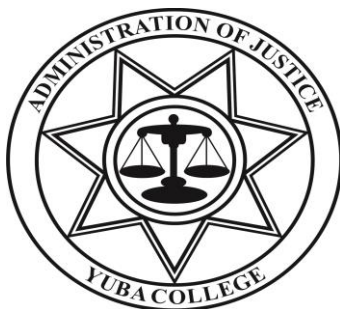




YUBA COLLEGE

Public Safety Program



Rules and Regulations

Manual

Revised 10/2016

Peace Officer Orientation Course
(P.C. 832)

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MISSION STATEMENT

The Yuba College Peace Officer Orientation Course (PC 832) is dedicated to the education and professional achievement of students planning to enter a variety of careers such as Correctional Officers, Animal Control Officers, Security Officers, Zoning Enforcement Officers, Building Inspectors, etc. The Course is committed to the philosophy of proactive problem solving, as well as collaborative strategies between law enforcement personnel and private citizens as the most effective way to safeguard lives, neighborhoods and communities.

The Yuba College administration, faculty, and staff strive to influence student success in Community Oriented Policing through the emphasis of critical thinking, proactive problem solving, professional values, individual responsibilities, interpersonal communication, appreciation of contributions of other cultures, and cooperative civic responsibility.

The College is committed to thoroughly preparing students to provide positive partnerships for the improvement of officer safety and an enhanced quality of life for the diverse communities they intend to serve.

OBJECTIVES

The resources devoted to this course 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.).

The successful students who complete this Course 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 the Peace Officer Orientation Course (PC 832), students must successfully complete all Course requirements.

COURSE RULES AND REGULATIONS

The purpose of this Rules and Regulations Manual is to enable you to understand the operating procedures of the PC 832 Course. All students will comply with the rules and regulations contained herein. Any violation of the rules and regulations may lead to termination from the PC 832 Course. Compliance with Course 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 PC 832 Course 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.

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 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.

1. BUILDINGS AND SURROUNDING AREAS

A. INTRODUCTION

Your cooperation is essential in maintaining the building and grounds in excellent condition. Do not write on, mark or deface any buildings or furnishings. Pick up and place in a proper receptacle any waste observed on the grounds. Together, we can take pride in our learning environment.

B. COMMUNITY ROOMS

Community Rooms are defined as those rooms used by students as a group. Students 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 training staff.
 - d. Immediately report any safety issues (slip hazards, trip hazards, etc.) to the training staff.
2. Classrooms.
 - a. Display your name plates on your desks so they are visible to the instructor during class hours. They shall not be defaced in any manner.
 - b. Classrooms shall be kept neat at all times and chairs shall be pushed in when not in use.
 - c. NO FOOD IS ALLOWED IN THE CLASSROOM. No gum, candy, toothpicks, etc., will be allowed in the classroom.
 - d. Do not tamper with any visual aid equipment.
3. Student Tables.
 - 1) Student tables shall be neat and clean at all times. All unnecessary books, papers, etc., shall be removed from the table tops. Briefcases or backpacks may be kept beside the table but shall not block the

aisle.

2) No student shall sit on any classroom table.

4. Mat Room.

1) Mats are to be cleaned prior to use and after all training.

(a) 10% bleach and water solution

(b) The cleaning will be documented on the “Cleaning Record” posted outside the mat room door.

(c) Cleaning supplies are stored in the equipment room.

2) Unless allowed by an instructor for training purposes, no shoes of any type are to be worn while using the mats.

3) At the end of the training day, all equipment is to be returned to proper storage area.

4) The First Aid kit is located in the entry area of the mat room.

C. PARKING

1. Students will park in the East Parking Lot of the Yuba College campus.

a. Students must follow the college rules and regulations for parking and parking permits.

1) Never park in spaces marked “Reserved” or “Staff”.

2) Exempt plated agency vehicles do not have to purchase a parking pass.

3) Students driving their personal vehicles must display an appropriate parking pass.

