - (i) Cadets will be allowed their break.
- 4) End of the break
- (a) One minute prior to the end of the break, the Class Sergeant will give the command, "One minute!"
    - (1) This command shall be repeated by those Cadets who hear the one-minute command so the entire class is alerted that the break is over and to prepare to fall into formation.
    - (2) After giving the one-minute notice, the Class Sergeant will notify the Coordinator or RTO (via radio) that the break is over.
  - (b) At the end of one minute, the Class Sergeant will give the command to "fall in!"
  - (c) At this time, the class will fall into formation, at attention, in preparation for re-entering the classroom.
- 5) The Class Sergeant will then move the class back into the classroom by giving the proper commands. The class will file into the classroom in a military manner.
- 6) Just prior to entering the classroom, Cadets will remove their ball caps (carrying them in their non-shooting hands).
- 7) All Cadets will file in and assume the position of attention to the rear of their chairs. The Class Sergeant will then give the command, "Ready, seats!" The class will sit down and prepare for the lecture and/or class. The ball caps shall be placed on the floor underneath their chairs.
- 8) Cadets shall not leave Academy grounds during classroom breaks without permission from Staff.



- 9) Cadets shall not go to the parking areas without permission from Staff.
- 10) Cadets will not be allowed visitors.

## **XI. ILLNESS AND INJURY**

### **A. DEFINITIONS**

1. An “On-Duty” injury is an injury incurred during scheduled training or instruction. Generally, it is classified as a compensatory injury in which the sponsoring agency, if applicable, pays the medical expenses.
2. An “Off-Duty” injury is an injury incurred during leisure or liberty hours. Expenses are the responsibility of the Cadet.

### **B. REPORTING PROCEDURE**

1. On-Duty Injury
  - a) Cadets shall report any illness or injury which occurs during training to the instructor immediately.
  - b) Follow-up notification shall be made to Academy Staff as soon as possible.
2. Off-Duty Injury
  - a) Injuries that occur off-duty will be reported to Staff as soon as practical, but no later than the beginning of class on the day the Cadet returns/reports to the Academy.
  - b) If an off-duty injury or illness is serious enough to prevent the Cadet from returning to the Academy as scheduled, the Cadet shall notify Academy Staff. The Cadet should first attempt to contact the Coordinator scheduled to work on the day the Cadet was scheduled to return. If the Cadet is unable to reach that Coordinator, the Cadet may call other Coordinators until the message can be delivered. If the highly unlikely event that no Coordinators can be reached, the Cadet may leave a message on the Public Safety Office voicemail.
3. In addition to the above, injured Cadets will complete a memorandum, addressed to their assigned RTO, explaining their absence. This will be completed no later than the training day following the reported absence, or the Cadet’s return to the Academy.
4. Limited first aid equipment is available in the Staff Office. When at an off-site training facility, Cadets must ask an instructor for first aid equipment.
5. Cadets with major illnesses or injuries will be treated at local medical centers and hospitals.
6. Compensation of medical expenses is subject to review and approval by the College. However, the normal course of action is for the Cadet’s insurance to be the primary, with the College insurance being the secondary.
7. With the exception of serious illness or injury, Cadets should make every effort to be present during all Academy instruction. To satisfy State mandates, many classes require personal attendance and cannot be made-up. Cadets will be notified when these classes are going to occur. Due to the nature of the mandates, Cadets who miss any one of these classes will not be allowed to graduate.

8. Cadet attendance will be tracked on an hourly basis. Due to the nature of the training, any Cadet who misses more than 5 percent of instruction will not be allowed to continue the Academy, regardless of the nature of the absence.
9. It will be the Cadet's responsibility to keep the Academy Staff informed of any restrictions and/or limitations of physical activity. The Cadet shall do this by having the treating physician complete the Modular Format Academy Physician's Statement form. This form shall also be required when the Cadet is released back to full physical activity status.

C. MODIFICATIONS TO PHYSICAL TRAINING DUE TO ILLNESS/INJURY

1. From time to time Cadets receive injuries that prevent them from participating fully in assigned physical training time. These issues are addressed as follows:
  - a) If the Cadet has a minor injury that prevents the Cadet from participating in strenuous physical activity during physical training, notification should be made to the PT instructor. The instructor will decide whether to allow the Cadet to be assigned to an alternate training program.
  - b) An alternate training program allows the Cadet to receive full attendance for the assigned physical training time.
  - c) Cadets **WITHOUT a DOCTOR'S EXCUSE** will be allowed a maximum of three (3) consecutive alternate physical training days during Level I. This is strictly enforced.
2. Cadets having injuries may be required to get a doctor's note to continue in the Academy or continue in alternative PT.
  - a) The PT Staff will follow any directions and limitations detailed in a doctor's excuse.
  - b) Cadets having a doctor's note with limitations or restrictions to physical activity will be cleared to return to full duty when:
    - 1) The current doctor's note automatically clears the Cadet.
    - 2) The Cadet brings Academy Staff a doctor's note clearing the Cadet for full duty.
  - c) If a Cadet has a continual injury and is requesting alternative PT; Academy Staff can order the Cadet to get a medical note to outline the Cadet's limitations.
3. Cadets who are or become pregnant during the academy need to be mindful of the performance standards set forth by P.O.S.T., including Firearms and Arrest and Control Training.
  - a) Cadets who have concerns on whether they should continue to participate in the course should consult with a personal physician.
  - b) Academy staff will supply a detailed list of potential hazards associated with the P.O.S.T. performance standards to the cadet's physician upon request.
  - c) Yuba College does not practice "benevolent paternalism", in terms of stepping in and dictating how one should care for herself or the unborn child.

- d. Pregnant cadets will need to provide a physician's note indicating that they are free to participate without restrictions prior to continuing or being admitted into the academy program.

## **XII. SMOKING / TOBACCO AND NICOTINE USE**

- A. PROHIBITION: Yuba College is a smoke free campus effective August 1, 2016.
- B. The use of any form of tobacco / nicotine is prohibited on all District properties, grounds and buildings within the Yuba College Community College District, including College / District owned mobile equipment.
  - 1. This policy applies to all employees, students, vendors, volunteers, and visitors.
  - 2. "Smoking" means the carrying or holding of lighted cigarettes, cigars, coves, bidis, pipes, hookah, and electronic cigarettes, or other similar smoking devices or equipment, or emitting or exhaling the smoke of cigarettes, cigars, cloves, bidis, pipes, hookah, and electronic cigarettes or other similar smoking devices or equipment. Also prohibited is smokeless (mouth) tobacco / nicotine products (dipping, chewing, etc.)

### XIII. BUILDINGS AND SURROUNDING AREAS

#### A. INTRODUCTION

This is your Academy. Your cooperation is essential in maintaining the building and grounds in excellent condition. Do not write on, mar or deface any buildings or furnishings. Pick up and place in a proper receptacle any waste observed on the grounds. Cadets shall not invite nor allow visitors onto the Academy grounds without prior permission from the Staff. If a Cadet observes an unauthorized visitor on campus, they are not to engage that person, but to notify, via chain of command, the RTO.

#### B. COMMUNITY ROOMS

Community Rooms are defined as those rooms used by Cadets as a group. Cadets are jointly responsible for keeping these rooms in a clean, neat, and presentable condition.

##### 1. General

- a) Place ALL TRASH in the proper receptacles.
- b) Do not lean with feet against walls.
- c) Report any damage or issues pertaining to the buildings to the Academy Staff.

##### 2. Classrooms

- a) Display your nameplates on your desks so they are visible to the instructor during class hours. They shall not be defaced in any manner. Any alteration/addition to the nametag shall be done by Academy Staff.
- b) Classrooms shall be kept neat at all times and chairs shall be pushed in when not in use.
- c) Do not take any food or beverage into the classrooms; only water is allowed. No gum, candy, toothpicks, etc., will be allowed in the classroom.
- d) Do not tamper with any visual aid equipment unless the Cadet has been designated and assigned to assist the instructor with equipment.
- e) No Cadet shall enter or remain inside the classroom or any building wearing their Academy cap unless told to do so by Academy Staff.
- f) Cadet Tables
  - (1) Cadet tables shall be neat and clean at all times. All books, papers, etc., shall be removed from the tops of the tables during the breaks. Briefcases, backpacks, etc., will be kept in the Cadets' locker(s).
  - (2) RTOs may permit Cadets to have their books, pencils, papers, etc., on top of their tables during breaks.
  - (3) No part of the uniform shall remain on the desk during class hours.
  - (4) **NO CADET SHALL SIT ON ANY CLASSROOM TABLE.**

3. Mat Room

- a) Mats are to be cleaned prior to use and after all training.
  - (1) A solution of 10% bleach and 90% water will be used.
  - (2) The cleaning will be documented on the "Cleaning Record" posted outside the mat room door.
  - (3) Cleaning supplies are stored in the equipment room.
- b) Unless allowed by an instructor for training purposes, no shoes of any type are to be worn while using the mats.
- c) Wrestling shoes may be approved by PT staff.
- d) The Cadets will review all "Mat Room Safety Rules" prior to Arrest and Control training.
- e) At the end of the training day, all equipment is to be returned to the proper storage area.
- f) A First Aid kit is located in the entry area of the mat room.

**C. ACADEMY OFFICES**

The offices for the Academy Staff are comprised of the Director's Office, Coordinator/RTO's Office, and Clerical Office.

- 1. These offices are off-limits to Cadets except to contact Staff for official business.
- 2. Initial contact and requests shall be made through the chain of command, unless directed to do otherwise.

***See: CHAIN OF COMMAND, Reporting to the Command Staff***

**D. OTHER AREAS**

Academy Compound: Any area occupied by Academy Cadets; generally used for formations and/or training.

