

Academy Prep Plan

Memos – create the situation on how you were assigned the memo.

Workbooks – read the workbook, do not have to memorize it. In the academy, you will have to write a “what you learned” memo after each LD block of instruction.

Schedule: (The earlier you start, the better prepared you will be)

44 days out: Read LD42 (chapter 6), complete memo.

42 days out: Dirty boots memo

40 days out: Read LD23, complete memo

38 days out: Read LD1, complete memo

36 days out: Attention to detail memo

34 days out: Marching memo

32 days out: Read LD32, complete memo

30 days out: Sacrifice memo

28 days out: Dedication Memo

26 days out: Read LD15, complete memo

24 days out: Leadership memo

22 days out: Fear memo

20 days out: Read LD20, complete memo

18 days out: Use of Force memo

16 days out: Spirit of the Law memo

14 days out: Read LD16, complete memo

12 days out: Complacency memo

10 days out: Read LD21, complete memo

7 days out: Read LD2, complete memo

5 days out: Read LD5, complete memo

Other LD's that should be read before the academy starts (at least read what is going to be covered in the first 5 weeks). The more you read now, the easier it will be when the academy starts.

LD 18 Report Writing

LD19 Emergency Vehicle Operations

LD33 Arrest and Control

Academy Prep Plan

LD3 Community Policing

LD9 Crimes against Children

LD34 – CPR – First Aid

Other Memos you should write and have in your portfolio:

When ever you pass by a staff member and within 6-10 feet, stop, come to attention, and say “Sir, By Your Leave Sir” (or Mam). They will then say, “Carry On”. If you don’t, you will hear “MEMO”

During formation, the RTO’s will try to steal your stuff (gun, handcuffs, etc.). If that happens, cover your gun, handcuff case and keep them from doing so. If they succeed (and they will), you will need to write a memo to get it back. Memo can be titled “Weapon Retention” or “Gear Retention”

If you do the wrong facing movement, you may hear “MEMO”

If you leave your locker unlocked (and someone will), you will come out and find your stuff all over the grinder. You will need to write a memo to get your stuff back.

When you pass a blind corner, check before you pass or “MEMO”.

Know the name of your Chief, Sheriff or the Chief or Sheriff where you live or, yes “MEMO.

Other tips:

Read the Recruit Manual before hand.

Learn how to get dressed fast. You will experience a “Quick change” sometime in the early weeks.

Learn how to get out of your uniform and into your PT gear in 2 minutes. Also, the other way around.