D. SMOKING AND TOBACCO/NICOTINE USE

1. Yuba College is a smoke free campus effective August 1, 2016. The use of any form of tobacco/nicotine is prohibited on all District properties, grounds

and buildings within the Yuba Community College District, including College/District owned mobile equipment.

- a. This policy applies to all employees, students, vendors, volunteers and visitors.
- b. “Smoking” means the carrying or holding of lighted cigarettes, cigars, cloves, bidis, pipes, hookah, and electronic cigarettes, or other similar smoking device or equipment, or emitting or exhaling the smoke of cigarettes, cigars, cloves, bidis, pipes, hookah, and electronic cigarettes or other similar smoking device or equipment. Also prohibited is smokeless (mouth) tobacco/nicotine products (dipping, chewing, etc.).

2. ATTIRE AND GROOMING STANDARDS

A. CLASSROOM ATTIRE

The dress code for the classroom/lecture portion of the course is business casual.

1. Inappropriate classroom attire would include:
 - a. Pants that are torn or ripped, sweatpants, exercise pants, shorts, leggings, and any spandex or other form-fitting pants such as worn for biking.
 - b. Shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans.
 - c. Midriff tops, halter-tops and t-shirts unless worn under another blouse, shirt, jacket or dress.
 - d. Flip-flops, slippers.
2. Hats and Head Coverings
 - a. Hats and head coverings are not appropriate in the classroom.
3. Special Accommodations – any student requesting special accommodations must notify the Academy Facilitator prior to the start of the academy.
 - a. Sikh

A Baptized Sikh needs to wear the 5 kakers, also known as “5 K’s”. 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).

 - (1) Headgear – the student will be allowed to wear a turban.
 - (a) The turban must be tight fitting (difficult to remove in a

combat situation).

(b) On training days with scheduled arrest and control training, the student is allowed to wear a Patka (head covering) in place of the turban.

(c) The Patka will be a solid color with no logos.

(2) Kirpan – The student may 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 2 inches. The Kirpan shall not be worn during arrest and control training.

(3) Kara – the student will be allowed to wear his/her Kara (limited to one on each wrist). The Kara(s) can be no wider than ½ inch.

(4) Kanga and Kachera – the student can wear these items as required by his/her religious beliefs.

B. ARREST AND CONTROL (ARRCON) ATTIRE

1. The Arrest and Control attire shall consist of the following:

a. T-shirt, plain without graphics or slogans

1) Agency logos are permitted

b. Athletic bottoms such as fitness pants or sweatpants.

c. Athletic shoes that cover the whole foot, worn with socks.

d. Sweatshirts are optional. Must be plain without graphics or slogans.

1) Agency logos are permitted

e. Examples of clothing items that are NOT allowed during Arrest and Control training: cutoffs, jeans, khakis, yoga pants or other form-fitting pants, belts, sandals, slippers, street shoes, work boots, Crocs, “barefoot” shoes, etc. Please see an instructor if you need clarification.

f. Jewelry restrictions

1) Earrings and other body piercings are prohibited due to the potential to be hooked by a finger or snagged on clothing

during arrest methods training.

- 2) Watches and bracelets are prohibited since they have the potential of causing injury during handcuffing maneuvers.
- 3) Rings that could cause injury shall be removed during arrest methods training.

g. Hair restrictions

- 1) No hair pieces shall be worn.
- 2) Hair clips and pins should be avoided.

h. Fingernail restrictions

- 1) Fingernails shall be sufficiently shortened so as not to cause injury to the student or others during arrest methods training.

C. RANGE ATTIRE

1. Appropriate Range attire shall consist of the following:

a. T-shirt, plain without graphics or slogans

- 1) Agency logos are permitted

b. Sweatshirts are optional. Must be plain without graphics or slogans.