**E. PARKING**

- 1. Cadets will park in the east public parking lot of the Yuba College campus.
  - a) Cadets must follow the college rules and regulations for parking and parking permits.
  - b) If a Cadet receives a parking citation, he/she must notify (memo format) the Command Staff.
- 2. Cadets **are not** allowed to go to the parking lot, during breaks, without permission from an RTO or Coordinator.

#### **XIV. UNIFORM AND GROOMING STANDARDS**

##### **A. UNIFORMS**

The professional law enforcement officer wears a uniform of one type or another throughout his/her career. How the uniform is worn often plays an important role in the reputation of the officer and agency for which the officer works. The Academy environment is established to promote the understanding of these principles and to instill a sense of pride in the individual Cadet.

1. Daily uniform requirements will be listed on the class schedule.  
If there are any questions as to the uniform of the day, the cadets are directed to contact the RTO via the chain of command.
2. **NO CADET WILL WEAR ANY ACADEMY UNIFORM OFF THE ACADEMY GROUNDS UNLESS AUTHORIZED BY THE ACADEMY STAFF.**  
Cadets leaving the Academy grounds for a lunch break will cover all Academy patches and/or markings.
3. Unless otherwise instructed, Cadets will not wear part of the uniform showing the Academy emblem unless he/she is in full uniform.
4. Special accommodations: Yuba College Public Safety Center will make special accommodation for individuals based on religious beliefs or law enforcement agency affiliation.
  - a) Any Cadet requesting special accommodations must make such request prior to the start of the Academy.
    - (1) Permission must be obtained from the Academy Coordinator.
    - (2) Uniform and grooming standards must be addressed to ensure the safety of the Cadet and that all POST and Yuba College requirements are met.
    - (3) If a Cadet is sponsored or affiliated with a law enforcement agency, with special permission those cadets may be given permission to wear their agencies uniform if the cadet obtains written permission from their agency.
  - b) The following “special accommodation(s)” have been granted: Sikh (refer to Grooming Standards: Sikh)
  - c) Any cadet requesting one of the below listed special accommodations must notify the Academy Coordinator prior to the start of the Academy. The Cadet will follow all rules and standards set forth in the Rules and Regulations manual.
3. Cadets shall wear and maintain their uniform in an exemplary manner, ensuring that it is cleaned and pressed. Shoes shall be shined and all metal will be polished. Uniform inspections will be made to ensure the uniform is properly worn, maintained and that all gear is in possession. While the uniform is being worn, Cadets shall be responsible

for proper alignment of the shirt, trousers, belt and utility belt ("Sam Browne"), commonly referred to as a "gig" line.

4. When wearing the uniform, it shall be worn in its entirety, and shall be free from wrinkles, "Irish" pennants, and lint, with shoes and brass shined.
5. No unauthorized items may be placed on any portion of the Academy uniform. Unauthorized items include, but are not limited to, pins, buttons, pagers, stickers, etc.
6. Cadets will make every effort not to carry objects in their gun hand. The exceptions are if an object is so heavy or so large that both hands are required or if training for a specific reason and for a short duration (i.e., baton training, firearms training).
7. Cadets shall not place their hands in their pockets other than to retrieve an item therein.
8. Cadets will be issued a ballistic vest but can wear their own vest if preferred.
  - a) **DISCLAIMER: Please note that specialized equipment and clothing (including out-of-warranty ballistic vests) issued by the Academy are issued as training aids only, and are not intended or implied to afford recruits special protection while undergoing any type of training in the law enforcement Academy program.**
  - b) Any Cadet who has his/her own ballistic vest may use it for Academy classes.

#### B. UNIFORM SPECS

1. Class "A" Shirt: Flying Cross (Style #48W6686)-long sleeve; LAPD navy blue
2. Class "B" Shirt
  - a) Flying Cross (Style #98R6686)-short sleeve; LAPD navy blue
  - b) Black crew neck T-shirt worn underneath uniform shirt
3. Utility Shirt (Range, Arrest and Control, and Physical Training)
  - a) T-SHIRT- Vintage Heather Blue, Model #PMS 653, Jerzee Brand, Crew Neck
  - b) **Logo** - left chest – 3" goldenrod color print (see attached logo)
  - c) **Name on right chest** - first initial, last name - 1" block letters - capitals – goldenrod color; placed across from center of logo
  - d) **Back** - last name only - 2" block letters - capitals – goldenrod color; top of letters approx. 4" down from bottom of neck band
4. BDU PANTS with belt – 5.11 – (Style 74280) - Color: navy blue
5. Trousers
  - a) Flying Cross (Style #47290, wool)-LAPD navy blue, or
  - b) Flying Cross (Style 32230, polyester)-LAPD navy blue
6. SWEAT SHIRT "JERZEES" (Style 562M) Crew neck, navy blue
  - a) **Logo** - left chest – 3" goldenrod color print (see attached logo)
  - b) **Name on right chest**- first initial, last name - 1" block letters - capitals – goldenrod color; placed across from center of the logo

- c) **Back** - last name only - 2" block letters - capitals – goldenrod color; bottom of letters even with bottom of armpits
- 7. SWEAT PANT - Port & Co - Style PC90P - Color: navy - No logo
- 8. JACKET - 5.11 Response Jacket - Style 48016 - Color: navy
  - a) **Left chest pocket flap** - Last name only - proportioned, cut & pressed on (4" letters) – goldenrod color
  - b) **Back flap** - Last name only - proportioned, cut & pressed on (8" letters) - goldenrod color
- 9. CAP – Navy color wool blend; **Front Logo** 2.5" - embroidered in goldenrod color
- 10. SHOES
  - a) Duty shoes/boots
    - (1) Black plain toe shoes or boots, able to be polished (**NO PATENT LEATHER**)
    - (2) Boots are recommended
    - (3) Non-slip sole
    - (4) Solid black socks, unless wearing a boot and the socks are not visible
  - b) Athletic shoes (running or cross training shoes)
  - c) Mat shoes (Not required, but recommended)
- 11. MISCELLANEOUS
  - a) Black clip-on tie
  - b) Gold tie bar
  - c) Brass name plate, 1/2" x 2-3/8"; first initial, then last name
- 12. DUTY GEAR – All the duty gear must match (cannot have nylon mixed with leather or basket weave with non-basket weave). See **Image 1** for the general set-up of a duty belt.
  - a) Required Gear – The following gear will be required and worn as part of the daily uniform:
    - (1) Trouser belt (leather basket weave)
    - (2) Duty Belt (nylon or leather)
    - (3) Holster
      - (a) **It must be a threat level II or higher.**
      - (b) If using an Academy gun, it must fit a Glock model 17.
      - (c) If using a tactical light on the firearm, the holster must accommodate the light.
      - (d) It can be a molded holster.
    - (4) Double magazine pouch
    - (5) Handcuff case and handcuffs
    - (6) Keepers (minimum of 4)
    - (7) Flashlight holder and a flashlight



Cadets using the tactical light on the firearm are still required to carry a separate flashlight.

(8) Chemical agent holder

If a Cadet lawfully possesses any chemical agents; he/she **WILL NOT** carry them as part of the daily uniform.

(9) Radio Holder

b) Optional Gear – The following gear will be optional; if the Cadet does not have the following equipment it will be provided on the day of training (if needed):

(1) Baton holder

If a Cadet owns a baton, he/she **WILL NOT** carry the baton as part of the daily uniform.

(2) Key holder

It must be of a type that minimizes the noise of carrying keys on the belt.

(3) Glove pouch – used to carry latex (safety) gloves

c) No unauthorized equipment will be carried on the duty belt.

d) If there are any questions, please ask the Command Staff.

e) Brass (if used) must be polished.

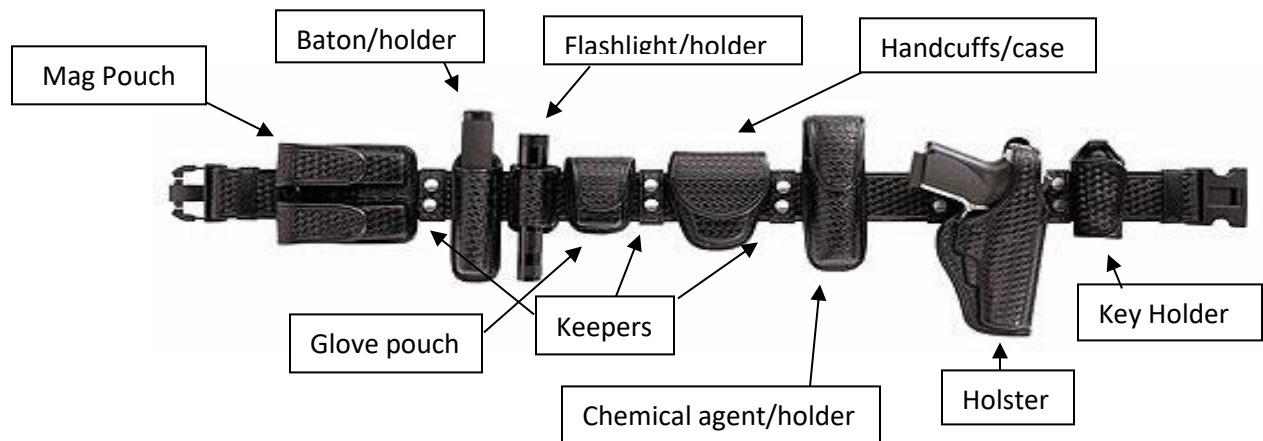
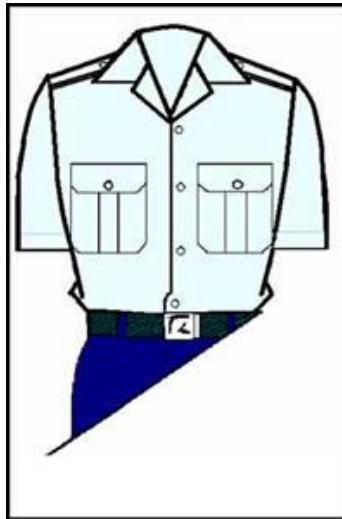


Image 1

C. GIG LINES

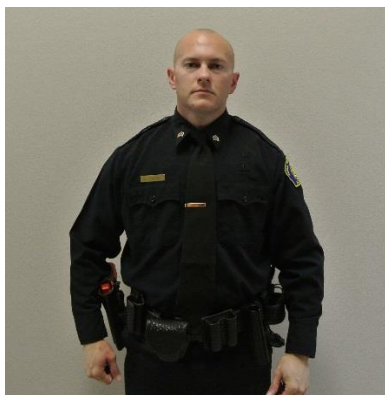
When wearing any uniform, Cadets should ensure that the gig line is straight (**Image 2**).



**Image 2**

D. CADET DRESS UNIFORM - CLASS "A" (**Required in Level 1 only**)

The Cadet Class "A" Dress Uniform shall consist of the following:



(Class "A" Uniform)

1. Class "A" shirt
  - a) All buttons will be fastened, and sleeves will not be rolled up

- b) Tie required with a brass tie bar
- c) Patches
  - (1) Academy patch; left sleeve centered on the sleeve crease
  - (2) Department patch (sponsored Cadets); right sleeve centered on the sleeve crease
- d) Pen or pencil and note pad carried in the left breast pocket of the shirt
- e) Gig cards, tally cards, range rules, radio code, code of ethics and ID card will be kept in the right breast shirt pocket
- f) Brass nameplate (worn over right breast pocket)
- 2. Black crew neck T-shirt collar is not to be seen in the front above the tie.
- 3. Jacket
- 4. Trousers
- 5. Duty shoes
- 6. Duty Gear
- 7. Cap
- 8. Ballistic Vest - Required unless otherwise instructed

E. CADET WORK (DAILY) UNIFORM - CLASS "B" **(Required in all three levels)**

The Cadet Class "B" work uniform shall consist of the following:

- 1. Class "B" shirt
  - a) Cadets with arm tattoos may wear the Class "A" shirt instead of the Class "B" shirt; no tie would be required.
  - b) Patches
    - (1) Academy patch; left sleeve centered on the sleeve crease
    - (2) Department patch (sponsored Cadets); right sleeve centered on the sleeve crease
  - c) Black ink pen and note pad are carried in the left breast pocket of the shirt, under the pocket flap (not to be seen).
  - d) Gig cards, tally cards, range rules, radio code, code of ethics and ID card will be kept in the right breast shirt pocket.
  - e) Brass nameplate (worn over right breast pocket), 1/2" x 2-3/8"
- 2. Black crew neck T-shirt sleeves are not to extend beyond the length of the Class "B" shirt.
- 3. Jacket
- 4. Trousers
- 5. Duty shoes

6. Duty Gear
7. Cap
8. Ballistic Vest - Required unless otherwise instructed

F. PHYSICAL TRAINING (PT) UNIFORM - CLASS "PT"

The Physical Training (PT)/Arrest and Control (ARCON) uniform shall consist of the following:

1. Ballistic Vest
  - a) The Cadet will be required to wear his/her vest during all ARCON training.
  - b) Unless instructed, the Cadet will not be required to wear his/her vest during PT training.
2. Utility shirt, Heather Blue
3. Sweat pants
4. Sweatshirt
5. White athletic socks
6. Athletic shoes for outdoor PT activities
7. Wrestling shoes are optional for the matt room activities
8. A filled water bottle shall be part of the uniform, regardless of weather conditions.
9. Any Cadet with an inhaler will be instructed to keep the inhaler in the entry area of the mat room, and a fellow Cadet must be told the location of the inhaler.
10. Gig cards are not to be carried on the PT uniform, but must be accessible (i.e., in the Cadet's locker).
11. Cadets will have duty gear available if needed for training.

G. RANGE UNIFORM - CLASS "RANGE"

1. Sweatshirt
2. Utility Shirt
3. BDU Pants
  - a) Gig cards, tally cards, range rules, radio code, code of ethics and ID card will be kept in the left side pants cargo pocket.
  - b) Pen and notepad will be kept in the right-side pants cargo pocket.
  - c) Any cadet with an inhaler will be instructed to keep the inhaler in the right side front pants pocket.
4. Duty shoes
5. Hearing and eye protection (provided by the Academy, at cost)
  - a) Each Cadet will be issued one pair of eye/ear protection.

(1) It is the responsibility of the Cadet to maintain the eye/ear protection issued to him/her.

(2) The Cadet will be financially responsible if the eye/ear protection is lost or damaged.

b) Cadets may provide his/her own eye protection. Eye protection must cover the entire eye socket and must be approved by the Range Master

6. Duty Gear

7. Cap

#### H. SUNGLASSES

1. Sunglasses are only to be worn when authorized by Staff.

2. Staff may authorize sunglasses to be worn for outdoor motor skills training (i.e., EVOC, PT and ARCON).

3. Authorized sunglasses must meet the following specifications:

a) Black frame

b) Lenses black, brown or gray in color

c) NO MIRRORED LENSES

#### I. GROOMING STANDARDS

##### Requirements

1. Cadets shall maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, dirty or unkempt hair are prohibited while attending the Academy. If you have a medical condition and cannot help a certain issue, inform the Coordinator immediately.

2. Cadets shall be neat and properly groomed at all times while in attendance at the Academy. The following standards will be met prior to the first day of training, and shall be maintained through the day of graduation.

##### General

3. Hair

a) No hair pieces will be worn.

b) Hair coloring/tinting will be limited to natural colors.

4. Fingernails

a) Fingernails shall be trimmed so as not to interfere with the training program.

b) Nail polish, if worn, shall be clear.

c) No artificial nails shall be worn.

5. Fragrances

a) Limited to body wash, deodorant and lotions

- b) No colognes or perfumes
- 6. Tattoos **(See Images 2 and 3)**
  - a) No tattoos will be visible during Academy training.
  - b) Cadet must cover individual tattoos when wearing any Academy uniform, utilizing Band-Aids, tan colored elastic arm sleeves, long pants, etc.



**Image 2`-Tattoos covered**



**Image 3-Tattoos uncovered**

## 7. Jewelry

The following items of jewelry may be worn with the uniform:

- a) Rings
  - (1) A total of two conservative rings may be worn. For the purpose of this order, a wedding and engagement ring will be considered as one ring.
  - (2) Rings that could cause injury shall be removed during arrest methods training.
- b) Bracelets: Only "Medical Alert" bracelets are authorized.
- c) Earrings and Piercings
  - (1) Earrings
    - Males – None are allowed.
    - Females - One conservative post in each ear is allowed.
  - (2) Visible body piercings are prohibited.
  - (3) No gauges allowed; all holes will be covered with flesh tone Band-Aids or flesh tone plugs.

## Male

## 8. Hair Length **(See Images 4 and 5.)**

Hair shall be cut above the ears and tapered on the back of the neck above the collar. Hair shall not touch the collar.



**Image 4**



**Image 5**

9. Sideburns (**See Image 6.**)
  - a) Sideburns shall be neat and not excessively thick.
  - b) Sideburns shall not extend below the middle of the ear, nor shall they exceed more than one (1) inch in width.
10. Mustaches and other facial hair (**See Image 7.**)
  - a) Those Cadets not having a mustache when the Academy begins will not be allowed to grow one while attending the Academy.
  - b) The mustache will be neatly trimmed and be limited to the area above the upper lip, extending to no more than 1/4" horizontally beyond the corners of the mouth.
  - c) Other than authorized mustaches, Cadets shall be clean-shaven for all classes, inspections, and formations.

No other facial hair is authorized; this includes beards, goatees, or “five o’clock shadow” fuzz.



**Image 6**



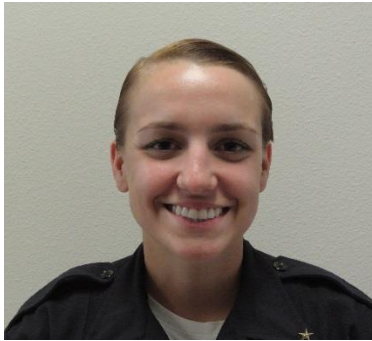
**Image 7**

Female

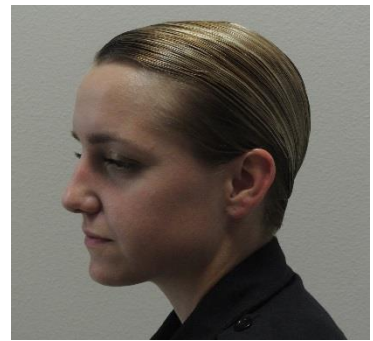
11. Hair

a) Short (**See Images 8 and 9.**)

- (1) Hair shall be neatly arranged so that it does not extend below the bottom of the collar.
- (2) Hair must be pinned behind the ears and away from the face.
- (3) No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn.



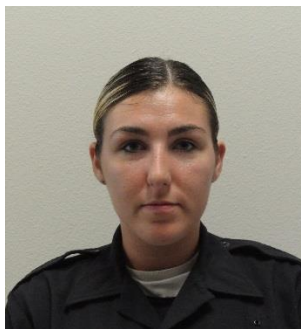
**Image 8**



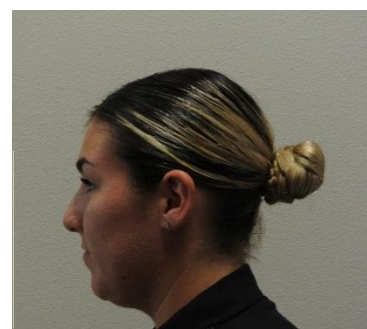
**Image 9**

b) Long (**See Images 10 and 11.**)

- (1) Long hair may be combed back in a “bun”.
- (2) No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn.
- (3) Must be combed in a manner that does not preclude the wearing of the uniform cap.