- 1) Agency logos are permitted

c. Blue jeans or black BDU pants

d. Athletic shoes or boots. No open toe footwear.

e. Hearing and eye protection

- 1) It is recommended that each student provide their own hearing and eye protection.
- 2) Hearing and eye protection may be purchased in the Public Safety Office (Room 2101).

f. Ballistic Vest

- 1) It is recommended that each student provide their own ballistic vest, if available.
- 2) Ballistic vests may be borrowed from the Public Safety

Center if necessary.

g. Baseball hat, plain without graphics or slogans

- 1) Agency logos are permitted

h. Duty Belt

- 1) Leather or nylon Sam Browne belt
- 2) Holster – must have at least a Level I security retainer
- 3) Magazine Pouch – must hold a minimum of two magazines
- 4) Magazines – two
- 5) Belt keepers
- 6) Handcuff case
- 7) Handcuffs and key

i. Pants Belt

- 1) Any color or style; must be worn through loops of pants so that a Duty Belt can be worn over it and attached securely with Belt Keepers.

j. Handgun – Types of firearms approved

- 1) Handguns must be double/single action, semi-automatic weapons manufactured by a reputable firearms manufacturer.
- 2) Examples of approved makes include: Glock, Smith & Wesson, Beretta, H & K, Sig Sauer and Ruger.
- 3) Other weapon makes may be allowed, however, they must be cleared through the Range master.
- 4) Handgun calibers must be one of the following:
 - (a) 9 mm
 - (b) 40 caliber
 - (c) 45 caliber

- 5) All firearms must be approved and inspected by the Range master
2. Provider of Firearms
 - a. Students affiliated with an agency are generally supplied with an agency firearm. If the student's agency does not provide a firearm, the student may:
 - 1) Supply his/her own firearm, provided it meets the requirements noted above.
 - 2) Arrange through the Course Facilitator, at the time of orientation, the use of a firearm. Firearms issued to students on range days must be returned to the Range master at the end of each training day.
 - b. Students not affiliated with an agency have the option of:
 - 1) Supplying his/her own firearm, provided it meets the requirements noted above.
 - 2) Arrange through the Course Facilitator, at the time of orientation, the use of a firearm. Firearms issued to students on range days must be returned to the Range master at the end of each training day.

D. GROOMING STANDARDS

1. Requirements.
 - a. Students affiliated with an agency shall comply with the grooming standards established by their respective agencies. If no standards are in place, then the Course standards shall be used. Any conflicting issues regarding agency vs. course standards will require documentation from the employing/sponsoring agency.
 - b. Students shall maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, dirty or unkempt hair are prohibited while attending the Course.
 - c. Perfume and cologne are to be worn sparingly.
 - d. Brassieres
 - 1) Female students shall wear brassieres that provide activity-

appropriate support at all times during training.

f. Tattoos

- 1) No tattoos that promote gang activity, violence or drugs shall be exhibited. For questions, please talk to the facilitator.

3. GENERAL FIREARMS SAFETY POLICY

A. NO FIREARMS ARE ALLOWED ON CAMPUS.

1. **No firearms are allowed on campus pursuant to PC 626.9 (felony).**
2. Exceptions (all must be authorized by the Facilitator):
 - a. Students who are currently employed and authorized to carry a firearm.
 - b. Students who live outside the area and are staying at a local motel.
 - 1) The student should not leave the firearm unsecured in a motel room.
 - c. Students will notify the Facilitator of the reason for the exception.
 - 1) If granted, the student will be allowed to bring the firearm to the campus:
 - (a) The firearm will be turned over to the Facilitator or RTO at the start of class.
 - (b) The firearm will be locked in the gun safe by the RTO/Facilitator.
 - (c) The firearm will be returned to the student at the end of class.
 - (d) The student will leave the campus with the firearm.