**Image 10**



**Image 11**

- c) Hair that is styled or combed forward will be no lower on the forehead than 3/4 of an inch above the high point of the eyebrows.

12. Cosmetics.

- a) Cosmetics, if worn, shall be subdued and blended to match the natural



skin color of the individual.

- b) False eyelashes are prohibited.
- c) No lipstick.
- d) Clear lip balm is acceptable

13. Additional clothing

- a) Brassieres shall be worn at all times during training and will provide adequate support.
- b) Purses are not authorized to be carried except while in civilian attire.

Special Accommodations - Sikh

Any Cadet requesting special accommodations must notify the Lead Academy Coordinator prior to the start of the Academy.

- 1. Sikh: A Baptized Sikh needs to wear 5 kakars, also known as “5 K’s”.
- 2. They are Kesh, unshorn or uncut hair covered by a turban; Kara, small bracelet; Kirpan, small religious sheathed dagger; Kanga, a small wooden comb tucked in hair; and Kachera, undergarment.
  - a) Headgear: The Cadet will be allowed to wear a Turban. **(Image 12)**
    - (1) The Turban must be tight fitting (difficult to remove in a combat situation).
    - (2) The Turban will be black in color with the Academy logo sewn on a black ribbon; the logo will face front.
    - (3) On training days with scheduled physical fitness and/or arrest and control training, the Cadet can wear a Patka in place of the Turban. **(Images 13 and 14)**
    - (4) The Patka will be black in color with no Academy logo.

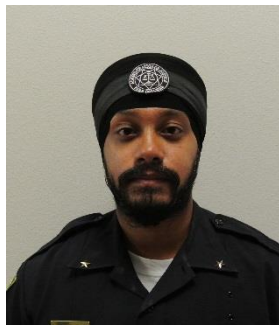


Image 12



Image 13



Image 14

- b) Facial hair: The Cadet will be allowed to keep his beard; the beard must be secured tight to the face, gelled in a manner not to prohibit the sealing of a gas mask. **(Image 12)**
- c) Kirpan: The Cadet can carry the Kirpan in a concealed manner underneath the uniform shirt. The Kirpan must always be sheathed and when sheathed have a total length of no longer than two inches. **(Images 15 and 16)**
- d) Kara: The Cadet will be allowed to wear his/her Kara (limited to one on each wrist). The Kara(s) can be no wider than ½ inch. **(Image 17)**
- e) The Cadet will be allowed to wear the Kanga and Kachera as required by his/her religious beliefs.



**Image 17**



**Image 15**



**Image 16**

## **XV. FIREARM AND RANGE SAFETY POLICY**

### **A. NO FIREARMS ARE ALLOWED ON CAMPUS.**

1. **Bringing any firearm, other than the training firearm, on the college campus is a felony per PC 626.9.**
2. Exceptions (all must be authorized by the Coordinator):
  - a) Cadets who are currently employed and authorized to carry a firearm.
  - b) Cadets who live outside the area and are staying at a local motel; the Cadet may not want to leave the firearm unsecure in a motel room.
  - c) Cadets will notify the Coordinator of the reason for the exception.
  - d) If granted, the Cadet will be allowed to bring the firearm to the campus.
    - (a) The firearm will be turned over to the Coordinator or RTO at the start of class.
    - (b) The firearm will be locked in the gun safe by the RTO/Coordinator.
    - (c) The firearm will be returned to the Cadet at the end of class.
    - (d) The Cadet will leave the campus with the firearm.

### **B. GENERAL SAFETY POLICY**

1. **Basic Firearm Safety**
  - a) Consider all guns to be loaded at all times.
  - b) Keep the muzzle pointed away from anything you do not intend to shoot. Keep firearm pointed in the safest possible direction.
  - c) Keep fingers out of the trigger guard and finger off the trigger until on target, ready to shoot.
  - d) Be sure of the target and what is beyond it.
2. **Initial Safety Check**
  - a) All firearms shall be carried unloaded until directed otherwise by the Firearms Instructor.

- b) The firearm action shall be open anytime a firearm is transferred to another person. A visual and physical check of the firearm shall be done to make certain it is unloaded.

3. **Course Safety**

- a) When not actively participating in an exercise, all handguns will be holstered and secured.
- b) No talking on the firing line except by Firearms Instructors.
- c) Never go in front of the firing line or bend over to pick up dropped items without first receiving clearance from the Firearms Instructor.
- d) Never anticipate a command from a Firearms Instructor. Stay focused and pay strict attention to the Firearms Instructor.
- e) Persons not actively participating in an exercise shall stand by in a designated area for non-participants.
- f) The loading and unloading of firearms will only be performed on the firing line. Under no circumstances will any Cadet behind the firing line have a firearm that is not holstered.
- g) Under no circumstances are Cadets authorized to possess an Academy owned weapon off campus or away from the firing range unless authorized by the Academy Director.
- h) All shooting participants will be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge.

4. **Required Safety Equipment**

- a) All participants, including Firearms Instructors, shall utilize the following equipment while at the range:
  - (1) Ear Protection
  - (2) Eye Protection
  - (3) Baseball Cap
  - (4) Body Armor
- b) Firearm Instructors wear distinctive clothing identifying them as "Staff" to help you locate them rapidly.

C. **COURSE SPECIFIC SAFETY POLICY**

1. **Equipment**

- a) Medical first aid kit
  - (1) Jump bag supplied by the instructor with first aid supplies
  - (2) Site mounted first aid kit; located in Conex storage container
- b) Cell phones

- (1) Instructor has one in his/her possession
- (2) Cadets that have one in their vehicle
- c) Water
  - (1) Each range has running, potable water for personal cleaning and for hydration.
  - (2) Cadets/Participants shall have a container of water for frequent hydration.

**2. Responsibilities of Cadets/Participants**

- a) Cadets/Participants are required to complete an emergency contact information form.
- b) Cadets/Participants shall immediately notify the Firearms Instructor of any known pre-existing medical condition which is likely to be aggravated during training, or will affect performance during training.
- c) Cadets/Participants shall immediately notify the Firearms Instructor of any injury sustained during training.
- d) Cadets/Participants are responsible for adhering to all safety requirements of individual courses.
  - (a) Cadets/Participants will be immediately removed from instruction for:
    - (b) Unsafe weapon handling
    - (c) Accidental discharge
    - (d) Repeated failure to follow instructional commands
- e) Cadets/Participants are responsible for identifying and notifying Firearm Instructor(s) of any unsafe conditions.

**D. POSSESSION FOR ACADEMY TRAINING**

- 1. Firearms will only be allowed at the range.
- 2. When Cadets are traveling to and from the Range, the firearm will not be worn on their person. The firearm will be transported unloaded in the trunk or in an appropriately locked box if carried in the passenger compartment of the vehicle.
- 3. When Cadets are traveling to and from the Academy, for any purpose, they will not wear their duty gear (Sam Browne belt). The belt (duty gear) will not be worn until the Cadet arrives at the training facility (i.e., campus, range).
- 4. Other than at the range, no Cadet will have live ammunition on his/her person.

**E. PERSONAL FIREARMS**

- 1. Cadets will be allowed to use their personal firearms during Academy training.
  - a) The firearm must be a reputable brand.
  - b) The firearm must be in good working order.
  - c) The firearm must be approved by the Range Master.

2. The Range Master has the final say on whether a firearm may or may not be used on the Academy range.

F. PROP 215

Federal law does not allow any person with a Prop 215 card (medical marijuana) to possess a firearm.

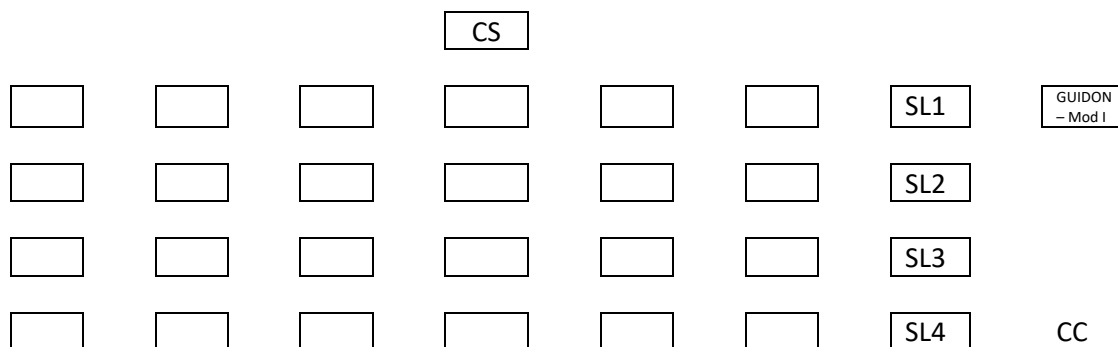
1. Cadets with a Prop 215 card will not be allowed to use a firearm at the Academy range(s).
2. Cadets with a Prop 215 card will immediately notify the Academy Coordinator.

G. TRAINING FIREARMS

1. All Cadets will be issued a training firearm.
2. Cadets are to treat the training firearm as if it was a real firearm.
3. While on campus, Cadets will only carry a training firearm that is provided by the Academy. **NO EXCEPTIONS**
  - a) The training firearm will remain in its holster at all times.
  - b) It will not be removed by the Cadet unless ordered to do so by Academy Staff (i.e., weapons inspection) or instructor (i.e., training).
  - c) If the weapon is removed from the holster (outside of training or a lawful order), notification must be made to an RTO or the Coordinator.