B. BASIC FIREARM 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's 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
 - 1) 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 student behind the firing line have a firearm that is not holstered.
- g. 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 Public Safety 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 firearm 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. SITE SPECIFIC SAFETY POLICY (RANGES)

1. **Equipment**

- a. Medical first aid kit
 - 1) Jump bag supplied by the instructor with first aid supplies
 - 2) Site mounted first aid kit
- b. Telephone
 - 1) Cell phone
 - (a) Instructor has one in his/her possession
 - (b) Students that have one on their person
- c. Water
 - 1) Each range has running, potable water for personal cleaning and for hydration
 - 2) Students/Participants shall have a container of water for

frequent hydration

2. **Responsibilities**

a. Students

- 1) Students are required to complete an emergency contact information form.
- 2) Students shall immediately notify the firearms instructor of any known pre-existing medical condition which is likely to be aggravated during training or will effect performance during training.
- 3) Students shall immediately notify the firearms instructor of any injury sustained during training.
- 4) Students are responsible for adhering to all safety requirements of individual courses.
 - (a) Students will be immediately removed from instruction for:
 - [1] Unsafe weapon handling
 - [2] Accidental discharge
 - [3] Repeated failure to follow instructional commands
- 5) Students are responsible for identifying and notifying firearm instructor(s) of any unsafe conditions.

D. FIREARM POSSESSION FOR TRAINING

1. Firearms will only be allowed at the range.
2. When students 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.
 - a. When students are traveling to and from the college campus, for any purpose, they will not wear their duty gear (Sam Browne belt). The

belt (duty gear) will not be worn until the student arrives at the training facility (i.e., range).

3. Live Ammunition.
 - a. Other than at the range, no student will have live ammunition on his/her person.

E. PERSONAL FIREARMS

1. Students will be allowed to use their personal firearms during 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 designated range(s).

F. PROP 215

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

1. Students with a Prop 215 card will not be allowed to use a firearm at the range(s)
2. Students with a Prop 215 card will immediately notify the Course Facilitator.

4. STANDARDS OF CONDUCT

A. REQUIREMENTS

Students shall conduct themselves as ladies and gentlemen, perform all duties in a thorough and precise manner, and carry out all orders, commands and instructions given by PC 832 Course personnel, without hesitation. Students 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 Public Safety Center and the student's department. Failure to act in a proper, professional manner whether on or off the college grounds could lead to disciplinary action up to, and including, termination.

B. BREACH OF CONDUCT AND DEMEANOR

Any breach of conduct or demeanor is subject to disciplinary action up to, and including, termination and will become a matter of record in the student's permanent file. Sponsoring

agencies will be notified of any breach of conduct or demeanor.

1. Prohibited Behavior:

- a. Stir up discord among trainees, including practicing or encouraging discrimination regarding race, color, sex, religion, national origin or ancestry.
- b. Display disrespect to a staff member, instructor or fellow Student.
- c. Threaten, attempt or do bodily harm to another.
- d. Display discourteous treatment of other, including the use of insulting, abusive or profane language.
- e. Display a continuing exhibition of bad taste in the presence of others.
- f. Place the student's department or the Public Safety Center in an embarrassing position by his/her conduct.
- g. Cheat during any examination, or knowingly allow another student to cheat.
- h. Willfully or carelessly destroy or damage Public Safety Center property.
- i. Endanger any person, including him or herself, through careless or willful violation of safety rules or instructions.
- j. Show willful disobedience of an order, direction or regulation.
- k. Fail to maintain appropriate personal appearance.
- l. Display negligence in performing official duties, including failure to follow Public Safety Center regulations or staff instructions.
- m. Display willful disregard of Departmental or Public Safety Center regulations.
- n. Display carelessness, indifference, laziness, lack of alertness, or inattention to duty.
- o. Drink or have in his/her possession or under his/her control an alcoholic beverage on Public Safety Center/college grounds. Have in his/her possession or under his control marijuana or non-prescription narcotics on or off the Public Safety Center/college grounds.
- p. Be under the influence of drugs and/or intoxicants. Students will not

drink any alcoholic beverages within 8 hours of any scheduled Public Safety Center training.