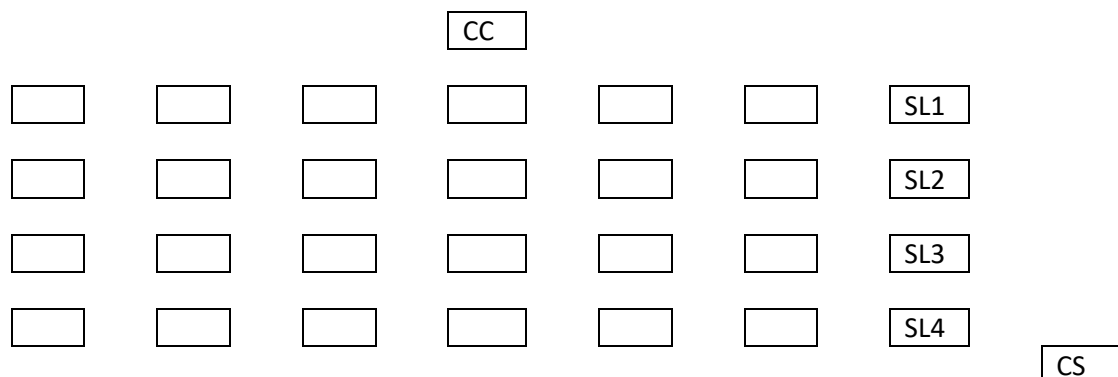
## XVI. FORMATIONS AND MARCHING

- Cadets will be required to be in formation prior to each class and before being released on breaks. (See below.)



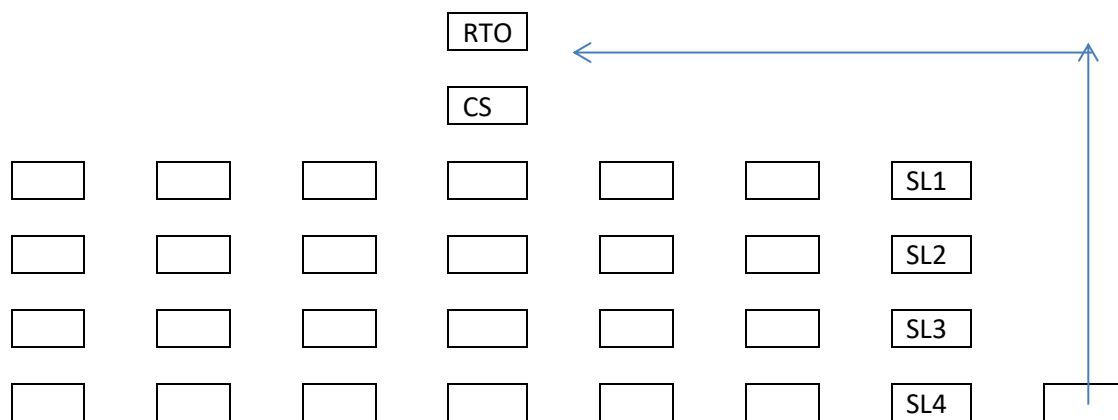
- d) Prior to the start of each day of instructions the class will follow the below describe "Roll Call" procedure.

- The Class Corporal will be formed up in the front of the formation.

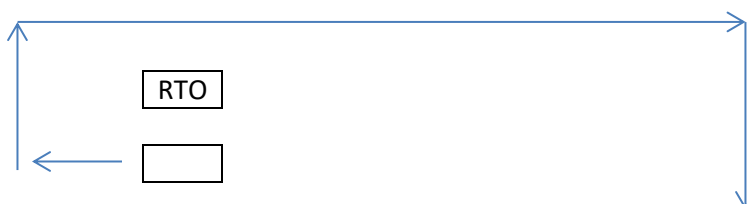


- The Class Corporal will call out, "Roll call, Sound off".
- The Squad 1 Squad Leader will sound off, "Cadet (insert last name), present sir/ma'am".

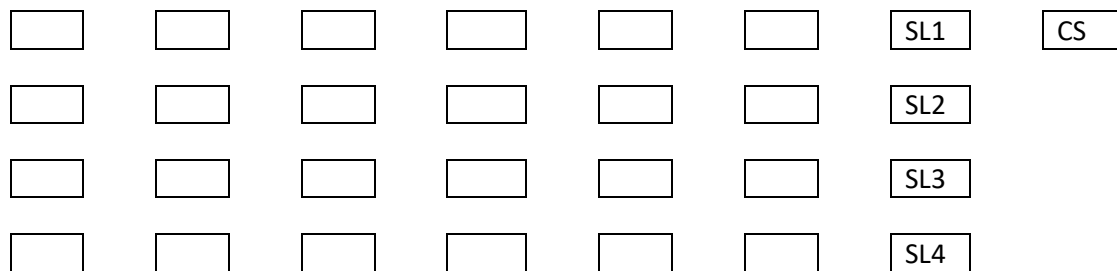
- This will be echoed by the next Cadet in line all the way through until all Cadets in Squad 1 have sounded off.
- After the last Cadet in Squad 1 sounds off; the Squad 2 Squad Leader will sound off in the same manner as Squad 1.
- This pattern will continue until all Cadets in all squads have sounded off.
- Once the entire class has sounded off, the Class Corporal will sound the command, "Squad Leaders, Report!"
- Beginning with Squad 1, the Squad Leader will do a facing movement towards the Class Corporal, salute the Class Corporal and report, "Squad (Insert number) all present and accounted for sir/ma'am," or, if anyone is absent, "Cadet (Insert name) absent/unaccounted for sir/ma'am."
- Each additional Squad Leader will follow the same protocol as outlined above until all Squad Leaders have reported.
- Once all Squad Leaders have reported to the Class Corporal, they will do an about face.
- The Class Sergeant will move to the front of the formation and receive the attendance report from the Class Corporal.
- The Class Corporal will salute and report aloud, "All Cadets present and accounted for sir/ma'am" or, in case of absence, "Cadet (insert name) absent/unaccounted for sir/ma'am."
- The Class Corporal will then move to the rear of the formation where the Class Sergeant was initially posted.
- The Class Sergeant will then give the command to the Color Guard to post the colors.
- The RTO will then move to the front of the formation and receive the attendance report from the Class Sergeant.



- The Class Sergeant will make a right face and move to the far right of the formation. The Class Sergeant will then about face.







## Marching

Cadets will be required to march in formation during various activities when directed by Staff. Cadets will also be required to march (or double-time) in formation under any of the following circumstances:

- When in route to or from designated assembly points or for training.
- When ordered to do so by a Staff member.
- Cadets will maintain a professional demeanor and will not talk amongst themselves when marching in platoon formation.
- Unless a Cadet has prior approval, Cadets will not wear glasses with colored/mirrored lenses while in formation.

## Posting of the colors [flag]

At the Academy, the start and end of each class day involves the raising and lowering of the American Flag. Cadets will recite the Pledge of Allegiance prior to the start of each class.

Participation in the Pledge of Allegiance is voluntary.

Cadets not wishing to participate in the Pledge of Allegiance will:

- Notify the Coordinator of his/her request not to participate.
- If in outside formation, remain in formation, standing at attention while the other Cadets recite the Pledge of Allegiance.
- If in the classroom, stand and stay at attention while the other Cadets recite the Pledge of Allegiance.

Cadets will always follow proper military protocol during the raising and lowering of the colors.

## XVI. CADET ASSIGNMENTS

### A. GENERAL

1. Positions in the student leadership team allow the Academy Command Staff to evaluate and mentor the Cadets' leadership skills.
2. The assignments are made by Staff and are designed to accomplish specific tasks as well as to expose the Cadet to the handling of responsibility within the framework of the Academy.
  - a) All Cadets are encouraged to apply for a position in the student leadership team.

- b) The class leadership team will be chosen by an application and interview process.
  - 3. Any Cadet assigned to a leadership position WILL NOT discipline any other Cadet.
    - a) Discipline is the responsibility of the RTOs and Coordinators.
  - 4. Cadets will be expected to fulfill the requirements of their assignments to the best of their abilities.
  - 5. Cadets shall obey orders issued by appointed Cadet leaders.
  - 6. After compliance with the orders, the Cadet may contact a Staff officer if the Cadet has reason to believe that the orders were not appropriate or justified.
- B. STUDENT CADET/CLASS SERGEANT
- 1. Class Sergeant
    - a) Duties of the Class Sergeant
      - (1) Assist the instructors and Academy Staff as required.
      - (2) Ensure the class is following the Rules and Regulations and conduct themselves in a professional manner at all times.
      - (3) Maintain a current roster of home phone numbers, addresses, and department affiliations of all members of the class for emergency purposes.
      - (4) Ensure the class is assembled for instruction at the correct times and locations.
      - (5) Form the class for inspections.
        - (a) Accompany inspecting law enforcement dignitaries/Academy Staff during inspections.
        - (b) Record all infractions noted by the inspecting law enforcement dignitary or Academy Staff.
      - (6) Assemble and prepare the class for Academy Staff when ordered to do so.
      - (7) Assign Cadets to various details and tasks when directed to do so by Academy Staff, or as necessary.
      - (8) Move the class in a military manner, in formation, as required.
  - 2. Squad Leader
    - a) Duties of the Squad Leader
      - (1) Call the class role call at the beginning of all training days.
      - (2) Ensure all absences and Cadets late for class have been documented and reported to Staff.
      - (3) He or she shall be prepared to take charge of the class in the absence of the Class Sergeant.

- (4) Assist the Academy Staff and instructors as required.
  - (5) Place the instructor's name, rank, agency, and title of instruction on the board prior to the start of said class.
  - (6) Ensure the board is clean for each new class and at the end of the day.
  - (7) Check with Academy Staff at the start of each break for any instructions or materials for the class.
  - (8) Notify the Coordinator/RTO of an impending break in instruction.
  - (9) Must immediately return to formation for physical activity
  - (10) Be prepared to handle any additional assignments given by Academy Staff or the Class Sergeant.
- b) Other duties as determined by RTO/Coordinator
- 3. To be delegated to Cadets by Squad Leader
  - a) Duties to be delegated
    - (1) Ensure all members of their squad are present and accounted for at roll call.
    - (2) Ensure all members of their squad are prepared for the day's training.
    - (3) Inspect each member of their squad prior to inspections
    - (4) Report to the Squad Leader the status of their squad (i.e., absent or missing members).
    - (5) Know the whereabouts of each member of their squad during Academy hours.
    - (6) Report to the Squad Leader when a member of their squad is on a special assignment or extra duty.
  - b) Other duties as determined by RTO/Coordinator
- 4. Color Guard
 

Selection of the color guard is made by Staff. The color guard will consist of four members. Being assigned as a member of the color guard is a duty that should not be taken lightly.

  - a) It is the responsibility of those assigned to the color guard to raise the colors in the morning and lower the colors at the end of the training day.
  - b) It is required that the members of the color guard carry themselves in a military manner.
- 5. Guidon Bearer (Level I only)
  - a) It is the duty of the guidon bearer to carry the platoon guidon (Academy class flag) anywhere the platoon marches while on campus.
  - b) The selection of the guidon bearer will be made by the Academy Class.

## **XVIII. SOCIAL MEDIA**

### **A. POLICY**

This policy provides guidance for Cadet use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chatrooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

### **B. PROCEDURES**

The following principles apply to professional use of social media on behalf of the Yuba College Modular Format Academy as well as personal use of social media when referencing the Yuba College Modular Format Academy.

1. Cadets should be aware of the effect their actions may have on their images, as well as the Academy's image. The information that Cadets post or publish may be public information for a long time.
2. Cadets should be aware that Academy Staff might observe content and information made available by Cadets through social media. Cadets should use their best judgment in posting material that is either inappropriate or harmful to POST, Yuba College, the Modular Format Academy, or Cadets.
3. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile environment.
4. Cadets are not to publish, post or release any information that is considered confidential or test information. If there are questions about what is considered confidential or testing information, Cadets will check with Academy Staff.
5. If a Cadet encounters a situation while using social media that is inappropriate, threatening, confidential or provides any POST or Academy testing material; the Cadet must disengage from the dialogue and notify the Academy Coordinator.
6. Cadets who want to utilize or create any social media to form study groups must obtain written permission from the Academy Coordinator. The Cadets must give all passwords and make the site available to Academy Staff.

## **XIX. MISCELLANEOUS**

### **A. ARRIVING LATE OR LEAVING EARLY**

When arriving late or leaving early, the Cadet will report to Academy Staff before going

to the classroom or leaving Academy grounds.

B. EQUIPMENT

1. The Cadets must purchase and bring with them to class an abridged Penal Code (most current available), a dictionary, and CA Vehicle Code Book.
2. The Cadets will sign for all college equipment issued to him or her.
  - a) Any Cadet whose college issued equipment is lost, stolen or damaged will report the lost, damage or stolen property to the Coordinator, as soon as possible.
  - b) The Cadet will write a memo detailing what happened to the equipment and forward the memo to the Coordinator through the chain of command.

C. LOCKERS

1. Each Cadet will be issued a locker in the classroom and in the locker room.
2. It is the responsibility of the Cadet to keep each locker locked and the contents safe.
  - a) No dirty PT uniforms will be left in the locker room for an extended period of time.
  - b) No firearms or ammunition will be stored in either locker.
  - c) Any items left in the locker at the end of the Academy will be disposed of.

D. MESSAGE BOARD

1. **Cadets will check the message board daily.**
2. Cadets shall read and comply with all schedules, instructions, orders and official notices posted on the boards located to the rear of the Academy classroom. Cadets will check the board during their breaks.
3. The message board is for Staff use only.
4. Cadets shall not alter, remove, or deface a posted notice.

E. TELEPHONES, PAGERS AND CELL PHONES

1. Cell phones, pagers and smart watches are not allowed on the Academy grounds, in the classroom, gym, or on the range. They must be kept in your car.  
Exceptions will be decided on a case-by-case basis by Staff only. Cadets requesting an exception shall justify their reason(s) in writing.
2. Cadets will not use the college phones except on official business and then only when specifically authorized by a Staff member.
3. Incoming personal calls shall be restricted to emergency calls only. Emergency calls accepted by Staff will be limited to those from immediate family members only.
4. Cadets shall not enter any administrative office to answer a telephone unless directed to do so by Staff.
5. Cadets shall not call Staff or clerical personnel to obtain test scores.

F. TRANSPORTATION

1. Any personal vehicle must comply with all provisions of the California Vehicle Code.

2. Personal vehicles shall be driven in a lawful manner at all times both on and off campus.
3. Cadets driving personal vehicles to the Academy shall park them only in authorized areas. Academy property will not be left unattended inside personal vehicles.
4. Cadets must have a valid driver's license or must operate within the parameters of a DMV "suspended license" to drive on the college campus.

G. MILITARY OBLIGATIONS

1. Cadets with military obligations, which could in any way conflict with training requirements, shall submit details by memorandum to the RTO/Coordinator during the first training day.
2. Details should include:
  - a) The Cadet's full name, military rank and serial number.
  - b) Dates and locations of the training maneuvers that are in conflict. (Copies of the orders shall be made available upon request.)
  - c) Annual two-week active duty periods or any other active duty time must be scheduled so as not to interfere with Academy training due to state-mandated classes.
  - d) Classes missed due to military leave will be handled on a case-by-case basis by the Academy Director.

H. CLASS MOTTO

1. Each modular Academy will be required to create a class motto.
2. The class motto should be a representation of the class and set a core value for the class. (Example: "Strength through training")
3. The class motto picked in level 3 will remain with the class to level 1.
4. The Coordinator must approve the class motto.

I. GRADUATION – LEVEL 1

Cadets successfully completing the Modular Format Academy training will graduate at a ceremony held on the final day of scheduled instruction.

1. Cadets are encouraged to invite family and friends to the graduation ceremony.
2. For a Cadet to participate in the Academy graduation ceremony:
  - a) Each Cadet shall satisfy all requirements as set forth by the Commission on Peace Officer Standards and Training, as well as those of the Yuba College Modular Format Academy, prior to graduation day.
  - b) Prior to graduating, all Cadets will also minimally meet their own Department's standards for uniforms and grooming.
  - c) Affiliated Cadets and those Cadets hired at graduation will wear their respective agency uniform.
  - d) Affiliated Cadets will be allowed to have their badge pinned at graduation by a person of their choice.

- e) Cadets will return all applicable Academy property before graduation.
- f) Cadets not meeting all the standards set forth by both the Academy and POST prior to graduation shall not be allowed to participate in graduation exercises with the graduating class.

## **XX. MEMOS**

The Yuba College Academy Staff, in an effort to ensure that the needs of the Cadets are met, require that the Cadets document all request(s) to meet with Staff in a memo format. All memos are to be hand written on Academy memo forms.

The main purpose of the written memo is to make a request to the Academy Staff, to document a Cadet's deficiencies, give a means of improvement, document time missed and request for time off. Memos should, therefore, be concise, organized, and professional while still including the most relevant content.

- A. To ensure that the memo gets the intended results, the Cadet should pay close attention to the following: (1) content, (2) structure, (3) organization, (4) word choice, and (5) clarity.
- B. TYPES OF MEMOS
  - 1. Standard Memo (white)
    - a) The standard memo will be written on the Academy (white) memo form.
    - b) The purpose of the standard memo would be for one of the following:
      - (1) Law enforcement contacts
      - (2) Letters of recommendation
      - (3) A need for clarification on policy or instruction
      - (4) Reporting an off-duty injury
  - 2. Corrective Memo (blue)
    - a) The corrective memo will be written on the Academy (blue) memo form.
    - b) The purpose of the corrective memo should be for one of the following:
      - (1) A Cadet has a gig card pulled and the Academy Staff requests a corrective memo on the incident.
      - (2) A Cadet misses time in the classroom and a written make-up assignment is given.
    - c) The content of a corrective memo:
      - (1) Content, of course, is the most important detail of the corrective memo. The memo should provide both accurate and relevant information; here are some things to keep in mind:
        - (a) State your main ideas clearly.
        - (b) Use facts to support each of your points; be accurate.
        - (c) Avoid logical fallacies such as appeals to authority, slippery

slope arguments, hasty generalizations, and faulty causation.

- (2) ***The corrective memo will be due at the start of class the day that it is due.***

d) TIME OFF MEMO

- (1) The time off memo will be written on the Academy (yellow) memo.
- (2) The purpose of the time off memo would be for one of the following instances:
  - (a) A Cadet is late for class.
    - [1] If late and a gig card is pulled, the Cadet will still fill out a time off memo.
    - [2] ***The memo for being late will be turned in on the first break after the Cadet arrives to the Academy.***
  - (b) If a Cadet is absent from class:
    - [1] If an unforeseen incident causes a Cadet to miss class, the Cadet will (if possible) call command Staff and notify Staff of the time to be missed. Upon returning to class, the Cadet will fill out the time off memo.
  - (c) A Cadet needs time off from the Academy.
    - [1] If the Cadet fills out the request for time off, and the request is approved, the Cadet is not required to complete a time off memo when returning to the Academy.
    - [2] The Cadet will get a copy of the memo marked "approved" or "not approved" after review by the Command Staff.
    - [3] If time off is not approved, the Cadet may appeal the decision using the Academy chain of command.

C. MEMO DUE DATE

Unless otherwise specified above, all memos will be turned in, via the chain of command, as soon as the Cadet realizes the necessity.