- q. Gamble on Public Safety Center/college grounds.
- r. Use his/her position for the purpose of personal gain, including the acceptance of gratuities.
- s. Violate any public law or ordinance (felony or misdemeanor).
- t. Disclose confidential information without authorization.
- u. Be absent without leave.
- v. Willfully falsify any submitted report, record, or request.
- w. Deliberately falsify a statement in response to any question during an official inquiry.
- x. No student shall participate in any sexual harassment activity nor knowingly allow any sexual harassment to occur.
- y. Fail to exhibit proper conduct of his/her personal business or fail to pay just debts when due, thereby causing embarrassment to this Public Safety Center or his/her department.
- z. Student is to report all law enforcement contact to the PC 832 Facilitator as soon as possible after the contact.
- aa. Failure to provide name when asked to do so by Public Safety Center Staff or college faculty/staff.
- bb. Be insubordinate to a staff member or class officer.

C. ACADEMIC HONESTY POLICY

1. It is the goal of the Yuba College Public Safety Center to ensure that the grades assigned to individual students are indicative of the knowledge and skill level of that student. Acts of academic dishonesty make it impossible to fulfill this responsibility. Therefore, each student has the responsibility to report to the staff any student/staff misconduct.
 - a. Examples of misconduct include, but are not limited to:
 - 1) Students talking to one another during exams.
 - 2) Students using notes or other unauthorized materials during

an exam.

- 3) Students sharing information or answers during an exam.
 - 4) Students turning in written material other than his/her own.
 - 5) Students allowing other students to copy his/her work.
 - 6) Students altering graded exams during an exam review.
 - 7) Students stealing or attempting to steal an exam key.
 - 8) Students memorializing (in any manner) any exam or scenario after taking the exam or scenario.
 - 9) Students forging or altering any attendance form.
- b. The Public Safety Center will not tolerate or condone students who have violated the Academic Honesty Policy. Appropriate action will be taken against any student caught violating the Academic Honesty Policy up to, and including, dismissal from the course.

D. SEXUAL HARRASSMENT POLICY

1. POLICY PROHIBITING

a. 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:

- (1) Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- (2) Submission or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
- (3) 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

(4) 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.

b. Other examples of sexual harassment, whether committed by a student, supervisor, or any non-supervisory District employee, are:

(1) Unwelcome sexual overtures or propositions;

(2) Verbal abuse of a sexual nature;

(a) Graphic verbal comments about an individual's body;

(b) 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.

c. 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 is not the intent or purpose of this policy to stifle or obstruct academic freedom.

(1) 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.

(2) 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.

- (3) 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.

2. 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:

a. INFORMAL COMPLAINT PROCEDURE:

1. 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.
2. 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.
3. 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.

4. If dissatisfied, a complaint who is a student or employee may then utilize the District's formal complaint procedure as determined by District policy.
- b. **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.

1. **FORMAL DISCRIMINATION COMPLAINT PROCEDURE:**

- a. **OBJECTIVE:** To implement the Discrimination Complaint Procedure as outlined in the District's Affirmative Action Program.
- b. **PROCEDURE:**
 - i. Employees or students may file an unlawful discrimination complaint.
 - ii. The Discrimination Complaint Procedure defines who may file and the responsibility of the District.
 - iii. The Complaint Process defines the sequences which must be adhered to in a complaint.
- c. **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 program or activities and seeks to resolve those complaints.
- d. **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 by below.

- i. 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.
 - ii. 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.
- e. **RESPONSIBLE DISTRICT OFFICER:** The District Officer responsible for ensuring compliance with the procedure shall be the Affirmative Action Officer.
- f. **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.

3. COMPLAINT PROCESS:

- a. 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).
- b. The complaint shall be filed with the Affirmative Action Officer on the attached Unlawful Discrimination Complaint Form.
- c. 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.
- d. 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.
- e. 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.

- f. 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.
- g. 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:
 1. the original complaint,
 2. a report of the nature and extent of the investigation conducted by the District,
 3. a report of any action taken to resolve the complaint,
 4. evidence that the District has notified the complainant of the proposed resolution and the ability to object to the proposed resolution by sending to the Chancellor, and
 5. any other information that the Chancellor may require.