D. MEMO FORMAT

- 1. The Cadet will follow the following format for both standard and corrective memos:
  - a) Top margin 1 "
  - b) Bottom margin 1 "
  - c) Right side margin 1"
  - d) Left side margin 1"
  - e) Four blank lines between the subject and the 1<sup>st</sup> paragraph



- f) One blank line between paragraphs
  - g) The Cadet's name will be at the bottom left of the last page.
  - h) **SEE ATTACHMENT "A".**
2. If any memo requires additional pages, the Cadet will use plain-unlined white paper.
- a) The margins on additional pages will follow the above format.
  - b) Addition pages will be numbered.
  - c) Additional pages will have the Cadet's name, date of memo and the subject of the memo.
  - d) **SEE ATTACHMENT "B".**
3. Time off memos will be on the yellow "fill-in-the-box" format. **SEE ATTACHMENT "C".**

Yuba Community College  
Administration of Justice Department  
2088 North Beale Rd Building #2100  
Marysville, CA 95901  
Phone (530) 749-3894/741-8914

PAGE 1 OF 1  
(Cadet put page # here)

**MEMORANDUM**

**MODULAR FORMAT POLICE ACADEMY**

Date: 01/01/2017 (Date memo is written)

To: RTO JOHN SMITH (Staff member; title then name)

From: CADET JANE ADAMS (Cadet's name)

Subject: LAW ENFORCEMENT CONTACT

**SAMPLE MEMO**  
**General and Corrective Memos**  
**Attachment "A"**

BODY OF THE MEMO: FOUR SPACES DOWN FROM SUBJECT LINE, LEFT MARGIN IN LINE WITH LEFT MARGIN PRE-PRINTED AREA, RIGHT MARGIN IS 1 ". IF A GENERAL MEMO, THE REQUEST MAY BE IN THE FIRST PARAGRAPH. IF A BLUE CORRECTIVE MEMO, THE REASON FOR THE CORRECTION WOULD BE THE FIRST PARAGRAPH AND THE ASSIGNMENT WOULD BE THE FOLLOWING PARAGRAPH.

ALL OF THE PRINTING WILL BE STRAIGHT AND SINGLE SPACED. THERE WILL BE DOUBLE SPACING BETWEEN ALL ADDITIONAL PARAGRAPHS. THE PRINTING WILL BE BLOCK LETTERS (ALL CAPS). NO MEMO WILL BE TYPED.

THE CADET WILL END THE MEMO WITH HIS/HER NAME ON BOTTOM LEFT OF THE LAST PAGE. THE CLOSING SALUTATION WILL BE "RESPECTFULLY SUBMITTED." THE BOTTOM MARGIN WILL BE 1".

RESPECTFULLY SUBMITTED  
CADET JANE ADAMS  
CADET JANE ADAMS  
01/01/2017  
LAW ENFORCEMENT CONTACT

PAGE 2 OF 2

THE ABOVE IS THE FORMAT FOR ADDITIONAL PAGES OF ANY MEMO. REGARDLESS IF IT IS A BLUE CORRECTIVE MEMO OR A GENERAL MEMO, ALL ADDITIONAL PAGES WILL BE ON PLAIN WHITE PAPER.

MARGINS WILL BE 1 "TOP, 1" BOTTOM, AND 1 "RIGHT AND LEFT SIDES. AS IN ALL OTHER MEMOS, THE PRINTING WILL BE BLOCK AND ALL CAPITALS. ALL OF THE PRINTING WILL BE STRAIGHT AND SINGLE SPACED. THERE WILL BE DOUBLE SPACING BETWEEN ALL ADDITIONAL PARAGRAPHS. NO MEMO WILL BE TYPED.

MEMOS WILL BE RETURNED TO THE CADET IF HE/SHE FAILS TO FOLLOW THE CORRECT FORMATTING. ANY QUESTIONS ABOUT FORMATTING SHOULD BE ADDRESSED WITH ACADEMY STAFF, FOLLOWING THE PROPER CHAIN OF COMMAND.

IF THIS IS THE LAST PAGE OF THE MEMO, THE CADET'S NAME WILL GO ON THE BOTTOM LEFT CORNER WITH THE SALUTATION OF "RESPECTFULLY SUBMITTED."

## SAMPLE MEMO

Additional Pages  
Attachment "B"

RESPECTFULLY SUBMITTED  
CADET JANE ADAMS

**YUBA COLLEGE PUBLIC SAFETY CENTER**

**TIME OFF MEMO**

Attachment "C"

To: \_\_\_\_\_

From: \_\_\_\_\_

Academy: ☐ L-I ☐ L-II ☐ L-III ☐ COCC ☐ POCC ☐ JCOC

Date: \_\_\_\_\_

Re: ☐ Time Off Request ☐ Absent / Late To Class

\_\_\_\_\_ The above named student is requesting the following time off: Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ The above named student was absent / late to class: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reason requesting time off / Reason for being late or absent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subject Missed: \_\_\_\_\_ Instructor: \_\_\_\_\_

**The following will be filled out by the Facilitator**

The above requested time off is \_\_\_\_\_ approved \_\_\_\_\_ disapproved

The above described absent / late to class is \_\_\_\_\_ excused \_\_\_\_\_ unexcused

\_\_\_\_\_ No make-up required or assigned / \_\_\_\_\_ assignment / \_\_\_\_\_ hour for hour make up required

Assignment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

**The following will be filled out by the Instructor doing remediation/make-up**

\_\_\_\_\_ The above student successfully made up the time missed. \_\_\_\_\_ Assignment completed

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Subject: \_\_\_\_\_

Instructor: \_\_\_\_\_

**YUBA COLLEGE  
STUDENT HANDOUT  
CHEMICAL AGENTS POLICY  
MODULAR ACADEMY**

**GENERAL SAFETY POLICY – PURPOSE**

- A. The purpose of these guidelines is to promote a high level of protection for students participating in the Chemical Agents portion of the Modular Academy.
- B. The guidelines contained herein are specifically intended to apply to a training experience, as opposed to a true tactical event. Therefore, some precautions suggested in these guidelines may be inadvisable or inappropriate during an actual tactical emergency.
- C. It is the intent of these guidelines to conform to the P.O.S.T. GUIDELINES FOR STUDENT SAFETY IN CERTIFIED COURSES Manual Part I, Section 1.0, Section 1.1 WRITTEN POLICY GUIDELINES et al. Published 1990.

It is the policy of the Yuba College—Public Safety Training Center to conduct all training in a manner that promotes an overall attitude of safety.

**A. RESPONSIBILITIES – ADMINISTRATION AND STAFF**

- 1. General safety rules as well as procedures unique to each Chemical Agents Training event are developed, reduced to writing, and communicated to students prior to each training session.
- 2. A copy of all safety guideline policies is incorporated into the Chemical Agent lesson plan.
- 3. All students are provided with a copy of these guidelines as part of the course handouts. (Rules and Regulations Manual)
- 4. To insure consistency and continuity, all instructors will be required to adhere to the approved lesson plan.
- 5. Student emergency notification information shall be maintained for the duration of the course and present at the training location.

**B. COURSE SPECIFIC SAFETY POLICY**

- 1. Students will adhere to all rules of safety and conduct.
- 2. A safety inspection will be carried out of all students and instructors to ensure that no live firearms, ammunition, etc. are brought into the training area.
- 3. The primary instructor or designee shall be responsible for conducting safety inspections of students and facilities used for training.

4. Instructors should be aware of environmental factors such as weather conditions or air quality and adjust the instruction as necessary.
5. The primary instructor or designee shall verbally review specific safety rules with the students prior to the start of training. Students failing to follow the safety rules may be removed from the training.
6. Only Instructors will deploy the chemical agents.
  - a) When preparing to deploy grenade type munitions, the safety lever or “Spoon” will be held in the web of the hand. The retaining or safety pin should be accessible to the opposite hand.
  - b) Do not remove the safety retaining pin from the device until just prior to it being deployed.
  - c) Students will not be allowed to handle any device that fails to initiate.
  - d) During the practical application phase of the chemical agent training, should a device fail to properly initiate the instructional Staff shall immediately stop all activity. The device will be left undisturbed for a minimum of sixty (60) minutes.
    - 1) After the appropriate time has gone by, a member of the instructional Staff will remove the device by picking it up with a long-handled shovel or similar tool.
    - 2) The device will be placed in an area away from the student training area.
    - 3) The device will be disposed of in a manner keeping with the manufacturer’s recommendations.
    - 4) Any device that failed to initiate that is found at the end of the training session will be disposed of in the same manner.
  - e) All chemical agents, whether thrown or launched, will be deployed so that the instructor can clearly observe the area where the device is expected to land.
  - f) The instructional Staff shall supervise the decontamination of students exposed to chemical agents. This shall include such steps as:
    - 1) Students assigned as “safety partners” will stay with and monitor the condition of their assigned student who has been exposed to chemical agents until relieved of that duty by an instructor.
    - 2) Remove the student from the contaminated area to an upwind location.
    - 3) Face into the wind, keeping the eyes open.
    - 4) If necessary, sit down and remain calm to reduce sweating.
    - 5) Students are not to run during the decontamination process.
    - 6) Flush with cool clear potable water if available.
    - 7) Should symptoms persist, seek medical attention.
    - 8) Instructors will monitor all students decontaminating until they are free of chemical agent debilitating effects.
7. Response to injuries: In the event of an injury, the following actions shall be taken as necessary:
  - a) Render first aid.

- b) If an instructor or student is injured and requires anything more than first aid, either paramedics will be summoned or he/she will be taken to the designated medical facility.
- c) Appropriate medical assistance will be obtained. In all cases where a student loses consciousness, an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
- d) The course Coordinator or primary instructor shall notify appropriate authorities at the Public Safety Center as soon as practical after the incident has occurred.
- e) As appropriate, notification may also be made to the student's agency and any emergency contact persons designated by the student.
- f) The primary instructor or designee will investigate the incident, complete an Injury Report and, in a timely manner, forward it to the administrative Staff in the Public Safety Center.
- g) Students who sustain an injury, which requires treatment by a physician, must obtain a medical release before they will be allowed to return.

**C. EQUIPMENT GUIDELINES**

- 1. Each student or instructor will be required to use the following Safety Equipment:
  - a) Serviceable gas mask
  - b) Nomex or leather gloves
  - c) Safety goggles if deploying without a gas mask
  - d) Hearing protectors (if chemical agents are to be fired rather than hand delivered) – over the ear type is required; specifically excluded are: earplugs, cotton, or other foreign objects pushed into the canal

**D. SPECIFIC PROTOCOL ACTION IN THE EVENT OF INJURY OR ILLNESS**

- 1. Render first aid.
- 2. Either the instructor or another medically qualified Student/Participant may do this.
- 3. If necessary, request medical assistance by notifying the following Fire Departments for emergencies at these specific ranges:
  - a) Sutter County Sheriff's Range, Yuba City  
 44 Second Street, Yuba City  
 Yuba City Fire Department  
 Call 9-1-1 from hardline phone  
 Call 822-4660 from cell phone
  - b) Yuba County Sheriff's Range, Marysville  
 1422 Harbor Blvd, Marysville  
 Olivehurst Fire Department  
 Call 9-1-1 from hardline phone  
 Call 749-7302 from cell phone

Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility.

**Rideout Memorial Hospital**

- **726 4<sup>th</sup> Street, Marysville**
- **749-4300**

**YUBA COLLEGE  
STUDENT HANDOUT  
SAFETY POLICY  
FIREARMS  
MODULAR ACADEMY**

**A. GENERAL SAFETY POLICY**

1. Basic Firearm Safety
2. Consider all guns to be loaded at all times.
3. Keep the muzzle pointed away from anything you do not intend to shoot. Keep firearm pointed in the safest possible direction.
4. Keep fingers out of the trigger guard and finger off the trigger until on target, ready to shoot.
5. Be sure of the target and what is beyond it.
6. Initial Safety Check
7. All firearms shall be carried unloaded until directed otherwise by the firearms instructor.
8. The firearm action shall be open anytime a firearm is transferred to another person. A visual and physical check of the firearm shall be done to make certain it is unloaded.

**B. COURSE SAFETY**

1. When not actively participating in an exercise:
  - a) All handguns will be holstered and secured.
  - b) All shotguns will be slung on the shoulder or “benched/grounded”, with actions open and safeties on.
  - c) All rifles will be slung on the shoulder or “benched/grounded”, with actions open and safeties on.
2. No talking on the firing line except by firearms instructors.
3. Never go in front of the firing line or bend over to pick up dropped items without first receiving clearance from the firearms instructor.
4. Never anticipate a command from a firearms instructor. Stay focused and pay strict attention to the firearms instructor.
5. Persons not actively participating in an exercise shall stand by in a designated area for non-participants.



6. The loading and unloading of firearms will only be performed on the firing line. Under no circumstances will any student behind the firing line have a firearm that is not holstered.
7. Under no circumstances are students authorized to possess a Public Safety Center owned weapon off campus or away from the firing range unless authorized by the Director of Public Safety.
8. All shooting participants will be instructed to wash their hands and faces thoroughly after shooting to remove any lead particles or other debris deposited as a result of the weapon's discharge.

**C. REQUIRED SAFETY EQUIPMENT**

1. All participants, including firearm instructors, shall utilize the following equipment while at the range:
  - a) Ear Protection
  - b) Eye Protection
  - c) Baseball Cap
  - d) Body Armor
2. Firearm Instructors wear distinctive clothing identifying them as "Staff" to help you locate them rapidly.

**D. COURSE SPECIFIC SAFETY POLICY**

1. Equipment
  - a) Medical first aid kit
  - b) Jump bag supplied by the instructor with first aid supplies
  - c) Site mounted first aid kit; located in Conex storage container
  - d) Portable eyewash station is available on hand
2. Telephone
  - a) Cell phone
    - 1) Instructor has one in possession
    - 2) Students that have one in their possession
  - b) Water
    - 1) Each range has running, potable water for personal cleaning and for hydration.
    - 2) Students/Participants should have a container of water for frequent hydration.

**E. RESPONSIBILITIES**

1. Students/Participants
  - a) Students/Participants are required to complete an emergency contact information form.
  - b) Students/Participants shall immediately notify the firearms instructor of any known pre-existing medical condition, which is likely to be aggravated during training, or will affect performance during training.
  - c) Students/Participants shall immediately notify the firearms instructor of any injury sustained during training.

- d) Students/Participants are responsible for adhering to all safety requirements of individual courses.
- e) Students/Participants will be immediately removed from instruction for:
  - 1) Unsafe weapon handling
  - 2) Accidental discharge
  - 3) Repeated failure to follow instructional commands
- 2. Students/Participants are responsible for identifying and notifying firearm instructor(s) of any unsafe conditions.

**F. SPECIFIC PROTOCOL ACTION IN THE EVENT OF INJURY OR ILLNESS**

- 1. Render first aid.
- 2. Either the instructor or another medically qualified Student/Participant may do this.
- 3. If necessary, request medical assistance by notifying the following Fire Departments for emergencies at these specific ranges:
  - a) Sutter County Sheriff's Range, Yuba City  
44 Second Street, Yuba City
    - 1) Yuba City Fire Department
    - 2) Call 9-1-1 from hardline phone
    - 3) Call 822-4660 from cell phone
  - b) Yuba County Sheriff's Range, Marysville  
1422 Harbor Blvd, Marysville  
Olivehurst Fire Department
    - Call 9-1-1 from hardline phone
    - Call 749-7302 from cell phone

Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility:

**Rideout Memorial Hospital**

- **726 4<sup>th</sup> Street, Marysville**
- **749-4300**

**YUBA COLLEGE  
STUDENT HANDOUT  
SAFETY POLICY  
ARREST & CONTROL TACTICS (ARCON)  
MODULAR ACADEMY**

**A. GENERAL SAFETY POLICY**

- 1) Basic Arrest and Control Safety
- 2) All participants shall perform organized physical “warm-up” exercises to increase blood flow to the various muscle groups. The “warm-up” sessions will also include various flexibility exercises to minimize injuries.
- 3) No jewelry, rings, watches, or any other similar items may be worn during ARCON training to minimize injuries.
- 4) All participants shall conclude any ARCON session with stretching procedures for cooling down.
- 5) All ARCON training equipment will be cleaned using an approved disinfecting solution (10% bleach-90% water) after each session.
- 6) All ARCON training equipment will be inspected for safety.
- 7) Mats or other appropriate material will be utilized to decrease the risk of injury to all participants during ARCON training.

**B. COURSE SAFETY**

- 1) Never anticipate a command from the ARCON instructor. Stay focused and pay strict attention to the ARCON instructor.
- 2) Persons not actively participating in an exercise shall stand by in a designated area for non-participants.
- 3) Individuals whom the techniques are being applied to should offer only passive resistance. Any excessive pressure or pain should be brought to the attention of the person applying the technique verbally and/or by a “tap” signal.

**C. REQUIRED SAFETY EQUIPMENT**

- 1) All participants, including ARCON instructors, shall utilize the following equipment while engaged in ARCON instruction:
  - a) Gym Clothing
- 2) ARCON Instructors wear distinctive clothing identifying them as “Staff” to help you locate them rapidly.

**D. COURSE SPECIFIC SAFETY POLICY**

- 1) Equipment
  - a) Medical first aid kit
  - b) Jump bag supplied by the instructor with first aid supplies
  - c) Site mounted first aid kit within mat room
  - d) Portable eyewash station is on hand
  - e) Padded floor mats
  - f) Telephone
    1. Hard line telephone in the mat room.
    2. Cell phone - Instructor has one in possession
  - g) Water
    1. Running, potable water for personal cleaning and for hydration is located:
      - a. In restrooms in the building (Rooms 2157 & 2133)
      - b. In east hallway, just outside the mat room and in the main hallway
    2. Students/Participants should have a personal container of water for frequent hydration.

#### **E. RESPONSIBILITIES**

- 1) Students/Participants
  - a) Students/Participants are required to complete an emergency contact information form.
  - b) Students/Participants shall immediately notify the ARCON instructor of any known pre-existing medical condition, which is likely to be aggravated during training, or will affect performance during training.
  - c) Students/Participants shall immediately notify the ARCON instructor of any injury sustained during training.
  - d) Students/Participants are responsible for adhering to all safety requirements of individual courses.
  - e) Students/Participants will be immediately removed from instruction for:
    1. Repeated failure to follow instructional commands
    2. Intentionally inflicting unnecessary pain or injuries
- 2) Students/Participants are responsible for identifying and notifying ARCON instructor(s) of any unsafe conditions.

#### **F. SPECIFIC PROTOCOL ACTION IN THE EVENT OF INJURY OR ILLNESS**

- 1) Render first aid.
- 2) Either the instructor or another medically qualified Student/Participant may do this.
- 3) If necessary, request medical assistance by notifying the following Fire Departments for emergencies at these specific ranges:
  - a) Sutter County Sheriff's Range, Yuba City
 

44 Second Street, Yuba City

    - 1) Yuba City Fire Department
      - Call 9-1-1 from hardline phone
      - Call 822-4660 from cell phone
  - b) Yuba County Sheriff's Range, Marysville
 

1422 Harbor Blvd, Marysville

    - 1) Olivehurst Fire Department
      - Call 9-1-1 from hardline phone

- Call 749-7302 from cell phone

Should further medical treatment be needed, the injured party shall be transported to the nearest medical facility:

**Rideout Memorial Hospital**

- 726 4<sup>th</sup> Street, Marysville
- 749-4300



# YUBA COLLEGE

*Inter-Department Correspondence*

Date: \_\_\_\_\_

TO: **MODULAR ACADEMY COODINATOR**

FROM: \_\_\_\_\_

SUBJECT: **RECEIPT OF RULES AND REGULATIONS, LAW ENFORCEMENT ACADEMY**

I hereby acknowledge receiving a copy of the "Academy Rules and Regulations".

I understand that as of the date listed above, if I fail to comply with the policies and procedures in the "Academy Rules and Regulations", I may receive disciplinary action up to and including dismissal from the Academy.

\_\_\_\_\_

Cadet Signature

---

Date

***(This form is to be signed by the Cadet and turned in to Staff)***