E. COLLEGE STAFF STRUCTURE

1. The College staff is as follows:
 - a. Chancellor, Yuba Community College District
 - b. President, Yuba College
 - c. Director, Public Safety Center
 - d. Facilitator, PC 832 Course
 - e. Instructional Staff, PC 832 Course
 - f. Student

F. CLASSROOM CONDUCT

A large portion of the student training is completed in the classroom. It is necessary that all students adhere to the following regulations, which will promote an orderly environment conducive to learning volumes of information.

1. Regulations.
 - a. Students shall not engage or participate in any behavior that is disruptive to the instructor or classroom learning environment.
 - b. Students shall be alert and attentive.
 - c. Only those items related to training are allowed on the desk tops.
 - d. Staff instructors desire and encourage questions, provided that they represent an honest attempt to gain information.
 - e. Students 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 waste time.
 - f. When questions are posed, the student shall gain the instructor's attention by raising his/her hand. Once recognition is gained, the student 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 students the opportunity to hear the questions.
 - g. No student will sleep while a class is in session. Any student who feels too fatigued to remain awake will stand up quietly and go to the back of the classroom where they will stand until they become sufficiently awakened to return to their seat.
 - h. Students will ensure that audible watches, phones, or other type of alarms, are silenced in the classroom.
 - i. No electronic devices of any kind will be allowed in the classroom during examinations without prior approval of the Course Facilitator.
 - j. Pagers, cell phones and smart-watches must be turned off or set to "vibrate" while in the classroom, mat room, range, or other training site areas.
 - k. No tape recorders are allowed in the classroom unless permitted by the instructor (PC 632 – Illegal to record individuals without their knowledge.)

1. Any disruptive behavior by a student in the classroom will result in disciplinary action.

5. DISCIPLINE

A. REQUIREMENTS

The student will, at all times during training, follow all rules and regulations as set forth in this manual both on the Public Safety Center grounds and at the Range(s).

B. DISCIPLINARY ACTIONS

While the PC 832 Course Administration recognizes the concept of progressive discipline, nothing contained herein shall be construed to mean that the course administration may not, depending on the severity of the student infraction, proceed directly to a recommendation of termination without first administering a verbal reprimand or written notice of unsatisfactory performance.

1. Students (and their agency) will be made aware of any disciplinary actions.
2. Any failure to comply with the rules and regulations may result in one or more of the following actions, depending on severity:
 - a. Verbal Reprimand.
 - b. Written Notice of Unsatisfactory Performance.
 - c. Termination from the PC 832 course.
3. The type of disciplinary action will be determined by the PC 832 staff member who witnessed the incident. In matters of a more serious nature, the disciplinary action will be determined by the course Facilitator.
4. Students will be aware of the following limits in regards to violations of the course rules and regulations:
 - a. Students will only be allowed one (1) Written Notice of Unsatisfactory Performance (disciplinary). A second disciplinary incident that results in a Written Notice of Unsatisfactory Performance will result in termination from the course.

C. APPEAL PROCESS

1. If a student is recommended for termination from the course by the Facilitator, he/she may appeal the decision to the Director of Public Safety.
 - a. The student must file a written appeal within two (2) business days.
 - 1) The student cannot attend the course until the appeal is filed.
 - (a) Once an appeal is filed the student will be allowed to attend the course as scheduled while awaiting the Director's decision.
 - 2) Any time missed while filing an appeal will go against the student's overall missed instructional time.
 - b. Once the appeal is filed, an administrative hearing with the Director of Public Safety will be scheduled.
 - c. **The ruling rendered by the Director is final.**

6. SCHEDULES AND DETAILS

A. SCHEDULES

1. Each student will observe and make note of the dates and times of all classes, meetings, and other required events, as well as any subsequent changes.
2. Students will be on time to all scheduled events.
 - a. Unless otherwise instructed, the regular class schedule is as follows:
 - 1) Class starts at 0800 hours
 - 2) Class ends at 1700 hours
 - b. All students 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 attire for the day.
 - c. Students will note any changes to the schedule.

B. MEALS AND BREAKS

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

1. Classroom Breaks occur at the instructor's discretion and are provided approximately every 60 minutes.
2. Breaks provided during arrest and control training should include student hydration and brief rest from the physical activity.

7. ATTENDANCE / CRITICAL SUBJECTS / GRADING

A. ATTENDANCE REQUIREMENTS

1. Attendance is tracked on an hourly basis, as mandated by P.O.S.T. Students who do not meet the following attendance standards will fail the course and not receive a certificate of completion.
 - a. A minimum of 95% attendance is required.
 - b. Attendance for critical subjects cannot be made-up if missed. Students who miss **any part** of the following critical subjects will fail the course and not receive a certificate of completion:
 - 1) Arrest & Control Methods in the mat room
 - 2) Firearms Training on the range

B. GRADING

1. The following guidelines are set for the named areas.
 - a. Written Multiple Choice Test: 75% minimum
 - b. Arrest and Control Skills Testing: Pass/Fail
 - c. Firearms Skills Testing: 80% minimum

C. EXAM RULES

1. Testing
 - a. Follow all instructions given by the test proctor(s)
 - 1) **The test proctor is not allowed to define, clarify or assist**

any student in any manner that may assist the student in correctly answering any question.

- 2) There are times that questions on written examinations stir controversy. Staff will handle those situations when they arise.
 - 3) If a student believes an answer to a question is incorrect, it will be handled through a memorandum.
- b. Students will observe the following rules while taking any test:
- 1) Keep your desk clear of all materials unless otherwise instructed by the test proctor.
 - 2) No food or drink (no water) in the testing room.
 - 3) No electronic devices (cell phones, non-testing lap-tops, tablets, smart-watches, etc.).
 - 4) Do not talk during a test unless specifically permitted to do so.
 - 5) Do not record or make copies of any test material or contents.
 - 6) Do not look at another student's test material.
 - 7) Do not allow another student to look at your test material.
 - 8) Except for emergency purposes, no student will leave the testing room until he/she has completed the test.
 - 9) Upon finishing the test, return all testing material to the test

proctor, and exit the room quietly.

- 10) Do not re-enter the room.
 - 11) Do not congregate outside the testing area.
 - 12) Do not disturb others still taking the test.
- c. Students 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 similar course.
 - d. Students will not aid, abet or conceal any act(s) of cheating.

D. REMEDIATION / RETESTS

1. Any student who fails the written or physical skills examination will be allowed to remediate (re-take) a similar exam.
 - a. Remedial written exams will be scheduled by the Course Facilitator within 90 days of the initial test.
 - b. Students will be provided remedial training prior to taking the remediation exam.
 - c. All physical skill remediation tests (Arrest & Control Methods and Firearms) will be videotaped.
 - d. Students are required to wear appropriate attire to remedial training and remediation exams (i.e., Arrest & Control attire, Range attire).
2. Remediation exams of the Arrest & Control Methods portion must be completed by the end of the 40-hour course.
3. Remediation exams of the Firearms portion must be completed by the end of the 24-hour course.
4. Failure of any remediation exam will result in failure of that portion of the course.

8. ILLNESS AND INJURY

A. DEFINITIONS

1. An “On-Duty” injury is an injury incurred during scheduled training or instruction. Generally, it is classified as compensatory injury in which the sponsoring agency pays the medical expenses.

2. An “Off-Duty” injury is an injury incurred during leisure or liberty hours. Expenses are the responsibility of the student.

B. REPORTING PROCEDURE

1. On-Duty Injury
 - a. Students shall report any illness or injury which occurs during training to the instructor immediately. Follow-up notification shall be made to instructional staff as soon as possible.
2. Off-Duty Injury
 - a. Injuries which occur off-duty will be reported to staff as soon as practical, but no later than the beginning of class on the day the student returns/reports to class.
 - b. If an off-duty injury or illness is serious enough to prevent the student from returning to class as scheduled, the student shall notify the training staff.
3. First aid equipment is available in the classroom. When at an off-site training facility, the instructor will have first aid equipment.
4. Students with major illnesses or injuries will be treated at local medical centers and hospitals.
5. Compensation of medical expenses is subject to review and approval of the college. However, it is customary for the student’s health insurance to be primary, and the college’s secondary.

C. MODIFICATION TO PHYSICAL ACTIVITIES DUE TO ILLNESS/INJURY

1. From time to time students receive injuries that prevent them from participating in full physical activities. These issues are addressed as follows:
 - a. If the student has a minor injury that would prevent the student from participating in strenuous physical activity (i.e., during Arrest & Control Methods), notification should be made to the instructor. The P.O.S.T. PC 832 course requires the student perform specific performance activities. If the performance activities cannot be met, the student will fail the course.

D. PREGNANCY

P.O.S.T. has developed performance standards that must be met to complete the PC 832 Course. Students that are pregnant, or become pregnant during the course, need to be mindful of the

performance standards that must be met in the areas of Firearms Training and Arrest & Control Methods Training. The Public Safety Center does not practice “benevolent paternalism” (stepping in and dictating how one should care for herself or the unborn child). Students that have concerns on whether they should continue to participate in the PC 832 Course should consult with a personal physician. The Course Staff will supply a detailed list of potential hazards associated with the P.O.S.T. performance standards to the student’s physician upon request.

9. MISCELLANEOUS

A. LOCKERS

1. Each student will be issued a locker in the classroom and in the locker room.
 - a. The student is to provide their own combination locks for each locker.
 - b. No firearms or ammunition will be stored in either locker.
 - c. Any items left in either locker at the end of the course will be disposed of.

B. CELL PHONES, PAGERS & SMART-WATCHES

1. Cell phones, pagers and smart watches are not allowed on the student’s person. All such devices shall be set to “silent” or turned off and stowed away in a backpack, carrying bag or locker.
 - a. Cell phones may be used during breaks, but shall be used in a designated area that does not disturb other classes.
 - 1) Exceptions will be decided on a case by case basis by staff.
2. Students will not use the college office phones except on official business and then only when specifically authorized by a staff member.
3. Incoming personal calls to the college offices shall be restricted to emergency calls only. Emergency calls accepted by staff will be limited to those from immediate family members or agency supervisors only.
4. Students shall not enter any college office to answer a telephone unless directed to do so by staff.
5. Students shall not call either staff to obtain test scores.

C. SOCIAL MEDIA

1. This policy provides guidance for student 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.

2. The following principles apply to professional use of social media on behalf of any Yuba College course as well as personal use of social media when referencing any Yuba College course.
 - a. Students should be aware of the effect their actions may have on their images, as well as the college's image. The information that students post or publish may be public information for a long time.
 - b. Students should be aware that college staff may observe content and information made available by students through social media. Students should use their best judgment in posting material that is either inappropriate or harmful to POST, STC, Yuba College, any Academy, or students.
 - c. 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.
 - d. Students 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 students will check with college staff.
 - e. If a student encounters a situation while using social media that is inappropriate, threatening or provides any confidential STC, POST or academy testing material, the student must disengage from the dialogue and notify the Course Facilitator.
 - f. Students who want to utilize any social media to form study groups must get written permission from the course facilitator. The students must give all passwords and make the site available to the course facilitator.



YUBA COLLEGE

Inter-Department Correspondence

Date: _____

To: **FACILITATOR – PC 832 COURSE**

From: _____
(Student Name Printed)

Subject: **RECEIPT OF RULES AND REGULATIONS MANUAL**

I hereby acknowledge having received and read a copy of the “Peace Officer Orientation Course (832pc) Rules and Regulations.”

I understand that as of the date listed above, if I fail to comply with the policies and procedures therein, I may receive disciplinary action up, to and including, dismissal from the course.

(Student Signature)

Date